



## USU Board of Trustees Regular Meeting

January 5, 2024 – 9:30 AM MST to 1:30 PM MST

Huntsman Foundation (3<sup>rd</sup> Floor Boardroom) 500 S Huntsman Way, Salt Lake City, UT

Zoom: <https://usu-edu.zoom.us/j/89970324093?pwd=WW5TcG8xUktiSGRxVmRhRm1nQWo3dz09>

### Agenda

1. Welcome - Chair Skinner 9:30 AM
2. Chair's Report - Chair Skinner 9:35 AM
  - 2.1. DRAFT 2024-2025 Meeting Schedule
3. Trustee Recognition - Interim Vice President Taylor 9:45 AM
4. Committee Reports 9:55 AM
  - 4.1. Executive - Committee Chair Skinner
  - 4.2. Research & Academic Approval - Committee Chair Malouf
  - 4.3. Honorary Degrees, Awards and Recognition - Committee Chair Mason
  - 4.4. Statewide Mission and Campus Oversight - Committee Chair Alder
  - 4.5. Audit, Risk and Compliance - Committee Chair Petersen
5. Tech College Reports 10:40 AM
  - 5.1. Uintah Basin - Vice Chair Gagon
  - 5.2. Tooele Tech - Trustee Petersen
  - 5.3. Bridgerland Technical College - Trustee Ferry
6. USU Foundation Report - Vice Chair Gagon 10:50 AM
7. BREAK 10:55 AM
8. Student Resolution of Commendation - Trustee Rodriguez 11:05 AM
9. Legislative Priorities Update - Vice President Wisner 11:15 AM
10. President's Report - President Cantwell 11:30 AM

## 11. Action Agenda

- 11.1.** Review and Acceptance of the External Audit Reports - 12:00 PM  
Trustee Petersen and Vice President Cowley
- 11.2.** Proposal to Revise USU Student Code of Conduct Section V.3.B.1: 12:15 PM  
University Standards of Conduct, Misconduct -  
Trustee Rodriguez

## 12. Closed Session 12:25 PM

## 13. Consent Agenda 1:25 PM

- 13.1.** 11.10.2023 USU Board of Trustees Regular Meeting Minutes
- 13.2.** Approve Recommendation for 2024 Honorary Degrees
- 13.3.** Proposal to Revise or Retire 300 Level Policies
- 13.3.1.** USU Policy 313: Drug- and Alcohol-free Workplace
  - 13.3.2.** USU Policy 350: Tuition Benefits
  - 13.3.3.** USU Policy 351: Family Medical Leave Act
  - 13.3.4.** USU Policy 379: International Assignments
  - 13.3.5.** USU Policy 398: Reductions in Force
- 13.4.** Report of Investments for July 2023
- 13.5.** Report of Investments for August 2023
- 13.6.** Proposal to - Restructure the Career and Technical Education Teaching Academy Institutional Certificate of Proficiency in the Department of Applied Sciences, Technology and Education, in the College of Agriculture and Applied Sciences
- 13.7.** Approve Proposal - Offer an Extension Education Post Baccalaureate Certificate in the Department of Applied Sciences, Technology and Education, in the College of Agriculture and Applied Sciences
- 13.8.** Approve Proposal - Name Change of the Theatre Arts Theatre Design and Technology Film Production Option BFA to Theatre Arts: Theatre Design & Technology BFA in the Department of Theatre Arts, in the Caine College of the Arts
- 13.9.** Approve Proposal - Name Change of the Communicative Disorders and Deaf Education BA/BS to Communicative Disorders BA/BS in the Department of Communicative Disorders and Deaf Education, in the Emma Eccles Jones College of Education and Human Services
- 13.10.** Approve Proposal - Name Change 2nd bachelor's degree in Communicative Disorders and Deaf Education BA/BS to Communicative Disorders BA/BS in the Dept of Communicative Disorders and Deaf Education, in the EEJ College of Education and Human Services
- 13.11.** Approve Proposal - Discontinue the Speech Language Pathology and Audiology-Online Second BS in the Department of Communicative Disorders and Deaf Education, in the Emma Eccles Jones College of Education and Human Services

- 13.12.** Approve Proposal - Discontinue the Speech Language Pathology and Audiology BS in the Department of Communicative Disorders and Deaf Education, in the Emma Eccles Jones College of Education and Human Services
- 13.13.** Approve Proposal - Offer an Outdoor Adventure Leadership Certificate of Proficiency in the Department of Kinesiology and Health Science, in the Emma Eccles Jones College of Education and Human Services
- 13.14.** Approve Proposal - Restructure the Curriculum Instruction MEd in the School of Teacher Education and Leadership, in the Emma Eccles Jones College of Education and Human Services
- 13.15.** Approve Proposal - Restructure the Instructional Leadership MEd in the School of Teacher Education and Leadership, in the Emma Eccles Jones College of Education and Human Services
- 13.16.** Approve Proposal - Discontinue the Speech Communication Teaching Minor in the Department of Communication Studies and Philosophy, in the College of Humanities and Social Sciences
- 13.17.** Approve Proposal - Offer an Environmental Advocacy Certificate of Proficiency in the Department of Communication Studies and Philosophy, in the College of Humanities and Social Sciences
- 13.18.** Approve Proposal - Offer a Political Communication Certificate of Proficiency in the Departments of Communication Studies and Philosophy, Journalism and Communication and Political Science, in the College of Humanities and Social Sciences
- 13.19.** Approve Proposal - Offer an Environmental Justice Institutional Certificate of Proficiency in the Department of Sociology and Anthropology, in the College of Humanities and Social Sciences
- 13.20.** Approve Proposal - Move the Community and Natural Resources Institute from Sociology and Anthropology to the Department of Sociology and Anthropology, in the College of Humanities and Social Sciences
- 13.21.** Approve Proposal - Offer a Social Dimensions of Climate Change and Environmental Justice Minor in the Department of Sociology and Anthropology, in the College of Humanities and Social Sciences
- 13.22.** Approve Proposal - Offer a Social Dimensions of Climate Change Institutional Certificate of Proficiency in the Department of Sociology and Anthropology, in the College of Humanities and Social Sciences
- 13.23.** Approve Proposal - Change the Name of the Earth Science Composite Teaching BA-BS to Earth Science Teaching BA-BS in the Department of Geosciences, in the College of Science
- 13.24.** Approve Proposal - Offer a Paleontology Institutional Certificate of Proficiency in the Department of Geosciences, in the College of Science
- 13.25.** Approve Proposal - Offer a Healthcare Management Minor in the Department of Management, in the Jon M. Huntsman School of Business
- 13.26.** Approve Proposal - Change the Name of the Master of Business Administration-Supply Chain Management Specialization MBA to Master of

Business Administration-Shingo Specialization MBA in the Dept of Marketing & Strategy, in the Jon M. Huntsman School of Business

**13.27.** Approve Proposal - Establish a Native American Cultural Center

**13.28.** Approve Proposal - Offer a Climate Change Solutions Certificate of Proficiency in the Department of Environment and Society, in the S.J. & Jessie E. Quinney College of Natural Resources

**13.29.** Approve Proposal - Restructure & Change Name of Natural Resources & Environmental Ed NREE Graduate Cert to Natural Resources & Environment Comm & Engagement (NRECE) Post-Baccalaureate Cert in Dept of Environment & Society, College of Natural Resources

**14.** Information Agenda

**14.1.** 2023 Annual Financial Report

**15.** Adjourn

**16.** LUNCH - Huntsman Foundation (level 1, multi-purpose room)

1:30 PM



Date of USU Trustees Meeting	Meeting Type	NOTES	Committee Meetings	Date of Utah Board of Higher Education Meeting
Friday, January 5, 2024	Regular Meeting - SLC (morning)	<input type="checkbox"/> Approve Honorary Degree recipients <input type="checkbox"/> Present draft Trustee meeting schedule <input type="checkbox"/> Review and Approve External Audit Report (FAS)	Executive Committee Audit, Risk, & Compliance Research, Tenure, and Academic Approvals External Strategic Partnerships Statewide Mission and Campus Oversight Committee	
<b>NO formal February meeting</b>	<i>Virtual small group meetings w/ President Cantwell</i>			
Friday, March 8, 2024	<i>Regular Meeting (afternoon)</i>		Executive Committee Audit, Risk & Compliance Research, Tenure, and Academic Approvals Recruitment, Retention, and Completion Committee Student Health and Wellbeing	
March 21-22, 2024				
Friday, April 5, 2024	Virtual Meeting (morning)	Promotion and Tenure only		
Wednesday, May 1, 2024	Regular Meeting (afternoon)	<input type="checkbox"/> Oath of Office incoming USUSA President <input type="checkbox"/> Commencement events (May 2-3) <input type="checkbox"/> Honorary Degree recipient dinner	Executive Committee Audit, Risk & Compliance Research, Tenure, and Academic Approvals External Strategic Partnerships Statewide Mission and Campus Oversight Committee	
June 6-7, 2024				
Friday, June 28, 2024	Regular Meeting (morning)	<input type="checkbox"/> Board Elections for Chair and Vice Chair <input type="checkbox"/> Budgets (FAS)	Executive Committee Audit, Risk & Compliance Research, Tenure, and Academic Approvals Recruitment, Retention and Completion Committee Student Health and Wellbeing	
<b>NO formal July meeting</b>	<i>Virtual small group meetings w/ President Cantwell</i>			

Date of USU Trustees Meeting	Meeting Type	NOTES	Committee Meetings	Date of Utah Board of Higher Education Meeting
Thursday & Friday, August 1-2 OR 29-30, 2024	Workshop, Dinner, and Regular Meeting (two days)	<input type="checkbox"/> Trustee Dinner & Workshop <input type="checkbox"/> Title IX Compliance in-person training <input type="checkbox"/> Oath of office new trustees <input type="checkbox"/> Capital Development Priority (FAS) <input type="checkbox"/> Online Trustee training due	Executive Committee Audit, Risk & Compliance Research, Tenure, and Academic Approvals External Strategic Partnerships Statewide Mission and Campus Oversight Committee	
Friday, September 27, 2024	Regular Meeting	<input type="checkbox"/> Bonding Requests (FAS)	Executive Committee Audit, Risk & Compliance Research, Tenure, and Academic Approvals Recruitment, Retention and Completion Committee Honorary Degree Committee	
<b><u>NO</u></b> formal October meeting	<i>Virtual small group meetings w/ President Cantwell</i>			
Friday, November 8, 2024	Regular Meeting		Executive Committee Audit, Risk & Compliance Research, Tenure, and Academic Approvals External Strategic Partnerships Statewide Mission and Campus Oversight Committee Honorary Degree Committee	
<b><u>NO</u></b> formal December Meeting	<i>Virtual small group meetings w/ President Cantwell</i>			
Friday, January 10, 2025	Regular Meeting (morning)	<input type="checkbox"/> Honorary Degree recipient approval <input type="checkbox"/> Present draft Trustee meeting schedule <input type="checkbox"/> External Audit Report (FAS)	Executive Committee Audit, Risk & Compliance Research, Tenure, and Academic Approvals Recruitment, Retention and Completion Committee Honorary Degree Committee	
<b><u>NO</u></b> formal February meeting	<i>Virtual small group meetings w/ President Cantwell</i>			

Date of USU Trustees Meeting	Meeting Type	NOTES	Committee Meetings	Date of Utah Board of Higher Education Meeting
Friday, March 7, 2025	<i>Regular Meeting (morning)</i>	<input type="checkbox"/> Approve Tuition Rates, Differential Tuition, and fees (FAS) <input type="checkbox"/> Last day of Legislative session <input type="checkbox"/> Joint Lunch with USU Foundation Board <input type="checkbox"/> Held in conjunction with USU Founder's Day <input type="checkbox"/> USU Spring Break following week <input type="checkbox"/> MW basketball tournament following week	Executive Committee Audit, Risk & Compliance Research, Tenure, and Academic Approvals External Strategic Partnerships Statewide Mission and Campus Oversight Committee	
Friday, April 4, 2025	Virtual Meeting (morning)	Promotion and Tenure only	Executive Committee Audit, Risk & Compliance Research, Tenure, and Academic Approvals Recruitment, Retention and Completion Committee Student Health and Wellbeing	
Wednesday, April 29, 2025	Regular Meeting (afternoon)	<input type="checkbox"/> Honorary Degree recipient dinner <input type="checkbox"/> Oath of Office incoming USUSA President <input type="checkbox"/> Commencement events ( May1-2)	Executive Committee Audit, Risk & Compliance Research, Tenure, and Academic Approvals External Strategic Partnerships Statewide Mission and Campus Oversight Committee	
<b><u>NO</u></b> formal July meeting				



# President's Report

December 2023

## Message from USU President Betsy Cantwell

Dear Members of the Board,

I hope this message finds you well as we approach the end of 2023. As we reflect on the accomplishments, challenges, and exciting opportunities that lie ahead, I am honored to share with you the state of our Utah State University.

### Celebrating Achievements:

The past year has been marked by numerous achievements that underscore the dedication and hard work of our university community. From groundbreaking research to innovative academic programs, we have continued to uphold our commitment to excellence in education and research. Our faculty and staff have demonstrated unwavering dedication to the success of our students, and our students, in turn, have showcased their talents and commitment to making a positive impact on the world.



### Navigating Challenges:

While celebrating our successes, it is important to acknowledge the challenges we confront. Faced with fierce competition, declining enrollments, escalating costs, cybersecurity threats, a student mental health epidemic, geopolitical challenges and insufficient resources, a new president's job has never been more challenging. However, I am deeply committed to USU, and our university community has risen to the occasion, demonstrating resilience and adaptability in the face of adversity. We are engaged in implementing strategic measures to clearly define our future success to ensure the safety and well-being of our students and staff while maintaining the high standards of education that define us.

### Great Opportunities in 2024:

Looking ahead to 2024, I am excited about the tremendous opportunities that lie before us. Utah's dynamic environment, coupled with our university's strengths, positions us to make significant contributions to society. Our strategic initiatives include:

1. **Innovation and Research Excellence:** We will continue to invest in cutting-edge research and foster an environment that encourages innovation. This commitment will position our university as a leader in addressing global challenges and contributing to advancements in various fields.
2. **Community Engagement:** Strengthening our ties with the local community and forging new partnerships will be a priority. By actively engaging with businesses, nonprofits, and governmental organizations, we can create a collaborative ecosystem that benefits both our students and the community at large.
3. **Belonging and Inclusion:** Our commitment to fostering a diverse and inclusive campus will be a key focus. By promoting a culture of belonging, we aim to prepare our students to thrive in an increasingly interconnected and diverse world.
4. **Student Success:** Enhancing the overall student experience and ensuring the success of our graduates remain at the forefront of our priorities. We will implement initiatives that support student well-being, academic achievement, and post-graduation success.

I am confident that, together with the support of our dedicated Board, faculty, staff, and students, we will continue to elevate our university to new heights.

## ACADEMIC ENTERPRISE

Together with the Provost, we launched an **intensive listening tour of our Statewide Campuses**, visiting the Blanding, Moab, and Eastern campuses, where we met with faculty, students, staff, and community leaders to listen and discuss issues identified in each location. Thoughtful and strategic use of the gathered information will drive positive change at USU.

**The Provost and all USU Colleges prepared and submitted SMART goals** specific to their units, working with USU Consultant Kerri Davidson, President and CEO of Evolve Business Strategies. Goals were collected to foster institutional alignment, promote transparency and accountability, and allow for effective resource allocation and strategic planning to achieve shared objectives in our dynamic academic environment.

The Provost's office launched a **national search for a new [Dean of the College of Engineering](#)** in light of Dean Jagath Kaluarachchi's announcement that he will step down on June 30, 2024. Aggressive recruitment will begin immediately with interviews planned this Spring.

Several colleges have developed **legislative proposals focused on innovative academic programs** with broad benefits to students and programs.

## AGGIE ATHLETICS ENTERPRISE

Men's Basketball Update:

- Utah State men's basketball (11-1, 0-0 MW) wraps up non-conference play on Friday, Dec. 22, as it hosts East Tennessee State (6-4) at 7 p.m. The game will be televised on KMYU and the Mountain West Network.
- Utah State has won 10-straight games, which is tied for the fifth-longest active streak in the nation.
- USU has started the season 11-1 for just the fourth time in program history.
- Utah State ranks in the top 50 in the nation in several categories, including field goal percentage (.499, 19th), assists per game (17.92, 20th), scoring margin (+15.67, 26th), rebounding margin (+8.25, 34th), assist-to-turnover ratio (1.50, 34th) and defensive 3-point field goal percentage (.423, 37th).



The Utah State Aggies face off against the Georgia State Panthers in the Famous Idaho Potato Bowl on Saturday, December 23 – tune in and root for the Aggies!

## BUSINESS & FINANCE

To meet USU's growth, many capital construction projects and renovations are underway and progressing well, including:

- EVR/ASPIRE - completion scheduled Spring 2024
- Mehdi Heravi Global Teaching and Learning Center and the NEHMA Art Research Center - completion scheduled Fall 2024
- Gardner Learning & Leadership Building - completion scheduled Spring 2025
- South Campus Residence Hall & Parking Terrace – completion scheduled Summer 2025
- Monument Valley – completion scheduled Winter 2025
- College of Veterinary Medicine Building - completion scheduled Summer 2026

Additionally, there are several key programs and projects advancing to improve overall performance:

**Aggie Print:** Purchase and installation of smart lockers in the TSC to provide easy and secure package handling through Aggie Print and Mail for improved student experience.

**Human Resources:** Hiring, Turnover, and Exit Interview Metrics in Tableau - Human Resources is completing beta testing of initial leadership dashboards. Training scheduled to begin in January 2024.

**New Learning Management System (LMS):** Human Resources completed the RFP process to select a new LMS to further strengthen the delivery and tracking of both required and development training for employees and leaders across the university.

**Annual Total Rewards Statements:** Human Resources emailed the annual total rewards statements to all benefited employees.

**Information Technology:** The Chief Information Officer, Executive Vice President, and Vice President for Research, and select academic departments are working on USU-wide initiatives relative to Artificial Intelligence (AI), including the curation and creation of a resource website at <http://ai.usu.edu> to inform the institution on new AI tools, practices, and initiatives that are or will shortly be available at USU.

**AI at USU:** USU's Information Security Officer, along with others in central IT, is building a comprehensive, maturity-based, cybersecurity program to reduce USU's risk profile and create a more standardized and auditable approach to cybersecurity across all units at USU.

## GOVERNMENT RELATIONS

On December 20, 2023, USU hosted the legislative preview dinner at our Kaysville Botanical Center to provide legislators with information about USU legislative priorities for the upcoming session. Key events coming up in January:

1/16/24: 2024 General Legislative Session begins

1/18/24: Research on Capitol Hill (Joint "poster day" for USU and University of Utah)

1/30/24: President Cantwell's presentation to the Higher Education Appropriations Subcommittee

## MARKETING & STRATEGIC COMMUNICATIONS:

I had the privilege of co-authoring a commentary with President Randall on the importance of D1 Athletics for our universities, as well as the state of Utah, recently published in the Salt Lake Tribune: <https://www.sltrib.com/opinion/commentary/2023/12/15/opinion-how-d1-athletics-programs/>

Other updates:

President's (Student) Ambassadors will be joining forces with social media team to increase and amplify student engagement.

- Update: President Roundtable Responses and Request for Feedback
  - <https://www.usu.edu/president/transition/>
    - 221 responses to the form
    - Roundtable – 84 responses
- Most-viewed stories published in Utah State Today:
  1. [USU Undergraduate Application Fee Waived for all Utah Residents](#)

2. [USU Biochemist Ryan Jackson Named R. Gaurth Hansen Professor](#)
  3. [Meet Miss Engineering: This Year's Miss USU Uses Platform to Encourage Women in STEM](#)
- In the news:
    - President Cantwell spoke at press conference with Utah Gov. Spencer Cox where he launched \$7M initiative to build bigger, better life sciences workforce: [Deseret News](#)
  - Aggie Impact fall advertising campaign results:
    - 3,262,971 impressions with 82% of the ads viewed to completion.
    - 23,040 total hours spent by viewers interacting with the ads.
    - USU promotions were seen on SL Tribune, Weather Channel, ROKU TV, CNN, Forbes, MTV.com, Comedy Central, Lifetime.com and Newsweek.com, Slings TV and Fubo TV.
    - Outros: I'm An Aggie:
      - I'm Working to Improve Utah's Air Quality
      - I Sustain Utah's National Parks
      - I Teach Kids to be Resilient
      - I Empower Youth to Take Action

## RESEARCH ENTERPRISE

USU's Research Enterprise has received many recent achievements and awards:

- **USU Geoscientist Alexis Ault named Kavli Fellow by National Academy of Sciences**, deemed one of the brightest scientists in academia, industry or government in the United States <https://www.usu.edu/today/story/usu-geoscientist-alexis-ault-named-national-academy-of-sciences-kavli-fellow>
- Launch of the Atmospheric Waves Experiment (AWE), a robust program from USU's Space Dynamics Lab (Mike Taylor and Ludger Scherliess, PIs) with videos of USU students showcased on NASA social media <https://scitechdaily.com/nasas-atmospheric-waves-experiment-awe-launches-to-space-station/>
- SpaceNews **Award for USU's Small Satellite Conference** <https://spacenews.com/the-2023-spacenews-icon-awards-winners/>

Finally, USU was also cited in the FY22 NSF HERD report, released Nov. 30, 2023, reflecting 6% growth in Research Expenditures (in thousands; total for USU main campus + SDL) and ranking 83 overall (an elevated ranking from last year).

## STATEWIDE/EXTENSION ENTERPRISE

- Extension assistant professor Maria Jose Velasco Burgos, and Dr. Celina Wille, Assistant Professor and Extension Latino Programs Specialist, launched a new program called **CUBE for cultural belonging** enabling faculty and staff cultural guides to support underrepresented BIPOC, Veterans, disabled and refugee communities. Programs in Moab for 4-H and families were well attended with over 120 attendees in two separate events.
- In November, Utah hosted the **National Association of Extension Program & Staff Development Professionals Annual Conference** with USU Extension leaders playing key roles. The conference hosted approximately 120 extension professionals from the land grant system for a three-day event. Vice President White provided a welcome and overview of Extension and Dr. Dave Schramm gave the keynote address, both of which were well received.
- Dr. Michael Wierda, Extension Pesticide Safety Education Program manager hosted eight webinars with local and national partners from industry, regulatory, and educational organizations on: **Use, Law, and Safety CEUs for Utah's professional pesticide applicators**. All together 24 hours of contact benefitted 1,054 applicators and provided 3,162 CEU opportunities within the state of Utah.
- Silicon Slopes will award **\$100,000 to Utah 4-H** in December through the Utah Community Fund to increase teen leaders in teaching computer science skills.
- Finally, approximately **30 teens from around the state will represent USU Extension 4-H at the National 4-H Round Up in Denver, CO** in early January, competing in over 10 contests.



## STUDENT SUCCESS – USU Recruitment fast facts!

USU Open Houses for students and parents with on-the spot scholarships awarded for those qualified: 28 with 3,713 total attendance and 1,593 scholarships awarded

On Campus Events: True Blue Days: 10 events with 2,390 total attendance

Campus Engagement: Nearly 3k visitors on campus this fall including tours, special groups and athletic events

Territory High School Visits: 102 ice cream run visits made to high school counselors and 334 visits by Admissions Specialists (212 In-State and 122 Out-Of-State). USU was also represented at 54 college fairs across 12 states and 46 cities.

## Upcoming Statewide/Extension Events:

- January 13 - May 5, 2024 - Swaner EcoCenter's new exhibit [Snow: Tiny Crystals, Global Impact](#) will be on display.
- January 19-20 – 4-H **Teen Winter Retreat** near Provo, Utah will host more than a hundred youth from around the state where they participate in activities focused on the Five Love Languages.
- January 22-24, 2024 - **Utah Green Industry Conference** in Sandy, Utah will feature 12 sessions taught by USU faculty and an Extension trade show booth.
- **SAVE THE DATE – February 5, 2024: The President's Forum on Conflict and Conflict Resolution** will launch on the Logan Campus. The President will moderate a discussion with Governor Cox and Emmy award winning Irshad Manji followed by a keynote lecture from Manji. Join us!
- February 9, 2024 – [Utah Marriage Celebration](#) sponsored by USU Extension and the Utah Marriage Commission [endorsed by Governor Cox](#).



Excluding admission packets, 188,002 mailers sent out inviting Aggie participation and engagement



Financial Aid (introduction of the 4-year scholarship initiative) yielded the following results: 7,036 scholarship offerings to incoming students: (Resident First-Time: 5,117; Nonresident First-Time: 1,109; Resident Transfer: 30; Nonresident Transfer: 24 and Nonresident Legacy: 170)

## USU & FREE SPEECH

On December 1, 2023, the Utah Board of Higher Education (UBHE) adopted a Resolution Establishing Expectations for Implementing Principles of Free Expression on Campus. USU has a longstanding commitment to free speech and has been actively working to ensure all voices are welcome and lawful expression is protected on all USU campuses. As a result, USU is well positioned to meet the requirements of the UBHE December 2023 Resolution. Below is a short list of policies and programs already in place at USU.

- **Principled Neutrality:** USU has adopted an approach of principled neutrality when issuing university statements on social and political issues. As an example of this approach, please see my October 19 statement on the Israel and Hamas conflict.
- **Free Speech and Campus Safety:** USU public safety employees are annually trained on free speech issues, including de-escalation tactics for managing free expression events and best practices for ensuring the safety of all community members. Similar training is also provided to Events Services staff.
- **Policy Development:** USU drafted a university-wide free speech policy and will be presenting this new policy to the USU Board of Trustees in the coming months. This policy codifies the guidance and practices summarized on USU's free speech website and addresses the requirements of the UBHE December 2023 Resolution. · Education on Free Speech: USU has adopted and regularly promotes Principles of Community, which affirm USU's commitment to free expression and respectful dialogue.
- **Academic Engagement:** USU's faculty have also been engaged in fostering healthy dialogue. USU offers the only undergraduate certificate in conflict management. And, as a direct support for all USU students, USU faculty developed the Spacemakers program, which provides students an opportunity to seek assistance with addressing conflict from their peers. The Spacemakers program is a model for how USU is seeking to serve as a resource and support for individuals and communities in conflict and is providing practical skills for students to be better citizens and community members.

## USU FOUNDATION

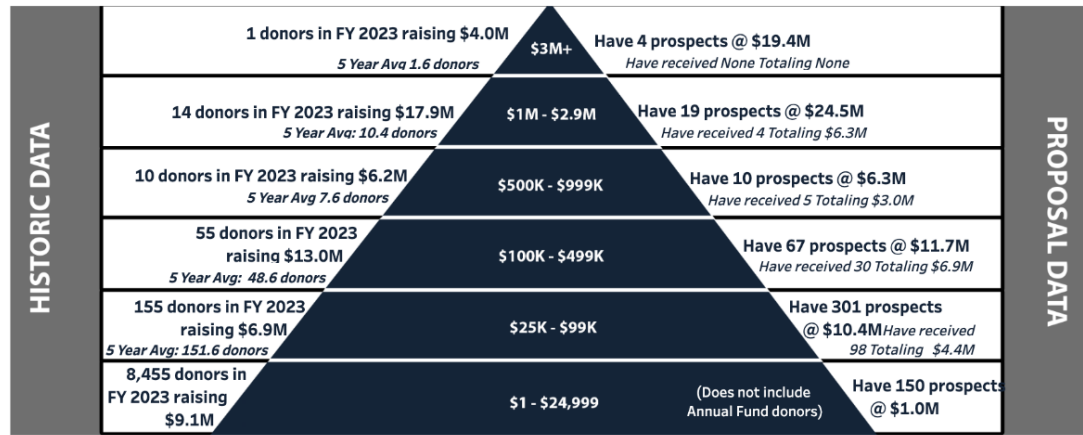
The USU Foundation is finishing the year strong and has received many impactful year-end gifts. We are extraordinarily grateful for our donors and those who make long-term commitments to USU students and faculty.

Major gift proposals were prepared and presented to several potential donors to support renovation of the Caine Lyric Theatre Renovation and the following endowments which advance the mission and vision of USU and support student success:

- Student-Athlete Experience

- Endowed Chair, Colorado River Studies
- Veterinary Medicine Student Scholarships
- Outdoor Product Design and Development Program
- Outdoor History Center
- Ivory Scholarship & Prize

### \$60M GOAL JUSTIFICATION FY24



**Total Forecasted: \$73,281,543 + \$24,795,107 Raised FYTD = \$98,076,650**  
**60% of Forecasted: \$43,968,926 + \$24,795,107 Raised FYTD = \$68,764,033**  
**40% of Forecasted: \$29,312,617 + \$24,795,107 Raised FYTD = \$54,107,724**  
**Forecasted at Current Close Rate of 51.14%: \$37,475,952 + \$24,795,107 Raised FYTD = \$62,271,059**

I look forward to our collective efforts in shaping a future that reflects the excellence, innovation, and impact that defines our institution. Thank you for your ongoing support and Go Aggies!

Best wishes for a Happy New Year!

Betsy Cantwell  
 President, Utah State University

### **ITEM FOR ACTION**

RE: Review and Acceptance of the External Audit Reports

The external audit reports are submitted to the Board of Trustees for consideration. The audit reports listed below have received the appropriate administrative review.

### **EXECUTIVE SUMMARY**

Audits of University financial statements are conducted by various external agencies. The State of Utah Auditor's Office performed the comprehensive audit on the University financial statements for the year ended 30 June 2023. The State of Utah Auditor's Office also performed the required audit on the Edith Bowen Laboratory School financial statements for the year ended 30 June 2023. The firm Jones Simkins LLP performed the comprehensive audit on the Utah State University Space Dynamics Laboratory's financial statements for the year ended 30 June 2023. The firm Jones Simkins LLP also performed the required audit on Utah Public Radio's financial statements for the year ended 30 June 2023.

The reports listed below are scheduled for review by the Board of Trustees Audit, Risk, and Compliance Committee prior to the Board of Trustees meeting on January 5, 2024.

1. Utah State University Financial Report, Required Communications Memo, and Government Auditing Standards Report for the Year Ended 30 June 2023
2. Utah State University Space Dynamics Laboratory Financial Statements and Management Letter for the Year Ended 30 June 2023
3. Utah Public Radio Annual Financial Statements with Independent Auditor's Report and Management Letter for the Year Ended 30 June 2023
4. Edith Bowen Laboratory School Annual Financial Statements with Independent Auditor's Report, Required Communications Memo, Government Auditing Standards Report, and State Compliance Audit Report for the Year Ended 30 June 2023

### **RECOMMENDATION**

The President, Vice President for Finance and Administrative Services, and the Audit, Risk, and Compliance Committee recommend that the Board of Trustees accept the external audit reports.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, Audits of University financial statements are conducted by various external agencies; and

WHEREAS, A meeting of the Utah State University Board of Trustees Audit, Risk, and Compliance Committee was held on January 5, 2024 for the purpose of reviewing the external audit reports; and

WHEREAS, The following individuals are members of the Utah State University Board of Trustees Audit, Risk, and Compliance Committee: David A. Petersen, Chair; Kent Alder; Heather Mason; Jacey Skinner; and Clark Whitworth; and

WHEREAS, The following reports were reviewed:

1. Utah State University Financial Report, Required Communications Memo, and Government Auditing Standards Report for the Year Ended 30 June 2023
2. Utah State University Space Dynamics Laboratory Financial Statements and Management Letter for the Year Ended 30 June 2023
3. Utah Public Radio Annual Financial Statements with Independent Auditor's Report and Management Letter for the Year Ended 30 June 2023
4. Edith Bowen Laboratory School Annual Financial Statements with Independent Auditor's Report, Required Communications Memo, Government Auditing Standards Report, and State Compliance Audit Report for the Year Ended 30 June 2023

WHEREAS, The President, Vice President for Finance and Administrative Services, and the Audit, Risk, and Compliance Committee recommend the Board of Trustees accept the external audit reports:

NOW, THEREFORE, BE IT RESOLVED, That the Utah State University Board of Trustees hereby accepts the above listed audit reports.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES

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Date

Members of the Audit Committee:  
David A. Petersen, Chair  
Kent Alder  
Heather Mason  
Jacey Skinner  
Clark Whitworth

05 January 2024

**ITEM FOR ACTION**

RE: Proposed Alcohol Amendments to the Utah State University Student Code of Conduct Section V.3.B.1

**EXECUTIVE SUMMARY**

The purpose of this amendment is to change section V.3.B.1 of the Utah State University Student Code of Conduct to permit the lawful consumption of alcohol by eligible students at approved university-sponsored off-campus events. This revision to the student code of conduct does not impact existing procedures and requirements for permitting alcohol at university-sponsored events and activities. All university sponsored events and activities at which alcohol is served must be reviewed by the Utah State University Risk Management and approved the Vice President for Business and Administrative Services.

This amendment has been approved by all bodies and administrators required by to amend the Utah State University Student Code of Conduct.

**RECOMMENDATION**

The USUSA Student Body President recommends that the Board of Trustees approve the proposed changes to the Utah State University Student Code.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

**WHEREAS** the Utah State University Student Code of Conduct prohibits certain conduct by Utah State University students, including the consumption of alcohol at university-sponsored events and activities

**WHEREAS**, USUSA, acting through its Student Body President, proposes that the USU Student Code of Conduct Section V.3.B.1 be changed to read “

“Misconduct includes but is not limited to... Use, possession, or distribution of alcoholic beverages (1) in an unlawful manner or (2) on campus or during a university program or activity, unless otherwise permitted by the University.”

**NOW THEREFORE BE IT RESOLVED THAT** the Board of Trustees approves the proposed amendment to Section V.3.B.1

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE

## Proposed changes to the Utah State University Student Code in Section V.3.B.1

### B. Misconduct

In accord with the principles of “community” endorsed by the University (see: [Preface](#)), the conduct listed below and the conduct described in paragraph C. has been found to interfere with University functions or threaten the well-being and the educational purposes of students. Any student who engages in proscribed conduct shall be subject to discipline under [Article V, Section V-5](#). Misconduct includes but is not limited to:

Currently it reads:

1. Possessing, consuming, selling, distributing, manufacturing, and/or storing any alcoholic beverage on campus (or property owned or controlled by the University, including athletic events) or at any off- campus University function or event. Off-campus University functions are subject to federal, state, and local laws. (See: [Drug and Alcohol-Free Workplace pamphlet](#) for summaries of these laws.) Any students who choose to drink off-campus are expected to obey federal, state, and local laws and maintain responsible control over their drinking.

Proposed change:

1. Use, possession, or distribution o alcoholic beverages (1) in an unlawful manner or (2) on campus or during a university program or activity, unless otherwise permitted by the University.

Resolution Approval Process per the Student Code of Conduct:

USUSA Executive Leadership Board	Approved on October 16, 2023 per ELBR 2024-01
USUSA Executive Council	Approved on October 17, 2023 per ELBR 2024-01
USUSA Statewide Executive Council	Approved on October 26, 2023 per ELBR 2024-01
USUSA Academic Senate	Approved on October 16, 2023 per ELBR 2024-01
Faculty Senate	Approved on November 27, 2023
Vice President for Student Affairs	Approved on December 1, 2023
Provost	Approved on December 14, 2023
President of the University	
Board of Trustees	

**Committee: Executive Leadership Board**

**First Reading: 10/9/2023**

**Second Reading:**

**Final Action:**

**Committee: Academic Senate**

**First Reading: 10/9/2023**

**Second Reading:**

**Final Action:**

**Committee: Executive Council**

**First Reading: 10/10/23**

**Second Reading:**

**Final Action:**

**Committee: Statewide Executive Council**

**First Reading: 10/12/23**

**Second Reading:**

**Final Action:**

**ELBR 2024-01**

**Amendment to the Utah State University Student Code of Conduct Regarding Alcohol Consumption**

1. **WHEREAS**, the Utah State University Student Code of Conduct prohibits certain conduct by
2. Utah State University students, including the consumption of alcohol at university-sponsored
3. events and activities.
  
4. **WHEREAS** the University sponsors certain off-campus events that have alcohol, yet students,
5. including graduate students, are not allowed to consume alcohol at off-campus events.
  
6. **WHEREAS**, USUSA, acting through its Student Body President, recognizes the need for
7. revisions to the USU Student Code of Conduct Section V.3.B.1.
  
8. **WHEREAS** this amendment builds upon the progress made through the previously sponsored
9. ASR 2023-02 Alcohol Amendments to the Utah State University Student Code of Conduct.
  
10. **BE IT THEREFORE RESOLVED THAT** USUSA, acting through its Student Body President,
11. proposes the following revised language for Section V.3.B.1:
12. "Misconduct includes but is not limited to... Use, possession, or distribution of alcoholic
13. beverages (1) in an unlawful manner or (2) on campus or during a University program or activity,
14. unless otherwise permitted by the University."
  
15. **BE IT THEREFORE RESOLVED THAT** USUSA recommends the proposed amendment to



16. Section V.3.B.1, with the aim of aligning university policies with the evolving needs and
17. expectations of our student body, while maintaining the safety and integrity of our university
18. community.

**Tags:** Student Code of Conduct, Alcohol, Amendment

**Sponsor:** Abraham Rodriguez; Student Body President

**Co-sponsor:** Aly Cinq-Mars; Executive Vice President, Tyson Packer; Student Advocate Vice President, Carter Ottley; Public Relations Director

**History:**

ASR 2023-02, originally sponsored by Senator Abigail Mackay from the College of Natural Resources and co-sponsored by Senator Carter Ottley, Senator Sarah Pope, and Senator Gabriella Cale, was introduced to amend Section V.3.B.1 of the Utah State University Student Code of Conduct.

**Purpose:**

This resolution aims to amend Section V.3.B.1 of the Utah State University Student Code of Conduct to address restrictions on alcohol consumption at university-sponsored events. It seeks to provide clarity and update the policy to better align with the needs and expectations of students.

**Pros:**

The amendment provides clearer language regarding the use, possession, and distribution of alcoholic beverages.

The proposed changes allow for exceptions when alcohol consumption is otherwise permitted by the University, offering more flexibility.

The amendment recognizes the evolving needs and expectations of the student body regarding alcohol consumption at university-sponsored events.

**Cons:**

The flexibility in permitting alcohol consumption may raise concerns about potential misuse or abuse of this privilege.

## Misconduct

In accord with the principles of "community" endorsed by the University (see: [Preface](#)), the conduct listed below and the conduct described in paragraph C. has been found to interfere with University functions or threaten the well-being and the educational purposes of students. Any student who engages in proscribed conduct shall be subject to discipline under [Article V, Section V-5](#). Misconduct includes but is not limited to:

Use, possession, or distribution of alcoholic beverages (1) in an unlawful manner or (2) on campus or during a University program or activity, unless otherwise permitted by the University."



## USU Board of Trustees Meeting

November 10, 2023 – 1:30 PM to 5:00 PM

Logan Campus - University Inn, Sonne Board Room #508

Zoom (if needed): <https://usu-edu.zoom.us/j/84879686296?pwd=Z29rSyswK3BKWVVPTXFIUVRkVVR4Zz09>

### Attendance

#### Trustees Present:

Jacey Skinner, Chair  
Gina Gagon, Vice Chair  
Kent K. Alder  
John Y. Ferry  
David H. Huntsman  
Kacie Malouf

Heather Mason (remote)  
Wayne L. Niederhauser  
David A. Petersen (remote)  
Abraham Rodriguez  
Tessa White

#### Utah State University Representatives present:

Jodi Bailey  
Paul Barr  
Lisa Berreau  
Janalyn Brown  
Elizabeth Cantwell  
Dave Cowley  
Alison Fabricious  
Nancy Hanks  
Maureen Hearn  
Jane Irungu

Mica McKinney  
Eric Olsen  
Bill Plate  
Levi Sim  
Brian Steed  
Robert Wagner  
Ken White  
Matt White  
Devin Wiser

#### Other Attendees present:

Julie Hartley  
Clark Whitworth

1. Welcome and Introductory Items - Chair Jacey Skinner

Chair Skinner thanked the board for attending and welcomed newly appointed and affirmed Trustee Clark Whitworth.

2. Closed Session

#### Motion:

Motion was made to go into closed executive session.

Motion moved by Gina Gagon and motion seconded by David H. Huntsman. Roll call vote was taken by Chair Skinner and voting was unanimous in the affirmative. The meeting moved to closed session at 1:37pm.

### **Closed Session Attendance**

#### **Present:**

Jacey Skinner, Chair  
Gina Gagon, Vice Chair  
Kent K. Alder  
John Y. Ferry  
David H. Huntsman

Kacie Malouf  
David A. Petersen (remote)  
Abraham Rodriguez  
Tessa White

#### **Utah State University Representatives present:**

Janalyn Brown  
Elizabeth Cantwell

Dave Cowley  
Mica McKinney

3. Student Resolution of Commendation - Trustee Abraham Rodriguez  
Student Resolution of Commendation was given to Audrey Flood and read by Trustee Rodriguez. Photos were taken of honoree with Chair Skinner and President Cantwell.
4. Chair's Report - Chair Jacey Skinner  
Chair Skinner welcomes input on what the board would like to hear in her future reports. She expressed appreciation for the efforts of the Trustees as well as their support. Chair Skinner acknowledged USU women's soccer and volleyball teams for their Mountain West tournament wins.
5. Committee Reports
  - 5.1. Executive - Committee Chair Jacey Skinner  
Chair Skinner reported much work is being done in the Executive Committee.
  - 5.2. Research & Academic Approval - Committee Chair Kacie Malouf  
Committee Chair Malouf stated that Research has been added to their committee and they are working on incorporating Research into the committee and what it will look like in the future. The group reviewed 15 different academic proposals, which are on the consent agenda for full board approval. Board Chair Skinner mentioned if adding the research component to the committee is too much, she may decide to make a separate research committee. President Cantwell clarified there will not be formal research approvals in this committee but rather awareness of the

economic value of research. Chair Skinner added that a report from USU's Institute of Land, Water and Air was given to Utah Governor Spencer Cox.

5.3. Recruitment, Retention and Completion - Committee Chair Tessa White

Committee Chair White said their committee asked Executive Vice President Wagner what was needed to help USU's efforts as out of state enrollment has been declining 4.4%. University Marketing and Communications department are working to raise their efforts in this area. Chair White said the board can help by using the connections they have and through alumni relations.

5.4. Audit, Risk and Compliance - Committee Chair David Petersen

Committee Chair Petersen asked Trustee Alder to report on their committee meeting. Trustee Alder shared the purpose and functions of an audit. There is an audit plan in place. Chief Audit Executive Jodi Bailey and team are working to finalize USU's annual audit report.

5.5. Honorary Degrees, Awards and Recognition - Committee Chair Heather Mason

Committee Chair Mason said the Honorary Degree Committee has not met yet as they are still in the process of gathering nominations. The deadline for USU's 2024 Honorary Degree and Commencement Speaker is November 15. Some clarification on the process was given by Chair Mason who anticipates there will be some additional changes in this process in the future.

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

Committee Chair Huntsman said the group reviewed the committee charter. The group is in the process of rolling out MH1 (mental health first responders) which is funded by USHE. It is for after-hours crisis in housing units. This program was piloted at the University of Utah and is two years running now at USU and Southern Utah University. Vice President Olsen mentioned they are raising awareness and seeing big benefits as the program is supporting Resident Assistants and Resident Directors in on-campus housing units. This is Utah's innovative approach to campus mental health.

5.7. Statewide Mission and Campus Oversight - Committee Chair Kent Alder

Committee Chair Alder said a small group of their newly formed committee met earlier in the day to discuss how board members can be of help to Interim Statewide Campus Vice President Taylor. Their first order of business will be to draft a committee charter so as to give them direction. Chair Alder said one goal is to educate students the same no matter the

campus location. He would like to differentiate USU from other universities as Utah State is a system within a system. President Cantwell mentioned each campus is a different beast and have different needs, all as part of one system. President Cantwell either has, or will, tour each statewide campus and host listening sessions with students, faculty, administration, and community members at each statewide campus location.

- 5.8. External and Strategic Partnerships - Committee Chair John Ferry  
Committee Chair Ferry stated the committee is looking at strategic partnerships in both the public and private sectors.

6. BREAK

7. Tech College Reports

- 7.1. Uintah Basin - Vice Chair Gina Gagon

Vice Chair Gagon stated there is a legislative mandate to have someone on the board at Uintah Basin Technical College. She mentioned UBTech has been helpful to that region. Their last meeting was the end of September.

- 7.2. Tooele Tech - Trustee Dave Petersen

No report.

- 7.3. Bridgerland Technical College - Trustee John Ferry

Trustee Ferry has worked with BTECH for years and enjoys building strategic partnerships and alliances with President Campbell and others there.

8. USU Foundation Report - Vice Chair Gina Gagon

Vice Chair Gagon serves on the USU Foundation Board which is mandated by the Foundation's Bylaws. She urged the boards to work together and support each other. They are both working on the same vision and goals. This interconnection will help the two boards to stay better aligned and to assist one another. Vice Chair Gagon added one of the roles as a member of the USU Board of Trustees is fund raising within each members individual network.

9. Board Input on KPIs - define and explain process - Chair Jacey Skinner

Chair Skinner asked for board input on President Cantwell's key performance indicators (KPIs) newly required by the Utah Board of Higher Education (UBHE). As has been discussed, this is not an easy process. These will be submitted by December 1.

10. President's Report - President Elizabeth Cantwell  
President Cantwell shared her written report in which all areas of USU were represented.
11. Trustee Wayne Niederhauser Resolution of Appreciation and Commendation - Chair Jacey Skinner  
Trustee Niederhauser has been committed to many things and his term is ending. Chair Skinner read a resolution of commendation and presented Trustee Niederhauser with a gift of appreciation.
12. Consent Agenda  
**Motion:**  
A motion was made to approve the Consent Agenda.  
  
Motion moved by John Y. Ferry and motion seconded by Wayne Niederhauser. Voting was unanimous in the affirmative and the motion passed.
  - 12.1. Board of Trustees Retreat Minutes - August 24, 2023
  - 12.2. Board of Trustees Regular Meeting Minutes - August 25, 2023
  - 12.3. Board of Trustees Special Meeting Minutes - October 27, 2023
  - 12.4. Capital Improvement Priority List for FY2024-25
  - 12.5. Report of Institutional Discretionary Funds
  - 12.6. Report of Investments for June 2023
  - 12.7. USU, USU Eastern, and USU Blanding Auxiliary Annual Reports and USU Service Enterprises for FY2022-23
  - 12.8. Approve Proposal - Chocolate Science Certificate of Proficiency - Department of Nutrition, Dietetics and Food Sciences in College of Agriculture and Applied Sciences
  - 12.9. Approve Proposal - Establish a Student Nutrition Access Center - Department of Nutrition, Dietetics and Food Sciences in College of Agriculture and Applied Sciences
  - 12.10. Approve Proposal - Accounting Practices Certificate of Completion - Department of Technology, Design and Technical Education, in the College of Agriculture and Applied Sciences
  - 12.11. Approve Proposal - Doctoral Degree (PhD) in Anthropology and Cultural Resource Management - Department of Sociology and Anthropology, in the College of Humanities and Social Sciences

- 12.12. Approve Proposal - Name Change of the Geology-GeoWorkforce Emphasis BA/BS to Geology-Professional Emphasis BA/BS, in the Department of Geosciences in the College of Science
  - 12.13. Approve Proposal - Department Name Change from Instruction, Patron Services and Digital Initiatives to Library Public Services in the University Library
  - 12.14. Approve Proposal - Department Name Change from Special Collections Digital and Cataloging to Library Collections and Discovery in the University Library
  - 12.15. Approve Proposal - Establish Proposed Center for Empowering Teaching Excellence in the Office of Provost and Chief Academic Officer
  - 12.16. Approve - Discontinuing the Watershed Ecology Specialization in the Master of Science program in the Dept. of Watershed Sciences in the S.J. & Jessie E. Quinney College of Natural Resources
  - 12.17. Approve - Discontinuing the Watershed Ecology Specialization in the PhD program in the Dept. of Watershed Sciences in the S.J. & Jessie E. Quinney College of Natural Resources
  - 12.18. Approve - Discontinuing the Watershed Hydrology Specialization in the Dept. of Watershed Sciences in the S.J. & Jessie E. Quinney College of Natural Resources
  - 12.19. Approve - Discontinuing the Watershed Hydrology Specialization in the PhD program in the Dept. of Watershed Sciences in the S.J. & Jessie E. Quinney College of Natural Resources
  - 12.20. Approve - Discontinuing the Watershed Management Specialization in the Master of Science program in the Dept. of Watershed Sciences in the S.J. & Jessie E. Quinney College of Natural Resources
  - 12.21. Approve - Discontinuing the Watershed Management Specialization in the PhD program in the Dept. of Watershed Sciences in the S.J. & Jessie E. Quinney College of Natural Resources
  - 12.22. Approve Proposal - Marine Science Minor in the Department of Watershed Sciences, in the S.J. & Jessie E. Quinney College of Natural Resources
  - 12.23. Approval of Faculty Code 404
  - 12.24. Approve Amendment to the Student Code of Conduct to Include Appropriate USUSA Bodies to Ensure Equal Voice and Representation
13. Action Agenda
    - 13.1. Real Property Disposition (Logan City) - Vice President Dave Cowley



Vice President Cowley presented a resolution to sale a portion of USU property to Logan City for a water storage tank. Mayor Holly Daines and Logan City Public Works Director Paul Lindhardt were in attendance and inagreement with the proposed document. Trustee Huntsman thanked the Mayor for their part in what he feels is an important relationship between Logan City and Utah State University.

**Motion:**

A motion was made to approve the Real Property Disposition to Logan City for a water storage tank.

Motion moved by John Y. Ferry and motion seconded by Kent K. Alder. Voting was unanimous in the affirmative and the motion passed.

14. Information Agenda
  - 14.1. Bad Debt Write-off for Fiscal Year Ending 30 June 2023
  - 14.2. Leased Facilities Report
  - 14.3. FY22-23 University Honors Program Annual Report

15. Adjourn - 5:00pm

Chair Skinner thanked all for their attendance and participation.

**Motion:**

Motion was made to adjourn the regular meeting of the Board of Trustees. Motion moved by Abraham Rodriguez and motion seconded by Gina Gagon. Meeting adjourned at 4:07pm.

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Kent K. Alder, Chair

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Janalyn Brown, Secretary  
(minutes taken by Janalyn Brown)

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Date Approved

05 January 2024

**ITEM FOR ACTION**

**RE:** Honorary Degrees for 2024

**EXECUTIVE SUMMARY**

The Honorary Degrees and Awards Screening Committee has completed its work and recommends to the Board of Trustees names of individuals to receive Honorary Degrees for 2024. When the individuals are approved, the administration will contact them for availability and acceptance.

**RECOMMENDATION**

The Honorary Degrees and Awards Screening Committee recommends approval by the board of Trustees the names of individuals to receive 2024 Honorary Degrees.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, The Honorary Degrees and Awards Screening Committee recommends to the Board of Trustees names of individuals to receive 2024 Honorary Degrees; and

WHEREAS, The administration will need to contact the selected individuals to determine availability and acceptance before names are made public;

NOW, THEREFORE, BE IT RESOLVED, That the USU board of Trustees hereby approves the names and authorizes the administration to contact these individuals.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

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Date

5 January 2024

**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 313 Drug- and Alcohol-Free Workplace, Policy 350 Tuition Benefits, Policy 351 Family Medical Leave Act, Policy 379 International Assignments, Policy 398 Reduction in Force Staff as shown in the attached documents that include summaries of the changes, redlined versions of the policies, and final versions of the policies.

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 Leadership 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 313 Drug- and Alcohol-Free Workplace, Policy 350 Tuition Benefits, Policy 351 Family Medical Leave Act, Policy 379 International Assignments, Policy 398 Reduction in Force Staff as shown in the attached documents that include summaries of the changes, redlined versions of the policies, and final versions of the policies; and

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

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:

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Date

## Item for Action

Re: Updates to [USU Policy 313](#): Drug- and Alcohol-Free Workplace

### Key

- **Red** – Is anything that was removed from the current policy
- **Blue** – Anything that was added
- **Black** – Original to Policy that was not changed
- **Dark/Light Green** – Text that was moved within the policy.

### 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 to align with current Federal (DOT) and State laws.
- **Strengthened Policy on Behavior and Tolerance-** Clarified that impairments due to drug or alcohol use that result in behavior that is not respectful or unsafe will not be tolerated.
- **Added Federal Reporting Requirements-** All employees must notify supervisor in writing within five (5) calendar days of any drug violation if it occurred at work or while on duty. Safety sensitive positions (i.e., DOT related) must notify supervisor in writing within five (5) calendar days of any alcohol/drug related felony regardless of where it occurred.
- **Added Rehabilitation Requirement Option-** Added language that permits USU to require participation in drug/alcohol abuse assistance or rehabilitation program.
- **Added Federal Testing Language for Safety-Sensitive Positions-** DOT requires pre-employment and random testing as well as training requirements. Employees who refuse testing, will be treated as having a positive test result and will be subject to disciplinary action.
- **Added Confidentiality Language-** Added language to protect employee information related to this policy per Utah Code.
- **Added Required Drug Free Awareness Program Language-** Added required language regarding creating awareness and training on the program expectations.

## ~~POLICY MANUAL~~

### ~~GENERAL~~

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~~Number 313~~

~~Subject: Drug and Alcohol-Free Workplace; Drug and Alcohol Testing~~

~~Date of Origin: January 24, 1997~~

~~Effective Date of Last Revision: July 1, 1999~~

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### University Policy 313: Drug- and Alcohol-Free Workplace

Category: Human Resources

Subcategory: General

Covered Individuals: All Employees

Responsible Executive: Vice President for Finance and Administrative Services

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

Last Revised: 2023/MM/DD

Previous USU Policy Number: N/A

#### 313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a safe and productive work and educational environment free from the effects of ~~the unlawful and/or unauthorized manufacture, distribution, dispensing, sale, possession, or use of controlled substances or alcohol in the workplace, is expressly prohibited~~ and to promote the protection and safety of students and employees.

#### 313.2 POLICY

It is the policy of Utah State University (USU) to maintain a drug- and alcohol-free workplace. ~~The University~~ USU expects employees to report to all work assignments unimpaired and in a condition ~~ready~~ to perform their duties safely, ~~and~~ efficiently, and respectfully. Unsatisfactory job performance, ~~and poor attendance, or conduct, or behavior~~ caused by alcohol or substance abuse ~~that is detrimental to the University, its employees, the community, the state, or to any person or agency with whom the University serves or conducts business~~ is unacceptable and will not be tolerated.

~~The unlawful and/or unauthorized manufacture, distribution, dispensing, sale, possession, or use of controlled substances or alcohol in the workplace is expressly prohibited.~~

~~Responsible, moderate use of alcohol by employees not in safety sensitive positions in connection with off-campus business meals, travel, entertainment, conferences and association meetings, or other appropriate social settings where alcohol is not expressly prohibited, is not a violation of this policy. Employees in safety sensitive positions must not use, be under the influence of, or be in possession of alcohol or drugs while on duty or on University premises.~~

## 2.1 Provisions

The unlawful manufacture, distribution, dispensing, sale, possession, or use of controlled substances or alcohol is prohibited on university property. Providing alcoholic beverages during a university-sponsored social event may be authorized if the event is approved by the dean or vice president and the vice president for Finance and Administrative Services.

~~Drug and alcohol tests will be administered to employees in safety sensitive positions in accordance with U.S. Department of Transportation regulations (49 CFR, Parts 40 and 382). Employees in safety sensitive positions will receive training and information in compliance with federal law.~~

Successful candidates for safety-sensitive positions at ~~the University~~ USU will be required to submit to, and pass, a drug and ~~blood~~ alcohol test. A position offer will be rescinded if a candidate refuses to take the required drug and ~~blood~~ alcohol test, tests positive for a controlled substance ~~listed in the Definitions section~~, or ~~his or her~~ their test detects an ~~blood~~ alcohol content equal to or greater than the upper limit designated by the Department of Transportation (DOT). ~~All terms in this policy are used as defined in U.S. Department of Transportation regulations.~~

~~Consistent with federal and state law, drug/alcohol testing may be required of any employee if there is sufficient evidence to suggest that an employee is under the influence of alcohol or drugs while at work. An University employees who is convicted in a court of law for a workplace violation of this policy must provide notification of the conviction to the Office of Human Resources notify the Office of Human Resources (HR) in writing within five (5) calendar days of the any conviction of a criminal drug statute if the violation occurred in the workplace or while the employee was engaged in university work off campus. Failure to do so could result in immediate dismissal of the employee. Additionally, an employee in a safety-sensitive position who is convicted under a federal or state criminal statute for an alcohol- or drug-related felony must notify HR of the conviction within five (5) calendar days regardless of where the violation occurred.~~

~~The University must impose sanctions on an employee convicted of a workplace violation w~~ Within 30 calendar days of notification of a the conviction of a criminal drug statute, the university may require. The minimum sanctions that may be imposed on an employee convicted of a violation include to participate in an education/drug or alcohol abuse assistance or rehabilitation program, and/or mandatory probation for at least 90 days, with weekly supervisory reviews may impose disciplinary action and sanctions.

~~Any employee qualifying for consideration wishing to request a reasonable accommodation under the Americans with Disabilities Act (ADA), in conjunction with this policy, will by treated by the University under the provisions of that law may request the accommodation through HR.~~

## **313.2 PROCEDURES**

### **2.1 When an Employee is Unfit for Duty**

~~When a supervisor has reasonable grounds to suspect that an employee is not fit for duty, the supervisor must see that the employee is removed from the workplace to a safe, non-threatening environment. An employee's refusal to leave the workplace will be considered insubordination and may result in disciplinary action.~~



~~Without making specific diagnosis, the supervisor should meet with the employee and others as needed as soon as possible to determine whether there is sufficient evidence to support a violation of this policy.~~

## **2.2 Testing**

### 2.2 Drug and Alcohol Testing

~~If sufficient evidence suggests that an employee is under the influence of alcohol or drugs while at work, the employee will be required to submit to a drug/alcohol test at a site designated by the University at the University's expense.~~

~~The Office of Human Resources maintains a list of positions that are subject to USU may require testing for drugs and/or alcohol testing due to the nature of the position (safety sensitive positions). Employees in these positions are required to participate in alcohol and controlled substance testing for any of the following purposes:~~

- ~~• Investigation of possible individual employee impairment while on duty.~~
- ~~• Investigation of accidents in the workplace.~~
- ~~• As part of a drug or alcohol abuse assistance or rehabilitation program.~~

~~Before being hired and placed in or reassigned to a safety sensitive position.~~

~~After being involved in an accident. (The employee will be tested for alcohol within 8 hours following the accident, and tested for drugs within 32 hours.)~~

~~When a designated, trained supervisor determines there is reasonable suspicion that an employee performing or assigned to a safety sensitive position is using, under the influence of, or in possession of alcohol or drugs. Two supervisors who have been trained in reasonable suspicion determination must concur that the drug test is warranted. One of the supervisors must be a direct line supervisor. The supervisors' findings will be documented in writing within 24 hours of the determination.~~

~~At random, just before, or just after, operating a vehicle in a safety sensitive position. (Driving assignments may be interrupted for the testing.) Fifty percent of employees in safety sensitive positions must be tested each year for controlled substance and 25 percent must be tested each year for alcohol.~~

~~After returning to a safety sensitive function following removal due to a positive test result.~~

~~At least 6 follow-up tests may be conducted during the 12-month (1-year) period following the employee's return to work.~~

~~As many as 30 follow-up tests may be conducted during the 60-month (5-year) period following the employee's return to work.~~

~~If a supervisor has a reasonable suspicion that an employee may be impaired at work by alcohol or drugs, they should contact the Office of Human Resources (HR) for additional direction. HR will coordinate a drug and/or alcohol test with the testing vendor under contract with USU.~~

~~Drug and alcohol tests will be administered consistent with Utah law for employees in safety-sensitive positions and in accordance with U.S. Department of Transportation (DOT) regulations (rule 49 CFR, Pparts 40 and 382). USU requires Employees in safety-sensitive positions to submit to drug and alcohol testing as a condition of hire (pre-employment) and may also require random testing for these employees. Employees in safety-sensitive positions will receive training and information in compliance with federal~~

law.

All drug and alcohol testing shall be conducted by an independent laboratory certified for employment testing.

An employee's refusal to submit to drug or alcohol or controlled substance testing will be construed treated as having a positive test result and will be subject to disciplinary action (see USU Policy 311: Setting Expectations and Managing Performance).

### **2.3 Alcohol Testing (Safety Sensitive Positions)**

Alcohol testing will be conducted in accordance with U.S. Department of Transportation criteria and standards, as described below.

- (1) If an employee's breath alcohol test indicates a blood alcohol content equal to or greater than the lower threshold currently designated by the Department of Transportation, a second confirmation test will be performed within 15 minutes (or shortly afterwards).
- (2) If the confirmation test indicates a blood alcohol content equal to or greater than the lower threshold, the University will remove the employee from a safety sensitive position for at least 24 hours.
  - (a) Random follow-up testing may occur for up to 5 years after the employee returns to a safety sensitive position.
  - (b) The employee may be reassigned to a non-safety sensitive function.
- (3) If an employee's test indicates a blood alcohol content equal to or greater than the upper threshold currently designated by the Department of Transportation, the University will
  - (a) remove the employee from a safety sensitive function,
  - (b) refer the employee to a substance abuse professional,
  - (c) require the employee to follow the recommendations of the substance abuse professional before allowing the employee to return to a safety sensitive function,
  - (d) conduct random follow-up testing for at least one year after the employee returns to a safety sensitive function, and/or
  - (e) reassign the employee to a non-safety sensitive function.

An employee's refusal to submit to alcohol or controlled substance testing will be construed as a positive test result.

### **2.4 Drug Testing (Safety Sensitive Positions)**

Drug (controlled substance) testing, analysis, and medical review of tests will be conducted in accordance with U. S. Department of Transportation criteria and standards.

If the test result indicates the presence of prohibited drugs, the University will

- (1) remove the employee from a safety sensitive position,

- ~~(2) refer the employee to a substance abuse professional, and~~
- ~~(3) require the employee to follow the recommendations of the substance abuse professional before allowing the employee to return to a safety sensitive position,~~
- ~~(4) conduct random follow-up testing for at least one year after the employee returns to a safety sensitive position, and/or~~
- ~~(5) reassign the employee to a non safety sensitive position.~~

## **2.5 Treatment**

### 2.3 Medically-Prescribed Treatments

An employee undergoing medically-prescribed treatment with a controlled substance which might impair his/her their ability to perform his or her their work in a safe and efficient manner, must report this treatment to his or her their supervisor or HR. The supervisor and HR will coordinate to assess and ensure the employee's ability to perform and take appropriate action to insure safety in the workplace operation.

It is the responsibility of the employee to follow the guidance given by their health care provider when medication is prescribed. If an employee fails to follow this guidance and it results in a safety incident or damage to university property, the employee may be subject to disciplinary action. Disciplinary action may also be taken if ~~Aan employee who fails to inform report his or her their supervisor of medically-prescribed treatment (with a controlled substance), that may impair his/her ability and who is involved in either an accident or a performance/behavior issue that is detrimental to the University because or related to that treatment, will be disciplined.~~

~~Utah State University requires an employee to seek rehabilitation treatment if he/she tests positive for a drug (controlled substance).~~

- ~~(1) The employee must enroll in a counseling and/or rehabilitation program.~~
- ~~(2) The employee must use accrued sick leave, compensation time, then vacation time until all leave is expended. After the employee uses all his or her paid time off, the University's short-term disability insurance program can be used by eligible employees.~~
- ~~(3) The University will pay the employee's benefit package during the prescribed time of treatment, after all leaves and short-term disability coverage has been used.~~
- ~~(4) If prescribed rehabilitation involves confinement, the University will hold the employee's position until the prescribed length of treatment ends.~~
- ~~(5) Upon verified completion of substance abuse rehabilitation, the University will restore the employee to his or her former position or one of equivalent value.~~

## **2.6 Disciplinary Action**

### 2.4 Disciplinary Action

An ~~E~~employee's job will not be in jeopardy if they ~~who voluntarily seek assistance for an alcohol or drug dependency-related problemsubstance abuse before it is~~ they are subject to formal disciplinary action(s). ~~will not place his or her job in jeopardy. Rehabilitation, however, is the responsibility of the employee.~~ Additional resources and services may be available through the university's Employee Assistance Program (EAP).

~~The University~~ USU may impose disciplinary action or sanctions, up to and including termination on any

employee who violates this policy. ~~Progressive sanctions will be imposed under the disciplinary policies of the University.~~ Action may be taken against an employee if any of the following apply:

- A positive confirmation test for controlled substances.
- A positive confirmation test for alcohol showing more than the state limit of blood alcohol content.
- The employee's actions put others at risk even if a confirmation test for alcohol shows less than the state limit of blood alcohol content.
- An employee fails to notify HR within five (5) calendar days of any conviction of a criminal drug statute that occurred in the workplace or while the employee was engaged in university work off campus.
- An employee in a safety-sensitive position fails to notify HR within five (5) calendar days of an alcohol or drug related felony conviction.

~~Depending on the frequency and seriousness of the offense, additional sanctions may be imposed, including satisfactory participation in an alcohol-, drug-, or substance-abuse assistance or rehabilitation program approved by the Office of Human Resources.~~

~~Employees who have not voluntarily dealt with an alcohol or drug-related problem and whose conduct, performance, or attendance appears to violate this policy will be subject to sanctions by the University as a condition of continued employment.~~

## **2.7 Conviction of a Workplace Violation**

~~An employee who is convicted in a court of law for a workplace violation of this policy must provide notification of the conviction to the Office of Human Resources within 5 days of the conviction. Failure to do so could result in immediate dismissal of the employee.~~

~~The University must impose sanctions on an employee convicted of a workplace violation within 30 days of the conviction. The minimum sanctions that may be imposed on an employee convicted of a violation include participation in an education/rehabilitation program and mandatory probation for at least 90 days, with weekly supervisory reviews.~~

~~The University reserves the right to dismiss any employee convicted of a workplace offense if the University considers it to be in the best interest of the University to do so. All convictions resulting from buying, selling, transferring, or trafficking controlled substances in the workplace will be cause for mandatory dismissal.~~

## **2.8 Exceptions**

~~An employee undergoing medically prescribed treatment with a controlled substance which might impair his/her ability to perform his or her work in a safe and efficient manner, must report this treatment to his or her supervisor. The supervisor will assess the employee's ability to perform and take appropriate action to insure safe operation.~~

~~An employee who fails to inform his or her supervisor of medical treatment that may impair his/her ability and who is involved in an accident or behavior that is detrimental to the University because or related to that treatment, will be disciplined.~~

~~Employees who voluntarily seek assistance for an alcohol or drug dependency related problem before it is subject to formal disciplinary actions will not place his or her job in jeopardy. Rehabilitation, however, is the responsibility of the employee.~~

~~Any employee qualifying for consideration under the Americans with Disabilities Act will be treated by the~~

## University under the provisions of that law. 2.5 Confidentiality

Information collected and/or received by USU in connection with this policy and any related procedures is confidential and shall be treated consistent with Utah Code section 34-38-13.

### **313.3 RESPONSIBILITIES**

#### 3.1 Department Heads/Directors and Supervisors

~~Responsible for ensuring that~~ Promote this policy ~~is adhered and adherence to it -at all times-~~ within their departments. Department heads/directors and supervisors should coordinate with the Office of Human Resources in implementing this policy.

#### 3.2 Office of Human Resources

~~Responsible for communicating the University's~~ Establish a drug-free awareness program. Provide clear communication regarding USU's position on a drug- and alcohol-free workplace and campus (and any related programs). Oversee and coordinate drug testing to for all employees. will contact employees for tests and training, and will a Assist department heads/directors and supervisors with the implementation of this policy.

#### 3.3 Employees

Provide timely notification to the Office of Human Resources of any applicable drug or alcohol conviction. Submit to a drug and/or alcohol test as requested by the Office of Human Resources, if applicable, based on this policy.

### **313.4 REFERENCES**

- Omnibus Transportation Employee Testing Act of 1991
- US Department of Transportation Regulations (49 CFR, Part 40)
- Federal Law, Drug-free Workplace Act of 1988
- Federal Law, Drug-Free Schools and Communities Act of 1989
- Utah Code §34-38-1, et seq.
- Americans with Disabilities Act (ADA)

### **313.5 RELATED USU POLICIES**

- USU Policy 311: Setting Expectations and Managing Performance
- USU Student Conduct Article V: University Regulations Regarding Student Conduct

### **313.6 DEFINITIONS**

#### 6.1 Controlled Substance

A controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulations at 21 CFR 1308.11 through 1308.15.

#### 6.2 Criminal Drug Statute

Criminal drug statute means a Federal or non-Federal criminal statute involving the unlawful manufacture, distribution, dispensing, sale, possession, or use of controlled substances or alcohol in the workplace.

### 6.3 Safety-Sensitive Employees

An employee who is under the DOT's jurisdiction who could pose a direct safety threat to themselves or others if they do their job while impaired.

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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

- None

### Guidance

- None

### Related Forms and Tools

- USU Employee Assistance Program (EAP)

### Contacts

- None

## POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2023/

Next scheduled review date: N/A

Previous revision dates: 1999/07/01

## University Policy 313: Drug- and Alcohol-Free Workplace

**Category:** Human Resources

**Subcategory:** General

**Covered Individuals:** All Employees

**Responsible Executive:** Vice President for Finance and Administrative Services

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

**Last Revised:** 2023/01/05

**Previous USU Policy Number:** N/A

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### 313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a safe and productive work and educational environment free from the effects of the unlawful manufacture, distribution, dispensing, sale, possession, or use of controlled substances or alcohol in the workplace, and to promote the protection and safety of students and employees.

### 313.2 POLICY

It is the policy of Utah State University (USU) to maintain a drug- and alcohol-free workplace. USU expects employees to report to all work assignments unimpaired and in a condition to perform their duties safely, efficiently, and respectfully. Unsatisfactory job performance, attendance, conduct, or behavior caused by alcohol or substance abuse is unacceptable and will not be tolerated.

#### 2.1 Provisions

The unlawful manufacture, distribution, dispensing, sale, possession, or use of controlled substances or alcohol is prohibited on university property. Providing alcoholic beverages during a university-sponsored social event may be authorized if the event is approved by the dean or vice president and the vice president for Finance and Administrative Services.

Successful candidates for safety-sensitive positions at USU will be required to submit to, and pass, a drug and alcohol test. A position offer will be rescinded if a candidate refuses to take the required drug and alcohol test, tests positive for a controlled substance, or their test detects an alcohol content equal to or greater than the upper limit designated by the Department of Transportation (DOT).

University employees must notify the Office of Human Resources (HR) in writing within five (5) calendar days of any conviction of a criminal drug statute if the violation occurred in the workplace or while the employee was engaged in university work off campus. Additionally, an employee in a safety-sensitive position who is convicted under a federal or state criminal statute for an alcohol- or drug-related felony must notify HR of the conviction within five (5) calendar days regardless of where the violation occurred.

Within 30 calendar days of notification of a conviction of a criminal drug statute, the university may require the employee to participate in drug or alcohol abuse assistance or rehabilitation program, and/or may impose disciplinary action and sanctions.

An employee wishing to request a reasonable accommodation under the [Americans with Disabilities Act \(ADA\)](#), in conjunction with this policy, may request the accommodation through HR.

## 2.2 Drug and Alcohol Testing

USU may require testing for drugs and/or alcohol for any of the following purposes:

- Investigation of possible individual employee impairment while on duty.
- Investigation of accidents in the workplace.
- As part of a drug or alcohol abuse assistance or rehabilitation program.

If a supervisor has a reasonable suspicion that an employee may be impaired at work by alcohol or drugs, they should contact the Office of Human Resources (HR) for additional direction. HR will coordinate a drug and/or alcohol test with the testing vendor under contract with USU.

Drug and alcohol tests will be administered consistent with Utah law for employees in safety-sensitive positions and in accordance with U.S. Department of Transportation (DOT) regulations ([rule 49 CFR, part 40](#)). USU requires employees in safety-sensitive positions to submit to drug and alcohol testing as a condition of hire (pre-employment) and may also require random testing for these employees. Employees in safety-sensitive positions will receive training and information in compliance with federal law.

All drug and alcohol testing shall be conducted by an independent laboratory certified for employment testing.

An employee's refusal to submit to drug or alcohol testing will be treated as having a positive test result and will be subject to disciplinary action (see [USU Policy 311: Setting Expectations and Managing Performance](#)).

## 2.3 Medically-Prescribed Treatments

An employee undergoing medically-prescribed treatment with a controlled substance which might impair their ability to perform their work in a safe and efficient manner must report this treatment to their supervisor or HR. The supervisor and HR will coordinate to assess and ensure the employee's ability to perform safely in the workplace.

It is the responsibility of the employee to follow the guidance given by their health care provider when medication is prescribed. If an employee fails to follow this guidance and it results in a safety incident or damage to university property, the employee may be subject to disciplinary action. Disciplinary action may also be taken if an employee fails to report their medically-prescribed treatment (with a controlled substance), and is involved in either an accident or a performance/behavior issue.

## 2.4 Disciplinary Action

An employee's job will not be in jeopardy if they voluntarily seek assistance for substance abuse before they are subject to formal disciplinary action(s). Rehabilitation is the responsibility of the employee. Additional resources and services may be available through the university's Employee Assistance Program ([EAP](#)).

USU may impose disciplinary action or sanctions, up to and including termination on any employee who violates this policy. Action may be taken against an employee if any of the following apply:

- A positive confirmation test for controlled substances.
- A positive confirmation test for alcohol showing more than the state limit of blood alcohol content.
- The employee's actions put others at risk even if a confirmation test for alcohol shows less than the state limit of blood alcohol content.



- An employee fails to notify HR within five (5) calendar days of any conviction of a criminal drug statute that occurred in the workplace or while the employee was engaged in university work off campus.
- An employee in a safety-sensitive position fails to notify HR within five (5) calendar days of an alcohol or drug related felony conviction.

## 2.5 Confidentiality

Information collected and/or received by USU in connection with this policy and any related procedures is confidential and shall be treated consistent with [Utah Code section 34-38-13](#).

## 313.3 RESPONSIBILITIES

### 3.1 Department Heads/Directors and Supervisors

Promote this policy and adherence to it within their departments. Department heads/directors and supervisors should coordinate with the Office of Human Resources in implementing this policy.

### 3.2 Office of Human Resources

Establish a drug-free awareness program. Provide clear communication regarding USU's position on a drug- and alcohol-free workplace and campus (and any related programs). Oversee and coordinate drug testing for all employees. Assist department heads/directors and supervisors with the implementation of this policy.

### 3.3 Employees

Provide timely notification to the Office of Human Resources of any applicable drug or alcohol conviction. Submit to a drug and/or alcohol test as requested by the Office of Human Resources, if applicable, based on this policy.

## 313.4 REFERENCES

- [Omnibus Transportation Employee Testing Act of 1991](#)
- US Department of Transportation Regulations ([49 CFR, Part 40](#))
- Federal Law, [Drug-free Workplace Act of 1988](#)
- Federal Law, [Drug-Free Schools and Communities Act of 1989](#)
- [Utah Code §34-38-1, et seq.](#)
- [Americans with Disabilities Act \(ADA\)](#)

## 313.5 RELATED USU POLICIES

- [USU Policy 311: Setting Expectations and Managing Performance](#)
- [USU Student Conduct Article V: University Regulations Regarding Student Conduct](#)

## 313.6 DEFINITIONS

### 6.1 Controlled Substance

A controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulations at 21 CFR 1308.11 through 1308.15.

## 6.2 Criminal Drug Statute

Criminal drug statute means a Federal or non-Federal criminal statute involving the unlawful manufacture, distribution, dispensing, sale, possession, or use of controlled substances or alcohol in the workplace.

## 6.3 Safety-Sensitive Employees

An employee who is under the DOT's jurisdiction who could pose a direct safety threat to themselves or others if they do their job while impaired.

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**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

- [USU Employee Assistance Program \(EAP\)](#)

### Contacts

- N/A

## POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2024/01/05

Next scheduled review date: N/A

Previous revision dates: 1999/07/01, 1997/01/24

## ITEM FOR ACTION

Re: Amendments to USU Policy 350: Tuition Benefits (formerly Educational Benefits)

### Key

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

### SUMMARY OF CHANGES

- **Reformatted & Retitled Policy-** Reformatted content to align with new policy format including adding Purpose and Scope. Updated unclear terms and retitled from “Educational Benefits” to “Tuition Benefits.” Clarified that it is “tuition remission” and not “tuition waiver” throughout.
- **Updated Eligibility Requirements and Remission Levels-** Based on feedback from the staff development and retention workgroup, modifying eligibility to be more balanced/consistent.

Category	Length of Employment*
Employee	3 months (no change)
Spouse**	3 months (was immediate)
Dependent Children***	3 months (was 2 years)

\*Employment must be completed on or before the first day of classes for the applicable semester

\*\*Excludes domestic partners (clarification of practice)

\*\*\*Under the age of 26 and single on the first day of classes for the applicable semester

- **Clarified Approvals-** Clarified that supervisors must approve requests for this benefit. Additionally, to audit a course, permission must first be obtained from the instructor.
- **Clarified Student Fee Options-** Dependents must pay all student fees. Employees and spouses may choose to waive some or all of student fees.
- **Simplified Credit Limits During Work Hours-** Benefit eligible employees may take up to 6 credit hours per semester during their work hours with supervisory approval (was prorated credits based on % time worked). Such hours may not interfere with department operations or the employee’s performance. Any schedule adjustments or “make-up” time should be coordinated with their supervisor.
- **Clarified Supervisory Responsibilities-** Supervisors review and approve/deny requests for tuition remission considering the needs of the department.
- **Defined Dependent Children-** Covers age, relationship, legal status criteria.



## University Policy 350: Tuition Benefits

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: 2023/01/05



Previous USU Policy Number: N/A

### ~~POLICY MANUAL BENEFITS~~

~~Number 350~~

~~Subject: Educational Benefits~~

~~Covered Employees: Benefit-Eligible Employees~~

~~Date of Origin: January 24, 1997~~

~~Date of Revision(s): June 29, 2012, May 6, 2016~~

~~Effective Date: May 6, 2016~~

#### ~~350.1 POLICY~~

#### 350.1 PURPOSE AND SCOPE

The Utah State University (USU) encourages all individuals associated with ~~Utah State University~~USU to continue their educational development. To assist in that regard, ~~the University~~USU has established ~~provides several educational~~tuition benefits programs. Each program ~~t~~Tuition benefits hasve unique eligibility and participation requirements.

#### ~~350.2 PROVISIONS~~

~~350.3 -~~

#### ~~2.1 Eligibility~~

#### 350.2 POLICY

This policy establishes the eligibility for defined participants to receive reduced undergraduate, graduate, and differential tuition at USU. It outlines the requirements for approval for the benefit, the tax implications for the individual(s), and any limits that may apply.

## 2.1 Eligibility

Employees must be benefit eligible and complete three (3) months of employment before they or their eligible spouse (excludes domestic partner) or dependent children are eligible for benefits under this policy. The three (3) months of employment must be completed on or before the first day of classes for the applicable semester. According to the stipulations described below, employees who are budgeted 75% time or more are eligible to participate in the educational benefit programs. In addition, their spouses and dependent children must be under the age of 26 and single at the time of registration on the first day of classes for the applicable semester. Eligible participants will receive 50% tuition remission, and all Utah State University retirees, their spouses, and dependent children (under the age of 26 and single at the time of registration), are eligible to participate.

- ~~(1) Employees qualify after 3 months of service working 75% time or more. The 3-month waiting time must be completed on or before the last eligible day that fees are due in the applicable semester.~~
- ~~(2) Dependent children qualify for benefits after the related University employee has been employed in an eligible position (working 75% time or more) for 2 years.~~
- ~~(3) Spouses qualify immediately for this benefit. The eligibility period must be completed on or before the last day fees are due in the applicable semester.~~
- ~~(4) Spouses and dependent children of deceased University employees who were eligible when the employee died will continue to be eligible under the provisions of this policy.~~

~~Retirees, their spouses, and dependent children qualify when the retiree meets the minimum definition of Retirement Status as stated in Policy #361 Retirement Plans and Retirement Benefits.~~

## ~~2.2 USU-Eastern Employees with Service Date Prior to July 1, 2010~~

### ~~2.3~~

~~Employees of USU-Eastern employees with a service hire date prior to July 1, 2010 are grandfathered into the 100% tuition waiver program previously offered by the College of Eastern Utah. This applies only to classes offered as part of the USU-Eastern program. For the those same grandfathered employees, classes taken through any other USU program will qualify for 50% tuition reduction-remission as stated in this policy.~~

Employees on sabbatical or other approved leave with pay, their spouses, and their dependent children, are eligible for educational tuition benefits described in this policy.

Retirees, their spouses, and their dependent children are eligible qualify when the retiree meets the minimum definition of Retirement Status as stated in USU Policy #361: Retirement Plans and Retirement Benefits.

Spouses and dependent children of deceased University employees who were eligible when the employee died will continue to be eligible under subject to the provisions of this policy.

Employees on leave without pay (LWOP) for more than six (6) months do not qualify are not eligible for the benefits described in this policy. Spouses and dependent children of employees on LWOP are also disqualified ineligible from the educational for tuition benefits.

## ~~2.4 Utah State University Courses for Credit~~

~~The educational benefit for individuals who meet the eligibility requirements is a reduction in tuition by 50% of the appropriate rate (in-state or out-of-state depending on official residence) for the courses being taken. This reduction is for both day and night courses offered and described on the Online Catalog found at HYPERLINK "<http://catalog.usu.edu/>" \hcatalog.usu.edu.~~

~~For eligible individuals taking study abroad courses, the waiver would be 50% of the equivalent tuition for the number of credits taken.~~

~~The This educational benefit does not apply to courses taken in the School College of Veterinary Medicine for the fulfillment of DVM degree requirements.~~

## ~~2.5 Utah State University Non-Tuition Fees~~

### ~~2.2 Approval~~

~~Active employees must receive approval from their supervisor to take courses under this benefit. Courses approved to be taken by employees during regular scheduled working hour time may not interfere with the operation of the employee's department, and nor the employee's performance. must have the permission of his or her Employees should work with their supervisor or department head to coordinate work and course schedules. Regular hours of work m and make up missed work by non-exempt employees for class attendance must be made up time during the same week in which they it is are missed for class attendance.~~

### ~~2.3 Admissions Provisions~~

~~All individuals who want t To participate in the educational tuition benefits, program the student must apply and be accepted for admission to the University USU using the regular admission guidelines.~~

~~Active employees must complete the online HYPERLINK "[https://usu.service-now.com/aggies?id=sc\\_cat\\_item&sys\\_id=7b8acf6bfc1b31005736528164edd7bf](https://usu.service-now.com/aggies?id=sc_cat_item&sys_id=7b8acf6bfc1b31005736528164edd7bf)" \hTuition Reduction Application form and HYPERLINK "<https://hr.usu.edu/benefits/tuition-reduction>" \hWaiver of HYPERLINK "<https://www.usu.edu/hr/files/benefits/student-fee-waiver.pdf>" \hNon-Tuition Fees form, if applicable, available on the Human Resources website Application for Tuition Remission and Student Fees Waiver. All others Eligible participants without system access should return the applicable paper form(s) directly to the Office of Human Resources office.~~

### ~~2.4 Student Fees~~

~~Student fees are charged to all students as listed on the USU Tuition and Fee schedule. Dependent children taking U university courses must pay all student full non-tuition fees in full.~~

~~Employees, retirees, and spouses are not required to pay non-tuition fees (approved for tuition remission may elect to waive some or all of their student body fees), except for the following, which will be paid at the standard rate: special lab and class fees, graduation fees, correspondence or home study fees, noncredit workshops, conferences, institutes, special field trip fees, and fees for most courses offered by the Regional Campuses. If the student fees are waived, the services associated with them are no longer available to the student. If the services associated with the fees are wanted, the individual service fees will be charged to the student's account and must be paid in full.~~

~~If, while taking University classes, the eligible employee, spouse, retiree, or spouse of an eligible retired or deceased employee desires student privileges that require fees, (i.e. activity fees ) the fees must be paid at the time of registration.~~

Page—

~~Dependent children taking University courses must pay full non-tuition fees.~~

2.5 Credit Limitations

~~Full-time Utah State University Eligible employees (95% time or greater) may register for a maximum of six (6) credit hours per semester, to be for courses taken during their employee's normal working hours scheduled work time. This limit applies to the combination of courses taken for credit and/or audit.~~

2.6 Financial Limitations

~~The employee/spouse/dependent waiver tuition remission is a benefit of employment, and provides a 50% waiver of tuition. This benefit is not reduced when a student receives other tuition waivers, except that combined tuition remission and waivers cannot exceed 100% of tuition charges for a given term. For the purposes of this policy, a waiver is any funding that is restricted to the payment of tuition.~~

~~2.6 Utah State University Courses Taken for Audit~~

2.7 Auditing a Course

~~To audit a course, an individual must first obtain permission from the instructor. All budgeted employees working 50% time or more, their spouses, and University retirees and their spouses qualify for The following individuals are eligible to auditing University courses without tuition and/or mandatory student fees: or a waiting period. Dependent children do not qualify for this benefit.~~

- ~~Benefit-eligible employees and their spouses.~~
- ~~USU Retirees (see USU Policy 361: Retirement Plans and Retirement Benefits) and their spouses qualify for this benefit when the retiree meets the minimum definition of Retirement Status as stated in Policy #361 Retirement Plans and Retirement Benefits.~~
- ~~Spouses of deceased University USU employees who were eligible for this benefit when the employee died will continue to be eligible.~~

~~Retirees and their spouses qualify for this benefit when the retiree meets the minimum definition of Retirement Status as stated in Policy #361 Retirement Plans and Retirement Benefits.~~

~~2.7 Full Time Employee Limitations~~

~~Full-time Utah State University employees (95% time or greater) may register for a maximum of 6 credit hours per semester, to be taken during the employee's normal working hours. This limit applies to the combination of courses taken for credit or audit. Employees working less than full-time may register for the following credit hours, to be taken during the employee's normal working hours:~~

<del>Percent of Time Working</del>	<del>Credit Hours Allowed During Normal Working Hours Per Semester</del>
<del>95-100%</del>	<del>6 hours</del>
<del>85-94%</del>	<del>5 hours</del>
<del>75-84%</del>	<del>4 hours</del>
<del>less than 75%</del>	<del>ineligible</del>

~~Courses taken by employees during regular working hours may not interfere with the operation of the employee's department, and the employee must have the permission of his or her supervisor or department head. Regular hours of work missed by non-exempt employees for class attendance must be made up during the same week in which they are missed.~~

~~When the same course is offered in both day and night sessions, the employee is encouraged to enroll in~~

~~the night course.~~

~~Employees who work on an academic year basis (9 months—August through early May) are not restricted by the limitations above during the period of the year in which they are not working full time (normally the summer term).~~

~~Qualified employees are not restricted by the limitations above for courses that are to be taken during non-working hours.~~

## ~~2.8 Admissions and Registration Provisions~~

~~All individuals who want to participate in the educational benefits program must apply and be accepted for admission to the University using the regular admission guidelines.~~

~~Active employees must complete the online [Tuition Reduction Application form and Waiver of Non-Tuition Fees form](#), if applicable, available on the [Human Resources website](#). All others should return the applicable paper form(s) directly to the [Human Resources office](#).~~

## ~~2.9 Termination While Attending Classes~~

### ~~2.8 Termination While Enrolled in Courses~~

~~Employees who terminate employment with the University for reasons other than retirement or death disqualify themselves, their spouses, and dependent children from participating in future educational benefit programs.~~

~~When employment ends, the employee, spouse, or dependent child, who is in the process of taking a [University course with reduced tuition fees under the guidelines of this policy using this benefit](#), will be allowed to complete that course. ~~Any future courses taken will require payment of the fully applicable tuition costs.~~~~

~~Employees on leave without pay (LWOP) for more than 6 months do not qualify for the benefits described in this policy. Spouses and dependent children of employees on LWOP are also disqualified from the educational benefits. Employees on sabbatical or other approved leave with pay, their spouses and dependent children, are eligible for educational benefits described in this policy.~~

## ~~2.10 Financial Limitations~~

~~The employee/spouse/dependent waiver is a benefit of employment and provides a 50% waiver of tuition. This benefit is not reduced when a student receives other tuition waivers, except that combined tuition waivers cannot exceed 100% of tuition charges for a given term. For the purposes of this policy, a waiver is any funding that is restricted to the payment of tuition.~~

## ~~2.11 Appeal Process~~

~~Refer to Policy #325 Employee Grievance Procedures.~~

## ~~2.12 Taxation~~

### ~~2.9 Taxation~~

Certain educational benefits received by employees, their spouses, and dependent children may be taxable under current IRS rules. If the IRS rules determine that all or a portion of these benefits are taxable, the [University](#) will add the value of the benefit received to the employee's income and will withhold appropriate taxes for the amount of the benefit.

~~Page~~



Retirees and deceased employee dependents will receive appropriate IRS documents reflecting the taxable benefit received.

## ~~350.4 RESPONSIBILITY~~

### 350.3 RESPONSIBILITIES

#### ~~2.13 Department Heads and Supervisors~~

##### 3.1 Supervisors

Review and approve or deny employee requests for tuition remission and/or requests to take classes during work time ~~Responsible to administer this policy for employees within their departments~~ while considering the department's needs ~~of the department~~.

#### ~~2.14 Office of Human Resources~~

##### 3.2 Office of Human Resources

~~Responsible to a~~Administer this policy for eligible employees and retirees, ~~—~~ their spouses, and dependent children; and for the spouses and dependent children of deceased employees. ~~Responsible to a~~Assist department heads and supervisors in administering this policy.

##### 3.3 Registrar's Office

Assist the Office of Human Resources in determining eligibility for tuition remission.

#### ~~2.15 Employees~~

##### 3.4 Employees

Coordinate course times with supervisor(s) ~~If~~ taking courses during regular working hours ~~time~~, ~~employees must coordinate course times with supervisors~~ to reduce interference with the operation of the department. All employees must follow the normal registration procedures.

Responsible for applicable taxes, ~~as appropriate~~.

## 350.4 REFERENCES

- IRC Section 127 (Educational Assistance Programs)
- IRC Section 117(d) (Qualified Tuition Reduction Programs)
- USHE R824, Tuition Remissions Benefits

## 350.5 RELATED USU POLICIES

- USU Policy 361: Retirement Plans and Retirement Benefits

## 350.6 DEFINITIONS

### 6.1 Dependent Children

Children, under the age of 26, by birth, legal adoption, placed for adoption, or legal (court-appointed) guardianship granting full guardianship rights who are a disabled dependent due to a physical or mental impairment.

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

• Application for Tuition Reduction and Student Fees Waiver Form

### Contacts

• N/A

## POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2023/MM/DD

Next scheduled review date: N/A

Previous revision dates: 2012/06/29, 2016/03/04

## University Policy 350: Tuition Benefits

**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:** 2024/01/05

**Previous USU Policy Number:** N/A

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### 350.1 PURPOSE AND SCOPE

Utah State University (USU) encourages all individuals associated with USU to continue their educational development. To assist in that regard, USU provides tuition benefits. Tuition benefits have unique eligibility and participation requirements.

### 350.2 POLICY

This policy establishes the eligibility for defined participants to receive reduced undergraduate, graduate, and differential tuition at USU. It outlines the requirements for approval for the benefit, the tax implications for the individual(s), and any limits that may apply.

#### 2.1 Eligibility

Employees must be benefit eligible and complete three (3) months of employment before they or their eligible spouse (excludes domestic partner) or dependent children are eligible for benefits under this policy. The three (3) months of employment must be completed on or before the first day of classes for the applicable semester. Dependent children must be under the age of 26 and single on the first day of classes for the applicable semester. Eligible participants will receive 50% tuition remission.

USU-Eastern employees with a service hire date prior to July 1, 2010 are grandfathered into the 100% tuition waiver program previously offered by the College of Eastern Utah. This applies only to classes offered as part of the USU-Eastern program. For those same grandfathered employees, classes taken through any other USU program will qualify for 50% tuition remission as stated in this policy.

Employees on sabbatical or other approved leave with pay, their spouses, and their dependent children, are eligible for tuition benefits described in this policy.

Retirees, their spouses, and their dependent children are eligible when the retiree meets the minimum definition of Retirement Status as stated in USU [Policy 361: Retirement Plans and Retirement Benefits](#).

Spouses and dependent children of deceased university employees who were eligible when the employee died will continue to be eligible subject to the provisions of this policy.

Employees on leave without pay (LWOP) for more than six (6) months are not eligible for the benefits described in this policy. Spouses and dependent children of employees on LWOP are also ineligible for

tuition benefits.

This benefit does not apply to courses taken in the College of Veterinary Medicine for the fulfillment of DVM degree requirements.

## 2.2 Approval

Active employees must receive approval from their supervisor to take courses under this benefit. Courses approved to be taken during scheduled working time may not interfere with the operation of the employee's department nor the employee's performance. Employees should work with their supervisor to coordinate work and course schedules and make up missed work time during the same week in which it is missed for class attendance.

## 2.3 Admissions Provisions

To participate in tuition benefits, the student must be accepted for admission to USU using the regular admission guidelines.

Active employees must complete the [Application for Tuition Remission and Student Fees Waiver](#). Eligible participants without system access should return the applicable paper form(s) directly to the Office of Human Resources.

## 2.4 Student Fees

Student fees are charged to all students as listed on the [USU Tuition and Fee schedule](#). Dependent children taking university courses must pay all student fees in full.

Employees, retirees, and spouses approved for tuition remission may elect to waive some or all of their student body fees. If the student fees are waived, the services associated with them are no longer available to the student. If the services associated with the fees are wanted, the individual service fees will be charged to the student's account and must be paid in full.

## 2.5 Credit Limitations

Eligible employees may register for a maximum of six (6) credit hours per semester for courses taken during their scheduled work time. This limit applies to the combination of courses taken for credit and/or audit.

## 2.6 Financial Limitations

The employee tuition remission is a benefit of employment. This benefit is not reduced when a student receives tuition waivers, except that combined tuition remission and waivers cannot exceed 100% of tuition charges for a given term. For the purposes of this policy, a waiver is any funding that is restricted to the payment of tuition.

## 2.7 Auditing a Course

To audit a course, an individual must first obtain permission from the instructor. The following individuals are eligible to audit university courses without tuition or mandatory student fees:

- Benefit-eligible employees and their spouses.
- USU retirees (see [USU Policy 361: Retirement Plans and Retirement Benefits](#)) and their spouses.
- Spouses of deceased USU employees who were eligible for this benefit when the employee died.

## 2.8 Termination While Enrolled in Courses

When employment ends, the employee, spouse, or dependent child, who is in the process of taking a university course using this benefit, will be allowed to complete that course.

## 2.9 Taxation

Certain educational benefits received by employees, their spouses, and dependent children may be taxable under current IRS rules. If the IRS rules determine that all or a portion of these benefits are taxable, the university will add the value of the benefit received to the employee's income and will withhold appropriate taxes for the amount of the benefit.

Retirees and deceased employee dependents will receive appropriate IRS documents reflecting the taxable benefit received.

## 350.3 RESPONSIBILITIES

### 3.1 Supervisors

Review and approve or deny employee requests for tuition remission and/or requests to take classes during work time while considering the department's needs.

### 3.2 Office of Human Resources

Administer this policy for eligible employees and retirees—their spouses, and dependent children; and for the spouses and dependent children of deceased employees. Assist department heads and supervisors in administering this policy.

### 3.3 Registrar's Office

Assist the Office of Human Resources in determining eligibility for tuition remission.

### 3.4 Employees

Coordinate course times with supervisor(s) if taking courses during regular working time to reduce interference with the operation of the department. All employees must follow the normal registration procedures.

Responsible for applicable taxes.

## 350.4 REFERENCES

- [IRC Section 127](#) (Educational Assistance Programs)
- [IRC Section 117\(d\)](#) (Qualified Tuition Reduction Programs)
- [USHE R824](#) Tuition Remissions Benefits

## 350.5 RELATED USU POLICIES

- [USU Policy 361: Retirement Plans and Retirement Benefits](#)

## 350.6 DEFINITIONS

## 6.1 Dependent Children

Children, under the age of 26, by birth, legal adoption, placed for adoption, or legal (court-appointed) guardianship granting full guardianship rights who are a disabled dependent due to a physical or mental impairment.

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**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

- [Application for Tuition Reduction and Student Fees Waiver Form](#)

### Contacts

- N/A

## POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2024/01/05

Next scheduled review date: N/A

Previous revision dates: 2012/06/29, 2016/03/04

## Item for Action

RE: [Updates to USU Policy 351: Family Medical Leave Act \(FMLA\) Leave](#)

### Key

- **Red** – Is anything that was removed from the current policy
- **Blue** – Anything that was added
- **Black** – Original to Policy that was not changed
- **Dark/Light Green** – Text that was moved within the policy.

### 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. Updated policy title to “Family and Medical Leave Act (FMLA) Leave.”
- **Clarified Concurrence with Other Leave Policies-** Strengthened and clarified language that USU utilizes paid leave (e.g., sick, vacation, organ donor, PCMD, worker’s compensation, STD, military leave, etc.) wherever possible when an employee takes FMLA leave. Such leaves will run concurrently with FMLA leave.
- **Clarified Dual Employment FMLA Limits-** Clarified FMLA limits when both spouses work for USU (i.e., combined 12-week limits where applicable under federal regulations). Not a change, just clarification of practice.
- **Updated Family Member Definition-** Deleted reference to parent-in-law as they are not an eligible family member under the law. However, USU’s sick leave policy permits taking time for parent-in-law.
- **Clarified Military Caregiver Leave Period-** Clarified that the 12-month period for military caregiver leave is different from the 12-month period used for other FMLA reasons.
- **Clarifying FMLA Permissions to Contact Health Care Provider-** Clarified language that permits HR to contact an employee’s health care provider regarding FMLA leave once an employee applies for leave.
- **Changed Fit for Duty Certification to Return to Work Certification-** Deleted references to Fit for Duty Certifications and replaced with more standard language of Return to Work certification.
- **Clarified Supervisor and Employee Responsibilities-** Updated language so supervisors and employees should provide appropriate notifications when a possible FMLA leave of more than 3 days occurs. Added language to strengthen employee’s responsibility to notify HR and supervisor on intent to return to work once known.



## University Policy 351: Family and Medical Leave Act (FMLA) 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 of Human Resources

Last Revised: 2023/MM/DD

Previous USU Policy Number: N/A



### ~~POLICY MANUAL~~

### ~~BENEFITS~~

~~Number 351~~

~~Subject: Family and Medical Leave Covered~~

~~Employees: University Employees~~

~~Date of Origin: January 24, 1997; revised March 26, 2010~~

#### ~~351.1 POLICY~~

#### ~~351.1 PURPOSE AND SCOPE~~

In ~~compliance~~ accordance with the ~~federal regulations~~ Family and Medical Leave Act (FMLA), Utah State University (USU) ~~has established a policy regarding time off work which qualifies under~~ provides up to 12 workweeks of unpaid, job-protected leave for eligible employees. ~~the Family and Medical Leave Act (FMLA) as revised effective January 16, 2009. The function of~~ ~~†~~This policy is to provide employees with a general description of ~~their~~ employee FMLA rights and responsibilities. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

~~When an FMLA eligible employee is off work for an FMLA qualifying event for more than three (3) consecutive working days, this policy will be in effect. Employees may not work another job while on FMLA leave.~~



Where applicable, ~~T~~his policy ~~operates in conjunction~~ runs concurrently with ~~the University's~~USU's annual Vacation ~~I~~Leave, ~~S~~Sick ~~I~~Leave, ~~O~~rgan ~~d~~onor ~~I~~Leave, ~~M~~Military ~~I~~Leave, ~~W~~orkers ~~C~~ompensation ~~I~~Leave, ~~S~~Short-term ~~d~~Disability ~~I~~Leave, Parental Caregiving with Modified Duties (PCMD) Leave, and ~~I~~Leave without ~~p~~Pay policies. ~~Questions regarding how these policies work to the mutual benefit of the employee and the University should be directed to the Office of Human Resources.~~

## 351.2 POLICY

### ~~351.2 DEFINITIONS (Specifically For Use With This Policy)~~

#### ~~2.1 Eligible Employee~~

~~All University employees with appointments of (1) 50% time or more in their regular assignments, (2) who have worked for USU for 12 months or 52 weeks over the past seven (7) years, and (3) who have worked 1,250 hours or more over the previous 12-month period.~~

#### ~~2.2 Family Members~~

~~Family members include the employee's spouse, dependent child (birth, adopted, step, or foster), parent, and parent-in-law. For the purposes of this policy a dependent child is under the age of 18 years, or over the age of 18 years and incapable of self-care because of a mental or physical disability.~~

#### ~~2.3 Serious Health Condition~~

~~A serious health condition is (1) a condition which requires in-patient stay in a hospital, hospice, or residential medical facility; (2) a condition requiring absence from work, school or other regular daily activities for more than three consecutive working days, and which requires continuing treatment by, or under the supervision of, a health care provider; or (3) a condition requiring continuing treatment for a chronic or long-term health condition which, if not treated, would result in an absence of more than three consecutive working days. The University will require the employee to provide medical certification of the serious health condition of either the employee or the family member.~~

#### ~~2.4 Continuing Treatment~~

~~Continuing treatment is defined as (1) treatment on two or more occasions by a health care provider or by a paraprofessional under the supervision of a health care provider; (2) treatment on at least one occasion by a health care provider who thereafter supervises a regimen of continuing treatment (e.g., a course of medication or therapy); or (3)(2) treatment in the course of a long-term or chronic condition or disability requiring continuing supervision, but not active treatment, by a health care provider.~~

### 351.3 PROVISIONS

#### 2.1 Family Medical Leave Provisions

An eligible employee may ~~use~~take paid leave ~~(if available)~~ and/or unpaid leave for up to a maximum of 12 workweeks during a rolling 12-month period, for the following qualifying events:

- ~~The~~A serious health condition ~~of which makes~~ the employee unable to perform the essential functions of their job, ~~including continuing treatment.~~
-

- ~~The birth of a child or the placement of a child for adoption or foster care~~ with the employee. The 12-workweek FMLA leave period must be completed within 12 months of the birth, adoption, or foster care placement of the child. ~~When both spouses work for USU, and each spouse is eligible to take FMLA leave, the FMLA limits the combined amount of leave they may take for some qualifying leave reasons.~~
- ~~The~~ To care of ~~for the~~ a employee's family member ~~due to~~ who has a serious health condition.
- ~~Eligible employees with~~ For any qualifying exigency arising out of the fact that a spouse, ~~son,~~ daughter, ~~child,~~ or parent is a military member on covered active duty or call to covered active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The rolling 12-month period begins on the first day of an FMLA-qualifying leave. ~~Even if an employee experiences more than one of these qualifying events in a rolling 12-month period, only a total of 12 workweeks of FMLA leave will be granted. unless one of the qualifying events is the military caregiver leave~~

When an FMLA-eligible employee is off work for an FMLA-qualifying event for more than three (3) consecutive working days, ~~this policy will be in effect~~ or needs leave that involves inpatient care or continuing treatment by a health care provider, the employee must notify the Office of Human Resources. HR will coordinate with the employee to determine whether the employee's absence qualifies for FMLA.

## 2.2 Military Caregiver Leave Provisions

~~Military caregiver leave that permits~~ An eligible employees may take up to 26 workweeks of leave to care for a spouse, son, daughter, parent or next of kin of a covered service member during a single 12-month period to care for a family member who is a Covered Service Member for serious injury or illness. ~~The term "covered service member" means:~~ The single 12-month period for military caregiver leave is different from the 12-month period used for other FMLA leave reasons.

(  
 a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

See [USU Policy 359: Military Leave](#) for other applicable definitions.)

~~The University will require the employee to provide medical certification of the serious health condition of the service member.~~

~~The rolling 12-month period begins on the first day of an FMLA-qualifying leave. Even if an employee experiences more than one of these events in a rolling 12-month period, only a total of 12 weeks of FMLA leave will be granted unless one of the qualifying events is the military caregiver leave~~

The 26 workweeks of military caregiver leave run on a separate FMLA year that commences with the first day that leave is taken and can run forward until the end of that 12-month period. Any combination of FMLA leave may not exceed the maximum limit of 26 work-weeks in that single 12-month period. Unused military caregiver leave is forfeited at the end of that 12-month period. If both ~~the husband and~~ ~~wifespouses~~ work for ~~the University~~ ~~USU~~, ~~a husband's and wife's~~ ~~the military~~ leave is limited to a combined total of 26 workweeks in that single 12-month period.

~~Additional leave (paid or unpaid) may be granted according to the provisions of the University's annual, sick, short term disability, workers compensation, and leave without pay policies.~~

## ~~Intermittent Leave~~

### 2.3 Intermittent Leave

FMLA leave may be taken on an intermittent or reduced hour basis if medically necessary for an employee's or family member's serious health condition. Leave due to military qualifying exigencies may also be taken on an intermittent basis. Employees should make all reasonable efforts to schedule such leave in advance.

## ~~Paid Leave During FMLA Leave~~

### 2.4 Paid Leave During FMLA Leave

- ~~• Paid sick/annual leave.~~

~~The employee must use accumulated sick and/or annual leave during an FMLA leave according to the provisions of the University's sick and annual leave policies before leave without pay will apply. The employee may retain one week of annual leave and one week of sick leave if he/she so chooses. Sick and annual leave will accumulate on a pro-rata basis when the employee is on intermittent leave. In cases in which short term disability or workers compensation also qualifies as FMLA leave, the Approved FMLA leave will run concurrently with the short term disability leave or workers compensation applicable USU paid leaves. An employee must use the following types of accrued paid leave (as applicable) before unpaid leave will begin for an eligible FMLA event.~~

- Sick Leave
- Vacation Leave
- Short-term Disability Leave
- Organ Donor Leave
- Worker's Compensation Leave
- Parental Care and Modified Duties (PCMD) – Faculty Only

~~An absence from work due to an on-the-job injury or illness which qualifies as a worker's compensation absence may also qualify as an FMLA absence.~~

~~In cases in which short term disability or workers compensation also qualifies as FMLA leave, the FMLA leave will run concurrently with the short term disability leave or workers compensation leave.~~

A faculty member who applies for PCMD must apply for FMLA leave during the same semester. FMLA leave under this policy will run concurrently with PCMD (see USU Policy 366: Parental Caregiving with Modified Duties (PCMD)), if applicable. A faculty member may not be eligible for PCMD if FMLA leave has already been exhausted for the birth or adoption of a child.

## ~~Benefit Continuation During FMLA Leave~~

### 2.5 Benefit Continuation During FMLA Leave

~~The University~~USU will continue health benefits (medical and dental insurance coverage) for benefit-eligible employees during any paid or unpaid FMLA leave on the same basis as ~~for~~ active employees.

The employee's ~~regularly deducted~~ premiums ~~due~~ for medical and dental coverage during periods of unpaid FMLA leave will be collected according to existing procedures for premium payments during ~~an~~ approved leave without pay. ~~The Office of Human Resources will contact~~ Employees ~~will be contacted by the Office of Human Resources~~ regarding provisions for payments.

~~The University's~~USU's obligation to maintain health ~~care~~ coverage ceases if an employee's premium payment is more than 30 days late. ~~If an employee's payment is more than 15 days late, the University will send a letter notifying the employee that coverage will be dropped on a specified date unless the premium is received before that date.~~

~~The University~~USU ~~will~~ may retroactively charge the employee for the ~~U~~university's portion of the ~~medical and dental~~ benefit premiums during an unpaid FMLA leave if the employee does not return to work after the FMLA leave for reasons other than the continuation of a serious health condition or for other reasons beyond the control of the employee.

During FMLA leave, ~~T~~the flexible spending account (FSA) program is governed by specifications of the FSA plan.

Employer retirement contributions will be discontinued while the employee is on unpaid FMLA leave.

### Reinstatement of Position and Benefits

#### 2.6 Reinstatement of Position and Benefits

After an approved FMLA leave, ~~The University~~USU will restore the employee to the previous position, or a position of equivalent status, seniority, benefits, and pay, ~~after the FMLA leave. Upon return to work, no proof of insurability or pre-existing condition clause will apply to the employee to return to the same level of benefit coverage in which he/she was enrolled before the FMLA leave. This provision will apply even if the employee waived the coverage during the period of an unpaid FMLA leave.~~

Employees who may need an accommodation in order to return to work may consult with the ~~University's~~ Americans with Disabilities (ADA) ~~C~~oordinator in the Office of Human Resources.

### Medical Certification

#### 2.7 Medical Certification

~~The University~~USU will require an employee to have a health care provider certify ~~his/her~~their need for medical ~~or military caregiver~~ leave, or the need for the medical care ~~or medical caregiver~~ leave of a ~~spouse, dependent child, or parent~~family member within 15 days of the request for FMLA leave. The employee will be notified of the need for this certification when the employee requests FMLA leave.

~~With~~By applying for FMLA leave, the employee's ~~grants~~ permission to, ~~the designated~~HR ~~representative~~ may to contact the employee's health care provider to authenticate or clarify the certification form.

~~The University~~USU may require employees to obtain a second opinion at the ~~U~~university's expense. If the opinions of the initial and second health care providers differ, ~~the University~~USU may, at its expense, require employees to obtain a third, final and binding certification from a health care provider.

An employee may be requested to recertify a serious health condition every 30 days (if the employee is absent during that period) for chronic/long-term illness.

## ~~Fitness for Duty Requirement~~

### 2.8 Return to Work Certification Requirement

~~The University~~USU will require the employee to provide a ~~Fitness for Duty~~Return to Work certification before the employee returns to work, if the leave was for ~~his/her~~their own serious medical condition. The employee will be notified of this requirement when the FMLA leave is requested (or immediately after the FMLA leave begins). ~~Fitness for duty examinations must be job-related and paid for by the employee's department.~~

## ~~Pre-tenure Probationary Period~~

### 2.9 Pre-tenure Probationary Period

When a tenure-eligible faculty member is on FMLA leave in an academic year, the faculty member's department head or supervisor and dean, ~~director, or vice president~~ may recommend a hiatus from the faculty member's pre-tenure probationary period, equal to the duration of the FMLA leave. All requests must be submitted to the Provost's Office. ~~{(See USU Policy 405.1.4(3) & (4): Tenured and Term Appointment: Evaluation, Promotion, and Retention)}~~

## ~~351.4 RESPONSIBILITY~~

### 351.3 RESPONSIBILITIES

#### ~~4.1 Department Heads and Supervisors~~

##### 3.1 Department Heads and Supervisors

~~Responsible for m~~Managing job vacancies, and coordinat~~e~~ing information with the Office of Human Resources when an employee ~~has been absent for three (3) or more days for a qualifying FMLA event and/or is on approved FMLA leave.~~

#### ~~4.2 Office of Human Resources~~

##### 3.2 Office of Human Resources

~~Responsible for d~~Determin~~e~~ing and notify~~ing~~ employee of FMLA ~~leave~~ eligibility, determin~~e~~ing qualifying events, assist~~ing~~ with the implementation and administration of this policy, and ~~for maintaining~~ required employee documentation necessary for requesting and processing leaves. ~~Also responsible for~~Make decisions about medical opinions, ensur~~e~~ing all employees are aware of the ~~Family and Medical-FMLA Leave P~~olicy ~~and its amendments~~, and post~~ing~~ the federal notice of the Family and Medical Leave Act of 1993 and its amendments.

#### ~~4.3 Employees~~

##### 3.3 Employees

~~Responsible for p~~Provid~~e~~ing as much notice as possible when requesting leave (30 days, if practicable), comply~~ing~~ with requests for documentation, maintain~~ing~~ contact with supervisors, and return~~ing~~ to work as scheduled.

Submit the FMLA leave request form if absent from work for more than three (3) consecutive work days or if the employee needs leave that involves inpatient care or continuing treatment by a health care provider.

When planning medical treatment ~~related to FMLA leave~~, employees ~~must-should~~ consult~~work~~ with their supervisor and HR to meet the employee's ~~University's FMLA Coordinator and make a reasonable effort to schedule~~ treatment needs while minimizing impact to department ~~so as not to unduly disrupt~~

~~University operations. Employees must consult with the University prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the University and the employee, subject to the approval of an employee's healthcare provider.~~

~~The employee must comply with the usual and customary notice provisions for absence.~~ Notify your supervisor and the Office of Human Resources regarding your intent to return to work as soon as it is known.

## 351.4 REFERENCES

- N/A

## 351.5 RELATED USU POLICIES

- USU Policy 345: Vacation Leave
- USU Policy 355: Leave without Pay
- USU Policy 357: Disability Insurances
- USU Policy 359: Military Leave
- USU Policy 363: Sick Leave
- USU Policy 364: Worker's Compensation
- USU Policy 366: Parental Caregiving with Modified Duties (PCMD)
- USU Policy 369: Other Leave
- USU Policy 405.1.4(3) & (4): Tenured and Term Appointments: Evaluation, Promotion and Retention

## 351.6 DEFINITIONS (Specifically for use with this policy)

### 6.1 Continuing Treatment

Continuing treatment is defined as ~~(1) treatment on two or more occasions by a health care provider or by a paraprofessional under the supervision of a health care provider;~~  
~~(2) treatment on at least one occasion by a health-care provider who thereafter supervises a regimen of continuing treatment (e.g., a course of medication or therapy); or~~  
~~(3) treatment in the course of a long-term or chronic condition or disability requiring continuing supervision, but not active treatment, by a health care provider.~~

### 6.2 Covered Service Member

A covered service member is one of the following:

- 1) ~~a~~ member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.~~;~~~~or~~
- 2) ~~a~~ veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five ~~(5)~~ years preceding the date on which the veteran undergoes ~~that~~ medical treatment, recuperation, or therapy.

### 6.3 Eligible Employee

~~All University~~ USU employees with appointments of ~~(1) 50% time or more in their regular assignments,~~  
~~(2) who have worked for USU for at least 12 months, or 52 weeks over the past seven (7) years, and (3)~~

who have worked at least 1,250 hours or more over during the previous 12-month period immediately preceding the leave.

## 6.4 Family Members

Family members include the employee's spouse, dependent child (birth, adopted, step, or foster), and parent, and parent-in-law. For the purposes of this policy a dependent child is under the age of 18 years, or (over the age of 18 years and if incapable of self-care because of a mental or physical disability).

## 6.5 Serious Health Condition

A serious health condition is (1) a condition which requires in-patient stay in a hospital, hospice, or residential medical facility; (2) a condition requiring absence from work, school, or other regular daily activities for more than three consecutive working days, and which requires continuing treatment by, or under the supervision of, a health care provider; or (3) a condition requiring continuing treatment for a chronic or long-term health condition which, if not treated, would result in an absence of more than three consecutive working days. The University USU will require the employee to provide medical certification of the serious health condition of either the employee or the family member.

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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

Last review date: 2024/01/05

Next scheduled review date: N/A

Previous revision dates: 2010/03/26, 1997/01/24





## University Policy 351: Family and Medical Leave Act (FMLA) 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 of Human Resources

**Last Revised:** 2024/01/05

**Previous USU Policy Number:** N/A

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### 351.1 PURPOSE AND SCOPE

In accordance with the Family and Medical Leave Act (FMLA), Utah State University (USU) provides up to 12 workweeks of unpaid, job-protected leave for eligible employees. This policy provides a general description of employee FMLA rights and responsibilities. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

Where applicable, this policy runs concurrently with USU's Vacation Leave, Sick Leave, Organ Donor Leave, Military Leave, Workers Compensation Leave, Short-term Disability Leave, Parental Caregiving with Modified Duties (PCMD) Leave, and Leave without Pay policies.

### 351.2 POLICY

#### 2.1 Family Medical Leave Provisions

An eligible employee may take leave for up to a maximum of 12 workweeks during a rolling 12-month period, for the following qualifying events:

- A serious health condition which makes the employee unable to perform the essential functions of their job.
- The birth of a child or the placement of a child for adoption or foster care with the employee. The 12-workweek FMLA leave period must be completed within 12 months of the birth, adoption, or foster care placement of the child. When both spouses work for USU, and each spouse is eligible to take FMLA leave, the FMLA limits the combined amount of leave they may take for some qualifying leave reasons.
- To care for a family member who has a serious health condition.
- For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active duty status.

The rolling 12-month period begins on the first day of FMLA-qualifying leave. If an employee experiences more than one qualifying event in a rolling 12-month period, only a total of 12 workweeks of FMLA leave will be granted.



When an employee is off work for more than three (3) consecutive working days, or needs leave that involves inpatient care or continuing treatment by a health care provider, the employee must notify the Office of Human Resources. HR will coordinate with the employee to determine whether the employee's absence qualifies for FMLA.

## 2.2 Military Caregiver Leave Provisions

An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for a family member who is a Covered Service Member for serious injury or illness. The single 12-month period for military caregiver leave is different from the 12-month period used for other FMLA leave reasons. (See USU [Policy 359: Military Leave](#) for other applicable definitions.)

The 26 workweeks of military caregiver leave run on a separate FMLA year that commences with the first day that leave is taken and can run forward until the end of that 12-month period. Any combination of FMLA leave may not exceed the maximum limit of 26 workweeks in that single 12-month period. Unused military caregiver leave is forfeited at the end of that 12-month period. If both spouses work for USU, the military leave is limited to a combined total of 26 workweeks in that single 12-month period.

## 2.3 Intermittent Leave

FMLA leave may be taken on an intermittent or reduced hour basis if medically necessary for an employee's or family member's serious health condition. Leave due to military qualifying exigencies may also be taken on an intermittent basis. Employees should make all reasonable efforts to schedule such leave in advance.

## 2.4 Paid Leave During FMLA Leave

Approved FMLA leave will run concurrently with applicable USU paid leaves. An employee must use the following types of accrued paid leave (as applicable) before unpaid leave will begin for an eligible FMLA event.

- Sick Leave
- Vacation Leave
- Short-term Disability Leave
- Organ Donor Leave
- Worker's Compensation Leave
- Parental Care and Modified Duties (PCMD) – Faculty Only

A faculty member who applies for PCMD must apply for FMLA leave during the same semester. FMLA leave under this policy will run concurrently with PCMD (see [USU Policy 366: Parental Caregiving with Modified Duties](#) (PCMD)), if applicable. A faculty member may not be eligible for PCMD if FMLA leave has already been exhausted for the birth or adoption of a child.

## 2.5 Benefit Continuation During FMLA Leave

USU will continue health benefits (medical and dental insurance coverage) for benefit-eligible employees during any paid or unpaid FMLA leave on the same basis as active employees.

The employee's premiums for medical and dental coverage during periods of unpaid FMLA leave will be collected according to existing procedures for premium payments during approved leave without pay. The Office of Human Resources will contact employees regarding provisions for payments.

USU's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late.

USU may retroactively charge the employee for the university's portion of the medical and dental benefit premiums during an unpaid FMLA leave if the employee does not return to work after the FMLA leave for reasons other than the continuation of a serious health condition or for other reasons beyond the control of the employee.

During FMLA leave, the flexible spending account (FSA) program is governed by specifications of the FSA plan.

Employer retirement contributions will be discontinued while the employee is on unpaid FMLA leave.

## 2.6 Reinstatement of Position and Benefits

After an approved FMLA leave, USU will restore the employee to the previous position, or a position of equivalent status, seniority, benefits, and pay.

Employees who may need an accommodation in order to return to work may consult with the Americans with Disabilities (ADA) coordinator in the Office of Human Resources.

## 2.7 Medical Certification

USU will require an employee to have a health care provider certify their need for medical or military caregiver leave, or the need for the medical care or medical caregiver leave of a family member within 15 days of the request for FMLA leave. The employee will be notified of the need for this certification when the employee requests FMLA leave.

By applying for FMLA leave, the employee grants permission to HR to contact the employee's health care provider to authenticate or clarify the certification form.

USU may require employees to obtain a second opinion at the university's expense. If the opinions of the initial and second health care providers differ, USU may, at its expense, require employees to obtain a third, final and binding certification from a health care provider.

An employee may be requested to recertify a serious health condition every 30 days (if the employee is absent during that period) for chronic/long-term illness.

## 2.8 Return to Work Certification Requirement

USU will require the employee to provide a Return to Work certification before the employee returns to work, if the leave was for their own serious medical condition. The employee will be notified of this requirement when the FMLA leave is requested (or immediately after the FMLA leave begins).

## 2.9 Pre-tenure Probationary Period

When a tenure-eligible faculty member is on FMLA leave in an academic year, the faculty member's department head or supervisor and dean may recommend a hiatus from the faculty member's pre-tenure probationary period, equal to the duration of the FMLA leave. All requests must be submitted to the Provost's Office. (See USU [Policy 405.1.4\(3\) & \(4\)](#): Tenured and Term Appointment: Evaluation, Promotion, and Retention)

## 351.3 RESPONSIBILITIES

### 3.1 Department Heads and Supervisors

Manage job vacancies and coordinate information with the Office of Human Resources when an employee has been absent for three (3) or more days for a qualifying FMLA event and/or is on approved FMLA leave.

### 3.2 Office of Human Resources

Determine and notify employee of FMLA leave eligibility, determine qualifying events, assist with the implementation and administration of this policy, and maintain required employee documentation necessary for requesting and processing leaves. Make decisions about medical opinions, ensure all employees are aware of the FMLA Leave policy, and post the federal notice of the Family and Medical Leave Act of 1993 and its amendments.

### 3.3 Employees

Provide as much notice as possible when requesting leave (30 days, if practicable), comply with requests for documentation, maintain contact with supervisors, and return to work as scheduled.

Submit the [FMLA leave request form](#) if absent from work for more than three (3) consecutive work days or if the employee needs leave that involves inpatient care or continuing treatment by a health care provider.

When planning medical treatment related to FMLA leave, employees should work with their supervisor and HR to meet the employee's treatment needs while minimizing impact to department operations.

Notify your supervisor and the Office of Human Resources regarding your intent to return to work as soon as it is known.

## 351.4 REFERENCES

- N/A

## 351.5 RELATED USU POLICIES

- [USU Policy 345: Vacation Leave](#)
- [USU Policy 355: Leave without Pay](#)
- [USU Policy 357: Disability Insurances](#)
- [USU Policy 359: Military Leave](#)
- [USU Policy 363: Sick Leave](#)
- [USU Policy 364: Worker's Compensation](#)
- [USU Policy 366: Parental Caregiving with Modified Duties \(PCMD\)](#)
- [USU Policy 369: Other Leave](#)
- [USU Policy 405.1.4\(3\) & \(4\): Tenured and Term Appointments: Evaluation, Promotion and Retention](#)

## 351.6 DEFINITIONS (Specifically for use with this policy)

### 6.1 Continuing Treatment

Continuing treatment is defined as 1) treatment on two or more occasions by a health care provider or by a paraprofessional under the supervision of a health care provider; 2) treatment on at least one occasion by a health care provider who thereafter supervises a regimen of continuing treatment (e.g., a course of medication or therapy); or 3) treatment in the course of a long-term or chronic condition or disability requiring continuing supervision, but not active treatment, by a health care provider.

### 6.2 Covered Service Member

A covered service member is one of the following:

- 1) A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise

on the temporary disability retired list, for a serious injury or illness.

2) A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

### 6.3 Eligible Employee

USU employees who have worked for USU for at least 12 months, and have worked at least 1,250 hours during the 12-month period immediately preceding the leave.

### 6.4 Family Members

Family members include the employee's spouse, dependent child (birth, adopted, step, or foster), and parent. For the purposes of this policy a dependent child is under the age of 18 years (over the age of 18 years if incapable of self-care because of a mental or physical disability).

### 6.5 Serious Health Condition

A serious health condition is 1) a condition which requires in-patient stay in a hospital, hospice, or residential medical facility; 2) a condition requiring absence from work, school, or other regular daily activities for more than three consecutive working days, and which requires continuing treatment by, or under the supervision of, a health care provider; or 3) a condition requiring continuing treatment for a chronic or long-term health condition which, if not treated, would result in an absence of more than three consecutive working days. USU will require the employee to provide medical certification of the serious health condition of either the employee or the family member.

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**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

Last review date: 2024/01/05

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## ITEM FOR ACTION

Re: Delete USU Policy 379: International Assignments

### Key

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

### SUMMARY for Removal

- In consultation with the Dean's Council and the Office of Global Engagement, the Office of Research and the Office of Human Resources and have reviewed the continued need for this policy. It is believed that this policy was created to meet certain needs for international assignments in developing countries many years ago.
- However, this is not a policy that has been used for years and there are no existing HR processes to even administer it as written. Based on discussion with the Office of Research, the Office of Global Engagement, and the Dean's Council, we recommend deletion of this policy. Any potential needs in this area can be addressed through existing Sabbatical policy and/or through the Office of Global Engagement processes and policies.
- Additionally, the Office of Research has finalized Policy 590: Export Control which addresses potential risks related to certain international situations.

# **POLICY MANUAL**

## **COMPENSATION**

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**Number 379**

**Subject: International Assignments**

**Covered Employees: Faculty**

**Date of Origin: January 24, 1997**

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### **379.1 POLICY**

The University recognizes that faculty make broad and significant contributions through application of professional expertise to international communities. Professional expertise provided to these communities by faculty beyond their role assignments at the University contributes not only to the needs and understanding of others, but also increases their own competence in their professional roles. Such professional expertise also brings recognition to the University.

Faculty participation in both short- and long-term international assignments is supported by the University. Faculty who accept international assignments do so in the furtherance of the University's mission and goals. They continue as faculty during such assignments.

In some cases the most qualified person available for a particular assignment may not be a member of the faculty. When the department head or supervisor, and dean, director, or vice president so determine, a qualified individual who is not a faculty member may be recommended for the international assignment with an appointment to the temporary faculty ranks. It is expected that this will be the exception rather than the rule.

### **379.2 DEFINITIONS**

#### **2.1 International Assignment**

An assignment to work for the University or some other agency contracting with the University outside the USA.

#### **2.2 Long-term Assignment**

~~An assignment of not less than one year and not more than four years in duration.~~

### ~~2.3 Short-term Assignment~~

~~An assignment of less than one year in duration.~~

## ~~379.3 PROCEDURES~~

### ~~3.1 Recommendation of Faculty for Long-term International Assignment~~

~~Recommendation for the long-term assignment of faculty abroad shall be in accordance with the terms of the applicable contract and the following procedures. Letters of recommendation from the department head or supervisor and the dean, director, or vice president are required for faculty to be considered for international assignments.~~

### ~~3.2 Approval of International Assignments of Faculty Members~~

~~Upon recommendation and approval of the department head or supervisor and the dean, director, or vice president, and with the written concurrence of the Director of International Programs, the recommendation for international assignment is submitted to the Provost for final approval. When required by the contract, approval must also be obtained from the contracting agency sponsoring the international assignment.~~

### ~~3.3 Appointment of Temporary Faculty to International Assignments~~

~~Qualified individuals hired for assignments abroad who are not faculty members may be appointed to the temporary faculty ranks for the period of the assignment at the rank appropriate to their qualifications and their respective duties and responsibilities under the contract.~~

~~Procedures for such appointments follow the regular procedures for appointment to the temporary faculty ranks with the following exceptions: The Director of International Programs will prepare the job description and the advertising. The recommendation for appointment shall go from the department head to the dean, director, and vice president, who, in turn, shall recommend the candidate to the Director of International Programs. The Director of International Programs shall recommend the candidate to the Provost, who, in turn, shall recommend the candidate to the President. If the President is in agreement, the President shall recommend the candidate to the Board of Trustees.~~

### ~~3.4 Faculty Members' Academic Rank, Salary Increases, Sabbatical Leave, and Evaluation~~

~~The University's procedures relative to promotion and advancement decisions apply to all faculty members participating in foreign assignments under University auspices. The salary of all faculty members abroad will receive the same annual budgetary consideration as is afforded campus-based faculty members.~~



~~Services rendered under provisions of the contract will count towards sabbatical leave for faculty in accordance with this code.~~

~~Annual personnel evaluations will be carried out by the department head or supervisor. The University chief of party and faculty member will provide all data relevant for the review. For faculty assigned to nonUniversity projects, annual performance evaluations will be carried out by the appropriate supervisor with input from the in-country chief of party in charge of the project.~~

### **~~3.5 Written Agreement for International Long-term Assignments~~**

~~Upon appointment, a written agreement between the faculty member and the University shall be prepared by the department head or supervisor. This agreement will specify the work to be performed, the location and length of assignment, the status of University leave and the amount of leave to be frozen until the faculty member's return, the plan of work and relation of the assignment to the tenure and/or promotion objectives of the faculty member and to the objectives and programs of the academic unit, the plan and method for evaluating performance and progress of the faculty member while abroad, the length of University commitment to faculty on temporary appointments and any other pertinent information regarding the assignment. The agreement will be signed by the faculty member; the department head or supervisor; and the dean, director, or vice president, and a copy provided to the Director of International Programs and to the Provost.~~

### **~~3.6 Salary Computation for Faculty Members on Long-term International Assignments~~**

~~(1) Temporary off-campus monthly salary. The salary of a faculty member who is to be employed for 12 months or more on an international assignment may be adjusted to reflect changes in the basic assignment. Any such change will be determined by the department head or supervisor and dean, director, or vice president in consultation with the faculty member involved. These adjustments shall be made without regard to the source of funds. The resulting salary shall be known as a temporary off-campus monthly salary.~~

~~(2) Salary adjustments. In addition to any adjustments made above, both the temporary off-campus and the campus monthly salaries will be adjusted periodically (usually annually) to maintain congruity with Universitywide salary changes. These changes are to be determined by the department head or supervisor and dean, director, or vice president.~~

~~The temporary off-campus monthly salary will be documented on an Employment Action Form and other records of the University. Upon return to campus, the campus monthly salary (as adjusted to reflect Universitywide salary changes) will become effective. Faculty members also are entitled to receive other allowances as authorized in the various contracts and grants under which they work.~~

### **3.7 Salary Computation for Faculty Members on Short-term International Assignments**

The salary of a faculty member while on a short-term international assignment for the University, either as part of a regular appointment or an extra-contractual assignment, will be determined by any or all of the following: (1) computing the campus monthly salary; (2) adjusting the campus monthly salary to reflect increases in responsibilities or changes in the basic nature of the faculty member's assignment, if any; (3) providing recruitment incentives because of the nature of international assignments, such incentives to not exceed 10 percent of the campus monthly salary; (4) dividing the campus monthly salary by 22 work days to determine the daily rate; (5) compensating faculty members in accordance with the specific terms and conditions of the contract or grant under which they are employed and permitting them to receive any allowances or other perquisites that are provided in the particular grant or contract.

### **3.8 Faculty Participation in NonUniversity International Programs**

It is the intent of the University to utilize its faculty on its own foreign projects. However, it is recognized that situations may exist where faculty expertise can be utilized on contracts arising from membership with a consortium of universities, formal collaboration with another university or government agency, inter-university relationships, or other nonformal university or private company appointments. In any such instance, it is the policy of the University to engage in formal contracting for providing the services of any University faculty member assigned to these types of collaborative arrangements. The contract will be between the University and the other institution. The faculty member remains a faculty member of the university assigned to a project under the auspices of the contract agreement. In such cases, all conditions of this policy will apply as if the faculty member were assigned to a University-controlled contract, unless otherwise specifically agreed in the contract.

For faculty who find international opportunities outside those indicated in the previous paragraph, no formal University contract will be initiated. The faculty member will be required to obtain approval through appropriate University channels for leave without pay for the period desired.

The conditions of this section apply equally to long-term and short-term international assignment of faculty, except that in the case where short-term international assignments are involved, some situations may arise where faculty may engage in extra-contractual service with written approval as required by this policy and not necessarily be required to apply for leave without pay.

### **3.9 Campus Support and Contract Operations**

All technical assistance contracts provide for campus support, the level of which is determined by each contract. A project coordinator will be selected and approved by the appropriate department head or supervisor and dean, director, or vice president, in

~~consultation with the Director of International Programs, to carry out the campus coordination activities specified by the contract. The project coordinator will be responsible for all technical aspects of the project and for those logistic and administrative functions determined appropriate in consultation with those same administrators and the Director of International Programs.~~

~~Campus project coordinators shall not be authorized payment under the Extra-Contractual Services policies of the University for services performed abroad under the contract for which he/she is responsible. However, project directors do qualify for overseas pay, if authorized by the particular contract or grant. Such payments are limited to actual days spent outside the United States and will be calculated separately for each individual trip undertaken by the project director in his or her official capacity.~~

### ~~3.10 Leave of Absence~~

~~Benefit-eligible faculty members on long-term international assignments are subject to the same leave regulations as resident faculty with two exceptions: (1) leave earned while on the international assignment will be administered according to the terms of the contract. In no case will leave earned on an international assignment be carried back to the University; and, (2) the faculty member's leave status prior to the international assignment will be frozen until his/her return to the campus.~~

### ~~3.11 Contracts Administered by the University~~

~~Faculty members serving abroad under contracts administered by the University continue their regular faculty appointments and relationships with the University. They are eligible for salary increases, advancement in rank, and tenure (unless otherwise excepted) in the same manner as the resident faculty.~~

~~Faculty members serving abroad are eligible for special considerations in travel, benefits, special salary adjustments, and special living allowances as the primary contract provides.~~

~~Service abroad under University contracts shall be on a voluntary basis.~~

### ~~3.12 Contracts Administered by Another University or Agency~~

~~The University shall attempt to secure similar special considerations for its faculty serving abroad as are provided in comparable contracts for faculty of other universities or agencies.~~

## Item for Action

RE: [Updates to USU Policy 398: Reduction in Force \(RIF\)](#)

### KEY

- **Red** – Is anything that was removed from the current policy
- **Blue** – Anything that was added
- **Black** – Original to Policy that was not changed
- **Dark/Light Green** – Text that was moved within the policy.

### Summary of Changes

- **Reformatted Policy-** Reformatted content to align with new policy format, including adding Purpose and Scope and removal of procedures. Clarified and updated language, definitions, and policy references throughout to align with current practices.
- **Updated/Added Definitions-** Defined Recall, RIF, Reestablishment. Updated definition for Seniority and Job Family to better align with current RIF practices and terminology.
- **Clarified Reasons for RIF-** May occur due to budgetary needs, program reductions, reorganization, or other business needs.
- **Clarified Protected Status-** Updated language from “impermissible grounds” to “protected status” to be more aligned with current terminology. Refer to Policy 399: Termination of Exempt and Non-Exempt staff when terming for cause.
- **RIF Benefit Exclusions-** Added explicit language excluding temporary positions, grant/contract funded positions, employees in introductory period and employees engaged in recent documented disciplinary action (i.e., last 6 months) from receiving RIF benefits.
- **Deleted Affirmative Action Language-** Deleted references related to minorities and women bumping rights being different where underutilization could be present. This is in line with current legal recommendations related to use of affirmative action language for appointments of opportunity.
- **Clarified Bumping Rights-** Updated language on how bumping rights are assessed and administered (i.e., bumping less senior employees in an equal or lower salary grade of the same job family with the same department if the employee is otherwise qualified). Added language that employees who have been on a documented disciplinary action or performance plan in the previous 6-months are not eligible for bumping rights.
- **Clarified Employee Notification-** Added provision requiring written notice of termination by supervisor after consultation with HR.
- **Priority Interviews-** Clarified that Priority Interviews do not guarantee job placement and cited eligibility criteria for priority interview (i.e., employee has applied, meets minimum qualifications,

and is at the same/lower grade as the employee's affected position). Changed time frame for priority interviews from one year to six months.

- **Combined Reestablishment, Recall, and Reassignment-** Combined these post-RIF categories under one section of the policy. Typically, we will not reestablish a position for one (1) year from date of the RIF unless the department is planning to recall the individual who received the RIF.



## University Policy 398: Reduction in Force

Category: Human Resources

Subcategory: Employment

Covered Individuals: Benefit-eligible Staff

Responsible Executive: Vice President for Finance and Administrative Services

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

Last Revised: 2023/MM/DD

Previous USU Policy Number: N/A



### ~~POLICY MANUAL~~

#### ~~EMPLOYMENT~~

~~Number 398~~

~~Subject: Reduction-in-Force~~

~~Covered Employees: Classified and Professional Employees-~~

~~Date of Origin: January 24, 1997~~

~~Effective Date of Last Revision: July 1, 1999~~

#### 398.1 ~~POLICY~~PURPOSE AND SCOPE

~~The terms of this policy will govern job termination and salary reductions for a reduction-in-force-among~~ While Utah State University (USU) classified and professional staff. A reduction in force could result from ~~strives to provide a stable and secure environment in which to work, under certain circumstances it may be necessary to eliminate~~ ~~ion of funds or the dissolution or employee positions,~~ reduce hours, or reduce salaries due to budgetary needs, program reductions, reorganization, ~~of~~ programs. The Office of Human Resources should be notified as soon as a reduction-in-force situation becomes known ~~or other business needs.~~

#### 398.2 POLICY

A Reduction in Force (RIF) may be necessary or appropriate when there is a lack of funds; a redesign or elimination of work; a redundancy in roles; or excess capacity within a work group or across work groups such that it would be economically feasible and responsible to reduce the number of employees in a department.-

Termination of employees or salary reductions of personnel employees due to a reduction in force RIF must not be based on impermissible grounds a protected status such as race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age (40 and older), disability, or the exercise of first amendment rights, except as provided in (3) above status as a protected veteran. This policy should not be used in lieu of dismissing an employee does not include termination for cause such as performance or disciplinary issues (-For clarification of termination for cause, see USU pPolicy 399: Termination of Exempt and Non-exempt Staff).

When a department determines the need for a RIF, the supervisor must contact Human Resources who will guide the department in assessing options and developing a plan for implementing the RIF.

## 2.1 Employee Notification

When it is necessary for the University USU to implement a reduction in force RIF, or to terminate an employee for reasons other than cause, affected employees will be given written notice of termination (2 weeks for classified staff and 4 weeks for professional staff). If the full required notice is not given, an employee may be given pay in lieu of notice on a full or partial basis by the supervisor after consultation with the Office of Human Resources.

## 398.2 DEFINITIONS

### 2.1 Seniority

The accumulated time of all salaried service at the University in which the employee provided services in a position that is in the same designated job family as the employee's current position.

### 2.2 Job Family

A series of jobs which have a basis of common skills, occupational qualifications, technology, licensing, working conditions, work place, career paths, and organizational tradition.

## 398.3 PROCEDURES

### 3.1 Reduction in Force

(1) Staff may be terminated or their hours and/or salaries reduced without any demonstration or suggestion of incompetence, poor performance, or wrongdoing as the result of a reduction in force, with the approval of the dean/vice president and the Provost.

(2) This policy does not include termination for cause. For clarification of termination for cause, see policy 399.

### 3.2 Layoffs Determined Primarily By Seniority

When a department must reduce or reorganize its staff, the administrator should arrange layoffs within the targeted program and employment classification beginning with less senior employees, unless important job-related considerations dictate a different order of layoffs. Any time an administrator discharges employees out of the order of seniority, he or she will provide written reasons to the Director of the Office of Human Resources.

(1) Bumping rights within the department and job family.

### 2.2 Bumping Rights

~~Employees targeted for layoff do not bump employees with less seniority in other departments of the University or within the same department in different job families or higher employment classifications. However, a~~ An employee ~~targeted identified~~ for ~~layoff a~~ RIF may bump a less senior employee in an equal or lower ~~employment classification~~ grade of the same job family within the same department, ~~as long as~~ if the employee ~~targeted identified~~ for a RIF has the necessary ~~job skills~~ qualifications to perform in that position. If this occurs, the bumping employee ~~individual~~ will be adjusted to the salary schedule for the position of the bumped ~~individual~~ employee.

A benefit-eligible employee who is identified ~~to be laid off through a reduction in force~~ for a RIF may also bump a less senior, ~~hourly non-benefited~~ employee who is ~~working performing similar duties and is within~~ in the same ~~job family and department, with salary and benefits adjusted according to the eligibility of the hourly position being bumped.~~

Employees engaged in any documented disciplinary action or performance plan in the previous 6-month period are not eligible for bumping rights.

#### ~~(2) Personnel of equal seniority.~~

~~In situations where the seniority of staff members in programs or classifications identified for reduction is equal, relative competence and experience, or any job-related factor at the discretion of the supervisor, will be the determining factor for reduction. Layoffs among persons of equal seniority will be managed so that the numbers of women and minorities in the affected department are not disproportionately reduced.~~

#### ~~(3) Minorities and women.~~

~~Minorities and women (frequently last hired to redress ethnic and gender underutilization) will be protected from bumping, regardless of their seniority if the bumping situation negatively affects the department's utilization statistics. An exception to this would be granted if the individual of a protected group were transferred to another position in another unit/department. Any transfer affecting either the losing organization's affirmative action goals or the gaining organization's affirmative action goals will be reviewed by the Director of the AA/EO Office.~~

#### ~~(4) Equal opportunity.~~

~~Termination or salary reductions of personnel due to a reduction in force must not be based on impermissible grounds such as race, color, religion, sex, national origin, age, disability, or the exercise of first amendment rights, except as provided in (3) above.~~

### ~~3.3 Right to First Interview for Available Positions~~

#### ~~2.3 Priority Interview~~

Hiring managers must give a priority interview to employees if the following criteria are met:

- The employee has applied for the position.
- The employee meets the minimum qualifications of the position.
- The position is at the same or lower grade as the employee's position that was subject to the RIF.

Priority interviews help employees find employment after their positions have been subject to a RIF, but *do not* guarantee job placement.

~~In the event of a reduction in force, hiring administrators in other University departments will interview the affected qualified employee for open positions at an equal or lesser grade. Administrators are not required to hire such individuals, but the qualified employee will receive priority interviewing status before the position is opened for career enhancement opportunity or to the general public. Affected individuals are given "right to first interview" status for one year from the date of termination (whether or not they become employed off campus). The affected individual may apply for higher level positions, but will not receive "right to first interview" for those positions.~~



~~If an affected employee is not hired after interviewing for an open position for which he or she is qualified, the hiring administrator will supply in writing to the Director of the Office of Human Resources reasons for not hiring the individual. Such reasons may include legitimate questions concerning competence, past performance, or any other job-related consideration. The Office of Human Resources will coordinate the priority interviewing efforts for affected employees with departments that have appropriate open positions.~~

## **Outplacement**

~~However, The UniversityUSU is not required to create a position for or retrain an affected employee who is laid off. The University will make a reasonable effort to help laid-off employees obtain other employment.~~

Priority interviews will be granted for up to six (6) months from the position's date of termination.

## 2.4 Exclusions

The following positions and/or statuses are not eligible for bumping rights or priority interviews:

- Temporary positions where the duration of the position is defined.
- Grant or contract funded positions where the position is defined as "contingent upon funding."
- Employees who are in the introductory period of employment (see USU Policy 395: Introductory Period of Employment).

## **3.4 Reduction Through Cutbacks in Hours and/or Salaries**

~~If an administrator chooses to implement a reduction by cutting salaries and/or hours of staff, the following rules apply:~~

~~(1) The administrator may apportion the cuts evenly among employees within the same employment classification and department, or~~

~~(2) the administrator may let reductions fall in the reverse order of seniority within the same employment classification and department, or the administrator may let such cuts fall outside the order of seniority if important job-related considerations dictate another order of cuts, and with approval of the Director of the Office of Human Resources.~~

## **3.5 Post-Layoff Adjustments**

~~Employees remaining after a reduction in force must have the necessary skills and capabilities to accomplish the duties of the remaining positions. Retraining should be considered only if the layoff period is expected to be lengthy. If the tasks to be performed in a remaining position are difficult for the remaining employee(s) to perform in a satisfactory manner, the appropriate dean or vice president will approve one of the following:~~

~~(1) Allow the remaining employee(s) to complete short-term training to acquire necessary skills, or~~

~~(2) Allow the remaining employee(s) an introductory period of 90 days to assume all duties and responsibilities and to perform at a satisfactory level. At the end of the introductory period, if it is demonstrated by the supervisor to the dean or vice president that the performance is substandard, the~~

~~employee may be placed in layoff status and another employee recalled in the order of seniority, if the employee to be recalled is considered to have the necessary skills and capabilities to accomplish the job.~~

### ~~3.6 Reestablishment of Positions~~

#### 2.5 Position Reestablishment and Employee Recall

~~3.7~~ Reestablishment of a position which has been ~~discontinued-eliminated~~ under a ~~reduction-in-force~~RIF ~~action~~ requires prior approval ~~of-from~~ the Office of Human Resources, ~~AAVEO Office, and the Provost~~. Typically, a budgeted position ~~may-will~~ not be reestablished for at least one (1) calendar year ~~from the RIF date~~. **Recall**

~~Employees laid off due to a reduction in force will be recalled without advertising if an opening occurs in the same department in a position of the same job family with equal or lower classification, and if the recall takes place~~ If a position is reestablished within one (1) year from the RIF date, employees will be recalled ~~of layoff~~without advertising. If more than one person has been ~~laid-off from the same-employment category and department~~affected by a RIF from the same job family and department, the employee must be rehired in order of ~~length-of previous service~~seniority unless important job-related reasons for recall out of order can be demonstrated in writing to ~~the Director of the Office of Human Resources~~HR.

### ~~3.8 Notice and Pay in Lieu of Notice~~

~~When it is necessary for the University to implement a reduction in force, or to terminate an employee for reasons other than cause, affected employees will be given written notice of termination (2 weeks for classified staff and 4 weeks for professional staff). If the full required notice is not given, an employee may be given pay in lieu of notice on a full or partial basis.~~

## 398.3 RESPONSIBILITIES

### 3.1 President/Provost

Review and deny/approve RIF requests.

### 3.2 Department Head/Directors

Contact HR, list reason(s) for RIF, and submit plan to Dean/VP. Notify employees.

### 3.3 Office of Human Resources

Check bumping rights, review plans to ensure that all RIFs are handled in a non-discriminatory fashion. Oversee the priority interview process. Provide consultation to affected employees.

### 3.4 Employees

Initiate application for position(s) for which they are qualified.

## 398.4 REFERENCES

- N/A

## 398.5 RELATED USU POLICIES

- USU Policy 395: Introductory Period of Employment

- USU Policy 399: Termination of Exempt and Non-exempt Staff

## 398.6 DEFINITIONS

### 6.1 Job Family

A series of jobs which have a basis of common skills, occupational qualifications, technology, licensing, working conditions, work place, career paths, and organizational tradition.

### 6.2 Recall

Reinstating an employee in the same position or a position in the same job family within one (1) calendar year.

### 6.3 Reduction in Force

A separation from employment due to a lack of funds; a redesign or elimination of work; a redundancy in roles; or excess capacity within a work group or across work groups such that it would be economically feasible and responsible to reduce the number of employees in a department.”

### 6.4 Re-establishment

Requesting a new position that was previously eliminated due to a RIF.

### 6.5 Seniority

The total length of service in the affected position.

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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

- N/A

### Contacts

- N/A

## POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2023/

Next scheduled review date:

Previous revision dates: 1999/07/01

## University Policy 398: Reduction in Force

**Category:** Human Resources

**Subcategory:** Employment

**Covered Individuals:** Benefit-eligible Staff

**Responsible Executive:** Vice President for Finance and Administrative Services

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

**Last Revised:** 2024/01/05

**Previous USU Policy Number:** N/A

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### 398.1 PURPOSE AND SCOPE

While Utah State University (USU) strives to provide a stable and secure environment in which to work, under certain circumstances it may be necessary to eliminate employee positions, reduce hours, or reduce salaries due to budgetary needs, program reductions, reorganization, or other business needs.

### 398.2 POLICY

A Reduction in Force (RIF) may be necessary or appropriate when there is a lack of funds; a redesign or elimination of work; a redundancy in roles; or excess capacity within a work group or across work groups such that it would be economically feasible and responsible to reduce the number of employees in a department.

Termination of employees or salary reductions of employees due to a RIF must not be based on a protected status such as race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age (40 and older), disability, or status as a protected veteran. This policy should not be used in lieu of dismissing an employee for cause such as performance or disciplinary issues (see [USU Policy 399: Termination of Exempt and Non-exempt Staff](#)).

When a department determines the need for a RIF, the supervisor must contact Human Resources who will guide the department in assessing options and developing a plan for implementing the RIF.

#### 2.1 Employee Notification

When it is necessary for USU to implement a RIF, affected employees will be given written notice of termination by the supervisor after consultation with the Office of Human Resources.

#### 2.2 Bumping Rights

An employee identified for a RIF may bump a less senior employee in an equal or lower grade of the same job family within the same department if the employee identified for a RIF has the necessary qualifications to perform in that position. If this occurs, the bumping employee will be adjusted to the salary schedule for the position of the bumped employee.

A benefit-eligible employee who is identified for a RIF may bump a less senior, non-benefited employee who is performing similar duties and is within the same department.

Employees engaged in any documented disciplinary action or performance plan in the previous 6-month

period are not eligible for bumping rights.

### 2.3 Priority Interview

Hiring managers must give a priority interview to employees if the following criteria are met:

- The employee has applied for the position.
- The employee meets the minimum qualifications of the position.
- The position is at the same or lower grade as the employee's position that was subject to the RIF.

Priority interviews help employees find employment after their positions have been subject to a RIF, but *do not* guarantee job placement. However, USU is not required to create a position to accommodate an affected employee.

Priority interviews will be granted for up to six (6) months from the position's date of termination.

### 2.4 Exclusions

The following positions and/or statuses are not eligible for bumping rights or priority interviews:

- Temporary positions where the duration of the position is defined.
- Grant or contract funded positions where the position is defined as "contingent upon funding."
- Employees who are in the introductory period of employment (see [USU Policy 395: Introductory Period of Employment](#)).

### 2.5 Position Reestablishment and Employee Recall

Reestablishment of a position which has been eliminated under a RIF requires prior approval from the Office of Human Resources. Typically, a budgeted position will not be reestablished for at least one (1) calendar year from the RIF date. If a position is reestablished within one (1) year from the RIF date, employees will be recalled without advertising. If more than one person has been affected by a RIF from the same job family and department, the employee must be rehired in order of seniority unless important job-related reasons for recall out of order can be demonstrated in writing to HR.

## 398.3 RESPONSIBILITIES

### 3.1 President/Provost

Review and deny/approve RIF requests.

### 3.2 Department Head/Directors

Contact HR, list reason(s) for RIF, and submit plan to Dean/VP. Notify employees.

### 3.3 Office of Human Resources

Check bumping rights, review plans to ensure that all RIFs are handled in a non-discriminatory fashion. Oversee the priority interview process. Provide consultation to affected employees.

### 3.4 Employees

Initiate application for position(s) for which they are qualified.

## 398.4 REFERENCES

- N/A

## 398.5 RELATED USU POLICIES

- [USU Policy 395: Introductory Period of Employment](#)
- [USU Policy 399: Termination of Exempt and Non-exempt Staff](#)

## 398.6 DEFINITIONS

### 6.1 Job Family

A series of jobs which have a basis of common skills, occupational qualifications, technology, licensing, working conditions, work place, career paths, and organizational tradition.

### 6.2 Recall

Reinstating an employee in the same position or a position in the same job family within one (1) calendar year.

### 6.3 Reduction in Force

A separation from employment due to a lack of funds; a redesign or elimination of work; a redundancy in roles; or excess capacity within a work group or across work groups such that it would be economically feasible and responsible to reduce the number of employees in a department.”

### 6.4 Re-establishment

Requesting a new position that was previously eliminated due to a RIF.

### 6.5 Seniority

The total length of service in the affected position.

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**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

- N/A

### Contacts

- N/A

## **POLICY HISTORY**

Original issue date: 1997/01/24

Last review date: 2024/01/05

Next scheduled review date: N/A

Previous revision dates: 1999/07/01, 1997/01/24



**ITEM FOR ACTION**

**RE: Report of Investments for July 2023**

The Report of Investments for July 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 July 2023 and comparative year-to-date totals for FY 2023-2024 and FY 2022-2023.

**CASH MANAGEMENT INVESTMENT POOL**

The average daily fair value invested during July 2023 was \$565,097,854, up \$3,870,968 over June 2023. Total investment loss was \$578,825, down \$2,174,131 from June 2023, reflecting the increase in the amount available for investing and a decrease in total investment return. The annualized total investment return was -1.23%, down 4.64% from June 2023.

Year-to-date numbers show that the average daily fair value invested for FY 2023-2024 was \$565,097,854, up \$32,029,114 (6.01%) over FY 2022-2023. Total interest income for FY 2023-2024 amounted to \$1,654,830, up \$819,585 (98.13%) over FY 2022-2023, reflecting an increase in the amount available for investing and an increase in interest rates.

The total amount invested at 31 July 2023 was \$527,660,385, up \$3,979,606 (0.76%) over 31 July 2022.

**ENDOWMENT POOL**

The average daily fair value invested during July 2023 was \$266,562,536, down \$9,855,151 from June 2023. Interest and dividend income of \$170,178 plus net realized gains of \$1,128,235 totaled \$1,298,413 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2023-2024 was \$266,562,536, up \$9,266,445 (3.60%) over FY 2022-2023. Total realized income for FY 2023-2024 was \$1,298,413, up \$1,164,011 (866.07%) over FY 2022-2023. This increase resulted from \$14,823 less in interest and dividends and \$1,178,834 more in net realized gains during FY 2023-2024.

The total amount invested at 31 July 2023 was \$269,306,748, up \$8,283,577 (3.17%) over 31 July 2022.

## OTHER INVESTMENTS

The average daily fair value invested during July 2023 was \$276,431,313, up \$12,656,171 over June 2023. Interest and dividend income of \$915,187 plus net realized gains of \$5,161 totaled \$920,348 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2023-2024 was \$276,431,313, up \$13,315,133 (5.06%) over FY 2022-2023. Total realized income for FY 2023-2024 was \$920,348, up \$209,844 (29.53%) over FY 2022-2023. This increase resulted from \$302,319 more in interest and dividend income and \$92,475 less in net realized gains during FY 2023-2024.

The total amount invested at 31 July 2023 was \$277,259,386, up \$11,770,155 (4.43%) over 31 July 2022.

## ENDOWMENT TRUSTS

The average daily fair value invested during July 2023 was \$6,157,309, down \$29,443 from June 2023. Interest and dividend income of \$12,271 minus net realized losses of \$12,926 totaled \$655 in realized losses for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2023-2024 was \$6,157,309, down \$201,233 (3.16%) from FY 2022-2023. Total realized loss for FY 2023-2024 was \$655, up \$50,142 (98.71%) over FY 2022-2023. This increase resulted from \$2,741 more in interest and dividend income and \$47,401 less in net realized losses during FY 2023-2024.

The total amount invested at 31 July 2023 was \$6,094,637, down \$447,776 (6.84%) from 31 July 2022.

## PLANT FUND TRUSTS

The average daily fair value invested during July 2023 was \$99,767,440, up \$54,710,507 over June 2023. Interest income totaled \$432,189 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2023-2024 was \$99,767,440, up \$65,942,453 (194.95%) over FY 2022-2023. Total realized income for FY 2023-2024 was \$432,189, up \$387,083 (858.16%) over FY 2022-2023. This increase reflects the increased amount available for investing and an increase in the rate of return.

The total amount invested at 31 July 2023 was \$100,033,735, up \$61,380,022 (158.79%) over 31 July 2022.

## SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of July was \$1,110,991,638. Purchases totaled \$54,821,489 and sales totaled \$38,121,632. From this activity the University realized net gains of \$1,120,470 and earnings of \$2,883,399.

## RECOMMENDATION

The President and Vice President for Finance and Administrative Services recommend that the Board of Trustees approve the Report of Investments for July 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 July 2023 to 31 July 2023 and comparative year-to-date totals for the periods 1 July 2023 to 31 July 2023 and 1 July 2022 to 31 July 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 July 2023 to 31 July 2023 and comparative year-to-date totals for the periods 1 July 2023 to 31 July 2023 and 1 July 2022 to 31 July 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 July 2023.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date



UTAH STATE UNIVERSITY  
REPORT OF INVESTMENTS  
JULY 2023

The following schedules (A through E-2) 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 blue ink, appearing to read 'Danford R. Christensen', written over a horizontal line.

Danford R. Christensen  
Controller

A handwritten signature in blue ink representing the date '12/5/2023', written over a horizontal line.

Date

A handwritten signature in blue ink, appearing to read 'David T. Cowley', written over a horizontal line.

David T. Cowley  
Vice President  
for Finance and Administrative Services

A handwritten signature in blue ink representing the date '12/5/2023', written over a horizontal line.

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 2023	\$520,975,134	\$11,654,830	\$2,735,924	(\$2,233,655)	\$527,660,385	\$565,097,854	\$1,654,830	\$14,975	\$1,639,855
Aug 2023									
Sep 2023									
Oct 2023									
Nov 2023									
Dec 2023									
Jan 2024									
Feb 2024									
Mar 2024									
Apr 2024									
May 2024									
Jun 2024									

Comparative Totals:

Year-to-date									
FY 2023-24	\$520,975,134	\$11,654,830	\$2,735,924	(\$2,233,655)	\$527,660,385	\$565,097,854	\$1,654,830	\$14,975	\$1,639,855
FY 2022-23	492,148,729	36,806,802	8,909,142	3,634,390	523,680,779	533,068,740	835,245	11,139	824,106
Amt Change					3,979,606	32,029,114	819,585	3,836	815,749
% Change					0.76%	6.01%	98.13%	34.44%	98.99%

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 July 2023

Schedule A-2

	Purchases	Sales		Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
		Cost	Receipts					
Miscellaneous				\$60,226		\$60,226		0.00%
Money Market Account				162,629		162,629	\$36,200,000	5.39%
Utah Public Treasurers' Investment Fund				53,238		53,238	12,100,000	5.28%
Commercial Paper and Corporate Notes	\$10,042,593			1,015,329	\$293,627	1,308,956	237,601,445	6.61%
Obligations of U. S. Government	3,598			357,560	(2,512,622)	(2,155,062)	275,596,409	-9.38%
Municipal Bonds				5,848	(14,660)	(8,812)	3,600,000	-2.94%
Receivable	<u>1,608,639</u>	<u>2,735,924</u>	<u>2,735,924</u>					0.00%
Total	<u>\$11,654,830</u>	<u>\$2,735,924</u>	<u>\$2,735,924</u>	<u>\$1,654,830</u>	<u>(\$2,233,655)</u>	<u>(\$578,825)</u>	<u>\$565,097,854</u>	-1.23%

UTAH STATE UNIVERSITY  
SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS  
For the Month of July 2023

Schedule A-3

	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
<u>Cash Management Investment Pool</u>							
Miscellaneous							\$60,226
Money Market Account							162,629
Utah Public Treasurers' Investment Fund							53,238
Corporate Bonds and Floaters		\$10,000,000					1,015,329
Obligations of U. S. Government							357,560
Municipal Bonds							5,848
Accounts Receivable		1,608,639		\$2,735,924	\$2,735,924	\$0	
Premiums & Discounts		46,191					
 Total Cash Management Investment Pool		<u>\$11,654,830</u>		<u>\$2,735,924</u>	<u>\$2,735,924</u>	<u>\$0</u>	<u>\$1,654,830</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 2023	\$263,818,324	\$8,092,294	\$7,921,121	\$5,317,251	\$269,306,748	\$266,562,536	\$170,178	\$1,128,235	\$1,298,413	(\$994)	\$1,299,407
Aug 2023											
Sep 2023											
Oct 2023											
Nov 2023											
Dec 2023											
Jan 2024											
Feb 2024											
Mar 2024											
Apr 2024											
May 2024											
Jun 2024											

Comparative Totals:

Year-to-date											
FY 2023-24	\$263,818,324	\$8,092,294	\$7,921,121	\$5,317,251	\$269,306,748	\$266,562,536	\$170,178	\$1,128,235	\$1,298,413	(\$994)	\$1,299,407
FY 2022-23	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
Amt Change					8,283,577	9,266,445	(14,823)	1,178,834	1,164,011	(2,971)	1,166,982
% Change					3.17%	3.60%	-8.01%	2329.76%	866.07%	-150.28%	881.24%

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 \$635,448 principal beginning balance, a \$621,154 ending balance, and a \$627,000 average daily balance for the current month. Current month interest and dividends from the CMIP were \$1,833 bringing the total to \$1,833 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 July 2023

Schedule B-2  
Page 2 of 2

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
Money Market Funds						
Goldman Sachs Bank Deposit		\$428				\$428
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z		3,227,911		\$3,752,134	\$3,752,134	\$0
US Bank - Longfellow First Am Treas Ob Fund Cl Z		263,999		212,073	212,073	0
Cash						
Endowment Pool						
US Bank Cash		1,000				
Longfellow						
US Bank Cash				19,119	19,119	0
Accruals / Payable						
Endowment Pool						
Goldman Sachs		1				
US Bank - Accruals		27,132		91,411	91,411	0
Longfellow						
Longfellow Investment Management		16,127				
US Bank Receivable - Interest Accrual		41,300		44,301	44,301	0
Total Endowment Pool Transactions		<u>\$8,092,294</u>		<u>\$6,792,887</u>	<u>\$7,921,121</u>	<u>\$1,128,235</u>
						<u>\$170,178</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 2023	\$244,285,796	\$1,254,431	\$348,119	(\$115,300)	\$245,076,808	\$244,681,302	\$913,185	\$2	\$913,187
Aug 2023									
Sep 2023									
Oct 2023									
Nov 2023									
Dec 2023									
Jan 2024									
Feb 2024									
Mar 2024									
Apr 2024									
May 2024									
Jun 2024									

Comparative Totals:

Year-to-date									
FY 2023-24	\$244,285,796	\$1,254,431	\$348,119	(\$115,300)	\$245,076,808	\$244,681,302	\$913,185	\$2	\$913,187
FY 2022-23	232,326,049	21,749,543	21,137,864	2,540,646	235,478,374	233,902,212	611,679	0	611,679
Amt Change					9,598,434	10,779,091	301,506	2	301,508
% Change					4.08%	4.61%	49.29%	100.00%	49.29%

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 \$102,248,102 principal beginning balance, a \$102,547,525 ending balance and a \$102,397,814 average daily balance for the current month. Current month interest and dividends from the CMIP were \$299,423 bringing the total to \$299,423 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 DEFENSIVE RETURN POOL TRANSACTIONS  
For the Month of July 2023

Schedule C1C  
Page 1 of 1

	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
<u>Defensive Return Pool</u>							
CMIP							
CMIP Earnings		\$299,423					\$299,423
Utah Public Treasurers'							
Investment Fund		34,488					34,488
Fixed Income							
US Bank							
Investment Funds							
Wellington Core Bond Fund	3,434.840	36,031	292.558	\$3,067	\$3,069	\$2	36,031
Alternatives							
Dakota Pacific Real Estate Group							
Dakota Pacific Real Estate							4,802
IFM Investors							
IFM Global Infrastructures LP		49,242					49,242
Woodbury							
Woodbury IFRI							554
Money Market / Cash							
US Bank - First Am Treasury Ob Fund Class Z		324,982					
US Bank - Cash		21,620					
Receivable / In Transit / Unsettled Purchases							
US Bank - Receivable		488,645		345,050	345,050	0	488,645
Total Other Investments		<u>\$1,254,431</u>		<u>\$348,117</u>	<u>\$348,119</u>	<u>\$2</u>	<u>\$913,185</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 2023	\$31,317,444	\$81,847	\$91,020	\$874,307	\$32,182,578	\$31,750,011	\$2,002	\$5,159	\$7,161
Aug 2023									
Sep 2023									
Oct 2023									
Nov 2023									
Dec 2023									
Jan 2024									
Feb 2024									
Mar 2024									
Apr 2024									
May 2024									
Jun 2024									

Comparative Totals:

Year-to-date									
FY 2023-24	\$31,317,444	\$81,847	\$91,020	\$874,307	\$32,182,578	\$31,750,011	\$2,002	\$5,159	\$7,161
FY 2022-23	28,417,079	56,038	449,865	1,987,605	30,010,857	29,213,968	1,189	97,636	98,825
Amt Change					2,171,721	2,536,043	813	(92,477)	(91,664)
% Change					7.24%	8.68%	68.38%	-94.72%	-92.75%







UTAH STATE UNIVERSITY  
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS  
For the Month of July 2023

	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
<u>Endowment Trusts</u>							
Common and Preferred Stock							
Coca Cola Co	1,484.000	\$89,754					
Diamondback Energy Inc	441.000	61,819					
Nextera Energy Inc	835.000	61,391					
Organon & Co	3,714.000	79,387					
iShares Preferred & Income			9,522.000	\$305,332	\$292,406	(\$12,926)	
Funds held at Morgan Stanley - Dividends							\$11,310
Mutual Funds - Bond							
PGIM High Yield Q #1067							19
PGIM High Yield Q #1067							20
Money Market & Cash Funds							
Morgan Stanley Bank N.A. #		302,885		292,377	292,377	0	406
Morgan Stanley Cash		2,411		1,174	1,174	0	
Wells Fargo #451		272		170,560	170,560	0	254
Wells Fargo #451		282		176,683	176,683	0	262
Total Endowment Trusts		<u>\$598,201</u>		<u>\$946,126</u>	<u>\$933,200</u>	<u>(\$12,926)</u>	<u>\$12,271</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 2023	\$92,986,097	\$33,139,886	\$26,092,248	\$0	\$100,033,735	\$99,767,440	\$432,189		\$432,189		\$432,189
Aug 2023											
Sep 2023											
Oct 2023											
Nov 2023											
Dec 2023											
Jan 2024											
Feb 2024											
Mar 2024											
Apr 2024											
May 2024											
Jun 2024											

Comparative Totals:

Year-to-date											
FY 2023-24	\$92,986,097	\$33,139,886	\$26,092,248	\$0	\$100,033,735	\$99,767,440	\$432,189	\$0	\$432,189	\$0	\$432,189
FY 2022-23	34,488,447	7,265,037	3,099,771	0	38,653,713	33,824,987	45,106	0	45,106	0	45,106
Amt Change					61,380,022	65,942,453	387,083	0	387,083	0	387,083
% Change					158.79%	194.95%	858.16%	0.00%	858.16%	0.00%	858.16%

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 July 2023

Schedule E-2

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Plant Trusts</u>							
US Bank							
Utah Public Treasurers' Investment Fund		\$33,139,881		\$25,114,800	\$25,114,800	\$0	\$432,187
US Bank Money Market	5			800,052	800,052	0	2
Receivable							
Utah Public Treasurers' Investment Fund				177,393	177,393	0	
US Bank Money Market				3	3	0	
Total Plant Trusts		<u>\$33,139,886</u>		<u>\$26,092,248</u>	<u>\$26,092,248</u>	<u>\$0</u>	<u>\$432,189</u>

**ITEM FOR ACTION**

**RE:** Report of Investments for August 2023

The Report of Investments for August 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 August 2023 and comparative year-to-date totals for FY 2023-2024 and FY 2022-2023.

**CASH MANAGEMENT INVESTMENT POOL**

The average daily fair value invested during August 2023 was \$580,826,585, up \$15,728,731 over July 2023. Total investment gain was \$2,277,640, up \$2,856,465 over July 2023, reflecting the increase in the amount available for investing and an increase in total investment return. The annualized total investment return was 4.71%, up 5.94% over July 2023.

Year-to-date numbers show that the average daily fair value invested for FY 2023-2024 was \$572,962,220, up \$29,621,037 (5.45%) over FY 2022-2023. Total interest income for FY 2023-2024 amounted to \$3,589,986, up \$1,773,498 (97.63%) over FY 2022-2023, reflecting an increase in the amount available for investing and an increase in interest rates.

The total amount invested at 31 August 2023 was \$565,165,593, up \$35,987,468 (6.80%) over 31 August 2022.

**ENDOWMENT POOL**

The average daily fair value invested during August 2023 was \$268,117,917, up \$1,555,381 over July 2023. Interest and dividend income of \$110,229 plus net realized gains of \$635,758 totaled \$745,987 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2023-2024 was \$267,340,227, up \$9,221,618 (3.57%) over FY 2022-2023. Total realized income for FY 2023-2024 was \$2,044,400, up \$1,737,773 (566.74%) over FY 2022-2023. This increase resulted from \$68,281 less in interest and dividends and \$1,806,054 more in net realized gains during FY 2023-2024.

The total amount invested at 31 August 2023 was \$266,929,086, up \$10,070,003 (3.92%) over 31 August 2022.

## OTHER INVESTMENTS

The average daily fair value invested during August 2023 was \$276,780,285, up \$348,972 over July 2023. Interest and dividend income of \$977,341 plus net realized gains of \$5,150 totaled \$982,491 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2023-2024 was \$276,605,799, up \$12,871,863 (4.88%) over FY 2022-2023. Total realized income for FY 2023-2024 was \$1,902,839, up \$471,891 (32.98%) over FY 2022-2023. This increase resulted from \$537,954 more in interest and dividend income and \$66,063 less in net realized gains during FY 2023-2024.

The total amount invested at 31 August 2023 was \$276,301,183, up \$13,087,028 (4.97%) over 31 August 2022.

## ENDOWMENT TRUSTS

The average daily fair value invested during August 2023 was \$6,019,434, down \$137,875 from July 2023. Interest and dividend income of \$24,188 minus net realized losses of \$29,778 totaled \$5,590 in realized losses for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2023-2024 was \$6,088,372, down \$291,763 (4.57%) from FY 2022-2023. Total realized loss for FY 2023-2024 was \$6,245, up \$36,565 (85.41%) over FY 2022-2023. This increase resulted from \$7,192 more in interest and dividend income and \$29,373 less in net realized losses during FY 2023-2024.

The total amount invested at 31 August 2023 was \$5,944,231, down \$316,813 (5.06%) from 31 August 2022.

## PLANT FUND TRUSTS

The average daily fair value invested during August 2023 was \$100,231,160, up \$463,720 over July 2023. Interest income totaled \$451,297 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2023-2024 was \$99,999,300, up \$63,876,261 (176.83%) over FY 2022-2023. Total realized income for FY 2023-2024 was \$883,486, up \$767,671 (662.84%) over FY 2022-2023. This increase reflects the increased amount available for investing and an increase in the rate of return.

The total amount invested at 31 August 2023 was \$100,231,160, up \$62,967,276 (168.98%) over 31 August 2022.

## SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of August was \$1,132,217,206. Purchases totaled \$61,667,931 and sales totaled \$21,943,425. From this activity the University realized net gains of \$611,130 and earnings of \$3,167,289.

## RECOMMENDATION

The President and Vice President for Finance and Administrative Services recommend that the Board of Trustees approve the Report of Investments for August 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 August 2023 to 31 August 2023 and comparative year-to-date totals for the periods 1 July 2023 to 31 August 2023 and 1 July 2022 to 31 August 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 August 2023 to 31 August 2023 and comparative year-to-date totals for the periods 1 July 2023 to 31 August 2023 and 1 July 2022 to 31 August 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 August 2023.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date



UTAH STATE UNIVERSITY  
REPORT OF INVESTMENTS  
AUGUST 2023

The following schedules (A through E-2) 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 blue ink, appearing to read 'Danford R. Christensen', written over a horizontal line.

Danford R. Christensen  
Controller

12/5/2023  
Date

A handwritten signature in blue ink, appearing to read 'David T. Cowley', written over a horizontal line.

David T. Cowley  
Vice President  
for Finance and Administrative Services

12/5/23  
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 2023	\$520,975,134	\$11,654,830	\$2,735,924	(\$2,233,655)	\$527,660,385	\$565,097,854	\$1,654,830	\$14,975	\$1,639,855
Aug 2023	527,660,385	45,104,528	7,941,804	342,484	565,165,593	580,826,585	1,935,156	(15)	1,935,171
Sep 2023									
Oct 2023									
Nov 2023									
Dec 2023									
Jan 2024									
Feb 2024									
Mar 2024									
Apr 2024									
May 2024									
Jun 2024									

Comparative Totals:

Year-to-date									
FY 2023-24	\$520,975,134	\$56,759,358	\$10,677,728	(\$1,891,171)	\$565,165,593	\$572,962,220	\$3,589,986	\$14,960	\$3,575,026
FY 2022-23	492,148,729	59,678,605	17,839,890	(4,809,319)	529,178,125	543,341,183	1,816,488	11,124	1,805,364
Amt Change					35,987,468	29,621,037	1,773,498	3,836	1,769,662
% Change					6.80%	5.45%	97.63%	34.48%	98.02%

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 August 2023

Schedule A-2

	<u>Purchases</u>	<u>Sales</u>		<u>Earnings</u>	<u>Change in Fair Value</u>	<u>Total Investment Income</u>	<u>Average Daily Fair Value</u>	<u>Annualized Total Investment Return</u>
		<u>Cost</u>	<u>Receipts</u>					
Miscellaneous				\$106,601		\$106,601		0.00%
Money Market Account				163,642		163,642	\$36,200,000	5.42%
Utah Public Treasurers' Investment Fund				54,504		54,504	12,100,000	5.41%
Commercial Paper and Corporate Notes	\$19,793,641	\$6,949,760	\$6,949,760	1,195,923	\$153,230	1,349,153	250,613,874	6.46%
Obligations of U. S. Government	23,420,400			408,638	182,109	590,747	278,312,711	2.55%
Municipal Bonds				5,848	7,145	12,993	3,600,000	4.33%
Receivable	<u>1,890,487</u>	<u>992,044</u>	<u>992,044</u>					0.00%
Total	<u><u>\$45,104,528</u></u>	<u><u>\$7,941,804</u></u>	<u><u>\$7,941,804</u></u>	<u><u>\$1,935,156</u></u>	<u><u>\$342,484</u></u>	<u><u>\$2,277,640</u></u>	<u><u>\$580,826,585</u></u>	4.71%

UTAH STATE UNIVERSITY  
SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS  
For the Month of August 2023

Schedule A-3

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<u>Cash Management Investment Pool</u>						
Miscellaneous						\$106,601
Money Market Account						163,642
Utah Public Treasurers' Investment Fund						54,504
Corporate Bonds and Floaters		\$19,793,641		\$6,949,760	\$6,949,760	\$0
Obligations of U. S. Government		23,420,400				408,638
Municipal Bonds						5,848
Accounts Receivable		1,890,487		992,044	992,044	0
Total Cash Management Investment Pool		<u>\$45,104,528</u>		<u>\$7,941,804</u>	<u>\$7,941,804</u>	<u>\$0</u>
						<u>\$1,935,156</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 2023	\$263,818,324	\$8,092,294	\$7,921,121	\$5,317,251	\$269,306,748	\$266,562,536	\$170,178	\$1,128,235	\$1,298,413	(\$994)	\$1,299,407
Aug 2023	269,306,748	3,627,362	2,725,956	(3,279,068)	266,929,086	268,117,917	110,229	635,758	745,987	\$3,320	742,667
Sep 2023											
Oct 2023											
Nov 2023											
Dec 2023											
Jan 2024											
Feb 2024											
Mar 2024											
Apr 2024											
May 2024											
Jun 2024											

Comparative Totals:

Year-to-date

FY 2023-24	\$263,818,324	\$11,719,656	\$10,647,077	\$2,038,183	\$266,929,086	\$267,340,227	\$280,407	\$1,763,993	\$2,044,400	\$2,326	\$2,042,074
FY 2022-23	253,569,010	8,184,733	7,111,587	2,216,927	256,859,083	258,118,609	348,688	(42,061)	306,627	4,940	301,687
Amt Change					10,070,003	9,221,618	(68,281)	1,806,054	1,737,773	(2,614)	1,740,387
% Change					3.92%	3.57%	-19.58%	4293.89%	566.74%	-52.91%	576.88%

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 \$621,154 principal beginning balance, a \$1,420,363 ending balance, and a \$1,418,007 average daily balance for the current month. Current month interest and dividends from the CMIP were \$4,712 bringing the total to \$6,545 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 August 2023

Schedule B-2  
Page 1 of 1

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<b>Endowment Pool Transactions</b>							
Cash Management Investment Pool							
Utah State University		\$794,497					
CMIP Interest		4,712				\$4,712	
Equity funds							
GQG Partners Emerging Markets Equity Fund				\$715,458	\$1,000,000	\$284,542	
RhumbLine QSI Index			26,471.695	650,869	1,003,320	352,451	
Wasatch Global Opportunities Instl	253,164.557	1,000,000					
Fixed Income funds							
Longfellow		344,830		339,945	297,187	(42,758)	
Paydenfunds - Emerging Markets Bond Fund	2,168.740	21,660				11,594	
Vanguard Long Term Treasury Institutional fund VLGIX	506.482	13,346				14,531	
Wellington - CTF Opportunistic Emerging Markets	1,599.898	13,311				13,311	
Alternatives							
Centerbridge							
Centerbridge Partners Real Estate Fund II, LP		32,923					
Commonfund							
CEP VIII				6,189	32,664	26,475	
CNR VIII				20,937	20,937	0	
CNR IX						15,973	
CVP X				2,867	17,915	15,048	
Global Infrastructure Partners							
Global Infrastructure Partners III-A/B, L.P.				18,639	18,639	0	
Silicon Valley Bank							
Strategic Investors Fund X Cayman, LP		14,500				0	
Money Market Funds							
Goldman Sachs Bank Deposit		442				443	
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z		1,111,568		46,423	46,423	0	
US Bank - Longfellow First Am Treas Ob Fund Cl Z		193,977		183,996	183,996	0	
Cash							
Endowment Pool							
US Bank Cash				1,000	1,000	0	
Longfellow							
US Bank Cash		19,119		34,013	34,013	0	
Accruals / Payable							
Endowment Pool							
US Bank - Accruals		17,630		27,132	27,132	0	
Longfellow							
US Bank Receivable - Interest Accrual		44,847		42,730	42,730	0	
Total Endowment Pool Transactions		<u>\$3,627,362</u>		<u>\$2,090,198</u>	<u>\$2,725,956</u>	<u>\$635,758</u>	<u>\$110,229</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 2023	\$244,285,796	\$1,254,431	\$348,119	(\$115,300)	\$245,076,808	\$244,681,302	\$913,185	\$2	\$913,187
Aug 2023	245,076,808	11,981,833	10,538,360	(1,821,697)	244,698,584	244,887,696	975,226	0	975,226
Sep 2023									
Oct 2023									
Nov 2023									
Dec 2023									
Jan 2024									
Feb 2024									
Mar 2024									
Apr 2024									
May 2024									
Jun 2024									

Comparative Totals:

Year-to-date									
FY 2023-24	\$244,285,796	\$13,236,264	\$10,886,479	(\$1,936,997)	\$244,698,584	\$244,784,499	\$1,888,411	\$2	\$1,888,413
FY 2022-23	232,326,049	35,356,389	32,584,540	(829,335)	234,268,563	234,387,840	1,351,875	0	1,351,875
Amt Change					10,430,021	10,396,659	536,536	2	536,538
% Change					4.45%	4.44%	39.69%	100.00%	39.69%

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 \$102,547,525 principal beginning balance, a \$93,341,982 ending balance, and a \$98,340,168 average daily balance for the current month. Current month interest and dividends from the CMIP were \$326,210 bringing the total to \$625,633 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 DEFENSIVE RETURN POOL TRANSACTIONS  
For the Month of August 2023

Schedule C1C  
Page 1 of 1

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<u>Defensive Return Pool</u>						
CMIP		\$468,247		\$10,000,000	\$10,000,000	\$0
CMIP Earnings		326,210				\$326,210
Utah Public Treasurers' Investment Fund		10,057,265				57,265
Fixed Income US Bank Investment Funds						
Wellington Core Bond Fund	3,732.557	38,781				38,781
Money Market / Cash US Bank - First Am Treasury Ob Fund Class Z		538,360				
Receivable / In Transit / Unsettled Purchases US Bank - Receivable		552,970		538,360	538,360	0
Total Other Investments		<u>\$11,981,833</u>		<u>\$10,538,360</u>	<u>\$10,538,360</u>	<u>\$0</u>
				<u>\$975,226</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 2023	\$31,317,444	\$81,847	\$91,020	\$874,307	\$32,182,578	\$31,750,011	\$2,002	\$5,159	\$7,161
Aug 2023	32,182,578	71,245	75,955	(575,269)	31,602,599	31,892,589	2,115	5,150	7,265
Sep 2023									
Oct 2023									
Nov 2023									
Dec 2023									
Jan 2024									
Feb 2024									
Mar 2024									
Apr 2024									
May 2024									
Jun 2024									

Comparative Totals:

Year-to-date									
FY 2023-24	\$31,317,444	\$153,092	\$166,975	\$299,038	\$31,602,599	\$31,821,300	\$4,117	\$10,309	\$14,426
FY 2022-23	28,417,079	334,052	732,324	926,785	28,945,592	29,346,096	2,699	76,374	79,073
Amt Change					2,657,007	2,475,204	1,418	(66,065)	(64,647)
% Change					9.18%	8.43%	52.54%	-86.50%	-81.76%



UTAH STATE UNIVERSITY  
SUMMARY OF OTHER INVESTMENT TRANSACTIONS  
For the Month of August 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							
Edward Jones							
Aquila Tax-Free Fund						\$6	
MFS Municipal High Income Fund						1	
Morgan Stanley							
Vanguard Total Stock Market Index	580.000	\$62,130	580.000	\$62,130	\$62,095	(\$35)	
Raymond James							
American Funds AFTEX			7.011	86	86	0	
Utah Public Treasurers'							
Investment Fund		731				731	
ETF / Bonds / Mutual Funds							
Charles Schwab							
Bond Funds							
Janus Henderson Multi Sector Income Fund	33.480	282				282	
PIMCO Income Instl	38.105	396				396	
Western Asset Core Plus Bond	31.304	291				291	
Commonfund							
CEU Title III							
Multi-Strategy Bond			88.396	1,046	1,260	214	
Multi-Strategy Equity			9.296	543	5,514	4,971	
TD Ameritrade							
Exchange Traded Funds earnings						156	
Fixed Income							
Citigroup Global Markets Holdings 08/01/2023			50.000	5,000	5,000	0	
Morgan Stanley Finance LLC 08/24/2023			20.000	2,000	2,000	0	
Fixed Income Earnings						243	
Money Market / Cash							
Charles Schwab - Money Market		1				1	
Edward Jones		7					
TD Ameritrade Deposit Account		7,407				8	
 Total Other Investments		<u>\$71,245</u>		<u>\$70,805</u>	<u>\$75,955</u>	<u>\$5,150</u>	<u>\$2,115</u>

UTAH STATE UNIVERSITY  
 ENDOWMENT TRUSTS  
 SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule D-1

	<u>Beginning Fair Value</u>	<u>Purchases</u>	<u>Sales Proceeds</u>	<u>Change in Fair Value</u>	<u>Ending Fair Value</u>	<u>Average Daily Fair Value</u>	<u>Total Interest and Dividends</u>	<u>Realized Gain or (Loss)</u>	<u>Total Realized Income/(Loss)</u>	<u>Less Expenses</u>	<u>Net Realized Income/(Loss)</u>
Jul 2023	\$6,219,981	\$598,201	\$933,200	\$209,655	\$6,094,637	\$6,157,309	\$12,271	(\$12,926)	(\$655)	\$651	(\$1,306)
Aug 2023	6,094,637	447,543	423,355	(174,594)	5,944,231	6,019,434	24,188	(29,778)	(5,590)	0	(5,590)
Sep 2023											
Oct 2023											
Nov 2023											
Dec 2023											
Jan 2024											
Feb 2024											
Mar 2024											
Apr 2024											
May 2024											
Jun 2024											

Comparative Totals:

Year-to-date											
FY 2023-24	\$6,219,981	\$1,045,744	\$1,356,555	\$35,061	\$5,944,231	\$6,088,372	\$36,459	(\$42,704)	(\$6,245)	\$651	(\$6,896)
FY 2022-23	6,174,670	1,542,090	1,523,064	67,348	6,261,044	6,380,135	29,267	(72,077)	(42,810)	743	(43,553)
Amt Change					(316,813)	(291,763)	7,192	29,373	36,565	(92)	36,657
% Change					-5.06%	-4.57%	24.57%	40.75%	85.41%	-12.38%	84.17%

Note: Endowment Trusts include externally managed endowment trusts.

UTAH STATE UNIVERSITY  
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS  
For the Month of August 2023

Schedule D-2  
Page 1 of 1

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<hr/>							
Endowment Trusts							
Common and Preferred Stock							
Citizens Financial Group Inc			2,700.000	\$123,027	\$81,812	(\$41,215)	
Regions Financial Corp New			6,200.000	124,212	126,935	2,723	
iShares Preferred & Income	6,829.000	\$212,197	0.000	(8,714)	0	8,714	
Funds held at Morgan Stanley - Dividends							\$23,611
Money Market & Cash Funds							
Morgan Stanley Bank N.A. #		234,846		212,197	212,197	0	77
Morgan Stanley Cash				2,411	2,411	0	
Wells Fargo #451		257					257
Wells Fargo #451		243					243
Total Endowment Trusts		<u>\$447,543</u>		<u>\$453,133</u>	<u>\$423,355</u>	<u>(\$29,778)</u>	<u>\$24,188</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 2023	\$92,986,097	\$33,139,886	\$26,092,248	\$0	\$100,033,735	\$99,767,440	\$432,189		\$432,189		\$432,189
Aug 2023	100,033,735	435,420	237,995	0	100,231,160	100,231,160	451,297		451,297		451,297
Sep 2023											
Oct 2023											
Nov 2023											
Dec 2023											
Jan 2024											
Feb 2024											
Mar 2024											
Apr 2024											
May 2024											
Jun 2024											

Comparative Totals:

Year-to-date											
FY 2023-24	\$92,986,097	\$33,575,306	\$26,330,243	\$0	\$100,231,160	\$99,999,300	\$883,486	\$0	\$883,486	\$0	\$883,486
FY 2022-23	34,488,447	14,478,756	11,703,319	0	37,263,884	36,123,039	115,815	0	115,815	0	115,815
Amt Change					62,967,276	63,876,261	767,671	0	767,671	0	767,671
% Change					168.98%	176.83%	662.84%	0.00%	662.84%	0.00%	662.84%

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 August 2023

Schedule E-2

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Plant Trusts							
US Bank							
Utah Public Treasurers' Investment Fund		\$435,420		\$237,995	\$237,995	\$0	\$451,297

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Applied Sciences, Technology and Education, in the College of Agriculture and Applied Sciences proposes restructuring the Career and Technical Education Teaching Academy Institutional Certificate of Proficiency.

**EXECUTIVE SUMMARY**

The Department of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences proposes restructuring the Career and Technical Education Teaching Academy Institutional Certificate of Proficiency.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve to restructure the Career and Technical Education Teaching Academy Institutional Certificate of Proficiency.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences proposes restructuring the Career and Technical Education Teaching Academy Institutional Certificate of Proficiency, and

WHEREAS, The proposal will provide students with an opportunity to obtain the endorsement more easily;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve restructuring the Career and Technical Education Teaching Academy Institutional Certificate of Proficiency in the College of Agriculture and Applied Sciences' Department of Applied Sciences, Technology and Education and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# CAAS - Applied Sciences, Technology and Education - Career and Technical Education Teaching Academy - Institutional Certificate of Proficiency

## 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)\*

Applied Sciences, Technology and Education

Current Title (if applicable)\*

Career and Technical Education Teaching Academy Institutional Certificate of Proficiency

Proposed Title\*

Career and Technical Education Teaching Academy - Institutional Certificate of Proficiency



# CIP Code

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

CIP Code (6-digits) \* 13.1399

Minimum Number of Credits (if applicable)\* 15

Maximum Number of Credits (if applicable)\* 15

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

REQUEST

## TYPE OF CHANGE BEING REQUESTED

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

- New Academic Program:**
- Certificates of Completion
  - Certificates of Proficiency
  - CTE - Certificate of Completion
  - CTE - Certificate of Proficiency
  - 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)
  - 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 two-fold: 1) add new proposed courses to the Career and Technical Education (CTE) Teaching Academy Institutional Certificate of Proficiency; and 2) reduce the number of credits of the CTE Teaching Academy Institutional Certificate of Proficiency from 18 credits (6 courses x 3 credits each) to 15 credits (5 courses x 3 credits each).

### SECTION II: PROGRAM PROPOSAL

**Proposed Action & Rationale\***

We are proposing to: 1) add new proposed courses to the CTE Teaching Academy Institutional Certificate of Proficiency; and 2) reduce the number of credits of the CTE Teaching Academy Institutional Certificate of Proficiency from 18 credits (6 courses x 3 credits each) to 15 credits (5 courses x 3 credits each).

Current classes in this program are:

TEE 3200 - Methods of Teaching and Learning: Levels 1-3 (3 credits)

TEE 4400 - Methods of Teaching and Learning: Levels 4-6 (3 credits)

TEE 5220 - Program and Course Development (3 credits)

TEE 4210 - Evaluation and Assessment (3 credits)

TEE 5920 - Digital Tools for Learning (3 credits)

TEE 5910 - Classroom and Laboratory Management (3 credits)

New proposal will consist of the following new courses (3 credits each):

- ASTE 5150 - Methods of Teaching CTE
- ASTE 5151 - Program and Course Development
- ASTE 5152 - Evaluation and Assessment
- ASTE 5153 - Digital Tools for learning
- ASTE 5154 - Classroom and Laboratory Management

A non-credit continuing education option for these will exist (90 hours each):

- CEAS 5150 - Methods of Teaching CTE
- CEAS 5151 - Program and Course Development
- CEAS 5152 - Evaluation and Assessment
- CEAS 5153 - Digital Tools for learning
- CEAS 5154 - Classroom and Laboratory Management

The rationale behind these changes is 1) two methods courses were not needed and so the previous two would be condensed into one; 2) to better meet the varying needs of technical college and secondary education teachers who need pedagogical training, offering Continuing Education Units (CEU) along with Academic Credits; 3) Aligning CEU and Academic credits with the same name and numbers for consistency is important; 4) With this certificate serving both technical college faculty and secondary education teachers, moving this CTE Teaching Academy Institutional Certificate of Proficiency to the Applied Sciences, Technology and Education (ASTE) department is a better fit.

**Labor Market Demand (if applicable)**

There is a shortage of qualified CTE teachers nationwide and in Utah. An increase in secondary level teachers coming from industry seeking alternative routes to licensure has given rise to the need for accessible and affordable curriculum options. These options make it possible for these teachers to obtain endorsement more easily and therefore remain in the the teaching profession for longer.

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

This proposal is consistent with the university's mission of serving the public through learning, discovery, and engagement. Two audiences (public) across Utah will primarily be served by this proposal. Many Career and Technical Education teachers in Utah come from industry and enter the classroom, both secondary and post-secondary, without any pedagogical training. For secondary school teachers, there is little option to receive pedagogical training online with options for CEU or academic credits, which ultimately impacts their ability to receive necessary endorsements on their license to be able to teach. This proposal will greatly impact the availability of coursework to both secondary and post-secondary teachers in CTE.


**Finances\***

The modification will reduce the credit hours and FTE of faculty. These courses are being restructured and redesigned for higher quality online delivery with lower input from faculty each semester.

**SECTION III: CURRICULUM (if applicable)**

**Program Curriculum Narrative**

See other Curricolog submissions for each course listed in this proposal.

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Applied Sciences, Technology and Education, in the College of Agriculture and Applied Sciences proposes offering an Extension Education Post Baccalaureate Certificate.

**EXECUTIVE SUMMARY**

The Department of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences proposes offering an Extension Education Post Baccalaureate Certificate.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve to offer an Extension Education Post Baccalaureate Certificate.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences proposes offering an Extension Education Post Baccalaureate Certificate, and

WHEREAS, The proposal will provide students with essential skills to effectively engage communities, manage volunteers, evaluate programs, and integrate research-based knowledge;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering an Extension Education Post Baccalaureate Certificate in the College of Agriculture and Applied Sciences' Department of Applied Sciences, Technology and Education and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# CAAS - Applied Sciences, Technology and Education - Extension Education - Post Baccalaureate 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

DEPARTMENT (include all cross listed departments)\*

Applied Sciences, Technology and Education

Current Title (if applicable)\* not applicable

Proposed Title\* Extension Education - Post Baccalaureate Certificate

## CIP Code

Enter the Correct CIP Code by Using the Following Link:

# Classification Instruction Programs

CIP Code (6-digits) \* 01.0801

Minimum Number of  
Credits (if  
applicable)\* 12

Maximum Number of  
Credits (if  
applicable)\* 12

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

## REQUEST

### TYPE OF CHANGE BEING REQUESTED

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

**New Academic Program:**

- Certificates of Completion
- Certificates of Proficiency
- CTE - Certificate of Completion
- CTE - Certificate of Proficiency
- 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)
- 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 Post-Baccalaureate Certificate in Extension Education is critical in equipping professionals with the necessary skills to bridge the gap between expertise and effective education and outreach. By addressing the unique challenges faced by Extension program coordinators, assistants, and others, this program contributes to community empowerment, skill diversification, and the overall advancement of Extension Education in Utah. Completers will be well-prepared to organize and deliver impactful education programs that address community needs and contribute to sustainable development.

## SECTION II: PROGRAM PROPOSAL

**Proposed Action &  
Rationale\***

**Rationale:**

The Department of Agricultural Science and Technology Education (ASTE) aims to establish a comprehensive 12-credit online Graduate Certificate program in Extension Education. The motivation behind this proposal is rooted in the following rationale:

1. **Existing Faculty and Resources:** The ASTE department possesses a pool of experienced faculty members and well-structured coursework that currently serves students in the Master of Science program. Leveraging these resources to create a specialized Graduate Certificate aligns with efficient resource utilization.
2. **Bridging Expertise and Effective Teaching:** A key objective of the certificate program is to bridge the gap between subject matter expertise and effective educational practices. By infusing teaching methodologies, volunteer management strategies, and program evaluation techniques into the curriculum, the program ensures that Extension specialists can effectively translate their knowledge to diverse audiences.
3. **Enhancing Community Responsiveness:** The Post-Baccalaureate Certificate in Extension Education will empower professionals to respond effectively to issues affecting the diverse communities across Utah. By arming individuals with research-based information and practical skills.

**Action Steps:**

1. **Curriculum Delivery:** Existing faculty will utilize a focused, 12-credit curriculum for the Extension Education Post-Baccalaureate Certificate and ensure the curriculum is contextualized for professionals interested in Extension.
2. **Online Platform and Accessibility:** The ASTE department has established a user-friendly online degree program that offers flexible learning opportunities for individuals across the state. Accessibility and user support that accommodates diverse learners, including those with varying schedules and technological proficiency, is the norm in ASTE.
3. **Integration with Master's Programs:** This graduate certificate provides a seamless pathway for students to transfer the earned credits towards their Master of Science in Family and Consumer Science Education and Extension, Master of Science in Agricultural Extension and Education or Master of Education in Career and Technical Education non-formal degree within the ASTE department.
4. **Marketing and Outreach:** The faculty plans to implement a targeted marketing strategy to raise awareness about the Post-Baccalaureate Certificate in Extension Education. Highlight its benefits for professionals seeking career advancement, skill enhancement, and community impact. Collaborate with statewide Extension networks and various departments at the institution to reach potential candidates effectively.
5. **Continuous Improvement:** Establish mechanisms for continuous feedback and improvement. Regularly assess the program's effectiveness in meeting its objectives and gather student and stakeholder input to refine curriculum and delivery methods.

Admission Requirements are an undergraduate degree from an accredited 4-year institution.

3.0 GPA in undergraduate coursework

**Labor Market Demand  
(if applicable)**

The proposed Post-Baccalaureate Certificate directly addresses the dynamic workforce needs and evolving professional development demands in the realm of community engagement, education, and expert dissemination. This program will equip professionals with essential skills to effectively engage communities, manage volunteers, evaluate programs, and integrate research-based knowledge into Extension Education initiatives.

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

1. The proposed certificate program aligns seamlessly with the Land Grant Mission by extending access to individuals throughout the state via online delivery. This accessibility promotes "upskilling," empowering individuals to enhance their capabilities and better serve their communities. This directly contributes to the Land Grant's mission of outreach and community engagement.
2. The Post-Baccalaureate Certificate in Extension Education aligns closely with USU's Mission, Vision, and specific elements outlined in its Strategic Plan. This alignment encompasses key aspects, such as Pillar 3, Objective 3.1, which involve enhancing our influence as a reliable resource within Utah communities. Additionally, the Post-Baccalaureate Certificate program corresponds with Pillar 4, Objective 4.1, which focuses on expanding opportunities for success through tailored educational pathways in the short term.

**Finances\***

No additional faculty will be necessary to deliver this program. The courses are built and currently taught within the ASTE graduate program.

**SECTION III: CURRICULUM (if applicable)**

**Program Curriculum Narrative**

The Post-Baccalaureate Certificate in Extension Education is a 12-credit, one-year, online program for those wishing to work in Extension or Extension professionals wishing to advance their career. The program consists of three required courses and one course from the list of electives.

This graduate certificate provides a seamless pathway for students to transfer the earned credits towards their Master of Science in Family and Consumer Science Education and Extension, Master of Science in Agricultural Extension and Education or Master of Education in Career and Technical Education non-formal degree within the ASTE department.

Foundation 9 credits

Block 1: ASTE 6170 Program Planning and Evaluation – fall odd or ASTE 6180 Administration and Leadership – Fall Even

Block 2: ASTE 6220 Volunteer Management- spring

Block 3: ASTE 6160 Adult Education (summer) or ASTE 6200 Principles & Practices of Extension (spring odd)

Electives – 3 credits

ASTE 6160 Adult Education (1st 7 weeks summer)

ASTE 6170 Program Planning and Evaluation – fall odd

ASTE 6180 Administration and Leadership – Fall Even

ASTE 6200 Principles & Practices of Extension (spring odd)


ASTE 6300 Advanced Teaching Strategies (spring even)

ASTE 6380 Mentoring and Supervision (fall odd)

ASTE 6370 Grant Writing (fall even)


ASTE 6920 Communication Tools for Extension (spring odd)

ASTE 7500 Diffusion of Innovations (spring even)

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Theatre Arts, in the Caine College of the Arts proposes changing the name of the Theatre Arts Theatre Design and Technology Film Production Option BFA to Theatre Arts: Theatre Design & Technology BFA.

**EXECUTIVE SUMMARY**

The Department of Theatre Arts in the Caine College of the Arts proposes changing the name of the Theatre Arts Theatre Design and Technology Film Production Option BFA to Theatre Arts: Theatre Design & Technology BFA.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve to change the name of the Theatre Arts Theatre Design and Technology Film Production Option BFA to Theatre Arts: Theatre Design & Technology BFA

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Theatre Arts in the Caine College of the Arts proposes changing the name of the Theatre Arts Theatre Design and Technology Film Production Option BFA to Theatre Arts: Theatre Design & Technology BFA, and

WHEREAS, The proposal will remove the concentration of "Film Production Option" which was erroneously added to the title;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve changing the name of the Theatre Arts Theatre Design and Technology Film Production Option BFA to Theatre Arts: Theatre Design & Technology BFA in the Caine College of the Arts' Department of Theatre Arts, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# CCA - Theatre Arts - Theatre Arts: Theatre Design & Technology - BFA

## 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)\*

CCA

DEPARTMENT (include all cross listed departments)\*

Theatre Arts

Current Title (if applicable)\* Theatre Arts Theatre Design and Technology Film Production Option BFA

Proposed Title\* Theatre Arts: Theatre Design & Technology - BFA

### CIP Code

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



CIP Code (6-digits) \* 50.0502

Minimum Number of Credits (if applicable)\* 120

Maximum Number of Credits (if applicable)\* 160

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

## REQUEST

# TYPE OF CHANGE BEING REQUESTED

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

**New Academic Program:**

- Certificates of Completion
- Certificates of Proficiency
- CTE - Certificate of Completion
- CTE - Certificate of Proficiency
- 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)
- 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 official title of this BFA Emphasis should be simply: Theatre Arts: Theatre Design & Technology - BFA

The concentration of "Film Production Option" was erroneously added onto the title at some point and we are seeking to remove that concentration from the title.

## SECTION II: PROGRAM PROPOSAL

### Proposed Action & Rationale\*

"Film Production" is just one of several concentrations under the Theatre Design & Technology BFA, it should not be listed as the BFA emphasis itself.

### Labor Market Demand (if applicable)

Not applicable to current change request.

### Consistency with Institutional Mission & Institutional Impact\*

Not applicable to current change request.


### Finances\*

Not applicable to current change request.

## SECTION III: CURRICULUM (if applicable)


### Program Curriculum Narrative

Not applicable to current change request.

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Communicative Disorders and Deaf Education, in the Emma Eccles Jones College of Education and Human Services proposes changing the name of the Communicative Disorders and Deaf Education BA/BS to Communicative Disorders BA/BS.

**EXECUTIVE SUMMARY**

The Department of Communicative Disorders and Deaf Education in the Emma Eccles Jones College of Education and Human Services proposes changing the name of the Communicative Disorders and Deaf Education BA/BS to Communicative Disorders BA/BS.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve to change the name of the Communicative Disorders and Deaf Education BA/BS to Communicative Disorders BA/BS.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Communicative Disorders and Deaf Education in the Emma Eccles Jones College of Education and Human Services proposes changing the name of the Communicative Disorders and Deaf Education BA/BS to Communicative Disorders BA/BS, and

WHEREAS, The proposal will simplify and clarify what the degree is about;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve changing the name of the Communicative Disorders and Deaf Education BA/BS to Communicative Disorders BA/BS in the Emma Eccles Jones College of Education and Human Services' Department of Communicative Disorders and Deaf Education, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# CEHS - Communicative Disorders and Deaf Education - Communicative Disorders – BA, BS

## 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)\*

CEHS

DEPARTMENT (include all cross listed departments)\*

Communicative Disorders and Deaf Education

Current Title (if applicable)\*

Communicative Disorders and Deaf Education BA BS

Proposed Title\*

Communicative Disorders – BA, BS

## CIP Code

Enter the Correct CIP Code by Using the Following Link:

# Classification Instruction Programs

CIP Code (6-digits) \* 510299

Minimum Number of Credits (if applicable)\* 120

Maximum Number of Credits (if applicable)\* 120

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

## REQUEST

### TYPE OF CHANGE BEING REQUESTED

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

**New Academic Program:**

- Certificates of Completion
- Certificates of Proficiency
- CTE - Certificate of Completion
- CTE - Certificate of Proficiency
- 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)
- 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\*

To change the name of our 1<sup>st</sup> Bachelor Degree (offered on campus and online).

## SECTION II: PROGRAM PROPOSAL

### Proposed Action & Rationale\*

To simplify and clarify what the degree is about. The department houses multiple different areas of study. The BA/BS Major in COMDDE is actually only about Communicative Disorders (COMD) not Deaf Education (DE). There will be a new BA/BS major submitted for DE alone. This is the time to get all the COMDDE degrees/majors that are currently called COMDDE renamed to simpler and clearer names.

### Labor Market Demand (if applicable)

A degree that accurately reflects the program and area of study efficiently and accurately is more marketable than one that does not.

### Consistency with Institutional Mission & Institutional Impact\*

The proposed name change is consistent with the institutional mission and impact.


### Finances\*

The name change is cost neutral, with no negative impact on finances anticipated.

## SECTION III: CURRICULUM (if applicable)

### Program Curriculum Narrative


Not applicable.

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Communicative Disorders and Deaf Education, in the Emma Eccles Jones College of Education and Human Services proposes changing the name of the 2<sup>nd</sup> bachelor's degree in Communicative Disorders and Deaf Education BA/BS to Communicative Disorders BA/BS.

**EXECUTIVE SUMMARY**

The Department of Communicative Disorders and Deaf Education in the Emma Eccles Jones College of Education and Human Services proposes changing the name of the 2<sup>nd</sup> bachelor's degree in Communicative Disorders and Deaf Education BA/BS to Communicative Disorders BA/BS.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve to change the name of the 2<sup>nd</sup> bachelor's degree in Communicative Disorders and Deaf Education BA/BS to Communicative Disorders BA/BS.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Communicative Disorders and Deaf Education in the Emma Eccles Jones College of Education and Human Services proposes changing the name of the 2<sup>nd</sup> Bachelor Degree in Communicative Disorders and Deaf Education BA/BS to Communicative Disorders BA/BS, and

WHEREAS, The proposal will simplify and clarify what the degree is about;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve changing the name of the 2<sup>nd</sup> Bachelor Degree in Communicative Disorders and Deaf Education BA/BS to Communicative Disorders BA/BS in the Emma Eccles Jones College of Education and Human Services' Department of Communicative Disorders and Deaf Education, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# CEHS - Communicative Disorders and Deaf Education - Communicative Disorders – BA, BS

## 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)\*

CEHS

DEPARTMENT (include all cross listed departments)\*

Communicative Disorders and Deaf Education

Current Title (if applicable)\*

Communicative Disorders and Deaf Education -BA BS

Proposed Title\*

Communicative Disorders – BA, BS

## CIP Code

Enter the Correct CIP Code by Using the Following Link:

# Classification Instruction Programs

CIP Code (6-digits) \* 510299

Minimum Number of Credits (if applicable)\* 36

Maximum Number of Credits (if applicable)\* 36

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

## REQUEST

### TYPE OF CHANGE BEING REQUESTED

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

- New Academic Program:**
- Certificates of Completion
  - Certificates of Proficiency
  - CTE - Certificate of Completion
  - CTE - Certificate of Proficiency
  - 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)
  - 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\*

To change the name of the 2<sup>nd</sup> Bachelor Degree (offered primarily online, but also possible on campus).

## SECTION II: PROGRAM PROPOSAL

### Proposed Action & Rationale\*

To simplify and clarify what the degree is about. The department houses multiple different areas of study. The BA/BS Major in COMDDE is actually only about Communicative Disorders (COMD) not Deaf Education (DE). There will be a new BA/BS major submitted for DE alone. This is the time to get all the COMDDE degrees/majors that are currently called COMDDE renamed to simpler and clearer names.

### Labor Market Demand (if applicable)

A degree that accurately reflects the program and area of study efficiently and accurately is more marketable than one that does not.

### Consistency with Institutional Mission & Institutional Impact\*

The proposed name change is consistent with the institutional mission and impact


### Finances\*

The name change is cost neutral, with no negative impact on finances anticipated.

## SECTION III: CURRICULUM (if applicable)


### Program Curriculum Narrative

No change. Not applicable.

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Communicative Disorders and Deaf Education, in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Speech Language Pathology and Audiology-Online Second BS.

**EXECUTIVE SUMMARY**

The Department of Communicative Disorders and Deaf Education in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Speech Language Pathology and Audiology-Online Second BS.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve to discontinue the Speech Language Pathology and Audiology-Online Second BS.



RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Communicative Disorders and Deaf Education in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Speech Language Pathology and Audiology-Online Second BS, and

WHEREAS, The proposal will remove a program that is not used anymore;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve discontinuing the Speech Language Pathology and Audiology-Online Second BS in the Emma Eccles Jones College of Education and Human Services' Department of Communicative Disorders and Deaf Education, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# CEHS - Communicative Disorders and Deaf Education - Speech Language Pathology and Audiology - Online Second BS

## 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)\*

CEHS

DEPARTMENT (include all cross listed departments)\*

Communicative Disorders and Deaf Education

Current Title (if applicable)\*

Speech Language Pathology and Audiology - Online Second BS

Proposed Title\*

Speech Language Pathology and Audiology - Online Second BS

## CIP Code

Enter the Correct CIP Code by Using the Following Link:

# Classification Instruction Programs

CIP Code (6-digits) \* 51.0203

Minimum Number of  
Credits (if  
applicable)\* 0

Maximum Number of  
Credits (if  
applicable)\* 0

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

## REQUEST

### TYPE OF CHANGE BEING REQUESTED

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

**New Academic Program:**

- Certificates of Completion
- Certificates of Proficiency
- CTE - Certificate of Completion
- CTE - Certificate of Proficiency
- 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)
- Reinstatement of Previously Suspended Administrative Unit
- Reinstatement of Previously Discontinued Administrative Unit

**Other: (explain change)** Department does not offer this program anymore- Last registered student was in two thousand sixteen

### ADDITIONAL APPROVALS (if applicable)

**Graduate Council Approval\***  Yes  
 No

**Teacher Licensure Program Approval (STEP)\***  Yes  
 No

### SECTION I: THE REQUEST

**R401 Purpose\*** Department does not offer this program anymore. Last registered student was in 2016.

### SECTION II: PROGRAM PROPOSAL

**Proposed Action & Rationale\*** Department does not offer this program anymore. Last registered student was in 2016.


**Labor Market Demand (if applicable)** N/A

**Consistency with Institutional Mission & Institutional Impact\*** N/A

**Finances\*** N/A


### SECTION III: CURRICULUM (if applicable)

**Program Curriculum Narrative**

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Communicative Disorders and Deaf Education, in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Speech Language Pathology and Audiology BS.

**EXECUTIVE SUMMARY**

The Department of Communicative Disorders and Deaf Education in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Speech Language Pathology and Audiology BS.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve to discontinue the Speech Language Pathology and Audiology BS.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Communicative Disorders and Deaf Education in the Emma Eccles Jones College of Education and Human Services proposes discontinuing the Speech Language Pathology and Audiology BS, and

WHEREAS, The proposal will remove a program that is not used anymore;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve discontinuing the Speech Language Pathology and Audiology BS in the Emma Eccles Jones College of Education and Human Services' Department of Communicative Disorders and Deaf Education, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# CEHS - Communicative Disorders and Deaf Education - Speech Language Pathology and Audiology - BS

## 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)\*

CEHS

DEPARTMENT (include all cross listed departments)\*

Communicative Disorders and Deaf Education

Current Title (if applicable)\* Speech Language Pathology and Audiology - BS

Proposed Title\* Speech Language Pathology and Audiology - BS

## CIP Code

Enter the Correct CIP Code by Using the Following Link:



# Classification Instruction Programs

CIP Code (6-digits) \* 51.0203

Minimum Number of  
Credits (if  
applicable)\* 0

Maximum Number of  
Credits (if  
applicable)\* 0

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

## REQUEST

### TYPE OF CHANGE BEING REQUESTED

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

**New Academic Program:**

- Certificates of Completion
- Certificates of Proficiency
- CTE - Certificate of Completion
- CTE - Certificate of Proficiency
- 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)
- Reinstatement of Previously Suspended Administrative Unit
- Reinstatement of Previously Discontinued Administrative Unit

**Other: (explain change)** Program not offered in the department

### ADDITIONAL APPROVALS (if applicable)

**Graduate Council Approval\***  Yes  
 No

**Teacher Licensure Program Approval (STEP)\***  Yes  
 No

### SECTION I: THE REQUEST

**R401 Purpose\*** Program not offered in the department.

### SECTION II: PROGRAM PROPOSAL

**Proposed Action & Rationale\*** Program not offered in the department.


**Labor Market Demand (if applicable)** N/A

**Consistency with Institutional Mission & Institutional Impact\*** N/A

**Finances\*** N/A


### SECTION III: CURRICULUM (if applicable)

**Program Curriculum Narrative** N/A

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Kinesiology and Health Science, in the Emma Eccles Jones College of Education and Human Services proposes offering an Outdoor Adventure Leadership Certificate of Proficiency.

**EXECUTIVE SUMMARY**

The Department of Kinesiology and Health Science in the Emma Eccles Jones College of Education and Human Services proposes offering an Outdoor Adventure Leadership Certificate of Proficiency.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve offering an Outdoor Adventure Leadership Certificate of Proficiency.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Kinesiology and Health Science in the Emma Eccles Jones College of Education and Human Services proposes offering an Outdoor Adventure Leadership Certificate of Proficiency, and

WHEREAS, The proposal will offer students leadership, technical and safety skills;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering an Outdoor Adventure Leadership Certificate of Proficiency in the Emma Eccles Jones College of Education and Human Services' Department of Kinesiology and Health Science, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# CEHS - Kinesiology and Health Science - Outdoor Adventure Leadership - Certificate of Proficiency

## 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)\*

CEHS

DEPARTMENT (include all cross listed departments)\*

Kinesiology and Health Science

Current Title (if applicable)\* NA

Proposed Title\* Outdoor Adventure Leadership - Certificate of Proficiency

## CIP Code

Enter the Correct CIP Code by Using the Following Link:

# Classification Instruction Programs

CIP Code (6-digits) \* 310601

Minimum Number of Credits (if applicable)\* 16

Maximum Number of Credits (if applicable)\* 16

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

## REQUEST

### TYPE OF CHANGE BEING REQUESTED

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

**New Academic Program:**

- Certificates of Completion
- Certificates of Proficiency
- CTE - Certificate of Completion
- CTE - Certificate of Proficiency
- 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)
- 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's Department of Kinesiology and Health Science is proposing a Certificate of Proficiency in Outdoor Adventure Leadership to prepare individuals for rewarding careers in the outdoor adventure sector. The certificate program is intended to equip students with vital leadership, technical, and safety skills. Designed as a 16-credit program, students will complete a curated sequence of Recreation Administration (RAM) courses, including RAM 1700, RAM 4250 (4 credits), RAM 2500, and RAM 3400.

In addition to the academic courses, students are required to complete PE 1543 Wilderness First Aid, thereby earning Wilderness First Aid certification as an integral part of their training. To supplement their education and foster hands-on experience, students will also choose two one-credit Physical Education (PE) Activity courses from a range of options focusing on outdoor recreation skills (PE 1480-1685).

## SECTION II: PROGRAM PROPOSAL

### Proposed Action & Rationale\*

This certificate aims to create a community of highly skilled, knowledgeable, and safety-conscious leaders. Graduates will be poised to enter the outdoor adventure industry with a robust skill set that includes not only effective leadership but also a deep commitment to safety and ethical considerations. The program is designed to be both academically rigorous and experientially enriching, preparing students for socially and environmentally responsible roles in the field of outdoor adventure.



**Labor Market Demand  
(if applicable)**

The outdoor recreation industry is a significant cornerstone of Utah's economy, providing 110,000 jobs and accounting for \$12.3 billion in consumer spending. The state's abundant public lands—which include five national parks, six national forests, over 229 million acres of BLM land, eight national monuments, and 43 state parks—offer unparalleled opportunities for outdoor adventures. Given that nearly 75% of Utah residents engage in some form of outdoor recreation annually, the agencies and industries involved in this sector are in constant need of qualified and certified seasonal and year-round employees.

More than 60% of Utah's land is public, offering a wide array of recreational and adventure opportunities. With such a diverse landscape that includes 14 ski resorts and numerous private companies specializing in outdoor experiences, Utah stands as a prime destination for outdoor enthusiasts. The agencies and industries that manage these resources continually seek to hire appropriately qualified and certified individuals, offering a robust labor market for those with expertise in outdoor adventure leadership.

**Outdoor Recreation Economy:** Utah is known for its expansive outdoor recreational opportunities, including national parks like Zion, Bryce Canyon, and Arches. This makes the state a significant hub for outdoor adventure activities like hiking, camping, rock climbing, and water sports, which in turn creates job opportunities in the field.

**Tourism:** Utah's thriving tourism industry can offer various employment avenues for individuals with outdoor leadership skills. Jobs can range from adventure tour guiding to outdoor education and recreation management roles at resorts, parks, or adventure companies.

**Health and Wellness:** With an increasing focus on wellness and active lifestyles, programs that offer outdoor activities as a form of physical or emotional therapy are becoming more popular. Professionals with specialized skills in outdoor leadership may find opportunities in these areas as well.

**Local Community Programs:** Community centers, schools, and local organizations often have outdoor and recreational programs that require skilled leaders. A certificate could make you more competitive for these types of positions.

**Corporate Training Programs:** Team-building outdoor adventures are becoming increasingly popular in the corporate world. Specialized skills in outdoor leadership can be valuable for companies offering such training programs.

**Nonprofit Sector:** Various organizations work on environmental education and conservation. Having a certificate in outdoor leadership may open doors to roles in these organizations, where outdoor activities are often a significant component of their programs.

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

State University's mission in several key ways:

**Student-Centered Learning**

The certificate program is designed with a focus on experiential learning, offering students hands-on experience in addition to academic coursework. This approach aligns with USU's mission to be a premier student-centered university by placing academics first while providing real-world experience.

**Diversity of Thought and Culture**

The outdoor adventure field brings together people from various backgrounds, fostering an environment for the diversity of thought and culture. The program could include modules on responsible outdoor ethics and cultural sensitivity, directly aligning with USU's commitment to cultivating diversity.

**Public Service through Learning, Discovery, and Engagement**

Given the program's strong emphasis on safety and Wilderness First Aid certification, graduates will be well-equipped to serve the public responsibly. This aligns with USU's mission of public service and engagement. Furthermore, the outdoor recreation industry is crucial for Utah's economy, and trained individuals will be directly contributing to an essential sector.

**Finances\***


It is important to note that all the courses included in the proposed Certificate of Proficiency in Outdoor Adventure Leadership are already offered as part of our major and minor programs in Recreation Administration. Consequently, no additional expenses will be incurred for the development or delivery of new courses. This cost-effective structure leverages existing faculty expertise and course offerings to provide a focused certificate program without the need for additional resources. This approach aligns well with USU's mission of student-centered education by expanding academic opportunities without imposing additional financial burdens on the institution.

**SECTION III: CURRICULUM (if applicable)**

**Program Curriculum Narrative**


Utah State University's Department of Kinesiology and Health Science is proposing a Certificate of Proficiency in Outdoor Adventure Leadership to prepare individuals for rewarding careers in the outdoor adventure sector. The certificate program is intended to equip students with vital leadership, technical, and safety skills. Designed as a 16-credit program, students will complete a curated sequence of Recreation Administration (RAM) courses, including RAM 1700, RAM 4250 (4 credits), RAM 2500, and RAM 3400.

In addition to the academic courses, students are required to complete PE 1543 Wilderness First Aid, thereby earning Wilderness First Aid certification as an integral part of their training. To supplement their education and foster hands-on experience, students will also choose two one-credit Physical Education (PE) Activity courses from a range of options focusing on outdoor recreation skills (PE 1480-1685).

**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.**

5 January 2024

**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 restructuring the Curriculum Instruction MEd.

**EXECUTIVE SUMMARY**

The School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes restructuring the Curriculum Instruction MEd.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the restructuring of the Curriculum Instruction MEd.

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 restructuring the Curriculum Instruction MEd, and

WHEREAS, The proposal will allow timely completion for students and reduce some financial burden;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve restructuring the Curriculum Instruction MEd. 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.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# CEHS - School of Teacher Education and Leadership - Curriculum and Instruction - MEd

## 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)\*

CEHS

DEPARTMENT (include all cross listed departments)\*

School of Teacher Education and Leadership

Current Title (if applicable)\* Curriculum and Instruction - MEd

Proposed Title\* Curriculum and Instruction - MEd

## CIP Code

Enter the Correct CIP Code by Using the Following Link:

# Classification Instruction Programs

CIP Code (6-digits) \* 13.0301

Minimum Number of Credits (if applicable)\* 30

Maximum Number of Credits (if applicable)\* 30

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

## REQUEST

### TYPE OF CHANGE BEING REQUESTED

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

- New Academic Program:**
- Certificates of Completion
  - Certificates of Proficiency
  - CTE - Certificate of Completion
  - CTE - Certificate of Proficiency
  - 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)
  - 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\*** Adjust the Curriculum & Instruction - MEd from 36 credits to 30 credits for degree completion. Reducing the number of elective credits from 21 to 15 while maintaining the required core coursework.

## SECTION II: PROGRAM PROPOSAL

**Proposed Action & Rationale\*** The School of Teacher Education and Leadership (TEAL) requests approval to adjust the General Master of Education (MEd) program in Elementary and Secondary Education from the current 36 credits to 30 credits to reflect the practitioner nature of the MEd program & align the credits with other MEd programs including the Instructional Leadership - MEd in the TEAL. The core required courses will remain unchanged, while the elective credits will be reduced by 6 credits in the general Curriculum & Instruction MEd. The MEd specializations would remain unchanged with regard to minimum credits of 36.

**Labor Market Demand (if applicable)**


**Consistency with Institutional Mission & Institutional Impact\*** The Land Grant mission of USU includes providing access to individuals throughout the state & this adjustment will enable educators in rural areas of Utah to access coursework & complete the MEd degree.

**Finances\*** These adjustments will allow timely completion for future students & reduce some of the financial burdens of the degree while maintaining access to high levels of academic learning. No additional costs are anticipated.

## SECTION III: CURRICULUM (if applicable)


**Program Curriculum Narrative**



**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.**

5 January 2024

**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 restructuring the Instructional Leadership MEd.

**EXECUTIVE SUMMARY**

The School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes restructuring the Instructional Leadership MEd.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the restructuring of the Instructional Leadership MEd.

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 restructuring the Instructional Leadership MEd, and

WHEREAS, The proposal will save students both financial cost and time;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve restructuring the Instructional Leadership MEd 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.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE:

# CEHS - School of Teacher Education and Leadership - Instructional Leadership - MEd

## 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)\*

CEHS

DEPARTMENT (include all cross listed departments)\*

School of Teacher Education and Leadership

Current Title (if applicable)\* Instructional Leadership - MEd

Proposed Title\* Instructional Leadership - MEd

## CIP Code

Enter the Correct CIP Code by Using the Following Link:

# Classification Instruction Programs

CIP Code (6-digits) \* 13.401

Minimum Number of Credits (if applicable)\* 36

Maximum Number of Credits (if applicable)\* 36

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

## REQUEST

### TYPE OF CHANGE BEING REQUESTED

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

- New Academic Program:**
- Certificates of Completion
  - Certificates of Proficiency
  - CTE - Certificate of Completion
  - CTE - Certificate of Proficiency
  - 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)
  - 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 R401 abbreviated submission is to reduce the credit hours of the existing M.Ed. in Instructional Leadership from 36 credit hours to 30 credit hours.

**About the M.Ed. in Instructional Leadership Program**

In 2011, the Instructional Leadership program received approval to offer a Master of Education Degree in Instructional Leadership. The M.Ed. in Instructional Leadership represents one of two offerings in the Instructional Leadership program, the second being the Administrative/Supervisory Concentration (ASC) program, which is a licensure-only program consisting of 30 credits of coursework for students who hold a master's degree prior to admission. The current M.Ed. in Instructional Leadership includes the 30 credit hours of the ASC program (leading to the administrative license), plus two additional required courses in curriculum and instruction, resulting in a 36-credit hour degree-granting program.

This R401 proposal extends from a second submitted R401 proposal to reduce the ASC program from 30 to 27 credit hours.

**Program Features: Delivery, Schedule of Courses, Admissions**

All ASC courses in the M.Ed. in Instructional Leadership are currently delivered in an online format with a combination of asynchronous and synchronous formats. The core curriculum and instruction courses (of which M.Ed. Instructional Leadership students are currently required to take 2) are offered in various formats throughout the year, including online. All courses are delivered 2 of the 3 semesters throughout the year. We admit students three times a year so that students may apply and begin during any given semester. This delivery format, schedule of course offerings, and admissions cycles allow us to: increase access to educational opportunities for prospective students throughout the state of Utah (as they are able to complete their entire program online), offer flexibility to our student program population of adults who are working full-time in preK-12 education settings and often juggling various responsibilities, and capitalizes on recruitment efforts and prospective student interest by allowing prospective students to apply and matriculate in any given semester.

**Student Enrollment**

In the most recent completed academic year (08/21-08/22), we had 15 students actively enrolled in our M.Ed. in Instructional Leadership program and graduated an additional 6 students.

**SECTION II: PROGRAM PROPOSAL**

**Proposed Action & Rationale\***

**Proposed Action**

The purpose of this R401 abbreviated submission is to reduce the credit hours of the existing M.Ed. in Instructional Leadership from 36 credit hours to 30 credit hours. The reduction of six credit hours will occur using two mechanisms: 1) reducing the six credit hour/2 course requirement of core curriculum instruction courses to three credit hours, and 2) integrating the content from TEAL 6945: Supervision and Administrative Internship into TEAL 6080: Leadership and the School Principal, effectively removing TEAL 6945 and three credit hours from the program. The latter action is also reflected in the R410 abbreviated proposal for the ASC program.

**Action Steps**

1. Create a new program of study for advising that reflects the proposed changes. Completed.
2. Establish and identify the faculty member(s) who will be responsible for integrating content from TEAL 6945 into TEAL 6080 and determining the implementation/roll out steps. Completed - with the approval of Dr. Steven Camicia, Dr. Amanda Taggart will be utilizing the upcoming academic year to complete these steps with support from the new Coordinator of the Instructional Leadership Program, Heather Newell.
3. Complete any additional needed Curriculog submissions to reflect these changes. (Heather Newell)
4. Complete any needed website updates to communicate new changes to existing students (Heather Newell).
5. Request updated marketing to reflect new 30-credit hour M.Ed. in Instructional Leadership program (Heather Newell).
6. Begin admitting students under the new 30-credit hour M.Ed. in Instructional Leadership program, anticipated effective date: Fall 2024. (Heather Newell)

**Rationale**

The rationale for this change is to: 1) align with other 30-credit hour R401 proposals submitted for the School of Teacher Education and Leadership (see M.Ed. in Curriculum & Instruction), 2) increase program cohesion (with the integration of a content and internship course), and increase competitiveness within the state of Utah.

As it pertains to the latter, the reduction of the M.Ed. in Instructional Leadership from 36 to 30 credit hours will make USU's program highly competitive to similar degree programs in the state, especially: [Southern Utah University's 36-credit hour M.Ed. in Administration and Supervision](#), [University of Utah's 36-credit hour M.Ed. in K-12 Leadership](#), [Utah Valley University's 36-credit hour M.Ed. in K-12 Leadership](#), [Brigham Young University's M.Ed. in Educational Leadership 31-credit hour program](#), and [Weber State University's 36-credit hour M.Ed. in Educational Leadership](#).

The intent is that this change will benefit USU by maintaining or even increasing student enrollment at USU, and USHE, by increasing student enrollment in and attraction to graduate education at large by providing students with more options to potentially complete graduate education more quickly and with fewer financial burdens.



education more quickly and with lower financial burdens.

**Labor Market Demand  
(if applicable)**

The M.Ed. in Instructional Leadership does lead to an administrative license, preparing graduates to apply for and secure positions as building-levels administrators in K-12 settings. According to the Utah DWS Occupation Information Data Viewer, the occupation of "principals" is, "expected to experience slower than average employment growth, but there should be a high volume of annual job openings. The need for replacements, rather than business expansion is projected to make up the majority of job openings in the coming decade." (See <https://jobs.utah.gov/jsp/utalmis/#/occupation/11-9032.00/report>).

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

The reduction in credit hours is designed to increase the cohesiveness of our program while saving students both financial cost and time. The program credit-hour reduction will serve to increase access and diversity, especially for economically marginalized students. In short, the proposed changes will increase program excellence, while increasing inclusion and access – the three main pillars of USU's mission.

**Finances\***

Based on [USU's 2023-2024 tuition and fees schedule](#), the proposed changes will reduce the cost of the program by \$2797.08 – \$8634.95 in tuition and fees, depending on students' residency status and campus location.


**SECTION III: CURRICULUM (if applicable)**

**Program Curriculum  
Narrative**

The program combines coursework in leadership and management with specific training in curriculum and instruction to meet the demands placed on today's education leaders. The program includes a focus on assessment at both the school and classroom levels and the effective use of data to drive decisions in schools. The program requires internship experiences based on current USBE policies and includes clinical experiences to connect the learning activities in coursework with the day-to-day needs of modern school settings.


Specifically, the proposed 30-credit hour M.Ed. in Instructional Leadership will consist of 27 credit hours of ASC coursework that aligns with requirements by the state for the administrative license and that is informed by the Utah Educational Leadership Standards (2018). The degree also consists of 3 credit hours that represent curriculum and instruction foundational knowledge.

Throughout the duration of their program, students engage in an internship which consists of a set of internship experiences and activities to build competency in the skills required to be a successful school leader. Students are introduced to the internship in the new TEAL 6080: Leadership and the School Principal course, and close out their internship requirements in TEAL 6930: Administrative Internship and Seminar, at the conclusion of their program, where student submit their entire internship experience log, including their reflections and self-ratings, and ratings by their mentor principals.

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Communication Studies and Philosophy, in the College of Humanities and Social Sciences proposes discontinuing the Speech Communication Teaching Minor.

**EXECUTIVE SUMMARY**

The Department of Communication Studies and Philosophy in the College of Humanities and Social Sciences proposes discontinuing the Speech Communication Teaching Minor.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the discontinuation of the Speech Communication Teaching 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 discontinuing the Speech Communication Teaching Minor, and

WHEREAS, The proposal will remove a program that has been retired;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve discontinuing the Speech Communication Teaching 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.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE:

# CHASS - Communication Studies and Philosophy - Speech Communication Teaching Minor

## 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)\*

Speech Communication Teaching Minor

Proposed Title\*

Speech Communication Teaching 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)\* 28

Maximum Number of Credits (if applicable)\* 29

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
  - Certificates of Proficiency
  - CTE - Certificate of Completion
  - CTE - Certificate of Proficiency
  - 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)
  - 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\*** To request the discontinuation of the Speech Communication Teaching minor.

## SECTION II: PROGRAM PROPOSAL

**Proposed Action & Rationale\*** The Department of Communication Studies and Philosophy is discontinuing the Speech Communication Teaching Minor. The faculty member who created and ran this program retired 15 years ago. The department finished out the last few students over the next few years, and we have not offered it since. The minor, and its accompanying required courses, haven't been offered in over a decade. There are so few teaching opportunities in this area that it is not a viable path for students.


**Labor Market Demand (if applicable)** N/A

**Consistency with Institutional Mission & Institutional Impact\*** With no students in the minor in over a decade, there will be no impact on USU or its mission.

**Finances\*** There are no finances tied to this minor.


## SECTION III: CURRICULUM (if applicable)

**Program Curriculum Narrative**

**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.**



5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Communication Studies and Philosophy, in the College of Humanities and Social Sciences proposes offering an Environmental Advocacy Certificate of Proficiency.

**EXECUTIVE SUMMARY**

The Department of Communication Studies and Philosophy in the College of Humanities and Social Sciences proposes offering an Environmental Advocacy Certificate of Proficiency.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve offering an Environmental Advocacy Certificate of Proficiency.

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 an Environmental Advocacy Certificate of Proficiency, and

WHEREAS, The proposal will provide students with many different job opportunities including for-profit, non-profit and government work;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering an Environmental Advocacy Certificate of Proficiency 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.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE:

# CHASS - Communication Studies and Philosophy - Environmental Advocacy - Certificate of Proficiency

## 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\* Environmental Advocacy - Certificate of Proficiency

## CIP Code

Enter the Correct CIP Code by Using the Following Link:

# Classification Instruction Programs

CIP Code (6-digits) \* 45.0101

Minimum Number of  
Credits (if  
applicable)\* 18

Maximum Number of  
Credits (if  
applicable)\* 18

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

## REQUEST

### TYPE OF CHANGE BEING REQUESTED

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

- New Academic Program:**
- Certificates of Completion
  - Certificates of Proficiency
  - CTE - Certificate of Completion
  - CTE - Certificate of Proficiency
  - 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)
  - 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 Department of Communication Studies at Utah State University (USU) is requesting approval for an 18-credit Environmental Advocacy Certificate of Proficiency. If approved, this certificate will be available to communication undergraduate majors and minors (approximately 200 students), undergraduate students in the College of Humanities and Social Sciences, and—given its applicability to students majoring in wildlife management, sustainability studies, environmental studies, conservation biology, and other similar degrees—it will also be available to undergraduate students across USU (approximately 25,000 students). The 18-credit certificate consists of three required courses and three electives. Students will have the ability to select electives from a list of options that offer them the ability to tailor their certificate to their interests and/or align more closely with their major.

The required courses are housed in the College of Humanities and Social Sciences and the Quinney College of Natural Resources, making it a truly interdisciplinary certificate. The courses included are offered in varying formats in line with USU course delivery methods (e.g. in-person, connect, hybrid, online, and virtual) to accommodate the needs of Logan main campus students, students at Statewide Campuses, and online/Distance Education students. Overlaps with other departments whose courses may also count toward this certificate have been discussed with other departments and the appropriate department heads have approved all included courses.

## SECTION II: PROGRAM PROPOSAL

**Proposed Action &  
Rationale\***

Brief Description of the Unit Requesting the Action:

The Department of Communication and Philosophy at USU grants undergraduate degrees (BA and minor) and master's degrees. The Communication Studies Program seeks to give students the opportunity to understand and develop a range of skills relating to the way that communication affects individuals and organizations. Many of our courses, including public speaking and interpersonal communication meet USU's general education requirements for undergraduate students across the university, and many students from the undergraduate to graduate level in other programs and departments take our courses as electives.

Proposed Action:

Approval is being requested for an 18-credit Certificate of Proficiency in Environmental Advocacy housed in the Communication Studies Program within the Department of Communication Studies and Philosophy at USU.

Rationale:

Environmental advocacy is key to motivating citizen engagement to address the wide array of environmental issues with which the US and the world is currently grappling—from plastic pollution to water quality issues to energy insecurity to land management. The Environmental Advocacy certificate combines a unique set of courses and learning objectives to address the need for students to understand the nation and the world's most pressing environmental issues as well as how to successfully advocate for the changes needed to preserve and restore our natural environments through lessons that focus on communicating about science, policy, and impacts. If successful, these efforts have the potential to mitigate the most catastrophic impacts of climate change.

The certificate prepares students pursuing degrees in the sciences, social sciences, and humanities for environmental advocacy work in non-profit, government, and for-profit sectors by illuminating some of the differences between types of organizations (non-profit, for-profit, and government) and how their missions and objectives impact their strategies. They will also come to understand various tools and tactics advocates use to inform and engage communities, recruit volunteers, construct persuasive messaging, and reach diverse audiences. Ultimately, students who complete this certificate will increase their understanding of different types of organizations; the role of organizations, activism, and protest in creating social change; and the ways in which technology has impacted contemporary social movements. Additionally, students will deepen their knowledge of current environmental issues.

The Communication Studies Program is well positioned to lead this certificate, as it has a strong specialization in environmental communication ranging from domestic to international environmental issues, advocacy, and social change, with three faculty members currently well-known and respected for their research and scholarship as well as service to the environmental communication field.

The Communication Studies Program followed institutional procedures, including meetings with faculty and academic advisors, to discuss and design the certificate. We also solicited input from faculty across programs and colleges, which was then incorporated into this proposal. The certificate includes existing courses in communication studies, English, and environment and society that are regularly offered. Electives include offerings across the College of Humanities and Social Sciences as well as the sciences. The courses included in the proposal will be

and social sciences as well as the sciences. The courses included in the proposal will be offered in varying formats in line with USU course delivery methods (e.g. in-person, connect,

hybrid, online, and virtual) to accommodate the needs of Logan main campus students, students at Statewide Campuses, and online/Distance Education students.

The Environmental Advocacy certificate's interdisciplinarity enables students to create connections between fields and access diverse faculty expertise, talent, and teaching styles. The certificate also includes classes that connect students with local nonprofits, environmental organizations, and government employees to help expand their professional networks prior to searching for jobs. As a result, students will walk away with connections both within and outside the university that will aid them in building the networks needed to find meaningful employment and create social change.

Given the current environmental threats the state faces—ranging from the drying up of the Great Salt Lake and resulting pollution to multi-year droughts threatening the robust tourism industry—Utah needs more environmental advocates that can work in for-profit, non-profit, government, and educational institutions. Students that complete this certificate will be well prepared to do this work with a variety of audiences, which is necessary given that environmental issues are cross-cutting and impact all residents. These widespread impacts are evident in the annual report issued by USU's Institute for Land, Water, and Air, which details the environmental issues that impact farmers, cattle ranchers, mining industries, tourism, suburban neighborhoods, as well as other stakeholders across the state are experiencing. Thus, USU students graduating with the Environmental Advocacy Certificate of Proficiency will be better prepared to work with these constituents to make certain scientific findings can inform best practices moving forward.

The Environmental Advocacy certificate will have 3 required courses: CMST 3280 Organizations and Social Change, TCR 4220 Technology and Activism, and ENVS 5000 Environmental Nonprofit and Volunteer Management. An additional 3 electives are required from a list of courses that cover climate change, critical thinking, agriculture and food systems, sustainability, and science.

The Environmental Advocacy certificate will help the department, college, and university by helping students develop an applicable skillset informed by an interdisciplinary set of courses that introduces them to multiple perspectives and ways of thinking. Students who have greater direction, which this certificate offers (while also offering flexibility), tend to perform better in college. So, too, do students who are connected, and this certificate connects students to both new departments and community organizations. Thus, in addition to potentially making a positive impact on retention and graduation rates, this certificate also has the potential to aid with job placement via the community connections fostered in each class. Additionally, this certificate could help students to better showcase their skillset on resumes and in interviews.

**Labor Market Demand  
(if applicable)**

Students with an Environmental Advocacy Certificate of Proficiency have many different job opportunities, including for-profit, non-profit, and government work. As of late 2021, there were 10,750 nonprofits in Utah, many of which are dedicated to addressing environmental issues or overlap with environmental issues. Environmental advocacy is a central part of nonprofit jobs such as communications & engagement manager, outreach coordinator, digital communications manager, and policy manager. Large corporations seeking to decrease their carbon footprints are also in need of environmental advocates in the form of sustainability specialists and sustainability officers who are tasked with cultivating corporate culture to support and implement environmental initiatives. Finally, environmental advocates are also important in lobbying efforts as new policies are put forth to decrease carbon emissions in order to mitigate climate change impacts.

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

The Environmental Advocacy certificate helps to advance the mission of USU—to be a premier land grant university 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 proposed certificate cultivates diversity of thought and serves the public by putting academics, including scientific research, first. The certificate promotes diversity of thought by encouraging students to explore courses outside their major and college, thereby exposing them to different ideologies and information. Second, environmental advocates serve the public by encouraging civic engagement, motivating action, and helping to create a more informed public.

The proposed certificate draws upon the teaching and research expertise that is already occurring at USU. The courses included are taught on a regular basis. This certificate has the potential to boost enrollment numbers, create opportunities for interdisciplinary and community collaborations, and more effectively communicate their aptitudes on their resumes.

Environmental advocacy certificates are a unique offering, but one that aligns with an overall growth in environmentally focused curricula across Utah universities. This certificate complements other proposed certificates, minors, and micro-certificates at USU, including the Social Dimensions of Climate Change, Climate Change and Environmental Justice, and the Natural Resources and Environmental Communication and Engagement graduate certificate. As a result, students can stack certificates to demonstrate expertise in their chosen field of study. For example, a degree in resource management with a certificate in environmental advocacy signals to employers that the student is well equipped to both implement smart policies and advocate to increase funding, awareness, and support for public

**Finances\***

The Environmental Advocacy Certificate of Proficiency is comprised of classes that are already offered at USU and requires no new facilities or staff. No budgetary impact is anticipated.

**SECTION III: CURRICULUM (if applicable)**




**Program Curriculum  
Narrative**

The Environmental Advocacy Certificate of Proficiency prepares students for environmental advocacy work in non-profit, government, and for-profit sectors by teaching them about the tools and tactics advocates use to inform and engage communities, construct persuasive messaging, and reach greater audiences. Students who complete this certificate will increase their understanding of different types of organizations; the role of organizations, activism, and protest in creating social change; and the ways in which technology has impacted contemporary social movements. Additionally, students will deepen their knowledge of contemporary environmental issues.


The certificate requires the completion of 18 credits with a grade of C or better. Courses taken pass/fail will not count towards the certificate.

The certificate is available to students on the Logan campus, as well as through USU's Statewide Campuses and Distance Education program.

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Departments of Communication Studies and Philosophy, Journalism and Communication and Political Science, in the College of Humanities and Social Sciences proposes offering a Political Communication Certificate of Proficiency.

**EXECUTIVE SUMMARY**

The Departments of Communication Studies and Philosophy, Journalism and Communication and Political Science in the College of Humanities and Social Sciences proposes offering a Political Communication Certificate of Proficiency.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve offering a Political Communication Certificate of Proficiency.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Departments of Communication Studies and Philosophy, Journalism and Communication and Political Science in the College of Humanities and Social Sciences proposes offering a Political Communication Certificate of Proficiency, and

WHEREAS, The proposal will help students improve their marketability;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering a Political Communication Certificate of Proficiency in the College of Humanities and Social Sciences' Departments of Communication Studies and Philosophy, Journalism and Communication and Political Science and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# CHASS - Communication Studies and Philosophy Journalism and Communication Political Science - Political Communication - Certificate of Proficiency

## 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

Journalism and Communication

Political Science

Current Title (if applicable)\* Political Communication - Certificate of Proficiency

Proposed Title\* Political Communication - Certificate of Proficiency

# CIP Code

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

CIP Code (6-digits) \* 09.999

Minimum Number of Credits (if applicable)\* 18

Maximum Number of Credits (if applicable)\* 39

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

REQUEST

## TYPE OF CHANGE BEING REQUESTED

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

- New Academic Program:**
- Certificates of Completion
  - Certificates of Proficiency
  - CTE - Certificate of Completion
  - CTE - Certificate of Proficiency
  - 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)
  - 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\*** We are requesting permission to create a Certificate of Proficiency in Political Communication. The proposal uses existing courses and faculty across departments and develops a certificate that will enhance job prospects for students in Journalism & Communication, Political Science, and Communication Studies.

## SECTION II: PROGRAM PROPOSAL

**Proposed Action & Rationale\*** Success in any field is difficult if one lacks effective communication skills. Success is particularly evasive in politics and public policy in the absence of good communication. Indeed, an entire academic sub-discipline, Political Communication, sits at the nexus of Political Science and Communication. Institutions that offer coursework in this growing field typically do so either from within a Political Science Department or a Communication Department. We propose to create a certificate of proficiency to help students take advantage of expertise in this area from across several departments where political communication skills are taught. This allows students cross-disciplinary training that will improve their skill set and employment prospects.

**Labor Market Demand  
(if applicable)**

The field of Political Communication has employment merit in its own right. As of this writing (Nov. 8, 2022) a search on job site Indeed.com for “Political Communication” returns 59,158 jobs. They vary in specifics, from government affairs at Coca Cola to a communication specialist at the Environmental Defense Fund to a position at CNN in criminal justice reporting. For students interested in pursuing careers in politics, adding communication/public relations skills improves their marketability because they receive extra training in forming compelling messages and the dissemination of those messages through traditional communication methods (like print and broadcast media) and newer methods (like social media, podcasts, and other electronic media). For students interested in pursuing communication careers (like journalism and public relations) it improves their marketability by providing a strong knowledge base in politics and public policy—key subjects on which journalists and other communication professionals are often asked to address.

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

The mission of Utah State University is to be student-centered in terms of academics but also to then serve “the public through learning, discovery, and engagement.” We have a commitment to make sure our students learn what they need to learn so that they can then move out into the world. Communicating with others and building the skills necessary for civic engagement is at the center of what we do in higher education. And this certificate will facilitate the university’s mission to put students first so that they can then engage with the world around them.

**Finances\***

This certificate of proficiency will be created using existing courses across three departments. No new financial resources are needed.

**SECTION III: CURRICULUM (if applicable)**

## **Program Curriculum Narrative**

This certificate of proficiency will be housed and administered in the College of Humanities and Social Sciences and the Departments of Journalism and Communication, Political Science, and Communication Studies. It will incorporate classes from the Journalism & Communication Department, the Political Science Department, and the Communications Studies & Philosophy Department.

From these three areas, students will be required to complete 18 credits, including nine credits from a list of core classes, with one core class from each area: Journalism & Communication (JCOM), Political Science (POLS), and Communication Studies (CMST). The core is meant to ensure that students are participating in all three areas brought together in the certificate. The core classes will begin to give students some common terminology as well as shared experiences that they can then take into the second half of their certificate.

Students will then take an additional nine credits from elective courses in the three areas. Students are strongly encouraged to complete a three-credit internship as part of those nine elective credits (a maximum of three credits of internship may be counted toward the certificate). Whether the additional nine credits include an internship or not, the credits must come from at least two of the three areas. Again, we want to ensure that students are benefitting from the expertise and skills that all three areas offer. Students must earn a C or better in courses used toward the certificate. See the attached program curriculum for a list of core and elective classes.

Each of the three areas offers specific and complementary skills. Because they are working across and between fields, students are encouraged to excavate connections between the areas in which they are studying for this certificate. Below, we lay out the skills developed in each area, but the strength of the certificate is in how skills become multiplied exponentially when acquired at points of intersection.

- From the POLS courses, students will learn basic factual information that underlies the functioning of political systems in the United States and/or abroad. Moreover, students learn principles for formulating political strategy and policy.
- The JCOM courses lay a theoretical foundation for understanding mass communication. Beyond studying theory, though, these classes offer hands-on learning of practical skills for developing stories and conveying complex information in accessible ways. JCOM courses in this certificate emphasize multimedia communication for dissemination of information across a wide range of platforms.
- CMST courses teach students both the theory and practice of interpersonal communication. These courses help students understand the basics of interpersonal relations and communication, approaches to argument formation, tactics for persuasion, and communication across diverse cultures and contexts.

Again, the idea behind this structure is to ensure that students work in the places of overlap, to see, most broadly, how to most effectively articulate messages about politics and public policy to varied constituencies. Because they have worked at the crossroads of fields, they are then also able to articulate and translate to potential employers the benefit of training across all three areas. Each of these three areas in the college are very popular with students. Undergraduates see the value of each area but all too often have to make a choice in following one path and not



the others. This certificate gives them the opportunity to combine the content knowledge of their

major with skills from other departments that enrich their education and improve their marketability.

**POLS Core courses:**

**POLS 1100: United States Government & Politics (BAI)**

U.S. Constitution, political parties and elections, interest groups, Congress, president, bureaucracy, courts, and civil rights and liberties. This course meets the Americanization requirement.

**POLS 2100: Introduction to International Relations (BSS)**

This course introduces students to the analysis of the interaction of nation-states and non-governmental actors in a variety of issue areas, such as politics, economics, security, human rights, and the environment.

**POLS 2200: Comparative Politics (BSS)**

Comparisons of differences in political culture, institutions, and processes, including authoritarian and democratic systems, violence and corruption, political development, and public policy.

**JCOM Core courses:**

**JCOM 1500—Introduction to Mass Communication (BSS)**

History, philosophy, structures, and functions of the mass media (newspapers, magazines, TV and radio, advertising, and public relations) and their intersection with other social institutions. Media economics and the impacts of new technologies on media institutions and society.

**JCOM 2300—Introduction to Public Relations**

This course surveys the theories and practice of public relations in a variety of business, corporate, governmental, and nonprofit organizational settings. It also includes elements of promoting organizational messages and communicating with various publics.

**CMST Core courses:**

**CMST 1020—Public Speaking (BHU)**

Speaking in formal public communication situations. Development of skills in speech preparation, audience adaptation, and delivery. Two lectures and one one-hour lab per week.

**CMST 1330—Intro to Global Communication (BSS)**

This course introduces students to the complexities and trends associated with global communication. Attention will be paid to cross-national perspectives on communication, as well as the impact transnational organizations and cross-cultural attitudes have on public discourse.

**CMST 2110-Interpersonal Communication**

Examination of theories, methods, and competencies relevant to studying, establishing, and maintaining interpersonal relationships in family, intercultural, professional, and other contexts.

Classroom experiences with topics such as perception, language, nonverbal behavior, conflict resolution, and listening.

**CMST 2270—Argumentation and Debate**

Techniques of analysis, investigation, evidence, reasoning, brief making, refutation, and construction and delivery of the argumentative speech and academic debate.

**POLS Elective courses:**

**POLS 3110—Parties & Elections (DSS)**

Political parties, campaigns, and elections.

**POLS 3120—Law & Politics (DSS)**

Examines history, processes, and theories underlying American law and politics. Makes selective comparison of the American legal system with other legal systems.

**POLS 3130—United States Legislative Politics (DSS)**

Legislative process.

**POLS 3140—The Presidency (DSS)**

Examines the origins, purposes, and scope of the executive power in the American constitutional system.

**POLS 3320—The Foundations of American Constitutionalism**

Introduces students to debate over constitutions, constitutionalism, and constitution-making which occurred during the period (roughly) from the Revolution to the election of 1800.

**POLS 3400—United States Foreign Policy (DSS)**

Formulation, execution, and impact of United States foreign policy.

**POLS 3700—Terrorism and Counterterrorism**

Explores dynamics, causes, characteristics, and consequences of those acts labeled “terrorist.” Also explores counter measures to such acts.

**POLS 4220—Ethnic Conflict and Cooperation (CI/DSS)**

Examines origins of ethnic groups and the causes of ethnic conflicts, as well as different strategies for preventing or resolving such conflict. Explores conditions facilitating interethnic cooperation, the more common form of ethnic group interaction.

**POLS 4410—Global Negotiations**

This course is designed to increase negotiation skills in an international or global setting. The course focuses on developing cultural intelligence, strategic communication, and problem-solving across varied issues, areas, and contexts..

**POLS 5910, 5920, 5930, 5940, 5950, or 5960—Political Science Internship Classes**

**JCOM Elective Courses:**

### **JCOM 2010—Media Literacy (BSS)**

This course includes exploration of the cultural forces that shape media messaging through instruction in digital investigation techniques; training in fact-checking; discussions of bias, influence, and complexity; and the study of media-cultivated conversations about race, class, gender, sexuality, and ability.

### **JCOM 2030—Multimedia Boot Camp**

This required core JCOM major course covers the basics of digital multimedia skills.

### **JCOM 2400—Introduction to Social Media**

This course addresses the history of social media platforms, the theoretical foundations for persuasion, message creation, and community building, and the ethical responsibilities of public communication. Students learn to analyze audiences across platforms and decide on the strongest messaging.

### **JCOM 3100—Reporting Public Affairs (CI)**

Emphasizes development of advanced reporting, newsgathering, interviewing, and writing skills.

### **JCOM 4020—Mass Media and Society (DSS)**

Study of theories and practice of the impact of mass media in conjunction with other social institutions: political, social, cultural, ideological, economic, and religious.

### **JCOM 4030—Mass Media Law (DSS)**

The course examines media rights of free expression and both the history and applicability of First Amendment protections. The course discusses the structure and functioning of the U.S. court system, defamation, trademark, copyright, access to information, and other related topics.

### **JCOM 4410—Gender and the Mass Media**

This course examines the nature of gender-based images in a variety of mass media, from advertising to magazines, television, and film. It examines the analysis of gender stereotypes and portrayals in news and entertainment media, along with resulting social impacts.

### **JCOM 4510—Communication Internship**

Supervised, real-world training and practice in communication work places, including news and business environments.

### **JCOM 5420—The Mass Media and Politics**

This course covers the examination of the role of the mass media in the political process, including both campaigns and governance. It also includes the examination of political advertising, news coverage, polling, opinion formation strategies, and politicians' use of new media technologies.

### **JCOM 5400—Social Media Analytics and Client Management**

This course prepares students to run professional social media accounts through an immersion in cross-platform storytelling. Students learn social-media tools and use skills in research,

videography, graphic design, and writing to create messages for social media platforms.

**CMST Elective courses:**

**CMST 2120—Small Group Communication (HR)**

Introduction to communication in group processes such as decision-making, leadership, power, conflict, deviance and the development of group structures, functions, norms and roles.

**CMST 3270—Culture and Public Discourse**

This course will examine the influence that culture plays in the creation of public discourse within the United States and around the world. We will also examine the impacts that this discourse can have on our own cultural worldview.

**CMST 3280—Organizations and Social Change**

This course explores the ways in which organizations effect social change. It focuses specifically on nonprofit organizations, social entrepreneurship, and corporate social responsibility. Students analyze how different organizations address a variety of social issues in local, national, and international contexts.

**CMST 3400—Persuasion (CI)**

Survey of theory and research investigating the process of social influence. Topics include: compliance-gaining strategies, enactment and detection of deception, verbal and nonverbal influence, attitude change, conformity, communicator characteristics, credibility, emotional appeals, and ethics.

**CMST 3330—Intercultural Communication (DSS)**

Study of how communication shapes culture and how culture, in turn, affects communication. Development of active intercultural communication in professional and personal contexts.

**CMST 3730—Culture and Global Intervention**

This course studies the influence of public messages about global poverty and inequality that impact global development interventions. It also instructs students on the culture-centered approach as a method of working with and for communities.


**CMST 4200—Language, Thought, and Action (CI/DSS)**

Examines the influence of language on perception, interpretation, and evaluation in a wide variety of communication contexts, from organizational communication to mass media to interpersonal relations.

**CMST 4270—Communication, Culture, and Power**


This course examines the intersections of power, communication, knowledge, and identity. The course will highlight the indispensable role that communication plays, not only in the production of powerful hegemonic structures, but also in resisting them.

**CMST 2250, 4250—CMST Internship Courses**

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Sociology and Anthropology, in the College of Humanities and Social Sciences proposes offering an Environmental Justice Institutional Certificate of Proficiency.

**EXECUTIVE SUMMARY**

The Department of Sociology and Anthropology in the College of Humanities and Social Sciences proposes offering an Environmental Justice Institutional Certificate of Proficiency.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve offering an Environmental Justice Institutional Certificate of Proficiency.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Sociology and Anthropology in the College of Humanities and Social Sciences proposes offering an Environmental Justice Institutional Certificate of Proficiency, and

WHEREAS, The proposal will help students gain the skills to work in environmental justice related fields;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering an Environmental Justice Institutional Certificate of Proficiency in the College of Humanities and Social Sciences' Department of 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.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE:

# CHASS - Sociology and Anthropology - Environmental Justice - Institutional Certificate of Proficiency

## 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)\*

Sociology and Anthropology

Current Title (if applicable)\* Not applicable

Proposed Title\* Environmental Justice - Institutional Certificate of Proficiency

## CIP Code

Enter the Correct CIP Code by Using the Following Link:



# Classification Instruction Programs

CIP Code (6-digits) \* 45.0101

Minimum Number of  
Credits (if  
applicable)\* 9

Maximum Number of  
Credits (if  
applicable)\* 15

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

## REQUEST

### TYPE OF CHANGE BEING REQUESTED

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

**New Academic Program:**

- Certificates of Completion
- Certificates of Proficiency
- CTE - Certificate of Completion
- CTE - Certificate of Proficiency
- 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)
- 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 Department of Sociology & Anthropology at Utah State University (USU) is requesting approval for a 9-credit micro certificate in Environmental Justice. The Institutional Certificate of Proficiency will be available to sociology undergraduate majors and minors (approximately 1,200 students), undergraduate students in the College of Humanities and Social Sciences, and undergraduate students across USU (approximately 25,000 students). The required 9-credits will consist of one required course and two electives that students will be able to select from a list of options. This micro certificate consists entirely of existing courses in Sociology, with the option to take one elective from already existing courses outside Sociology. Courses will be offered in varying formats in line with USU course delivery methods (e.g. in-person, connect, hybrid, online, and virtual) to accommodate the needs of Logan main campus students, students at Statewide Campuses, and online/Distance Education students. Overlaps with other departments whose courses count toward this micro certificate have been discussed with other departments and the appropriate department heads have approved all included courses.

## SECTION II: PROGRAM PROPOSAL

**Proposed Action & Rationale\***

Brief Description of the Unit Requesting the Action:

The Sociology Program within the Department of Sociology and Anthropology at USU grants undergraduate degrees (BA, BS, and minor), Master's Degrees, and Doctoral Degrees. In addition, many of our courses meet USU's general education requirements for undergraduate students across the university, and many students from the undergraduate to graduate level in other programs and departments take our courses as electives. The Sociology Program also offers a fully online undergraduate major.

Proposed Action:

We are requesting approval for a 9-credit Institutional Certificate of Proficiency in Environmental Justice housed in the Sociology Program within the Department of Sociology and Anthropology at USU.

Rationale:

There is an increasing need to address environmental issues in the state of Utah and beyond, and there is a growing awareness of the need to take approaches that considers multiple stakeholders and issues of equity and justice. Environmental justice approaches prioritize fair and equitable outcomes and meaningful involvement and participation in environmental decision-making. Many students attending and graduating from USU are interested in contributing in these areas. Students who complete this certificate will be knowledgeable about and prepared to support environmental justice efforts in their communities and across governance scales. Furthermore, they will possess the skills to work in environmental justice related fields, including government, nonprofit, and corporate positions. This certificate will allow students to highlight this training on their transcripts and resumes.

The Sociology Program developed and began offering (in spring semester 2023) the course SOC 3310: Environmental Justice. The development of this course was supported by a 2021-2022 Intersections Faculty Teaching Fellowship from the Center for Intersectional Gender Studies and Research at USU. The course has enrolled well and been well received by students; it is currently being offered every semester. This course revealed a desire amongst students at USU to gain a better understanding of Environmental Justice, including varying aspects of inequality and ways to create social change to address environmental issues equitably. The Sociology Program at USU has a historically strong and internationally well-regarded specialization in Environment and Community, and we have at least five faculty members with Environmental Justice as one of their main areas of expertise. In addition, within the program and department a majority of faculty focus on at least one of the overlapping issues of equity, justice, and the environment.

Upon successful completion of this certificate, students will be able to:

1. Describe what environmental justice is, its origins, types of environmental justice, and why it is important.
2. Understand how different types of societal inequalities intersect with environmental issues to create disproportionate environmental injustices.
3. Apply an environmental justice perspective to a variety of issues from the local to the global.

4. Identify different factors that can lead to social change and different strategies that may achieve improved environmental justice outcomes.

5. Recognize how a justice-focused social science perspective improves understanding of environmental issues and helps to address them more equitably.

Institutional procedures included faculty and committee meetings to discuss and design the certificate, with input from multiple parties across the university. The micro certificate will be comprised mainly of courses we already offer in Sociology, with the option to take one elective course outside Sociology. Courses will be offered in varying formats in line with USU course delivery methods (e.g. in-person, connect, hybrid, online, and virtual) to accommodate the needs of Logan main campus students, students at Statewide Campuses, and online/Distance Education students.

Thus, this Environmental Justice micro certificate builds on, makes connections between, and coincides with the expertise of our faculty and the needs of our students and our state. In addition, USU was recently selected as an Anchor Partner in the Jobs for the Future (JFF) Quality Green Jobs Regional Challenge. USU's participation in JFF will be coordinated by Sustainability Program Manager, Caitlin McLennan, who has voiced support for this certificate given its role in preparing students for jobs in fields related to the environment, including those related to USU Statewide Campuses' work on renewable energy production.

In Utah, there is a need for students with training in environmental justice approaches. Federal and state agencies are increasingly incorporating environmental justice as a framework that guides their work. For example, the Utah Department of Environmental Quality's website specifies that the agency "is committed to environmental justice in Utah, both through the continuation of current efforts and improving on and identifying areas of our work where we can address the environmental conditions that disproportionately impact disadvantaged and underserved communities. We will accomplish this by partnering with impacted communities and engaging with policymakers to find collaborative, community-based solutions" (<https://deq.utah.gov/general/environmental-justice-in-utah>). In addition, the U.S. Environmental Protection Agency (EPA) recently launched an Environmental Justice study of Salt Lake City's west side, reported on by the Salt Lake Tribune (<https://www.sltrib.com/news/environment/2022/10/20/epa-is-launching-an/>). This micro certificate will benefit USU and USHE by enabling students from Utah, as well as out-of-state students pursuing higher education in Utah, to receive the training they need to contribute to environmental justice efforts.

The Environmental Justice micro certificate will have one required course: SOC 3310 Environmental Justice. To complete the micro certificate students will then need to take two additional courses, one in each of two areas, Axes of Inequality and Social Change. Many of the elective courses also fulfill general education requirements. The micro certificate is designed to be able to be completed quickly, by students in any major.

The Environmental Justice Institutional Certificate of Proficiency will help the department, college, and university better serve students interested in addressing complex social and environmental issues. Specifically, having a formalized micro certificate will increase awareness among students of the many course offerings in the social sciences and humanities that are relevant to the field, including courses on broader social inequalities where the relevance may not be immediately obvious from the catalog description. Increasing awareness will help students, particularly those in colleges other than USU's College of Humanities and Social Sciences, to select their electives and general education courses strategically. The micro certificate will also allow students who have taken these courses to easily demonstrate their social science training on their transcripts and resumes. Finally, this micro certificate will raise

social science training on their transcripts and resumes. Finally, this micro certificate will raise awareness among students who may be considering advanced degrees in this area, drawing

attention to USU's Master's and PhD programs in Sociology and other fields related to environmental justice.

**Labor Market Demand  
(if applicable)**

Students who complete this certificate will be knowledgeable about and prepared to support environmental justice efforts in their communities and work in environmental justice related fields, including government, nonprofit, and corporate positions. According to the Utah DWS Occupation Information Data Viewer (<https://jobs.utah.gov/jsp/utalmis/#/>) training in environmental justice is useful for the following careers: Lawyer, Environmental Engineer and Environmental Engineering Technologist or Technician, Environmental Compliance Inspector, Environmental Scientist and Specialist including Health-related, Environmental Science and Protection Technician including Health-related, Environmental Science Teacher, Criminal Justice and Law Enforcement Teacher, Environmental Restoration Planner, and Environmental Economist. There are substantial numbers of job openings in Utah in these fields, according to the website (<https://jobs.utah.gov/jsp/utalmis/#/>). Having this credential in addition to their major field of study will make USU graduates more competitive for graduate/professional school and on the job market.

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

The mission of USU is to be a premier land grant university 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. This Environmental Justice Institutional Certificate of Proficiency highlights and makes connections between academic courses taught at USU, emphasizes diversity, and serves the public in ways related to community engagement on important environmental and social issues, thus it is directly in line with and supports USU's mission. As explained above, the proposed micro certificate will serve the needs of USU students, and therefore be directly aligned with USU's mission to empower our students to lead successful lives and contribute to their communities.

The proposed micro certificate primarily serves to recognize and formalize teaching and research that is already occurring at USU. The courses that make up the Environmental Justice micro certificate are already taught on a regular basis. The creation of this certificate provides benefits such as increasing class enrollment, improving student skills, offering opportunities for interdisciplinary experiences, and providing a way for students to highlight those skills on transcripts and resumes but costs little in terms of new class creation and faculty time.

While many units and programs in the USHE system and across USHE institutions including USU have offerings related to the environment, this proposed micro certificate is focused specifically on environmental justice and thus is unique and complementary to other offerings.

**Finances\***

The Environmental Justice Institutional Certificate of Proficiency is comprised of classes that are already offered at USU and requires no new facilities or staff. No budgetary impact is anticipated.


**SECTION III: CURRICULUM (if applicable)**

**Program Curriculum  
Narrative**

Environmental justice approaches focus on fair and equitable outcomes and meaningful involvement and participation in processes of environmental decision-making. Environmental justice is intersectional and interdisciplinary and relates to inequality based on class, gender, race, ethnicity, Indigeneity, sexuality, disability, etc., and spans local to global scales. This micro certificate in Environmental Justice will prepare students to understand and, if desired, support environmental justice efforts in their personal and professional lives. Students will learn about environmental justice theories, efforts, and case studies from the local to the global level and will gain a deeper understanding of the related processes of inequality. Students who complete this micro certificate will be knowledgeable about and prepared to support environmental justice efforts in their communities and work in environmental justice related fields, including government, nonprofit, and corporate positions.


The micro certificate requires the completion of 9 credits with a grade of C or better. Courses taken pass/fail will not count towards the micro certificate.

The micro certificate is available to students on the Logan campus, as well as through USU's Statewide Campuses and Distance Education program.

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Sociology and Anthropology, in the College of Humanities and Social Sciences proposes moving the Community and Natural Resources Institute from Sociology and Anthropology to the College of Humanities and Social Sciences.

**EXECUTIVE SUMMARY**

The Department of Sociology and Anthropology in the College of Humanities and Social Sciences proposes moving the Community and Natural Resources Institute from Sociology and Anthropology to the College of Humanities and Social Sciences.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve moving the Community and Natural Resources Institute from Sociology and Anthropology to the College of Humanities and Social Sciences.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Sociology and Anthropology in the College of Humanities and Social Sciences proposes moving the Community and Natural Resources Institute from Sociology and Anthropology to the College of Humanities and Social Sciences, and

WHEREAS, The proposal will increase engagement, research and outreach across the campus and the broader community and region;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve moving the Community and Natural Resources Institute from Sociology and Anthropology to the College of Humanities and Social Sciences in the College of Humanities and Social Sciences' Department of 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.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_



# CHASS - Sociology and Anthropology - Community and Natural Resources Institute

## 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)\*

Sociology and Anthropology

Current Title (if applicable)\* Community and Natural Resources Institute

Proposed Title\* Community and Natural Resources Institute

## CIP Code

Enter the Correct CIP Code by Using the Following Link:

# Classification Instruction Programs

CIP Code (6-digits) \* 00.0000

Minimum Number of  
Credits (if  
applicable)\* 0

Maximum Number of  
Credits (if  
applicable)\* 0

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

## REQUEST

### TYPE OF CHANGE BEING REQUESTED

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

**New Academic Program:**

- Certificates of Completion
- Certificates of Proficiency
- CTE - Certificate of Completion
- CTE - Certificate of Proficiency
- 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)
- 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 Community and Natural Resources Institute (CANRI) is committed to interdisciplinary research and community engagement centered on natural resource issues and environmental problems in the Intermountain West and beyond. CANRI brings together faculty and students from the social sciences, humanities, and sciences to foster meaningful dialogue, cultivate collaborations, and share data to affect social-environmental change. In order to increase cross-campus and community visibility and expand collaborations across the College of Humanities and Social Sciences (CHaSS), while maintaining those we have built across campus, we propose to move CANRI from being housed in Sociology and Anthropology to CHaSS.

## SECTION II: PROGRAM PROPOSAL

### Proposed Action & Rationale\*

By moving CANRI from the department to the college level, we hope to increase engagement with faculty and students in CHaSS, while maintaining existing relationships across campus. We believe that elevating the profile of CANRI will also help foster collaborations with other relevant centers and institutes across campus as well as outside of the university.

### Labor Market Demand (if applicable)

NA

### Consistency with Institutional Mission & Institutional Impact\*


The move of CANRI to CHaSS will help increase our engagement and research and outreach impact across CHaSS, the campus, and the broader community and region.

### Finances\*

CANRI has an existing funding index with modest funds accumulated by the 2nd director that are used sparingly. We also have an agreement with CHaSS for ongoing support for the director in the form of a course release, faculty assistance in the form of a course release and summer salary for the next year, CHaSS administrative support, CHaSS support for research and outreach events in FY24, and some grant proposal support. We hope that by elevating CANRI we can also seek additional more sustained funding from various sources.


### 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.

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Sociology and Anthropology, in the College of Humanities and Social Sciences proposes offering a Social Dimensions of Climate Change and Environmental Justice Minor.

**EXECUTIVE SUMMARY**

The Department of Sociology and Anthropology in the College of Humanities and Social Sciences proposes offering a Social Dimensions of Climate Change and Environmental Justice Minor.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve offering a Social Dimensions of Climate Change and Environmental Justice Minor.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Sociology and Anthropology in the College of Humanities and Social Sciences proposes offering a Social Dimensions of Climate Change and Environmental Justice Minor, and

WHEREAS, The proposal will allow students to gain training that will appear on their transcripts and resumes;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offer a Social Dimensions of Climate Change and Environmental Justice Minor in the College of Humanities and Social Sciences' Department of 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.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE:

# CHASS - Sociology and Anthropology - Social Dimensions of Climate Change and Environmental Justice Minor

## 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)\*

Sociology and Anthropology

Current Title (if applicable)\* Not applicable

Proposed Title\* Social Dimensions of Climate Change and Environmental Justice Minor

## CIP Code

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

CIP Code (6-digits) \* 45.0101

Minimum Number of Credits (if applicable)\* 15

Maximum Number of Credits (if applicable)\* 21

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

**REQUEST**

## TYPE OF CHANGE BEING REQUESTED

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

- New Academic Program:**
- Certificates of Completion
  - Certificates of Proficiency
  - CTE - Certificate of Completion
  - CTE - Certificate of Proficiency
  - 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)
  - 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 Department of Sociology & Anthropology at Utah State University (USU) is requesting approval for a 15-credit minor in Social Dimensions of Climate Change and Environmental Justice. The minor will be available to sociology undergraduate majors and minors (approximately 1,200 students), undergraduate students in the College of Humanities and Social Sciences, and undergraduate students across USU (approximately 25,000 students). The required 15-credits will consist of two required courses and three electives that students will be able to select from a list of options. This minor consists entirely of existing courses in Sociology, the College of Humanities and Social Sciences, and USU course offerings more broadly. Courses will be offered in varying formats in line with USU course delivery methods (e.g. in-person, connect, hybrid, online, and virtual) to accommodate the needs of Logan main campus students, students at Statewide Campuses, and online/Distance Education students. Overlaps with other departments whose courses count toward this minor have been discussed with other departments and the appropriate department heads have approved all included courses.

## SECTION II: PROGRAM PROPOSAL

**Proposed Action & Rationale\***

Brief Description of the Unit Requesting the Action:

The Sociology Program within the Department of Sociology and Anthropology at USU grants undergraduate degrees (BA, BS, and minor), Master's Degrees, and Doctoral Degrees. In addition, many of our courses meet USU's general education requirements for undergraduate students across the university, and many students from the undergraduate to graduate level in other programs and departments take our courses as electives. The Sociology Program also offers a fully online undergraduate major.

Proposed Action:

We are requesting approval for a 15-credit minor in Social Dimensions of Climate Change and Environmental Justice housed in the Sociology Program within the Department of Sociology and Anthropology at USU. This 15-credit minor builds on two 9-credit micro certificates also currently being proposed by the Sociology Program, one in Environmental Justice and one in Social Dimensions of Climate Change. These 9-credit certificates will be stackable into the 15-credit minor proposed here, allowing students to achieve varying levels of certification and build on their interests in ways they can highlight on their transcripts and resumes.

Rationale:

Students need an understanding of both the social and natural dimensions of climate change to be equipped to effectively address this multi-faceted, multi-scalar socio-environmental issue. Climate change refers to long term shifts in temperature and weather patterns. It has social drivers and social impacts that are characterized by and exacerbate inequality from the local to the global scale. In addition, there is an increasing need to address environmental issues including climate change in the state of Utah and beyond, and there is an increasing awareness of the need to take an approach that considers multiple stakeholders and issues of equity and justice. Environmental justice approaches prioritize fair and equitable outcomes and meaningful involvement and participation in response to environmental issues.

Many students attending and graduating from USU are interested in contributing in these areas. This minor will allow students to gain training that will prepare them to contribute and allow them to highlight this training on their transcripts and resumes. Students who complete this stackable minor will be knowledgeable about and prepared to support environmental justice and efforts to address climate change in their communities and work in environment related fields, including government, nonprofit, and corporate positions. This minor will also be useful for students not necessarily pursuing majors or careers directly related to the environment, as it will allow them to apply this environment-related training and knowledge when applicable in a variety of settings.

The two required courses for this minor are SOC 3310: Environmental Justice and SOC 3300: Sociology of Climate Change. The Sociology Program at USU has a historically strong and internationally well-regarded specialization in Environment and Community, and we have at least seven faculty members who specialize in studying Social Dimensions of Climate Change and Environmental Justice. Further, our entire program focuses on and offers courses in the study of related social issues.

Upon successful completion of this minor, students will be able to:

1. Demonstrate an interdisciplinary understanding of the social and other drivers and consequences of climate change and environmental issues.
2. Apply diverse perspectives such as those from the social sciences, humanities, and natural sciences, to climate change and related socio-environmental issues.

3. Explain the importance of approaches to addressing climate change and environmental issues that incorporate environmental and climate justice.

Institutional procedures included faculty and committee meetings to discuss and design the stackable minor, with input from multiple parties across the university. The minor will be comprised of courses we already offer in Sociology, with the option to take elective courses outside Sociology. Courses will be offered in varying formats in line with USU course delivery methods (e.g. in-person, connect, hybrid, online, and virtual) to accommodate the needs of Logan main campus students, students at Statewide Campuses, and online/Distance Education students.

The Social Dimensions of Climate Change and Environmental Justice minor builds on, makes connections between, and coincides with the expertise of our faculty and the needs of our students and our state. In addition, USU was recently selected as an Anchor Partner in the Jobs for the Future (JFF) Quality Green Jobs Regional Challenge. USU's participation will be coordinated by Sustainability Program Manager, Caitlin McLennan, who has voiced support for this minor given its role in preparing students for jobs in fields related to the environment and climate change, including those related to USU Statewide Campuses work on renewable energy production.

In Utah, there is a need for students with an understanding of climate change as a socio-environmental issue. According to The Utah Department of Public Safety's Utah Hazard Mitigation website, "It is likely that temperatures will increase through much of the twenty-first century, which will impact Utah's natural hazards including drought, flooding, extreme weather, wildfire, landslide, avalanche, and dam failure. Climate change will impact Utah's agricultural economy as increasingly hot temperatures impact the cattle's open grazing feed supply and stress livestock. Agriculture is 15% of Utah's economy and hotter summers and less reliable water will also affect what can be grown in arid Utah with an economic impact of \$21 billion annually" (<https://hazards.utah.gov/climate-change/>). In addition, the Utah Departments of Public Health, Disease Control and Prevention, and Bureau of Epidemiology put out a report titled, "Climate Change and Public Health in Utah," which describes the influence of climate change and other environmental factors on health in Utah (<https://health.utah.gov/enviroepi/publications/Climate%20Change%20Booklet%20WEB%20compressed.pdf>)

Students will learn about and have the opportunity to become involved in community-based solutions for mitigating and adapting to climate change. One route of pursuing these community partnerships will be through the Community and Natural Resources Institute (CANRI) (<https://chass.usu.edu/sociology/canri/index>) which is housed in the College of Humanities and Social Sciences and which is made up of and led by faculty in both the social and natural sciences.

There is also a need for students with training in environmental justice approaches. Federal and state agencies are increasingly incorporating environmental justice as a framework that guides their work. For example, according to their website, the Utah Department of Environmental Quality "is committed to environmental justice in Utah, both through the continuation of current efforts and improving on and identifying areas of our work where we can address the environmental conditions that disproportionately impact disadvantaged and underserved communities. We will accomplish this by partnering with impacted communities and engaging with policymakers to find collaborative, community-based solutions" (<https://deq.utah.gov/general/environmental-justice-in-utah>). In addition, the U.S. Environmental Protection Agency (EPA) recently launched an Environmental Justice study of Salt Lake City's west side, reported on by the Salt Lake Tribune (<https://www.sltrib.com/news/environment/2022/10/20/epa-is-launching-an/>). This minor will benefit USU and USHE by enabling students from Utah and out-of-state students pursuing higher education in Utah to receive the training they need to contribute to environmental justice and climate change mitigation and adaptation efforts in the state and beyond.

The two required courses for this minor are SOC 3310: Environmental Justice and SOC 3300: Sociology of Climate Change, which are also the two required courses for the two micro certificates, Environmental Justice and Social Dimensions of Climate Change. To complete the minor students will then need to take three additional courses, choosing one course in three of the following five areas, Axes of Inequality, Social Change, A Deeper Dive into Social Science Perspectives on Socio-

Environmental Issues, A Deeper Dive into Humanities Perspectives on Socio-Environmental Issues, and Climate Change through a Natural Sciences Lens. Many of the elective courses also fulfill general

education requirements. The minor is designed to build upon the two micro certificates, allowing students to pursue their interests in these topics in more depth. This minor is available to and can be completed by students in any major.

The Social Dimensions of Climate Change and Environmental Justice minor will help the department, college, and university better serve students interested in addressing complex socio-environmental issues and employing approaches that incorporate considerations of equity. Specifically, having a formalized minor that builds on two micro certificates will increase awareness among students of the many course offerings in the social sciences and that are relevant to the field, including courses on broader social inequalities where the relevance may not be immediately obvious from the catalog description. Increasing awareness will help students, particularly those in colleges other than USU's College of Humanities and Social Sciences, to strategically select their electives and general education courses. The minor will also allow students who have taken these courses to easily demonstrate their social science training on their transcripts and resumes. Finally, this minor will raise awareness among students who may be considering advanced degrees in this area, drawing attention to USU's Master's and PhD programs in Sociology and other fields related to climate change, environmental justice, and other complex socio-environmental issues.

**Labor Market Demand  
(if applicable)**

Students who complete this minor will be knowledgeable about and prepared to support efforts to address climate change and take environmental justice approaches in their communities and across governance scales. They will possess the skills necessary to work in climate change and equity related fields, including government, nonprofit, and corporate positions. According to the Utah DWS Occupation Information Data Viewer, (<https://jobs.utah.gov/jsp/utalmis/#/>) training in social dimensions of climate change is useful for careers such as Climate Change Policy Analysts in addition to providing the foundation for many related careers. Additionally, according to the Utah DWS Occupation Information Data Viewer (<https://jobs.utah.gov/jsp/utalmis/#/>) training in environmental justice is useful for the following careers: Lawyer, Environmental Engineer and Environmental Engineering Technologist or Technician, Environmental Compliance Inspector, Environmental Scientist and Specialist including Health-related, Environmental Science and Protection Technician including Health-related, Environmental Science Teacher, Criminal Justice and Law Enforcement Teacher, Environmental Restoration Planner, and Environmental Economist. There are substantial numbers of job openings in Utah in these fields, according to the website (<https://jobs.utah.gov/jsp/utalmis/#/>). Whether they are pursuing majors and careers directly related to the environment or not, having this credential in addition to their major field of study will make USU graduates more competitive for graduate/professional school, as well as on the job market.

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

The mission of USU is to be a premier land grant university 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 Social Dimensions of Climate Change and Environmental Justice minor highlights and makes connections between academic disciplines by building bridges across the social and natural sciences. It serves the public by providing necessary training in understanding climate change, both social and natural components, in order to better prepare the next generation to meet societal challenges. As explained above, the proposed minor will serve the needs of USU students, and therefore be very much in line with USU's mission to empower our students to lead successful lives and contribute to their communities.

The proposed minor primarily serves to recognize and formalize teaching and research that is already occurring at USU. The courses that make up the Social Dimensions of Climate Change and Environmental Justice minor are already taught on a regular basis. The creation of this minor provides benefits such as increasing class enrollment, improving student skills, offering opportunities for interdisciplinary experiences, and providing a way for students to highlight those skills on transcripts and resumes but costs little in terms of new class creation and faculty time.

Several units and programs in the USHE system and across USHE institutions including USU have offerings related to the environment and climate change. For example, the University of Utah offers a certificate in climate change through the Geography Program and USU's Environment and Society department is proposing a new Climate Change Solutions certificate. We have been in contact with the creators of the USU certificate and we see our offerings as distinct but complementary. Our proposed minor focuses on climate change as a socio-environmental issue and environmental justice approaches and thus is unique and complementary to other offerings.

**Finances\***

The Social Dimensions of Climate Change and Environmental Justice minor is comprised of classes that are already offered at USU and requires no new facilities or staff. No budgetary impact is anticipated.


**SECTION III: CURRICULUM (if applicable)**

**Program Curriculum  
Narrative**

To be equipped to effectively address the multi-faceted, multi-scalar issues of Social Dimensions of Climate Change and Environmental Justice, students need an understanding of both the social and natural dimensions of this socio-environmental issue. Climate change refers to long term shifts in temperature and weather patterns. It has social drivers and social impacts that are characterized by inequality from the local to the global scale. Environmental justice approaches focus on fair and equitable outcomes and meaningful involvement and participation in response to environmental issues. Environmental justice is intersectional and interdisciplinary and relates to inequality based on class, gender, race, ethnicity, Indigeneity, sexuality, disability, etc., and spans local to global scales. This minor in Social Dimensions of Climate Change and Environmental Justice will prepare students to understand and address in their personal and professional lives some of the myriad aspects of climate change, a challenge that many deem to be the greatest of our time. Students will learn about natural and social science theories and methods related to studying this issue. It will also prepare students to understand and, if desired, support environmental justice efforts in their personal and professional lives. Students will learn about environmental justice theories, efforts, and case studies from the local to the global level and will gain a deeper understanding of the related processes of inequality. Students who complete this minor will gain foundational knowledge about Social Dimensions of Climate Change and Environmental Justice, preparing them to work to address climate change and other environmental issues with an approach that considers equity, including in academic, government, nonprofit, and corporate settings.

The minor requires the completion of 15-credits with a grade of C or better. Courses taken pass/fail will not count towards the minor.

The minor is available to students on the Logan campus, as well as through USU's Statewide Campuses and Distance Education program.

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Sociology and Anthropology, in the College of Humanities and Social Sciences proposes offering a Social Dimensions of Climate Change Institutional Certificate of Proficiency.

**EXECUTIVE SUMMARY**

The Department of Sociology and Anthropology in the College of Humanities and Social Sciences proposes offering a Social Dimensions of Climate Change Institutional Certificate of Proficiency.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve offering a Social Dimensions of Climate Change Institutional Certificate of Proficiency.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Sociology and Anthropology in the College of Humanities and Social Sciences proposes offering a Social Dimensions of Climate Change Institutional Certificate of Proficiency, and

WHEREAS, The proposal will prepare students to be engaged citizens who are knowledgeable in these areas;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering a Social Dimensions of Climate Change Institutional Certificate of Proficiency in the College of Humanities and Social Sciences' Department of 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.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_



# CHASS - Sociology and Anthropology - Social Dimensions of Climate Change - Institutional Certificate of Proficiency

## 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)\*

Sociology and Anthropology

Current Title (if applicable)\* Not applicable

Proposed Title\* Social Dimensions of Climate Change - Institutional Certificate of Proficiency

## CIP Code

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

CIP Code (6-digits) \* 45.0101

Minimum Number of Credits (if applicable)\* 9

Maximum Number of Credits (if applicable)\* 15

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

**REQUEST**

## TYPE OF CHANGE BEING REQUESTED

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

- New Academic Program:**
- Certificates of Completion
  - Certificates of Proficiency
  - CTE - Certificate of Completion
  - CTE - Certificate of Proficiency
  - 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)
  - 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 Department of Sociology & Anthropology at Utah State University (USU) is requesting approval for a 9-credit micro certificate, Social Dimensions of Climate Change - Institutional Certificate of Proficiency. The certificate will be available to sociology undergraduate majors and minors (approximately 1,200 students), undergraduate students in the College of Humanities and Social Sciences, and undergraduate students across USU (approximately 25,000 students). The required 9-credits will consist of one required course and two electives that students will be able to select from a list of options. This micro certificate consists entirely of existing courses in Sociology, the College of Humanities and Social Sciences, and USU course offerings more broadly. Courses will be offered in varying formats in line with USU course delivery methods (e.g. in-person, connect, hybrid, online, and virtual) to accommodate the needs of Logan main campus students, students at Statewide Campuses, and online/Distance Education students. Overlaps with other departments whose courses count toward this micro certificate have been discussed and the appropriate department heads have approved all included courses.

## **SECTION II: PROGRAM PROPOSAL**

**Proposed Action & Rationale\***

Brief Description of the Unit Requesting the Action:

The Sociology Program within the Department of Sociology and Anthropology at USU grants undergraduate degrees (BA, BS, and minor), Master's Degrees, and Doctoral Degrees. In addition, many of our courses meet USU's general education requirements for undergraduate students across the university, and many students from the undergraduate to graduate level in other programs and departments take our courses as electives. The Sociology Program also offers a fully online undergraduate major.

Proposed Action:

We are requesting approval for a 9-credit micro credential (Institutional Certificate of Proficiency) in Social Dimensions of Climate Change housed in the Sociology Program within the Department of Sociology and Anthropology at USU.

Rationale:

All USU students, but especially those with more limited exposure to the intersection of people and the environment in their majors, increasingly need an understanding of both the social and natural dimensions of climate change to be equipped to effectively address this multi-faceted, multi-scalar socio-environmental issue as it relates to their careers and lives. Climate change refers to long term shifts in temperature and weather patterns. It has social drivers and social impacts that are characterized by inequality from the local to the global scale. This micro certificate in Social Dimensions of Climate Change will prepare students to understand and address in their personal and professional lives some of the myriad aspects of climate change, a challenge that many deem to be the greatest of our time. Students will primarily learn about social science theories and methods related to this issue, and they will be able to gain some background in natural science aspects of climate change as part of this certificate. Students who complete this certificate will gain foundational knowledge about climate change, preparing them to work to address climate change, regardless of their career path, in academic, government, nonprofit, and corporate settings. This certificate will allow students to highlight this training on their transcripts and resumes.

The Sociology Program developed and began offering (in fall semester 2023) the course SOC 3300: Sociology of Climate Change. The Sociology Program at USU has a historically strong and internationally well-regarded specialization in Environment and Community, and we have at least seven faculty members in the Sociology and Anthropology Department who specialize in studying climate change and related social issues.

Upon successful completion of this certificate, students will be able to:

1. Demonstrate an understanding of climate change from a sociological perspective, including understanding the social drivers and social consequences of climate change.
2. Explain how environmental issues are inherently social issues, and identify key conflicts and stakeholders.
3. Apply diverse disciplinary perspectives to understand socio-environmental issues including climate change from disciplines within the social sciences and/or humanities.
4. Articulate a basic understanding of climate change through a natural science lens, to complement interdisciplinary understandings from the social sciences and/or humanities.
5. Analyze and critically evaluate proposed ways to address climate change and the social motivations behind them.

Institutional procedures included faculty and committee meetings to discuss and design the certificate, with input from multiple parties across the university. The micro certificate will be comprised primarily of courses we already offer in Sociology and Anthropology, with the option to take natural science focused elective courses outside the department. Courses will be offered in varying formats in line with USU course delivery methods (e.g. in-person, connect, hybrid, online, and virtual) to accommodate the needs of Logan main campus students, students at Statewide Campuses, and online/Distance Education students.

The Social Dimensions of Climate Change Institutional Certificate of Proficiency builds on, makes connections between, and coincides with the expertise of our faculty and the needs of our students and our state. In addition, USU was recently selected as an Anchor Partner in the Jobs for the Future (JFF) Quality Green Jobs Regional Challenge. USU's participation will be coordinated by Sustainability Program Manager, Caitlin McLennan, who has voiced support for this certificate for its role in preparing students for jobs in fields related to the environment and climate change, including those related to USU Statewide Campuses' work on renewable energy production.

In Utah, there is a need for students, workers, and citizens with an understanding of climate change as a socio-environmental issue. This certificate will prepare our students to be engaged citizens knowledgeable in these areas, and it will prepare them to apply this knowledge in any career path they choose. According to the Utah Department of Public Safety's Utah Hazard Mitigation website, "It is likely that temperatures will increase through much of the twenty-first century, which will impact Utah's natural hazards including drought, flooding, extreme weather, wildfire, landslide, avalanche, and dam failure. Climate change will impact Utah's agricultural economy as increasingly hot temperatures impact the cattle's open grazing feed supply and stress livestock. Agriculture is 15% of Utah's economy and hotter summers and less reliable water will also affect what can be grown in arid Utah with an economic impact of \$21 billion annually" (<https://hazards.utah.gov/climate-change/>). In addition, the Utah Departments of Public Health, Disease Control and Prevention, and Bureau of Epidemiology put out a report titled, "Climate Change and Public Health in Utah," which provides a report on the influence of climate change and other environmental factors on health in Utah (<https://health.utah.gov/enviroepi/publications/Climate%20Change%20Booklet%20WEB%20compressed.pdf>) Through this proposed certificate, students will learn about and have opportunities to become involved in community-based solutions for mitigating and adapting to climate change. One route of pursuing these partnerships will be through the Community and Natural Resources Institute (CANRI) (<https://chass.usu.edu/sociology/canri/index>) which is housed in the College of Humanities and Social Sciences, and which is comprised of and led by faculty in both the social and natural sciences.

This micro certificate will benefit USU and USHE by enabling students from Utah, as well as out-of-state students pursuing higher education in Utah to receive the training they need to contribute to climate change mitigation and adaptation efforts in the state and beyond, in a variety of careers.

The Social Dimensions of Climate Change Institutional Certificate of Proficiency will have one required course: SOC 3300 Sociology of Climate Change. To complete the micro certificate students will then need to take two additional courses, one in each of two areas, A Deeper Dive into Socio-Environmental Issues and Climate Change through a Natural Sciences Lens. Many of the elective courses also fulfill general education requirements. The micro certificate is designed to be able to be completed quickly, by students in any major, especially those not already focused on environment-society relationships.

The Social Dimensions of Climate Change certificate will help the department, college, and university better serve students interested in addressing complex socio-environmental issues, regardless of what career path they pursue. Our objective is for the students who complete the certificate to be able to apply what they learn to diverse career contexts where more climate change awareness is needed. We need people who can bring up climate change related issues in educated ways when they are working as economists, entrepreneurs, and nurses for example. These micro certificates will also contribute to preparing them to participate more effectively as educated citizens in public debate about climate change. Specifically having a formalized micro certificate will increase awareness among

climate change. Specifically, having a formalized micro certificate will increase awareness among students of the many course offerings in the social sciences and that are relevant to the field, including courses on broader social inequalities where the relevance may not be immediately obvious from the catalog description. Increasing awareness will help students, particularly those in colleges other than USU's College of Humanities and Social Sciences, to select their electives and general education courses strategically. The micro certificate will also allow students who have taken these courses to easily demonstrate their social science training on their transcripts and resumes. Finally, this micro certificate will raise awareness among students who may be considering advanced degrees in this area, drawing attention to USU's Master's and PhD programs in Sociology and other fields related to climate change and other complex socio-environmental issues.

**Labor Market Demand  
(if applicable)**

Students who complete this certificate will be more knowledgeable about and better prepared to support efforts to address climate change in their communities and across governance-scales. They will gain the skills to work in climate change related fields, including government, nonprofit, and corporate positions. According to the Utah DWS Occupation Information Data Viewer (<https://jobs.utah.gov/jsp/utalmis/#/>) an example of a career for which training in social dimensions of climate change is useful would be a Climate Change Policy Analyst, and it can provide the foundation for opportunities in many other related areas. There are substantial numbers of job openings in Utah in these fields, according to the website (<https://jobs.utah.gov/jsp/utalmis/#/>). Having this credential in addition to their major field of study will make USU graduates more competitive for graduate/professional school and on the job market.

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

The mission of USU is to be a premier land grant university 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 Social Dimensions of Climate Change Institutional Certificate of Proficiency highlights and makes connections between academic disciplines by building bridges across the social and natural sciences. It serves the public by providing necessary training in understanding climate change, both social and natural components, in order to better prepare the next generation to meet societal challenges. As explained above, the proposed micro certificate will serve the needs of USU students, and therefore be very much in line with USU's mission to empower our students to lead successful lives and contribute to their communities.

The proposed certificate primarily serves to recognize and formalize teaching and research that is already occurring at USU. The courses that make up the Social Dimensions of Climate Change Institutional Certificate of Proficiency are already taught on a regular basis. The creation of this micro certificate provides benefits such as increasing class enrollment, improving student skills, offering opportunities for interdisciplinary experiences, and providing a way for students to highlight those skills on transcripts and resumes but costs little in terms of new class creation and faculty time.

Several units and programs in the USHE system and across USHE institutions including USU have offerings related to the environment and climate change. For example, the University of Utah offers a certificate in climate change through the Geography Program and USU's Environment and Society department is proposing a new Climate Change Solutions certificate. We have been in contact with the creators of the USU certificate and we see our offerings as distinct but complementary. Our proposed micro certificate is more narrowly focused on social dimensions of climate change and climate change as a socio-environmental issue, with two of the three required courses in these areas, as well as an introductory understanding to the natural dimensions, and thus it is unique and complementary to other offerings. Our micro certificate in Social Dimensions of Climate Change is only 9 credits and could lead to further study and completion of additional complementary certificates moving forward.

**Finances\***


The Social Dimensions of Climate Change Institutional Certificate of Proficiency is comprised of classes that are already offered at USU and requires no new facilities or staff. No budgetary impact is anticipated.

**SECTION III: CURRICULUM (if applicable)****Program Curriculum Narrative**

To be equipped to effectively address the multi-faceted, multi-scalar issue of climate change, students, regardless of the career path they choose, need an understanding of both the social and natural dimensions of this socio-environmental issue. Climate change refers to long term shifts in temperature and weather patterns. It has social drivers and social impacts which are characterized by inequality from the local to the global scale. This Institutional Certificate of Proficiency in Social Dimensions of Climate Change will prepare students, including and especially those not focusing on environment and society relationships with their major area of study, to understand and address in their personal and professional lives some of the myriad aspects of climate change, a challenge many deem to be the greatest of our time. Students will learn about social science theories and methods related to studying this issue and gain some background knowledge on natural science components. Students who complete this certificate will be better prepared to work to address climate change moving forward and contribute insights about climate change to various fields, including in academic, government, nonprofit, and corporate settings.

The certificate requires the completion of 9 credits with a grade of C or better. Courses taken pass/fail will not count towards the micro certificate.

The certificate is available to students on the Logan campus, as well as through USU's Statewide Campuses and Distance Education program.

**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.**

5 January 2024

### **ITEM FOR ACTION**

Utah State University's Department of Geosciences, in the College of Science proposes changing the name of the Earth Science Composite Teaching BA-BS to Earth Science Teaching BA-BS.

### **EXECUTIVE SUMMARY**

The Department of Geosciences in the College of Science proposes changing the name of the Earth Science Composite Teaching BA-BS to Earth Science Teaching BA-BS.

### **RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve changing the name of the Earth Science Composite Teaching BA-BS to Earth Science Teaching BA-BS.



RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Geosciences in the College of Science proposes changing the name of the Earth Science Composite Teaching BA-BS to Earth Science Teaching BA-BS, and

WHEREAS, The proposal will reflect the true nature of this degree;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve changing the name of the Earth Science Composite Teaching BA-BS to Earth Science Teaching BA-BS in the College of Sciences' Department of Geosciences and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE:

# COS - Geosciences - Earth Science Teaching - BA BS

## 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)\*

COS

DEPARTMENT (include all cross listed departments)\*

Geosciences

Current Title (if applicable)\* Earth Science Composite Teaching - BA BS

Proposed Title\* Earth Science Teaching - BA BS

## CIP Code

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

CIP Code (6-digits) \* 13.1337

Minimum Number of Credits (if applicable)\* 120

Maximum Number of Credits (if applicable)\* 126

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

## REQUEST

# TYPE OF CHANGE BEING REQUESTED

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

**New Academic Program:**

- Certificates of Completion
- Certificates of Proficiency
- CTE - Certificate of Completion
- CTE - Certificate of Proficiency
- 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)
- Reinstatement of Previously Suspended Administrative Unit
- Reinstatement of Previously Discontinued Administrative Unit

Utner: (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 request is to change the name of the Earth Science (Composite Teaching) - BA, BS degree program to Earth Science Teaching.

## SECTION II: PROGRAM PROPOSAL

**Proposed Action & Rationale\*** The current name of this degree program, Earth Science (Composite Teaching) - BA, BS, does not reflect changes made in required coursework during the last year in conformance with State of Utah mandates. Essentially, it no longer is a composite teaching degree. Consequently, it is requested that the name be changed simply to Earth Science Teaching to reflect the true nature of this degree accurately.


**Labor Market Demand (if applicable)** This proposal is requesting only to change the name of the Earth Science (Composite Teaching) - BA, BS degree program to Earth Science Teaching. Consequently, information on the Labor Market Demand does not seem applicable.

**Consistency with Institutional Mission & Institutional Impact\*** This proposal is requesting only to change the name of the Earth Science (Composite Teaching) - BA, BS degree program to Earth Science Teaching. Consequently, information on the Institutional Mission & Institutional Impact does not seem applicable.

**Finances\*** Changing the name of the Earth Science (Composite Teaching) - BA, BS degree program to Earth Science Teaching will have no financial impact whatsoever.


## SECTION III: CURRICULUM (if applicable)

**Program Curriculum Narrative** Not applicable.

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Geosciences, in the College of Science proposes offering a Paleontology Institutional Certificate of Proficiency.

**EXECUTIVE SUMMARY**

The Department of Geosciences in the College of Science proposes offering a Paleontology Institutional Certificate of Proficiency.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve offering a Paleontology Institutional Certificate of Proficiency.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Geosciences in the College of Science offering a Paleontology Institutional Certificate of Proficiency, and

WHEREAS, The proposal will provide students with skill oriented micro-credentials;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering a Paleontology Institutional Certificate of Proficiency in the College of Sciences' Department of Geosciences and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE:

# COS - Geosciences - Paleontology - Institutional Certificate of Proficiency

## 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)\*

DEPARTMENT (include all cross listed departments)\*

Current Title (if applicable)\* Not Applicable

Proposed Title\* Paleontology - Institutional Certificate of Proficiency

## CIP Code

Enter the Correct CIP Code by Using the Following Link:



# Classification Instruction Programs

CIP Code (6-digits) \* 40.0604

Minimum Number of  
Credits (if  
applicable)\* 20

Maximum Number of  
Credits (if  
applicable)\* 22

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

## REQUEST

### TYPE OF CHANGE BEING REQUESTED

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

- New Academic Program:**
- Certificates of Completion
  - Certificates of Proficiency
  - CTE - Certificate of Completion
  - CTE - Certificate of Proficiency
  - 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)
  - 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 Department of Geosciences at Utah State University (USU) is requesting approval for a 20-credit Institutional Certificate of Proficiency in Paleontology. This micro-credential will be available to undergraduate students across USU, including those at the Uintah Basin and Price campuses, leveraging our Statewide faculty and our museum partnerships. It will be especially accessible for geology, biology and anthropology majors. The certificate comprises already-existing courses, including a core of classes in Geosciences and allied elective courses in Biology, Anthropology and other departments. These courses are offered through a variety of in-person, connect, and online delivery modes. Inclusion of courses from other departments has been socialized, with department heads approving the inclusion of courses from their departments.

## SECTION II: PROGRAM PROPOSAL

**Proposed Action & Rationale\***

Brief Description of the Unit Requesting the Action:

The Geosciences Department within the College of Science at USU grants undergraduate degrees (BA, BS, and minor), plan-A and plan-B Master's Degrees, and a plan-A Doctoral Degree. Geosciences also teaches a relatively large service load of breadth (5 courses) and depth (4 courses) sciences courses to fulfill USU's general education requirements for all students, especially through online courses. We have tailored our undergraduate Geology major to include a General Geology option plus 3 emphases that students can choose depending upon their career path, including a workforce-oriented degree emphasis. Adding job-skill-oriented micro-credentials, such as the one proposed here, is a natural evolution in our programming.

Proposed Action:

We are requesting approval for a 20-credit Institutional Certificate of Proficiency in Paleontology.

Rationale:

Nearly all youth love paleontology, as do some of the students who come to college. Indeed, many of our geoscience students come into our degree programs because of an initial passion for paleontology. One rationale for this new certificate is to meet the interests and demands of these students. This includes students in allied disciplines/majors who want to learn paleontology without the requirement of the full, core-geology curriculum.

Another rationale is the increasing workforce demand for people with key college-level training in paleontology to work in environmental assessment and mitigation as driven by land-management regulations. Primary employers are government-agencies and the private-consulting sector, where trained paleontologists work alongside cultural-resource specialists to assess, protect, and recover material and scientific information in properties and right-of-ways under development.

A final rationale is to build direct connections and more-completely leverage our Statewide faculty in Vernal and Price who specialize in paleontology and sedimentology, as well as to solidify our formal alliance with the Prehistoric Museum, USU-Eastern, in Price, Utah.

**Labor Market Demand  
(if applicable)**

Students who complete this certificate will be broadly knowledgeable about paleontology and its foundational concepts from geology and biology, and will also receive focused training in the skill of identifying fossils. A strength of our proposed certificate are the hands-on research and internship opportunities available partly through the Prehistoric Museum, USU Eastern.

There are not readily available metrics for paleontology as a specific vocation. Yet, according to the Utah DWS Occupation Information Data Viewer (<https://jobs.utah.gov/jsp/utalmis/#/>), geoscientists with a BS generally start at median annual incomes of ~\$80k, and the field is expected to experience typical annual job growth of more than 2%. The largest target job demand for this certificate is in the environmental consulting and remediation industry. The specialist “environmental scientists” and “geologic technicians” data on that same State of Utah site indicate similar projected salaries and job growth.

A scholarly analysis exists describing the skills needed and procedures followed by industry practitioners of mitigation paleontology (*Murphey et al, 2019, Best practices in mitigation paleontology*: <https://www.paleosolutions.com/wp-content/uploads/2019/05/Murphey-et-al.-2019-Best-practices-in-mitigation-paleontology.pdf>). This publication describes the regulatory history as well as the need and growth of this beneficial skill set. Importantly, it identifies the skills needed to meet regulatory demands, including the recommended academic coursework for field paleontologists. Our Institutional Certificate in Paleontology fulfills all of the coursework recommendations from these industry practitioners.

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

The mission of USU embraces its establishment as a land and space-grant university that serves the people of Utah. We do this by being accessible to citizens across the state, and being responsive to the training needs in our economy.

Providing formal training in paleontology that incorporates campuses and affiliations statewide serves our broad Utah constituency. More broadly, the ability to gain skills in paleontology is in natural alignment with the resources, features, and landscapes that make Utah unique and that draws people here.

Potential negative impacts on resources and workload at our institution are absent, as the proposed certificate packages teaching and research that is already occurring at USU and our Prehistoric Museum.

Elective courses include fossil preparation, the natural history of dinosaurs, oceanography, applied techniques in the geosciences, museum studies, zooarchaeology, ecology, anatomy, evolution, natural resources interpretation and statistics, among others, and nearly all of these courses are accessible to students in Logan as well as Statewide.

The positive impact of this certificate will be felt by our students, who have long wished for a paleontology-specific credential. This existing demand is not provided by any other units within USHE that we are aware of. The University of Utah, Weber State University, SUU, and UVU offer one or more courses in paleontology, but an Institutional Certificate of Proficiency in Paleontology at USU would be a unique offering.

**Finances\***


The certificate is comprised of classes that are already offered at USU. It requires no new facilities or staff. No budgetary impact is anticipated.

**SECTION III: CURRICULUM (if applicable)****Program Curriculum Narrative**

To be proficient in paleontology, students need a core understanding of earth history, as well as sedimentation and stratigraphy. In addition, there are multiple added skills and knowledge sets that usefully build upon this core. The series of elective courses provides the possibility of studying a broad range of specific topics relevant to paleontology, while also providing a focus in fossil identification. A special feature of the certificate is the availability of hands-on research and internship experiences with our faculty and through the Prehistoric Museum.


The certificate requires the completion of 20 credits with a grade of C- or better. Courses taken pass/fail will not count.

The certificate is available to students on the Logan campus, as well as through USU's Statewide Campuses and Distance Education program.

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Management, in the Jon M. Huntsman School of Business proposes offering a Healthcare Management Minor.

**EXECUTIVE SUMMARY**

The Department of Management in the Jon M. Huntsman School of Business proposes offering a Healthcare Management Minor.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve offering a Healthcare Management Minor.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Management in the Jon M. Huntsman School of Business offering a Healthcare Management Minor, and

WHEREAS, The proposal will prepare students with career opportunities;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering a Healthcare Management Minor in the Jon M. Huntsman School of Business' Department of Management and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE:

# HSB - Management - Healthcare Management Minor

## 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)\*

HSB

DEPARTMENT (include all cross listed departments)\*

Management

Current Title (if applicable)\*

NA

Proposed Title\* Healthcare Management Minor

## CIP Code

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



CIP Code (6-digits) \* 51.0701

Minimum Number of Credits (if applicable)\* 12

Maximum Number of Credits (if applicable)\* 12

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

## REQUEST

# TYPE OF CHANGE BEING REQUESTED

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

### New Academic Program:

- Certificates of Completion
- Certificates of Proficiency
- CTE - Certificate of Completion
- CTE - Certificate of Proficiency
- 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)
- Reinstatement of Previously Suspended Administrative Unit
- Reinstatement of Previously Discontinued Administrative Unit

Utner: (explain change)

## ADDITIONAL APPROVALS (if applicable)

**Graduate Council Approval\***  Yes  
 No

**Teacher Licensure Program Approval (STEP)\***  Yes  
 No

## SECTION I: THE REQUEST

**R401 Purpose\*** Create a minor in Healthcare Management to prepare students for entry level jobs in the growing healthcare sector and admission to graduate programs in healthcare management.

## SECTION II: PROGRAM PROPOSAL

**Proposed Action & Rationale\*** The Huntsman School of Business (HSB) has, for several years, had a thriving Healthcare Management student organization resulting from student interest. Moreover, since 2014, at least 20 HSB students have gone on to leading graduate programs in healthcare management at institutions including the universities of Michigan, Minnesota, North Carolina, and Utah. The school also continues to place students in organizations in the healthcare field. Even absent academic programming, there is student interest in a field that has significant employment and professional growth potential.

The proposed minor will prepare students both within and outside the HSB with interest in this area, and provide students still exploring career opportunities with a path that currently only exists as an emphasis within the Management major that was created in AY 22-23. Collaboration with academic units outside the HSB now make it possible to offer a broader curriculum that can serve students from a variety of academic disciplines

**Labor Market Demand (if applicable)** Healthcare Management is a growing sector of the U.S. and Utah economies. According to the U.S. Bureau of Labor Statistics, between 2021 and 2031 there are anticipated to be

- over 56,000 openings for medical and health service managers annually
- an increase in employment of over 136,000, and
- projected employment growth of 28%, outpacing the 5% rate of overall job growth.

The Utah Department of Workforce Services rates the occupation outlook for Medical and Health Services Managers as five star, noting that the occupation 'is expected to experience faster than average employment growth with a high volume of annual job openings.'

**Consistency with Institutional Mission & Institutional** The proposed program of study is consistent with both the HSB and USU's commitment to preparing students to effectively serve the state, nation, and world, and to be leaders in their

**& Institutional Impact\***

preparing students to effectively serve the state, nation, and world, and to be leaders in their chosen career paths.

**Finances\***

All of the courses are currently offered, either as part of the healthcare management emphasis in the Management degree, or as part of other programs across campus. It has been confirmed with all department heads in whose departments proposed courses reside, that capacity exists to absorb additional students. No new facilities, equipment etc. are needed.

**SECTION III: CURRICULUM (if applicable)**

**Program Curriculum Narrative**

Minor in Healthcare Management

Required (6 credits)

MGT 4500 Principles of Healthcare Management (3 cr.)

MGT 4520 Healthcare Policy and Strategy (3 cr) - currently offered under MGT 4850: Special Topics in Management designation, proposal to create new course in process

Electives (6 credits)

ANTH 4130 Introduction to Medical Anthropology (3 cr.)

CMST 4700 Health Communication (3 cr.)

CMST 4750 Strategic Health Messaging (3 cr.)

HEP 3800 Health Care Systems (3 cr.)


HEP 4000 Health Services Administration (3 cr.)

PHIL 3500 Healthcare Ethics (3 cr.)

MGT 4510 Innovation and Improvement in Healthcare Management (3 cr.)


PSY 3110 Health Psychology (3 cr.)

SOC 3330 Medical Sociology (3 cr.)

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Marketing and Strategy, in the Jon M. Huntsman School of Business proposes changing the name of the Master of Business Administration-Supply Chain Management Specialization MBA to Master of Business Administration-Shingo Specialization MBA.

**EXECUTIVE SUMMARY**

The Department of Marketing and Strategy in the Jon M. Huntsman School of Business proposes changing the name of the Master of Business Administration-Supply Chain Management Specialization MBA to Master of Business Administration-Shingo Specialization MBA.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve changing the name of the Master of Business Administration-Supply Chain Management Specialization MBA to Master of Business Administration-Shingo Specialization MBA.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Marketing and Strategy in the Jon M. Huntsman School of Business proposes changing the name of the Master of Business Administration-Supply Chain Management Specialization MBA to Master of Business Administration-Shingo Specialization MBA, and

WHEREAS, The proposal is consistent with the mission and institutional impact of the Huntsman School of Business, the Shingo Institute and the MBA program;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve changing the name of the Master of Business Administration-Supply Chain Management Specialization MBA to Master of Business Administration-Shingo Specialization MBA in the Jon M. Huntsman School of Business' Department of Marketing and Strategy and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# HSB - Marketing and Strategy - Master of Business Administration - Shingo Specialization - MBA

## 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)\*

HSB

DEPARTMENT (include all cross listed departments)\*

Marketing and Strategy

Current Title (if applicable)\*

Master of Business Administration - Supply Chain Management Specialization - MBA

Proposed Title\*

Master of Business Administration - Shingo Specialization - MBA

## CIP Code

Enter the Correct CIP Code by Using the Following Link:

# Classification Instruction Programs

CIP Code (6-digits) \* 520299

Minimum Number of  
Credits (if  
applicable)\* 6

Maximum Number of  
Credits (if  
applicable)\* 9

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

## REQUEST

### TYPE OF CHANGE BEING REQUESTED

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

- New Academic Program:**
- Certificates of Completion
  - Certificates of Proficiency
  - CTE - Certificate of Completion
  - CTE - Certificate of Proficiency
  - 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)
  - 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\*** Change the name of the "Supply Chain Management" MBA specialization back to Shingo Specialization.

## SECTION II: PROGRAM PROPOSAL

**Proposed Action & Rationale\*** The Title of the "Shingo Specialization" was changed in the Fall of 2018 to "Supply Chain Management." The market did not respond as expected and prefers the title "Shingo Specialization" to communicate the operations skills learned. The teachout for using the previous Shingo title also became confusing simply because of the length of study in the EMBA program. We therefore, are seeking to return to the original title for the specialization.


**Labor Market Demand (if applicable)**

**Consistency with Institutional Mission & Institutional Impact\*** This change is consistent with the mission and institutional impact of the Hunstman School of business, the Shingo Institute and the MBA program. This change is desirable in both the student and labor market. It better communicates the content in the program of study.

**Finances\*** No financial impact for the name change.


## SECTION III: CURRICULUM (if applicable)

**Program Curriculum Narrative**

**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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Office of Diversity, Equity & Inclusion, in the President's Office proposes establishing a Native American Cultural Center.

**EXECUTIVE SUMMARY**

The Office of Diversity, Equity & Inclusion, in the President's Office proposes establishing a Native American Cultural Center.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve establishing a Native American Cultural Center.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Office of Diversity, Equity & Inclusion in the President's Office proposes establishing a Native American Cultural Center, and

WHEREAS, The proposal will create a community of belonging and elevating a culture of access, inclusion and success;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve establishing a Native American Cultural Center in the Presidents Office's Office of Diversity, Equity & Inclusion and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# PRES - Diversity, Equity & Inclusion - Native American Cultural Center

4.1.c R401 NEW ADMINISTRATIVE UNIT

## Proposal Information

### 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 or UNIVERSITY DIVISION: \*

DEPARTMENT or UNIT: \*

PROPOSED UNIT TITLE: \* Native American Cultural Center

## REQUEST

### TYPE OF UNIT BEING REQUESTED

## Click the change that best reflects your proposal.

- Unit Being Requested\***
- New Administrative Unit (new colleges and professional schools - use full template)
  - New Center
  - New Institute
  - New Bureau

DESCRIPTION   NARRATIVE
-------------------------

**Administrative Unit  
Description and  
Narrative\***

**Administrative Unit Description/Rationale**

Utah State University (USU) has prioritized creating a community of belonging, elevating a culture of access, inclusion and success. The establishment of a Native American Cultural Center is an important strategy in meeting our vision of empowering all people, enhancing retention of our Native American students, and creating a conduit for service, engagement in culturally responsive enriching activities, increased advocacy, and visibility for the Native American community on the USU campus, Cache Valley, and surrounding areas. In wanting to establish this center, USU is acknowledging that elevating the relations and partnership with our Native communities must go beyond the Land Acknowledgement Statement, which acknowledges the existing relationship between the land grant institution USU and Native American people. Going beyond mere recognition of the land and its histories, and instead, actively promoting tangible initiatives that support Indigenous peoples' sovereignty, self-determination and success of our students is necessary. In addition, the NACC will combine programs from the Inclusion Center- Indigenous Programs and Mentoring and Encouraging Student Academic Success (MESAS) for better coordination of programs that support Native American students.

A similar center exists at the University of Utah, the American Indian Resource Center (AIRC).

The need for the NACC is especially critical due to the USU Blanding campus, primarily composed of a Native student body, being a feeder campus to the Logan Main Campus. Many students transition to the Logan Main Campus to complete their degrees. Without appropriate support, many Native American students transfer to non-USHE institutions such as NAU, UNM, and ASU. The Native American Cultural Center will be devoted to enhancing access, recruitment, retention, and overall success of all students, with intentional programs for the Indigenous community or whose professional aspirations are to work with Indigenous communities. The result is an added benefit to USU systemwide, Indigenous community partners, especially those at USU and Cache Valley.

**Consistency with Institutional Mission/Institutional Impact**

The mission of Utah State University is to be one of the nation's premier land- and space- grant institution committed to excellence, access and inclusion. With a mission focusing on empowering all people to lead successful lives of involvement, innovation, and impact, the establishment of NACC is in alignment with institutional goals of inclusion that seek to promote a culture of inclusive excellence and success for all Aggies. USU prides in being student-centered and has purposed to "meet and support learners where they are educationally, personally, and geographically- with top-tier academics, strong support services, and an inclusive Aggie community that connects us worldwide" (Aggie Action 2028, Pillar 1.) The Native American Cultural Center strongly supports this mission. There is need to increase access and completion rates by enhancing resources and support for a historically underserved demographic (i.e., the Native American population). In comparison to the national average college-going rate of 67%, only 17% of Native students who completed high school nationwide pursue higher education. As of 2019, in the state of Utah, there is a glaring disparity between the number of Native students that graduate from high school and the number that matriculate to higher education and attain a postsecondary degree (<https://gardner.utah.edu/wp-content/uploads/DiversityDataBook-May2021.pdf?x71849>). Addressing this disparity would align with USHE's resolution to advance equitable systematic change within the Utah system of higher education.

One of the most significant contributors to this disparity is the lack of programming and opportunities specifically for Native American students in higher education. Historically, Native American communities have been under-served and under-resourced in higher education. Historical happenings of disenfranchisement still cause concerns for first-generation Native American students. Because of some of the historical situations, Native American parents often have concerns about their students attending non-tribal educational institutions because of the lack of culturally affirming programming. The Native American Cultural Center is a comprehensive initiative dedicated to promoting the social, academic, and cultural involvement of American Indian and Alaskan Native students, staff, and faculty. It accomplishes this through cultural affirmation, academic and professional development, and post-graduation preparation for undergraduate students. Moreover, the NACC will serve as a vital cultural conduit to tribal communities and Utah State University, affirming tribal sovereignty and self-determination for all tribal nations.

A program coordinator from the MESAS program will transfer to NACC to coordinate student support services and general center operations and events, and a coordinator of Indigenous programs from the Inclusion Center will transfer to the center to focus on academic and professional development as well community engagement and college access programs.

The Native American Cultural Center will require a Director, an Associate Director, two program coordinators, and administrative support staff. The center will also encourage internships for undergraduate students.

### **Finances**

The spaces that will house the Native American Cultural Center will require some moderate modifications to create office and meeting spaces. These spaces include the Taggart Student Center, room 314 where the center will house two professional staff, and two classrooms within the Family Life building where most of the programming and meetings will take place. The spaces in the Family Life will be used for graduate and undergraduate student mentors to convene; for student organizations to meet; for affiliated events and speakers; for the public to visit and learn more about the Indigenous community; for the showcasing of Indigenous art and educational exhibits that are open to the public; a space for students to do research and collaborate on academic endeavors. The spaces will also need a few computers and movable furniture to support collaborative learning, couches, basic kitchenette supplies, and IT connections.

The NACC will seek ongoing funding from USU central administration through the division of NACC Diversity, Equity & Inclusion, with some additional programming budget through the MESAS grant. Additional funding will be sought through grants and community partners. The NACC will also seek to partner with the various academic and administrative units on campus to provide opportunities for graduate students, and undergraduate interns.



# **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.**

5 January 2024

**ITEM FOR ACTION**

Utah State University's Department of Environment and Society, in the S.J. & Jessie E. Quinney College of Natural Resources proposes offering a Climate Change Solutions Certificate of Proficiency.

**EXECUTIVE SUMMARY**

The Department of Environment and Society, in the S.J. & Jessie E. Quinney College of Natural Resources proposes offering a Climate Change Solutions Certificate of Proficiency.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve offering a Climate Change Solutions Certificate of Proficiency.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Environment and Society in the S.J. & Jessie E. Quinney College of Natural Resources proposes offering a Climate Change Solutions Certificate of Proficiency, and

WHEREAS, The proposal will prepare students to contribute to climate change

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering a Climate Change Solutions Certificate of Proficiency in the S.J. & Jessie E. Quinney College of Natural Resources' Department of Environment and Society and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# QCNR - Environment and Society - Climate Change Solutions - Certificate of Proficiency

## 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)\*

QCNR

DEPARTMENT (include all cross listed departments)\*

Environment and Society

Current Title (if applicable)\* Not Applicable

Proposed Title\* Climate Change Solutions - Certificate of Proficiency

## CIP Code

Enter the Correct CIP Code by Using the Following Link:

# Classification Instruction Programs

CIP Code (6-digits) \* 03.0103

Minimum Number of  
Credits (if  
applicable)\* 16

Maximum Number of  
Credits (if  
applicable)\* 18

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

## REQUEST

### TYPE OF CHANGE BEING REQUESTED

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

- New Academic Program:**
- Certificates of Completion
  - Certificates of Proficiency
  - CTE - Certificate of Completion
  - CTE - Certificate of Proficiency
  - 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)
  - 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\*** This R401 is for the establishment of a new “Climate Change Solutions” Certificate of Proficiency to be offered by the Department of Environment and Society. The target audience for the proposed certificate is students enrolled at the Logan campus.

## SECTION II: PROGRAM PROPOSAL

**Proposed Action & Rationale\***

The Department of Environment and Society (ENVS), in the S.J. and Jessie E. Quinney College of Natural Resources, is an interdisciplinary department with a majority of its nineteen (19) faculty identifying as environmental social scientists or as geographers. Other faculty within the department identify as interdisciplinary scientists who bridge the social and biophysical sciences and one faculty identifies as an ecologist. Fourteen faculty are based on the Logan Campus and five are based on either the Moab or Blanding Campus. The Department currently offers three BS degrees (Environmental Studies, Recreation Resource Management, and Geography), one Certificate of Proficiency in Applied Geographic Information Science, two graduate-level certificates, and MS and PhD degrees in Environment and Society, Geography, Recreation Resource Management, and Ecology.

ENVS is proposing the creation of a new certificate of proficiency that will prepare USU undergraduate students from across the university to contribute to addressing climate change. The certificate curriculum focuses on developing knowledge and skills for climate change mitigation, adaptation and resilience. It is designed to be easily completed alongside a variety of majors. Students pursuing this certificate will learn about climate change impacts, climate and environmental justice, communicating about climate change, strategies for mitigating greenhouse gas emissions, and adaptation and resilience responses and planning. Students also will learn about climate policy and the role of governments, businesses, civil society, and individuals in addressing climate change at local to global scales.

Despite widespread recognition that “solving” climate change is unlikely in the foreseeable future, the proposed certificate title “Climate Change Solutions” uses the term “solutions” because it is the term used by the Intergovernmental Panel on Climate Change (IPCC) to refer to “effective, feasible and just means of reducing climate risk, increasing resilience and pursuing other climate-related societal goals” (IPCC AR6 WGII report, chapter 1, p. 158, [https://www.ipcc.ch/report/ar6/wg2/downloads/report/IPCC\\_AR6\\_WGII\\_Chapter01.pdf](https://www.ipcc.ch/report/ar6/wg2/downloads/report/IPCC_AR6_WGII_Chapter01.pdf)). This proposed new certificate is framed in this context and is designed to prepare students to engage in “wide-ranging actions that might be involved in a transition to resilience” (IPCC AR6 WGII report, chapter 1, p. 158, <https://www.ipcc.ch/assessment-report/ar6/>).

Coursework (described in greater detail in the Program Curriculum Narrative section below) will lead to the following learning outcomes for students, with completing students able to:

1. Describe current and anticipated impacts of climate change on human and human-environment systems.
2. Conceptualize the role of humans and human systems as drivers of biogeochemical changes in biophysical systems.
3. Formulate strategies for climate change mitigation and adaptation at a variety of scales (societal, community, individual business, etc.).
4. Apply systems thinking to solving the global challenges of climate change.
5. Apply analytics to a climate change adaptation and mitigation context.

In addition to coursework, students will have opportunities to participate in hands-on research and projects related to climate change mitigation and adaptation. This could involve fieldwork, data analysis, and modeling, as well as engagement with stakeholders and communities affected by climate change.

The proposed certificate was developed by the ENVS departmental faculty, led by a core working group. The proposed curriculum was shared with the department heads of all departments delivering any of the proposed included courses, to seek permission and solicit any concerns. Permission was gained to include all the listed courses. The proposal was also discussed with the College leadership team, including the Ecology Center Director. Related programs at USU are delivered by the Department of Plants, Soils, and Climate, whose head was one of those consulted, with a Climate Science BS, MS, and PhD, as well as a Climate Change and Energy minor and a BS in Soils and Sustainable Land Systems: Applied Climatology Option. These programs emphasize the natural science, whereas the proposed Certificate emphasizes the social and communications sciences; there is a strong complementarity in programming. USU also has a Climate Adaptation Science Specialization at the graduate level, delivered across multiple colleges and coordinated by the Ecology Center. The Department of Sociology and Anthropology has communicated with the ENVS Department that they are proposing a 9-credit undergraduate institutional certificate related to climate change.

The recent addition of several new ENVS courses enables the effective development and delivery of this proposed new certificate. Most importantly, the addition to the faculty of Dr. Brooke Osborne, a global climate change ecologist, allows the Department to develop a new integrative course on the Ecology of Global Climate Change, which will serve as one of the core courses for the Certificate. Other new skills-building courses in ENVS on Sustainability Metrics (ENVS 4200) and Building Community Environmental Resilience (ENVS 4030) and a new Sociology course on the Sociology of Climate Change (SOC 3300, currently pending approval) to be delivered regularly by the Department of Sociology and Anthropology further support the development of this Certificate.

The Certificate will be of benefit to USU and USHE through the enhanced service to USU students. The presence of a Climate Change Solutions Certificate of Proficiency may lead to recruitment of new students to USU; however, the primary expectation is that it will attract students already at USU who are interested in gaining a credential in addressing climate change as a skills-oriented addition to their major.



**Labor Market Demand  
(if applicable)**

Graduates of the certificate program will be well-equipped to pursue careers in various climate-change-related fields, including environmental policy, sustainability consulting, renewable energy development, and climate adaptation-related research and management, or they will be prepared to help lead climate change solutions from within a full range of other careers. They will be prepared to work in this context for the private for-profit sector, government agencies, NGOs, or international organizations. With this broad applicability of the certificate across many jobs and careers, it is difficult to map to specific occupation outlook data.

However, in 2021 the Environmental and Energy Study Institute (EESI) (founded in 1984 by a bipartisan group of members of Congress) published the “Adaptation Jobs Explainer: Understanding this Critical and Growing Workforce” (<https://www.eesi.org/articles/view/adaptation-jobs-explainer-understanding-this-critical-and-growing-workforce>) to examine growth of jobs in climate adaptation and resilience. EESI notes that “adaptation jobs range across many sectors and industries. There is demand for adaptation jobs across the United States, and adaptation employment is growing... There are no Bureau of Labor Statistics Standard Occupational Classification (SOC) codes designed for adaptation and resilience jobs.” Additionally, “...adaptation and resilience work is spread out across multiple industries and sectors, and the skills to make companies, governments, and organizations more resilient to climate impacts can be incorporated into many different types of jobs.” They note that responsibilities for climate action are being added to the responsibilities of many professions, and that “adaptation and resilience jobs can also fall anywhere along the adaptation categories of action: measure and learn, plan, fund and invest, develop and deploy technology, communicate and engage, build physical infrastructure, shift management practices and recurring behavior, and change policy and law.” They cite the Climate Change Business Journal, which “placed the value of the U.S. adaptation and resilience industry at \$2.4 billion in 2019.”

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

This proposed Climate Change Solutions - Certificate of Proficiency supports the USU mission learning, discovery, and engagement. No faculty or staff structures will be impacted.

A few other USHE schools have similar or related programs in place. The University of Utah offers an 18-credit Climate Change Certificate through the Geography Department, with a greater emphasis on the natural science (physical geography) of climate change and lesser emphasis on applied skills for climate change solutions. Weber State University has a Climate Science Track within their Geography BS that has subfield options, including in climate policy and planning, climate communications, technical skills, and the climate system. Searches for UVU, SUU, Snow College, SLCC, and Utah Tech did not turn up comparable programs.

**Finances\***


No new costs or savings are anticipated with this proposed action. Courses included in the certificate are expected to be able to accommodate the expected modest increase in course registrations.

**SECTION III: CURRICULUM (if applicable)**

**Program Curriculum  
Narrative**


The proposed curriculum consists of a core set of 12 credits, in which there is some student choice among courses that provide theory and application directly related to climate change adaptation and mitigation. Students select two additional courses, one from a set of “affiliated knowledge and communication” electives (3 credits) and one from a set of “analytical skills electives” (1-3 credits). The variability in the total credits reflects an option for students to complete an internship or undergraduate research for as few as 1 credit or as many as 3 credits. Approved internship or undergraduate research would be related to climate change mitigation, adaptation, or resilience.

One new ENVS course, with a tentative course title “Ecology of Global Climate Change,” is included in the curriculum. This course will be submitted for approval effective for Summer/Fall 2024. The existing course ENVS 2340, currently titled “Natural Resources and Society” may have a course title change to reflect the increased content focused on climate change.

**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.**

5 January 2024

### **ITEM FOR ACTION**

Utah State University's Department of Environment and Society, in the S.J. & Jessie E. Quinney College of Natural Resources proposes restructuring and changing the name of the Natural Resources and Environmental Education NREE Graduate Certificate to Natural Resources and Environment Communication and Engagement (NRECE) Post-Baccalaureate Certificate.

### **EXECUTIVE SUMMARY**

The Department of Environment and Society, in the S.J. & Jessie E. Quinney College of Natural Resources proposes restructuring and changing the name of the Natural Resources and Environmental Education NREE Graduate Certificate to Natural Resources and Environment Communication and Engagement (NRECE) Post-Baccalaureate Certificate.

### **RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve restructuring and changing the name of the Natural Resources and Environmental Education NREE Graduate Certificate to Natural Resources and Environment Communication and Engagement (NRECE) Post-Baccalaureate Certificate.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Environment and Society in the S.J. & Jessie E. Quinney College of Natural Resources proposes restructuring and changing the name of the Natural Resources and Environmental Education NREE Graduate Certificate to Natural Resources and Environment Communication and Engagement (NRECE) Post-Baccalaureate Certificate, and

WHEREAS, The proposal will help graduate students build skills and knowledge that will help incorporate environmental education principles;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve restructuring and changing the name of the Natural Resources and Environmental Education NREE Graduate Certificate to Natural Resources and Environment Communication and Engagement (NRECE) Post-Baccalaureate Certificate in the S.J. & Jessie E. Quinney College of Natural Resources' Department of Environment and Society and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# QCNR - Environment and Society - Natural Resources and Environmental Communication and Engagement (NRECE) - Post-Baccalaureate 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)\*

QCNR

DEPARTMENT (include all cross listed departments)\*

Environment and Society

Current Title (if applicable)\*

Natural Resources and Environmental Education NREE Graduate Certificate

Proposed Title\*

Natural Resources and Environmental Communication and Engagement (NRECE) - Post-Baccalaureate Certificate

# CIP Code

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

CIP Code (6-digits) \* 03.0103

Minimum Number of Credits (if applicable)\* 14

Maximum Number of Credits (if applicable)\* 16

Type of Degree: (BA, BS, etc.)\* Post-Baccalaureate Certificate

REQUEST

## TYPE OF CHANGE BEING REQUESTED

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

- New Academic Program:**
- Certificates of Completion
  - Certificates of Proficiency
  - CTE - Certificate of Completion
  - CTE - Certificate of Proficiency
  - 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)
  - Reinstatement of Previously Suspended Administrative Unit
  - Reinstatement of Previously Discontinued Administrative Unit

**Other: (explain change)** Update to the CIP Code

### 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 R401 is (1) to rename a graduate certificate currently offered by the Department of Environment and Society and (2) to update the requirements to meet current graduate student needs. The target audience for the certificate is graduate students enrolled in various graduate degree programs at USU, particularly in the College of Natural Resources. The revised certificate will provide an opportunity for, and certification of, knowledge- and skill-building in environmental communication and community engagement.

### SECTION II: PROGRAM PROPOSAL

**Proposed Action & Rationale\***

The Department of Environment and Society (ENVS), in the S.J. and Jessie E. Quinney College of Natural Resources, is an interdisciplinary department focused on research, outreach/extension, and teaching on human-environment interactions. In addition to various undergraduate programs, the Department currently offers two graduate-level certificates (including this one); MS degrees in Environment and Society, Geography, Recreation Resource Management, and Ecology; and PhD degrees in Environment and Society and in Ecology. Graduates of these graduate programs pursue careers in a wide range of environmental and natural resource fields, including careers that require excellence in environmental science communication and in building partnerships with diverse communities and stakeholders. The Department of Environment and Society espouses community engagement in research, outreach, and learning and is officially designated as a “community-engaged department” under the program managed by USU’s Community-Engaged Learning program (<https://www.usu.edu/cel/faculty/community-engaged-department>). Offering the Post-Baccalaureate Certificate discussed here leverages environmental communication and engagement expertise within the department and across USU and also helps meet current workforce needs.

The current Graduate Certificate in Natural Resources and Environmental Education (NREE) was initiated in Fall 2003 to provide an educational foundation for communicating environmental science and management information to a variety of audiences. It currently requires 15-17 credits for completion. The program was designed to help graduate students in Natural Resource MS and PhD programs build skills and knowledge that would help them incorporate environmental education principles into a limited set of fields such as K-12 education, public land visitor information services, or natural resources extension. Enrollments have remained small, and currently there are no students pursuing the certificate.

Students throughout the Quinney College of Natural Resources commonly seek careers outside academia or research. Many graduate students express interest in working for education- and collaboration-focused conservation Non-Governmental Organizations (NGOs), governmental entities that provide landowner or manager education, or as environmental writers or journalists. To reflect this changing environment, the ENVS faculty propose revising the current certificate to focus on a broader range of communication strategies. The changes also represent a transition from a more traditional, one-way approach to working with or educating communities (or a deficit model), to a more modern, two-way approach to collaborating and partnering with communities and more self-critically improving how environmental science communication occurs. The revised certificate will require 14-16 credits and will draw on a suite of courses with communication and engagement content both within and beyond the Department. To reflect these changes, the ENVS faculty also propose to rename the certificate as a Post-Baccalaureate Certificate in Natural Resources and Environmental Communication and Engagement (NRECE). The new certificate type reflects the current typology of certificates managed by USHE, which has changed since the Department first received USHE approval for the current certificate in 2003.

The new name and updated requirements were developed by the ENVS departmental faculty, led by a core working group. The proposed curriculum was shared with the department heads of all departments delivering any of the listed course options, to solicit any concerns with course inclusion as an option for requirements completion. Permission was gained to include all the listed courses. The plan to rename and update the requirements was also discussed with the College leadership team, including the Ecology Center Director. No similar graduate-level



certificate programs have been identified at USU. Various undergraduate bachelor's programs are offered that emphasize different kinds of communication knowledge and skills, such as the

BS degree in Agricultural Communication, the BA/BS in Technical Communication and Rhetoric, and the BA/BS in Journalism and Communication. At the graduate level, USU offers a Master of Technical Communication and a PhD in Technical Communication and Rhetoric. The certificate proposed here for renaming and revision serves a different group of graduate students, with outcomes oriented to natural resource and environmental science careers.

The renaming of the certificate and the updating of the course requirements will be of benefit to USU and USHE through the improved meeting of current USU student needs and workforce needs.

**Labor Market Demand  
(if applicable)**

Certificate recipients will have enhanced competitive advantage in the labor market, with skills that ENVS faculty members have confirmed are valued by natural resource and environmental employers. These skills are in increased demand in the current market. The importance of environmental communication as a professional practice led to the establishment in 2011 of the International Environmental Communication Association and in 2014 of the Environmental Communication Division of the International Communication Association, and expectations have only increased in the past decade.

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

The proposed changes to this certificate support the USU mission in learning, discovery, and engagement, especially in terms of training graduate students for effective engagement in a particular domain. No faculty or staff structures will be impacted. No similar or related certificate programs at the graduate or post-baccalaureate level were identified at other USHE schools. The University of Utah offers an MA/MS and a PhD in Communication with an emphasis in Communicating Science, Health, Environment, and Risk. The USU certificate program is targeted to USU graduate students in MS and PhD programs, as an add-on credential, and does not compete with the program at the University of Utah.


**Finances\***

No new costs or savings are anticipated with this proposed action. Courses newly included in the certificate are expected to be able to accommodate the expected modest increase in course registrations. Dr. Courtney Flint, a member of the ENVS faculty, will serve as the new faculty advisor for the program and will oversee completion of the capstone requirement.

**SECTION III: CURRICULUM (if applicable)**

**Program Curriculum  
Narrative**

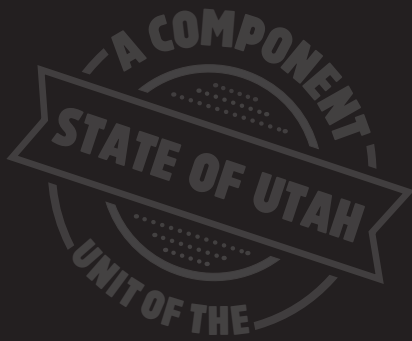
The revised certificate will require 14-16 credits of graduate coursework. These credits include 10-12 credits met through completion of four courses with communications and/or engagement content from an approved list of course options. The variable credit here reflects credit variability in the listed courses, with a minimum of 10 credits required in order to reach a level of emphasis judged as sufficient for expertise development in the content and skill focus area. Although not listed, other courses from across campus may be considered and possibly approved by the Faculty Advisor for the program. In addition, the list of approved course options will be updated periodically to reflect current and planned offerings. To supplement the content coursework, students attend a one-credit seminar course to introduce them to a range of environmental science topics. This seminar course can be in the student's department, if appropriately covering environmental science topics, or can be the Ecology Center seminar course. Finally, a three-credit capstone requirement is met either through a communication, engagement, or outreach component of the student's MS thesis or PhD dissertation or through an independent project, whichever works best for the student. Registration for the capstone will use ENVS 6910/7910, Directed Study. MS students can alternatively apply thesis credits for this requirement when the capstone is part of an MS thesis. Students will submit a brief proposal to the Faculty Advisor for approval prior to undertaking the effort to meet the capstone requirement.

**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.**



# 2023 ANNUAL FINANCIAL REPORT





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# LETTER FROM THE PRESIDENT



Utah State University is the land grant institution for Utah, which means we have a particular obligation to serve the State and its citizens. We are incredibly fortunate to have dedicated faculty who champion the land grant pillars of exceptional education, research and discovery, and community contribution. Specific to our education mission, our faculty provide excellence in teaching on all of our campuses and educational sites across Utah, as well as through our many online degree offerings. Our commitment to education and learning continues to yield accolades and advancements. As a national leader in research and graduate-level education, USU is one of just 146 institutions in the U.S. to attain the Carnegie R1 Classification for “very high research activity.”. Contributing to this research activity is a record-breaking 10-year contract for up to \$1 billion awarded by the U.S. Air Force Research Laboratory to the USU Space Dynamics Lab. USU’s new Janet Quinney Lawson Institute for Land, Water, and Air now connects the institution’s research programs with state, county, and municipal decision-makers to provide evidence-based data on trending topics. In March 2022, the Utah Legislature approved and funded a new College of Veterinary Medicine at USU, a four-year Ph.D. program that will be the first in the state.

We have worked hard to ensure we deliver excellence in educational and learning opportunities to students at an affordable price. Students taking anywhere from 12 to 18 credits only pay tuition and fees for 12 credits, essentially receiving up to six credits for free. USU also assists Pell Grant recipients with the Utah State Promise scholarship, which pays any remaining tuition and student body fee costs not covered by Pell Grants and other scholarships or awards. USU’s success in advancing social mobility for students has

played a significant role in being named the No. 8 public university and No. 22 among all institutions in the Washington Monthly 2022 National University Rankings.

The financial statements that follow are prepared according to generally accepted accounting principles established by the Governmental Accounting Standards Board. These principles are recommended by the American Institute of Certified Public Accountants and the National Association of College and University Business Officers.

The Office of the State Auditor has audited the financial statements for the year ending June 30, 2023. Their definitive opinion is included with this report. The annual financial report is intended to establish the University’s financial position as of the end of June. It is also intended to reflect the flow of financial resources to the University during the fiscal year 2022-23, while disclosing how these resources are applied in accomplishing our mission. We are pleased to share this report with you.

Elizabeth R. Cantwell  
President  
Utah State University



## Independent Auditor's Report

To the Board of Trustees, Audit Committee  
and  
Elizabeth R. Cantwell, President  
Utah State University

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the accompanying financial statements of Utah State University (the University), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the University's basic financial statements as listed in the table of contents.

In our opinion, based on our audit and the report of other auditors, the accompanying financial statements present fairly, in all material respects, the financial position of the University as of June 30, 2023, and the changes in its financial position and, where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the Utah State University Space Dynamics Laboratory (SDL), a blended component unit, which represent 11 percent, 5 percent, and 24 percent, respectively, of the total assets, net position, and revenues of the University as of June 30, 2023. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the SDL, is based solely on the report of the other auditors.

#### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the University and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the University's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the University's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Schedule of Proportionate Share of the Net Pension Liability, and the Schedule of Pension Contributions be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We and other auditors have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### Other Information

Management is responsible for the other information included in the annual report. The other information comprises the Letter from the President and the listing of Executive Officers and Board of Trustees but does not include the basic financial statements and our auditor's report thereon. Our opinion on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 30, 2023, on our consideration of the University's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts,

and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the University's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the University's internal control over financial reporting and compliance.

*Office of the State Auditor*

Office of the State Auditor

Salt Lake City, Utah

October 30, 2023





# MANAGEMENT'S DISCUSSION & ANALYSIS

THIS SECTION PROVIDES AN OVERVIEW OF THE UNIVERSITY'S FINANCIAL ACTIVITIES IN THE CURRENT YEAR COMPARED TO THE PRIOR YEAR. TOTAL ASSETS AND LIABILITIES ARE PRESENTED AS WELL AS THE CHANGE IN NET POSITION FROM THE PRIOR YEAR. REVENUES, EXPENSES, APPROPRIATIONS FROM THE STATE, CONTRIBUTIONS, ETC., ARE ANALYZED AND DISCUSSED. THE CASH ACTIVITY IS ALSO SUMMARIZED TO SHOW THE CHANGE IN CASH FROM THE PRIOR YEAR TO THE CURRENT YEAR.



The following unaudited Management's Discussion and Analysis (MD&A) includes an analysis of the financial condition and results of activities of Utah State University (University) for the fiscal year (FY) ended June 30, 2023. The analysis includes the University's condensed and comparative Statement of Net Position; Statement of Revenues, Expenses, and Changes in Net Position; and Statement of Cash Flows along with related graphs and comparative data. Also included is management's perspective of the University's economic outlook.

Utah State University is a component unit of the State of Utah. The financial statements include the accounts of Utah State University Agricultural Experiment Station, Utah State University Cooperative Extension Service, Utah State University Water Research Laboratory, Utah State University Brigham City Campus, Utah State University Tooele Campus, Utah State University Uintah Basin Campus, Utah State University Eastern (USU Eastern), and Utah State University Blanding, which are entities separately funded by state appropriations.

The Utah State University Space Dynamics Laboratory (SDL), the Utah State University Foundation (Foundation) and the Hansen Scholars Support Foundation (HSSF) are blended component units of the University and have been consolidated in these financial statements. SDL is governed by a Board of Directors appointed by the president of Utah State University, under the direction of the University's Board of Trustees. SDL is a dependent foundation of Utah State University and is reported as a part of the University because its primary purpose is to support the mission of Utah State University in regards to research. The Utah State University Foundation is also governed by a Board of Trustees appointed by the president of the University. The Utah State University Foundation is a dependent foundation of Utah State University and serves as a fund-raising arm of the University. The Hansen Scholars Support Foundation is a dependent foundation and is governed by a Board of Trustees, with the majority being selected by the University. The purpose of this foundation is to manage, invest, and distribute foundation assets to the University to be used for scholarships.

The Utah State University Space Dynamics Laboratory annually publishes audited financial statements. A copy of the audited financial statements can be obtained from Utah State University Space Dynamics Laboratory, 416 E. Innovation Avenue, North Logan, Utah 84341.

## OVERVIEW OF FINANCIAL STATEMENTS & FINANCIAL ANALYSIS

The Management's Discussion and Analysis is designed to provide an easily readable analysis of the University's financial activities based on facts, decisions, and conditions known at the date of the auditor's report. The University's financial statements for fiscal year 2023 are presented beginning on page 23. The financial statements, note disclosures, and this discussion are the responsibility of management. This annual report consists of a series of financial statements, prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 35, *Basic Financial Statements and Management's Discussion and Analysis – for Public Colleges and Universities*. These financial statements focus on the operations, cash flows, and the main condition of the University as a whole. There are three financial statements presented: Statement of Net Position; Statement of Revenues, Expenses, and Changes in Net Position; and Statement of Cash Flows.

## STATEMENT OF NET POSITION

The Statement of Net Position outlines the University's financial condition at fiscal year end. This statement reflects the various assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position of the University as of the fiscal year ended June 30, 2023.

From the data presented, readers of the Statement of Net Position have the information to determine the assets available to continue the operations of the University.

## CONDENSED STATEMENT OF NET POSITION

As of June 30

	2023	AS ADJUSTED 2022	CHANGE	% CHANGE
<b>ASSETS</b>				
Current assets	\$397,554,046	\$334,890,631	\$62,663,415	18.71%
Noncurrent assets				
Net capital assets	1,137,676,321	1,114,703,210	22,973,111	2.06%
Other noncurrent assets	926,660,365	860,782,440	65,877,925	7.65%
Total assets	2,461,890,732	2,310,376,281	151,514,451	6.56%
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Unamortized losses on bonds	6,546,238	6,973,109	(426,871)	(6.12%)
Resources related to pensions	14,313,180	7,438,614	6,874,566	92.42%
Total deferred outflows of resources	20,859,418	14,411,723	6,447,695	44.74%
<b>LIABILITIES</b>				
Current liabilities	177,500,278	169,998,252	7,502,026	4.41%
Noncurrent liabilities	455,610,114	382,756,174	72,853,940	19.03%
Total liabilities	633,110,392	552,754,426	80,355,966	14.54%
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Gift revenue	—	246,850	(246,850)	(100.00%)
Leases	15,446,928	15,167,910	279,018	1.84%
Resources related to pensions	471,144	58,656,028	(58,184,884)	(99.20%)
Split-interest agreements	4,370,358	5,361,001	(990,643)	(18.48%)
Total deferred inflows of resources	20,288,430	79,431,789	(59,143,359)	(74.46%)
<b>NET POSITION</b>				
Net investment in capital assets	794,140,336	787,582,178	6,558,158	0.83%
Restricted – nonexpendable	203,484,736	177,493,362	25,991,374	14.64%
Restricted – expendable	401,773,201	354,905,095	46,868,106	13.21%
Unrestricted	429,953,055	372,621,154	57,331,901	15.39%
Total net position	\$1,829,351,328	\$1,692,601,789	\$136,749,539	8.08%

They can also determine how much the University owes vendors, investors, and lending institutions. Finally, the Statement of Net Position outlines the net position (assets plus deferred outflows of resources minus liabilities minus deferred inflows of resources) available to the University and defines that availability.

Net position is divided into three major categories. The first category, Net Investment in Capital Assets, reflects the University's equity in property, plant, and equipment owned by the University. The second category, Restricted, is further divided into two subcategories:

Nonexpendable and Expendable. The corpus of restricted nonexpendable resources as it pertains to endowments is only available for investment purposes. Donors have primarily restricted income derived from these investments to fund scholarships and fellowships. The corpus of restricted nonexpendable resources as it pertains to loan funds is only available for the purpose of issuing loans to students under the terms of the various donor and federal government agreements. Restricted expendable resources are available for expenditure by the University but must be expended for purposes as determined by donors and/or external entities that have

placed time or purpose restrictions on the use of the assets. The last category, Unrestricted, discloses the resources available to the University to be used for any lawful purpose of the University.

In fiscal year 2023, the University's total net position increased \$136.7 million (8.1%) to \$1.83 billion. The increase reflects those revenues that were received during 2023 that were not used for operations or payment of interest on capital asset related debt.

Total assets increased \$151.5 million (6.6%) while total liabilities increased \$80.4 million (14.5%). Current assets increased by \$62.7 million (18.7%). Cash and cash equivalents decreased \$7.7 million largely due to the purchase of investments. Short-term investments increased \$51.3 million largely due to an increase in total commercial paper and notes. Accounts receivable increased \$14.2 million largely due to an increase in contracts and grants receivable of \$14.5 million, a decrease in other receivables of \$0.2 million, and a decrease of pledges receivable of \$0.1 million. Notes receivable decreased \$0.2 million.

Noncurrent assets increased \$88.8 million due to a net increase of \$23 million in capital assets, a \$57.4 million increase in restricted cash and cash equivalents, an increase of \$58.5 million in investments, a \$0.9 million decrease of restricted short-term investments, a \$3.7 million decrease in pledges receivable, a decrease of \$0.3 million in accounts and notes receivable, a \$45 million decrease in the net pension asset, and a \$0.2 million decrease in split-interest agreements.

The \$23 million net increase in capital assets is comprised of construction projects completed or in progress, purchases of equipment, and offset by depreciation and amortization expense of all depreciable capital and leased assets.

Large construction projects completed or in progress included the Canyon Crest Suites Residence Hall, the Electric Vehicle and Roadway building addition, the SDL building 1480, and the Maverik Stadium improvements.

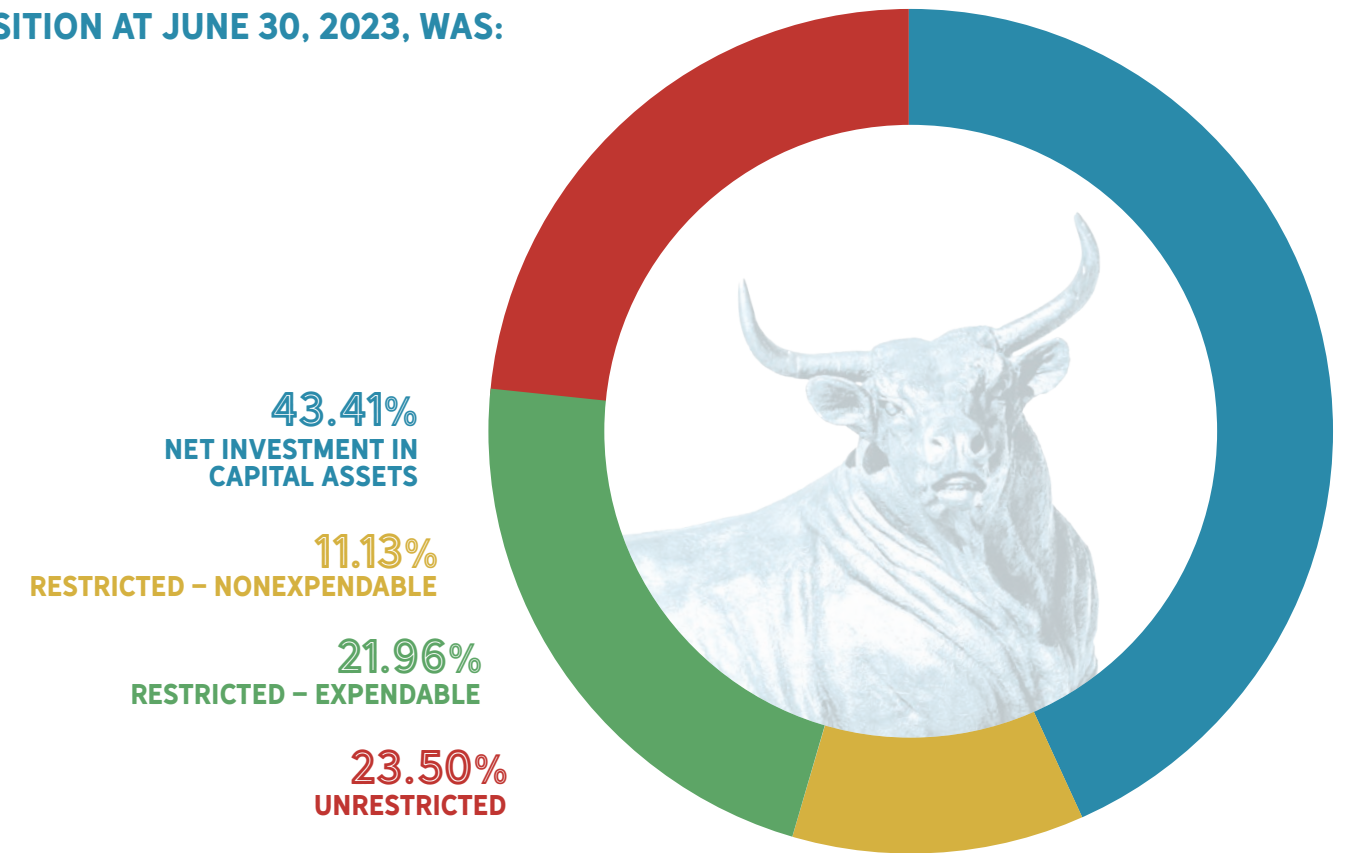
The University capitalized \$2.6 million, \$1.2 million, \$4.1 million, and \$4.5 million, respectively, for these projects during fiscal year 2023. Prior year bond construction proceeds were spent throughout the year for the first three projects. The increase in restricted cash and cash equivalents is mainly due to the increase of bond construction proceeds from the issuance of the Student Building Fee Revenue Bonds, Series 2022, and the Auxiliary System Revenue Bonds, Series 2023.

The increase in investments was due to an increase of \$11.3 million in alternatives, a \$5 million decrease in U.S. Government agency obligations, a \$29.9 million increase in commercial paper and stock, a \$25.1 million increase in mutual funds, and a \$2.8 million decrease in municipal bonds. The decrease in pledges receivable is primarily due to decreased pledges. The decrease in accounts and notes receivable is largely due to a decrease in the Federal Perkins Loan Program. The increase in the net pension asset was determined by actuarial procedures as reported by the Utah Retirement Systems.

Total liabilities increased \$80.4 million as current liabilities increased \$7.5 million (4.4%), while noncurrent liabilities increased \$72.9 million (19%). The majority of the increase in current liabilities is due to a decrease of \$2.4 million payable to the State of Utah for construction projects, an increase of \$2.7 million of salaries, wages, and benefits payable, an increase of \$2.5 million payable to suppliers, an increase of \$1.1 million of bonds and notes payable, and an increase of \$2.1 million of unearned revenue and deposits. The \$2.1 million increase was mainly due to increased advanced billings and deposits of contracts and grants.

The majority of the increase in the noncurrent liabilities is due to a decrease of \$3.7 million for compensated absences and early retirement payable, an increase of \$63 million in bonds and notes payable with the issuance of the Series 2023 and Series 2024 bonds, and an increase of \$13.2 million of other liabilities. The majority of the \$13.2 million is due to \$10.4 million of lease liabilities, and \$2.5 million of subscription liabilities.

**THE COMPOSITION OF THE UNIVERSITY'S NET POSITION AT JUNE 30, 2023, WAS:**



**STATEMENT OF REVENUES, EXPENSES, & CHANGES IN NET POSITION**

Changes in total net position as presented in the Statement of Net Position are based on the activity presented in the Statement of Revenues, Expenses, and Changes in Net Position. The purpose of this statement is to present the revenues received by the University, both operating and nonoperating, and the expenses of the University, operating and nonoperating, and any other revenues, expenses, gains, and losses received or expended by the University.

Operating revenues are received for providing goods and services to the various customers and constituencies of the University. Operating expenses are those expenses paid to acquire or produce the goods and services provided in return for the operating revenues, and to carry out the mission of the University.

Nonoperating revenues are revenues received for which goods and services are not provided; for example, state appropriations are nonoperating revenues because they are provided by the Legislature to the University without the Legislature directly receiving commensurate goods and services in return for those revenues. Without the nonoperating revenues, in particular the state appropriations, private gifts, and financial aid grants, the University would not be able to cover its costs of operations. These sources are critical to the University's financial stability and directly impact the quality of its programs. In fiscal year 2023 funding from these sources was adequate to cover all of the University's costs of operations.



## CONDENSED STATEMENT OF REVENUES, EXPENSES, & CHANGES IN NET POSITION

For the Years Ended June 30

	2023	AS ADJUSTED 2022	CHANGE	% CHANGE
<b>OPERATING REVENUES</b>				
Tuition and fees – net	\$168,405,719	\$155,069,600	\$13,336,119	8.60%
Contracts, grants, and federal appropriations	407,974,556	352,320,377	55,654,179	15.80%
Auxiliary enterprises – net	59,781,090	53,535,861	6,245,229	11.67%
Other operating revenues	63,112,483	49,378,702	13,733,781	27.81%
Total operating revenues	699,273,848	610,304,540	88,969,308	14.58%
<b>OPERATING EXPENSES</b>				
Salaries and wages	456,725,425	416,133,168	40,592,257	9.75%
Employee benefits	167,054,266	187,376,599	(20,322,333)	(10.85%)
Other operating expenses	279,810,168	225,482,720	54,327,448	24.09%
Scholarships and fellowships	35,240,582	55,214,286	(19,973,704)	(36.17%)
Depreciation and amortization	67,329,563	64,248,291	3,081,272	4.80%
Total operating expenses	1,006,160,004	948,455,064	57,704,940	6.08%
Operating loss	(306,886,156)	(338,150,524)	31,264,368	9.25%
<b>NONOPERATING REVENUES</b>				
State appropriations	315,682,436	264,721,181	50,961,255	19.25%
Financial aid grants	35,162,266	33,567,648	1,594,618	4.75%
Private gifts	31,111,922	42,842,791	(11,730,869)	(27.38%)
Other nonoperating revenues	27,873,427	(5,988,357)	33,861,784	565.46%
Net nonoperating revenues	409,830,051	335,143,263	74,686,788	22.29%
Income before other revenues	102,943,895	(3,007,261)	105,951,156	3,523.18%
<b>OTHER REVENUES</b>				
Capital appropriations	14,406,771	14,694,513	(287,742)	(1.96%)
Capital grants and gifts	8,994,600	34,393,958	(25,399,358)	(73.85%)
Additions to permanent endowments	10,404,274	10,783,575	(379,301)	(3.52%)
Total other revenues	33,805,645	59,872,046	(26,066,401)	(43.54%)
Increase in net position	136,749,540	56,864,785	79,884,755	140.48%
Net position – beginning of year	1,689,084,000	1,636,252,562	52,831,438	3.23%
Adjustment to beginning net position (Note O)	3,517,788	(515,558)	4,033,346	782.33%
Net position – beginning of year as adjusted	1,692,601,788	1,635,737,004	56,864,784	3.48%
Net position – end of year	\$1,829,351,328	\$1,692,601,789	\$136,749,539	8.08%

The Statement of Revenues, Expenses, and Changes in Net Position shows the activity that resulted in a \$136.7 million increase in net position for the fiscal year ended June 30, 2023.

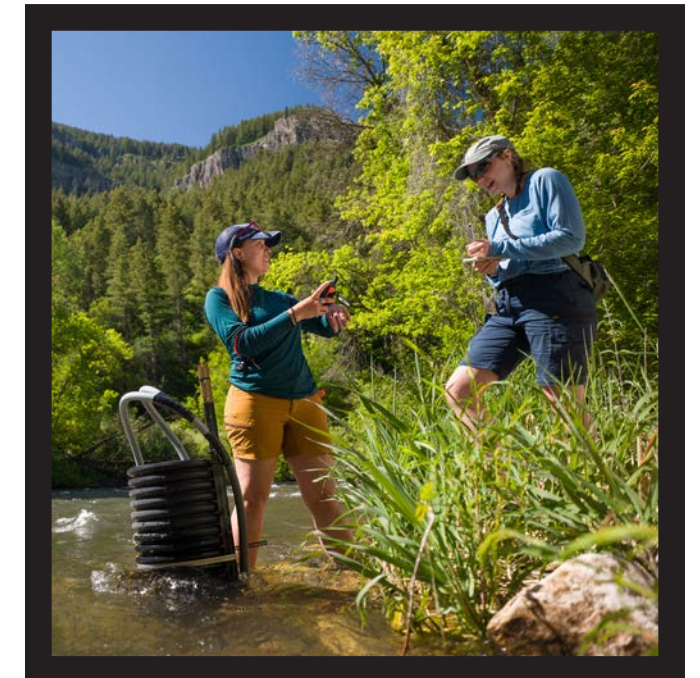
The University experienced a net operating loss in fiscal year 2023 of \$306.9 million. This operating loss highlights the University's dependency on nonoperating revenues such as state appropriations and private gifts to meet its costs of operations.

Total fiscal year 2023 operating revenues increased by \$89 million (14.6%) from 2022. The net tuition and fee revenues increased \$13.4 million (8.6%) largely due to increased tuition and fee rates. Contracts, grants, and federal appropriations increased 15.8 percent, providing \$55.7 million of an increase in operating revenues, reflecting the University's expanding research efforts, particularly at the Utah State University Space Dynamics Laboratory. Other operating revenues, comprising sales and services of educational departments, service and auxiliary enterprises, and others, increased \$20 million mainly due to the increased on-campus student and staff population and increased on-campus activities.

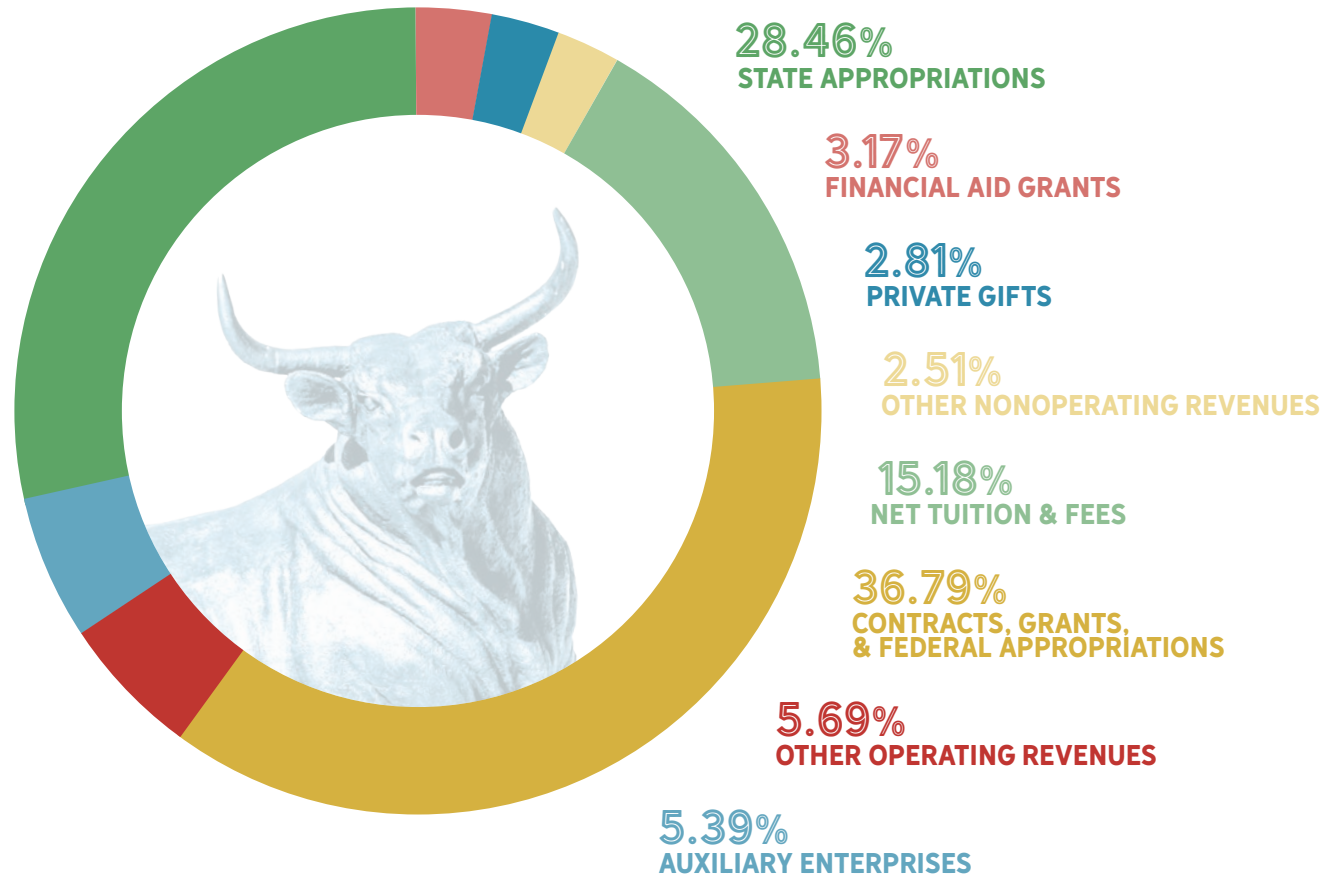
Net nonoperating revenues increased \$74.7 million (22.3%). State appropriations increased \$51 million due to increases in the State of Utah budget, largely due to an \$18.1 million increased appropriation to the College of Veterinary Medicine, a \$19 million increase for salaries, wages, benefits, and performance funding, and a \$6.2 million increase for supplemental mid-year funding. Financial aid grants increased \$1.6 million. Private gifts totaled \$31.1 million, a \$11.7 million decrease. Investment income increased \$75 million due to significant increases in investments and higher interest rates. Interest on capital asset related debt slightly decreased \$0.3 million. Other nonoperating revenue decreased \$4.4 million mainly due to uncollectible gift expenses. The University received \$4.4 million of Federal CARES Act funds, a decrease of \$39.1 million.

Capital appropriations, and capital grants and gifts are helping to fund various capital projects that are discussed in the Capital Asset and Debt Administration section on page 19. Capital appropriations, managed through the Division of Facilities Construction and Management, were \$14.4 million for various buildings and infrastructure upgrades and improvements. Capital grants and gifts totaled \$9 million. Additions to permanent endowments totaled \$10.4 million.

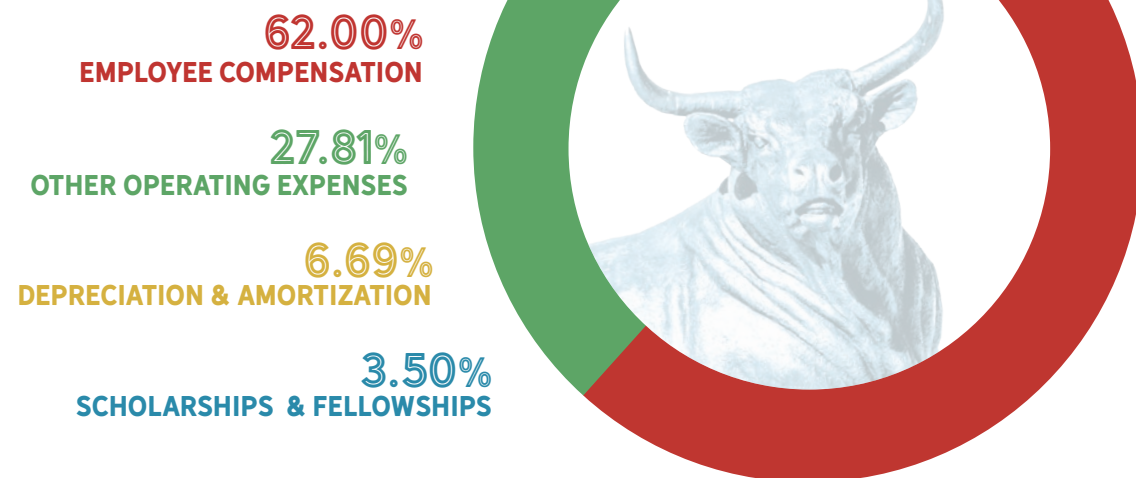
Total operating expenses increased \$57.7 million (6.1%) in fiscal year 2023. Salaries, wages, and benefits increased \$20.3 million (3.4%). The increase of 241 benefited employees (to a total of 5,047 benefited employees), salary increases, and an increase in the cost of medical insurance totaled \$49.1 million, and the actuarial calculated pension expense decreased \$28.8 million. Other operating expenses increased \$54.3 million (24.1%) mostly due to the increased usage of facilities and an increased number of activities and events. Scholarships and fellowships decreased \$20 million. Depreciation and amortization expense increased \$3.1 million.



**THE UNIVERSITY'S SOURCES OF REVENUE AVAILABLE TO MEET CURRENT OPERATING COSTS AT JUNE 30, 2023, WERE:**



**THE UNIVERSITY'S OPERATING EXPENSES BY CLASSIFICATION AT JUNE 30, 2023, WERE:**



**STATEMENT OF CASH FLOWS**

The final statement presented by Utah State University is the Statement of Cash Flows. The Statement of Cash Flows presents detailed information about the cash activity of the University during the fiscal year. The statement is divided into five sections. The first section deals with operating cash flows and shows the net cash used by operating activities. The second section includes cash flows from noncapital financing activities. This section includes the cash received and spent for nonoperating, noninvesting, and noncapital financing purposes. The third section includes cash flows from capital and related financing activities.

This section includes the cash used for the acquisition and construction of capital and related items. The fourth section includes the cash flows from investing activities and shows the purchases, proceeds, and interest received from investing activities. A condensed version of these first four sections is provided on the following page. The fifth section of the Statement of Cash Flows is not included in the Condensed Statement of Cash Flows, which reconciles the net cash used for operations to the operating loss reflected on the Statement of Revenues, Expenses, and Changes in Net Position. This reconciliation is available for review in the Statement of Cash Flows on page 29.

**CONDENSED STATEMENT OF CASH FLOWS**

For the Years Ended June 30

	2023	2022	CHANGE	% CHANGE
<b>CASH PROVIDED (USED) BY:</b>				
(1) Operating activities	(\$280,292,669)	(\$267,352,547)	(\$12,940,122)	(4.84%)
(2) Noncapital financing activities	406,236,993	410,336,396	(4,099,403)	(1.00%)
(3) Capital and related financing activities	1,896,144	(74,972,736)	76,868,880	102.53%
(4) Investing activities	(78,177,576)	(96,358,491)	18,180,915	18.87%
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>49,662,892</b>	<b>(28,347,378)</b>	<b>78,010,270</b>	<b>275.19%</b>
<b>CASH AND CASH EQUIVALENTS – BEGINNING OF YEAR</b>	<b>180,096,293</b>	<b>208,443,671</b>	<b>(28,347,378)</b>	<b>(13.60%)</b>
<b>CASH AND CASH EQUIVALENTS – END OF YEAR</b>	<b>\$229,759,185</b>	<b>\$180,096,293</b>	<b>\$49,662,892</b>	<b>27.58%</b>

The University's cash and cash equivalents had a net increase of \$49,662,892 to a total of \$229,759,185. Current cash and cash equivalents decreased by \$7.7 million due to the purchase of investments, and noncurrent cash and cash equivalents increased by \$57.4 million largely due to the net increase of the balances of bond construction proceeds. Overall, cash increased \$22.4 million, money market investments decreased \$28.2 million, and Utah Public Treasurers' Investment Fund investments increased \$55.5 million.

**CAPITAL ASSET & DEBT ADMINISTRATION**

Construction of the Canyon Crest Suites Residence Hall was completed in August of 2022. It is a six-story student housing building containing four and six bed suites, that provide up to 402 beds. The \$42.4 million project was funded with a portion of the proceeds of the University's \$54,995,000 Student Fee and Housing System Revenue Bonds, Series 2019, that were issued in August of 2019.



Construction of the \$2.7 million Robert A. Adams Equine-Human Science Arena was completed in March of 2023. It was built primarily with donations, and gifts from individuals and several local companies that provided many of the building materials at cost. The arena provides the College of Agriculture and Applied Sciences' growing equine science and management and equine-human science programs a new home at the USU Animal Science Farm. The arena provides much needed space to give students hands-on experiences that prepare them to become equine-assisted therapy specialists.

The Space Dynamics Laboratory continues to receive significant contract funding which is driving the need for additional space. The construction of the Space Dynamics Laboratory building 1480, located at the Innovation Campus was completed in November of 2022. The building expands capabilities for assembly, integration, and testing of instruments and satellites. The \$33.5 million project was funded with a portion of the proceeds of the University's \$61,865,000 Research Revenue and Refunding Bonds, Series 2019B, that were issued in December of 2019.

Construction of the Mehdi Heravi Global Teaching and Learning Center has begun. The two-story, 40,646 square foot, \$23.8 million building will house the College of Humanities and Social Sciences (CHaSS) programs in the Department of World Languages and Cultures, including the Intensive English Language Institute (IELI) and the Master of Second Language Teaching program (MSLT). It is anticipated to be completed in 2024.

Construction of a \$14 million, 29,947 square foot, one/two story, building addition to the Electric Vehicle and Roadway building on the University's Innovation Campus continues. The Electric Vehicle and Roadway Research Facility and Test Track (EVR) is a state-of-the-art facility at the forefront of wirelessly charged electric vehicle and roadway technologies. The project is funded in part with the proceeds of the University's \$8,605,000 Research Revenue Bonds, Series 2021, that were issued in November of 2021.

Construction of improvements at the southeast corner of Maverik Stadium were completed in August of 2023. The project was funded with the proceeds of the University's \$7,233,000 Student Building Fee Revenue Bonds, Series 2022, that were issued in July of 2022.

Construction of the Kem and Carolyn Gardner Learning and Leadership building will begin soon. The construction site is currently being cleared and prepared. The 41,728 square foot, \$29 million building, funded largely through private philanthropic support, will be located adjacent to the George S. Eccles Business Building. It will house much of the expanding experiential learning programs of the Jon M. Huntsman School of Business, and will create room for new hands-on learning initiatives.

A groundbreaking ceremony for the Wanlass Center for Art Education and Research was held in June of 2023. The 9,900 square foot, \$7 million building will be located adjacent to the Nora Eccles Harrison Museum of Art. It will include a multi-purpose studio classroom for art-making for K-12, USU courses and community classes; display niches where art from the collection can be displayed for inspiration and discussion; a study center with an open classroom; a research library; and visible collection storage that allows the museum to easily pull and display a wide range of artworks for classes or groups to access, interact with, discuss, and research. Visitors will experience visible compaction art storage to gain a sense of what museums do behind the scenes.

In June of 2023 the University's \$67,820,000 Auxiliary System Revenue Bonds, Series 2023, were issued for the purpose of financing the construction of a South Campus Student Residence Hall, and a South Campus Parking Terrace. The University also deposited an additional \$5 million of cash reserves into each of the two construction funds. The two facilities will be located adjacent to the new Kem and Carolyn Gardner Learning and Leadership Building. The construction sites are currently being cleared and prepared.

Plans for the South Campus Student Residence Hall include a six story, approximately 112,000 square foot

building, with 306 beds in modern apartment style units to meet current housing demands. Construction is scheduled to begin in fall of 2023, with completion scheduled for August of 2025. The total construction cost is projected to not exceed \$49.3 million.

Plans for the South Campus Parking Terrace include a 114,010 square foot facility with four parking levels above ground and one parking level below ground with 343 vehicle spaces. Construction is scheduled to begin in April of 2024, with completion scheduled for August of 2025. The total construction cost is projected to not exceed \$22.9 million.

The new School of Veterinary Medicine building is in the planning stages. Construction of the 108,845 square foot, \$75.5 million building is scheduled to begin in spring of 2024.

The Monument Valley Academic building in Blanding, Utah is in the planning stages. Construction of the 12,671 square foot, \$14 million building is scheduled to begin in spring of 2024.

## ECONOMIC OUTLOOK

Utah emerged from the coronavirus pandemic better than most states. A Wall Street Journal article from 2022, titled "States of COVID Performance", ranked Utah first for its economic, education, and mortality ranking and touted its resilience. The state's business-friendly responses allowed Utah to push beyond the emergency response phase of the pandemic and focus on strengthening and supporting the diversification of core businesses and industries in the state.

Utah entered 2023 facing significant economic uncertainty as decision-makers continue to grapple with ever-changing pockets of economic strength and weakness. The post-pandemic economy altered many traditional economic relationships. Although these economic transformations make it unclear if or when old patterns will return, or if new arrangements will chart a

different economic course, low unemployment coupled with improving supply chains and strong overall household, and state and local government financial reserves combined to provide a hedge against economic challenges. A strong Utah economy is important to Utah State University as it generally translates into continued and additional support for the institution.

When it comes to youth engagement in education, training, or the workforce, Utah performs among the top 10 states nationally and has experienced positive trends over time. USU enjoys stable enrollments with a Fall 2023 headcount of just over 28,000 students across multiple locations within the university's statewide system of campuses and education centers. A strong and growing number of sponsored research contracts and grants allows USU to further its critically important mission as one of the two research institutions in the state and retain its esteemed designation as a R1 research institution.

The University will continue to focus on increasing student participation, supporting students to graduate in a timely manner, producing graduates in high-wage, high-demand fields, and providing quality experiences in academic, research, and public service that benefit the individual, the economic development of the state, and the quality of life for the citizens of the state and the nation.

USU has a diverse source of revenues, including those from the state of Utah, student tuition and fees, sponsored research programs, private support, and self-supporting enterprises. This diversity of revenues continues to provide financial stability and significant protection against potentially difficult future economic times.

Management believes that USU's financial position will continue to enable the University to move forward and accomplish its mission of being one of the nation's premier land-grant and space-grant institutions committed to excellence, access, and inclusion.



# FINANCIAL STATEMENTS

THE FINANCIAL STATEMENTS CONSIST OF THE STATEMENT OF NET POSITION; THE STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION; AND THE STATEMENT OF CASH FLOWS. EACH STATEMENT PRESENTS A DIFFERENT FINANCIAL PERSPECTIVE OF THE UNIVERSITY FOR THE FISCAL YEAR ENDED JUNE 30, 2023



**STATEMENT OF NET POSITION**

June 30, 2023

<b>ASSETS</b>	
Current assets	
Cash and cash equivalents (Notes A, B, and D)	\$135,159,377
Short-term investments (Notes B and D)	137,563,960
Accounts receivable from primary government (Note E)	6,423,614
Accounts receivable from others – net (Note E)	103,044,204
Credits receivable (Note E)	150,247
Notes receivable – net (Note E)	1,225,810
Inventories (Note A)	7,624,676
Prepaid expenses	6,362,158
Total current assets	397,554,046
<b>NONCURRENT ASSETS</b>	
Restricted	
Cash and cash equivalents (Notes A, B, and D)	94,599,808
Short-term investments (Notes B and D)	369,136
Investments (Notes C and D)	311,293,178
Accounts receivable – net (Note E)	5,323,386
Real estate held for resale	388,722
Split-interest agreements	678,082
Accounts receivable – net (Note E)	39,349,664
Notes receivable – net (Note E)	12,888,207
Investments (Notes C and D)	461,431,993
Net pension assets (Note J)	338,189
Capital assets – net (Note F)	1,137,676,321
Total noncurrent assets	2,064,336,686
Total assets	2,461,890,732
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Unamortized refunding losses on bonds	6,546,238
Resources related to pensions (Note J)	14,313,180
Total deferred outflows of resources	20,859,418

Table continued on next page

**STATEMENT OF NET POSITION (CONTINUED)**

June 30, 2023

<b>LIABILITIES</b>	
Current liabilities	
Accounts payable and accrued liabilities to primary government (Note G)	4,855,271
Accounts payable and accrued liabilities to others (Note G)	85,949,637
Liability for compensated absences (Note H)	18,161,154
Liability for early retirement (Note H)	8,010,746
Unearned revenue and deposits	40,501,801
Other current liabilities (Note H)	6,835,121
Funds held for others	71,973
Notes payable to primary government (Note H)	102,533
Bonds and notes payable (Notes H and I)	13,012,042
Total current liabilities	177,500,278
Noncurrent liabilities	
Liability for compensated absences (Note H)	11,194,030
Liability for early retirement (Note H)	13,004,910
Unearned revenue and deposits	1,249,810
Notes payable to primary government (Note H)	367,140
Other noncurrent liabilities (Note H)	38,710,630
Net pension liability (Note J)	714,699
Bonds and notes payable (Notes H and I)	390,368,895
Total noncurrent liabilities	455,610,114
Total liabilities	633,110,392
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Leases	15,446,928
Resources related to pensions (Note J)	471,144
Split-interest agreements	4,370,358
Total deferred inflows of resources	20,288,430
<b>NET POSITION</b>	
Net investment in capital assets	794,140,336
Restricted	
Nonexpendable	
Scholarships and fellowships	124,907,861
Instruction	56,587,533
Loans	789,941
Other	21,199,401
Expendable	
Research, instruction, and public service	334,562,524
Capital projects	67,210,677
Unrestricted	429,953,055
Total net position	\$1,829,351,328

The Notes to the Financial Statements are an integral part of this statement

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**

For The Year Ended June 30, 2023

<b>OPERATING REVENUES</b>	
Tuition and fees - net (Note A)	\$168,405,719
Federal appropriations	5,216,716
Federal contracts and grants	362,435,971
State contracts and grants	18,160,074
Local contracts and grants	2,138,130
Private contracts and grants	20,023,665
Sales and services	31,796,602
Service departments	3,805,442
Auxiliary enterprises - net (Note A)	59,781,090
Other operating revenues	27,510,439
Total operating revenues	699,273,848
<b>OPERATING EXPENSES</b>	
Salaries and wages	456,725,425
Employee benefits	175,913,789
Actuarial calculated pension expense (Note J)	(8,859,523)
Other operating expenses	279,810,168
Scholarships and fellowships	35,240,582
Depreciation and amortization	67,329,563
Total operating expenses	1,006,160,004
Operating loss	(306,886,156)
<b>NONOPERATING REVENUES (EXPENSES)</b>	
State appropriations	315,682,436
State grants	10,417,132
State land grant revenues	359,916
Financial aid grants	35,162,266
Pandemic Relief Funds	4,410,978
Private gifts	31,111,922
Investment income	28,802,800
Interest income on capital assets	515,988
Interest expense on capital assets	(13,209,655)
Other nonoperating revenues (expenses)	(3,423,732)
Total nonoperating revenues (expenses)	409,830,051
Income before other revenues	102,943,895

Table continued on next page

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION (CONTINUED)**

For The Year Ended June 30, 2023

<b>OTHER REVENUES</b>	
Capital appropriations	14,406,771
Capital grants and gifts	8,994,600
Additions to permanent endowments	10,404,274
Total other revenues	33,805,645
Increase in net position	136,749,540
Net position - beginning of year	1,689,084,000
Adjustment to beginning net position (Note O)	3,517,788
Net position - beginning of year as adjusted	1,692,601,788
Net position - end of year	\$1,829,351,328

The Notes to the Financial Statements are an integral part of this statement





**STATEMENT OF CASH FLOWS**

For The Year Ended June 30, 2023

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Tuition and fees receipts	\$166,871,561
Federal appropriations receipts	4,147,224
Contracts and grants receipts	385,946,901
Sales and services receipts	30,509,130
Service departments receipts	3,725,308
Auxiliary enterprises receipts	59,408,087
Other operating receipts	28,718,530
Payments to employees for salaries and benefits	(643,592,674)
Payments to suppliers	(281,416,657)
Payments for scholarships and fellowships	(35,240,582)
Loans issued to students	(1,200)
Loan payments received from students	631,703
Net cash used by operating activities	(280,292,669)
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
State appropriations	314,387,275
State grants	10,417,132
State land grant revenues	324,640
Financial aid grants	35,189,428
Federal CARES Act funds	10,492,890
Private gifts	37,599,747
Split-interest agreements	(500,850)
Federal direct loans issued to students	(48,881,357)
Federal direct loan payments received from federal government	49,000,137
Other deductions	(1,792,049)
Net cash provided by noncapital financing activities	406,236,993
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Capital appropriations	15,525,014
Capital grants and gifts	3,424,693
Proceeds from capital debt and leases	77,760,569
Other additions	3,873,272
Cash paid for capital assets	(66,974,008)
Payment of capital debt and leases	(18,232,504)
Interest paid on capital asset related debt	(13,480,892)
Net cash provided by capital and related financing activities	1,896,144

Table continued on next page

**STATEMENT OF CASH FLOWS (CONTINUED)**

For The Year Ended June 30, 2023

<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Purchases of investments	(290,915,035)
Proceeds from sale of investments	185,276,702
Interest and dividends received from investments	27,460,757
Net cash used by investing activities	(78,177,576)
Net increase in cash and cash equivalents	49,662,892
Cash and cash equivalents – beginning of year	180,096,293
Cash and cash equivalents – end of year	\$229,759,185
<b>RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES</b>	
Operating loss	(\$306,886,156)
Adjustments to reconcile operating loss to net cash used by operating activities	
Depreciation expense	67,329,563
Gifts-in-kind and transfers reducing payments to suppliers	591,592
Changes in assets, liabilities, and deferred inflows	
Accounts receivable	(21,412,199)
Inventories	(2,357,714)
Prepaid expenses	32,611
Accounts payable and accrued expenses	2,973,486
Unearned revenues and deposits	2,229,118
Compensated absences and early retirement	(3,355,429)
Net pension liability	(19,304,018)
Net student loan activity	1,153,949
Deferred inflows leases	(1,287,472)
Net cash used by operating activities	(\$280,292,669)
<b>NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES</b>	
Additions to pledges receivable for capital and related financing activities	\$2,439,197
Additions to pledges receivable for noncapital financing activities	2,728,455
Amortization of premiums, discounts, and net loss on bonds	(376,709)
Change in fair value of investments recognized as a component of investment income	(4,486,528)
Disposal of capital assets due to write off	(2,619,942)
Gifts of capital assets	3,751,927
Total noncash investing, capital, and financing activities	\$1,436,400

The Notes to the Financial Statements are an integral part of this statement





# NOTES TO FINANCIAL STATEMENTS

THE NOTES TO THE FINANCIAL STATEMENTS COMMUNICATE INFORMATION ESSENTIAL FOR FAIR PRESENTATION OF THE BASIC FINANCIAL STATEMENTS THAT IS NOT DISPLAYED ON THE FACE OF THE FINANCIAL STATEMENTS. AS SUCH, THE NOTES FORM AN INTEGRAL PART OF THE BASIC FINANCIAL STATEMENTS AS THEY PRESENT MORE DETAILED INFORMATION ABOUT THE UNIVERSITY'S INVESTMENTS, BONDS OUTSTANDING, CAPITAL ASSETS, ETC.



## A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies followed by Utah State University are described below.

### BASIS OF PRESENTATION

Utah State University is a component unit of the State of Utah. The financial statements include the accounts of Utah State University Agricultural Experiment Station, Utah State University Cooperative Extension Service, Utah State University Water Research Laboratory, Utah State University Brigham City Campus, Utah State University Tooele Campus, Utah State University Uintah Basin Campus, Utah State University Eastern (USU Eastern), and Utah State University Blanding, which are entities separately funded by state appropriations.

The Utah State University Space Dynamics Laboratory (SDL), the Utah State University Foundation (Foundation) and the Hansen Scholars Support Foundation (HSSF) are blended component units of the University and have been consolidated in these financial statements. SDL is governed by a Board of Directors appointed by the president of Utah State University, under the direction of the University's Board of Trustees. SDL is a dependent foundation of Utah State University and is reported as a part of the University because its primary purpose is to support the mission of Utah State University in regards to research. The Utah State University Foundation is also governed by a Board of Trustees appointed by the president of the University. The Utah State University Foundation is a dependent foundation of Utah State University and serves as a fund-raising arm of the University. The Hansen Scholars Support Foundation is a dependent foundation and is governed by a Board of Trustees, with the majority being selected by the University. The purpose of this foundation is to manage, invest, and distribute foundation assets to the University to be used for scholarships.

The Utah State University Space Dynamics Laboratory annually publishes audited financial statements. A copy of the audited financial statements can be obtained from Utah State University Space Dynamics Laboratory, 416 E. Innovation Avenue, North Logan, Utah 84341.

### BASIS OF ACCOUNTING

For financial reporting purposes, the University is considered a special purpose government engaged only in business-type activities. Accordingly, the University's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned and expenses are recorded when an obligation has been incurred. All significant intra-agency transactions have been eliminated. When both restricted and unrestricted resources are available, such resources are spent and tracked at the discretion of the department within the guidelines of donor restrictions.

The accounting policies of the University conform in all material respects with generally accepted accounting principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB).

### CASH & CASH EQUIVALENTS

Cash and cash equivalents consist of cash and investments with an original maturity of three months or less.

### INVESTMENTS

Investments are recorded at fair value in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income. The University accounts for its investments at fair value in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. Changes in unrealized gain (loss) on the carrying value of investments are reported as a component of investment income in the Statement of Revenues, Expenses, and Changes in Net Position.

A portion of the University's endowment portfolio is invested in "alternative investments". These investments, unlike more traditional investments, generally do not have readily obtainable market values and typically take the form of limited partnerships. The University values these investments based on the values provided by the partnerships as well as their audited financial statements. If June 30 statements are available, those values are used preferentially. However, some partnerships have fiscal years ending at other than June 30. If June 30 valuations are not available, the value is progressed from the most recently available valuation taking into account subsequent capital calls and distributions.

### INVENTORIES

The value of the University Campus Store inventory is recorded at average cost, determined using the retail inventory method, while all other inventory values are essentially lower of cost (first-in, first-out) or market, including the cost of project houses waiting to be sold or under construction. Obsolete or unusable items are reduced to net realizable values.



### LEASE RELATED ASSETS, LIABILITIES, & DEFERRED INFLOWS

As the lessee, the University has recognized a lease liability and an intangible right-to-use lease asset. The lease liability was measured at the present value of payments expected to be made during the lease term, less any lease incentives. The lease asset was measured at the amount of the initial measurement of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs.

As the lessor, the University has recognized a lease receivable and a deferred inflow of resources. The lease receivable was measured at the present value of lease payments expected to be received during the lease term. The deferred inflow was measured at the value of the lease receivable plus any payments received at or before the commencement of the lease term that related to future periods.

## SUBSCRIPTION RELATED ASSETS & LIABILITIES

The University has recognized a subscription liability and an intangible right-to-use subscription asset. The subscription liability was measured at the present value of payments expected to be made during the subscription term, less any vendor incentives. The subscription asset was measured at the amount of the initial measurement of the subscription liability, plus any payments made to the vendor at the commencement of the subscription term and capitalizable initial implementation costs.

## NONCURRENT ASSETS

Assets that are externally restricted for capital purposes, to make debt service payments, maintain sinking or reserve funds, or that represent assets of the University's endowments (including real estate held for resale and split-interest agreements) are classified as noncurrent restricted assets.

The remaining noncurrent assets include those receivables that will not be realized within the next year, investments, the cost of land purchased for future project houses, and the University's capital assets net of depreciation.

## CAPITAL ASSETS

All buildings are carried on an estimated historical cost basis or at acquisition value at date of donation in the case of gifts. All other physical plant and equipment are stated at cost when purchased or constructed or acquisition value at date of donation in the case of gifts.

The University capitalizes all equipment with a unit cost of \$5,000 or more and an estimated useful life greater than one year. Purchased software is capitalized when acquisition costs are \$100,000 or more. Buildings costing \$250,000 or more are capitalized, as are improvements to buildings costing \$250,000 or more that extend the useful life of the building. Improvements other than buildings costing \$250,000 or more are also capitalized. All library physical collections inventoried in the University's recognized libraries are capitalized regardless of cost. Art and special collections held by the University are capitalized but not depreciated. The University computes depreciation using the straight-line composite method over the estimated useful life of the assets. The estimated useful lives are: (Figure A. 1)

The University provides repair and replacement reserves for certain properties as required by the related bond indentures. Routine repairs and maintenance are charged to operating expense in the period in which the expense was incurred.



FIGURE A.1

Buildings	10-40 years
Improvements other than buildings	5-20 years
Equipment	3-15 years
Purchased software	5-10 years
Library physical collections	20 years

## PENSION RELATED ASSETS, LIABILITIES, DEFERRED OUTFLOWS, & DEFERRED INFLOWS

The University records its share of any unfunded liability associated with participation in the defined benefit plans of the Utah Retirement Systems (Systems). For purposes of measuring the net pension liability, deferred outflows of resources related to pensions, deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Systems' Pension Plan and additions to or deductions from the Systems' fiduciary net position are determined on the same basis as they are reported by the Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefits terms. The Systems' Pension Plan investments are reported at fair value.

## UNEARNED REVENUES

Unearned revenues consist primarily of amounts received during the fiscal year that have not yet been earned and are related to the subsequent accounting period. These sources consist of contract and grant sponsors, amounts received for tuition and fees, and certain auxiliary activities.

## COMPENSATED ABSENCES

Sick leave is not accrued but is reported in the period of actual expenditure. Sick leave does not vest to the employee but is allowed on an earned time basis. At the end of each calendar year, employees who have earned 48 days of sick leave may convert up to four days of sick leave to annual leave, subject to other restrictions of the University.

Annual leave, including converted sick leave, is accrued and reported as earned. Employees are allowed to carry a maximum of 34 days of annual leave. The 34 days is variable depending on the number of sick leave days the employee is allowed to convert at calendar year end.

## GIFTS

The University received \$591,592 of gifts-in-kind that were recorded as revenue and expense during the fiscal year ended June 30, 2023.

## NONCURRENT LIABILITIES

Noncurrent liabilities include principal amounts of revenue bonds payable and notes payable that are due beyond the next fiscal year. The remaining noncurrent liabilities include estimated amounts for accrued compensated absences, early retirement, net pension, leased assets, subscription-based information technology arrangements, and the repayment of the federal share for the Perkins Loan program.

## DEFERRED INFLOWS

In accordance with GASB Statement No. 81, *Irrevocable Split-Interest Agreements*, as of June 30, 2023, the University has recognized certain donated assets as investments along with a deferred inflow of resources for certain irrevocable split-interest agreements. The University has a beneficial interest or right to a portion of the benefits donated, pursuant to an irrevocable split-interest agreement, in which the donor enters into a trust and transfers resources to an intermediary.

Asset recognition criteria include: (1) the government is specified by name as beneficiary in the legal document underlying the donation; (2) the donation agreement is irrevocable; (3) the donor has not granted variance power to the intermediary with respect to the donated resources; (4) the donor does not control the intermediary, such that the actions of the intermediary are not influenced by the donor beyond the specified stipulations of the agreement; and (5) the irrevocable split-interest agreement established a legally enforceable right for the government's benefit (an unconditional beneficial interest).



## NET POSITION

The University's net position is classified as follows:

**NET INVESTMENT IN CAPITAL ASSETS:** Net investment in capital assets represents the University's total investment in capital assets net of obligations related to those capital assets. To the extent debt has been incurred, but not yet expended for capital assets, such amounts are not included as a component of net investment in capital assets.

**RESTRICTED—NONEXPENDABLE:** Restricted - nonexpendable net position consists of endowment and similar-type funds which, as a condition of the gift instruments, the donors or other outside sources have stipulated that the principal is to be maintained inviolate and in perpetuity and invested for the purpose of producing present and future income. The income may either be expended or added to principal. Also included in this category are funds received from donors for the purpose of providing short and long-term loans to students.

**RESTRICTED—EXPENDABLE:** Restricted – expendable net position includes resources in which the University is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties.

**UNRESTRICTED:** Unrestricted net position represents resources derived from student tuition and fees, state appropriations, and sales and services of university departments. These resources are used for transactions relating to the educational and general operations of the University and may be used at the discretion of the governing board to meet current expenses for any purpose. These resources also include auxiliary enterprises, which are substantially self-supporting activities that provide services primarily for students.

## CLASSIFICATION OF REVENUES & EXPENSES

**OPERATING REVENUES:** Operating revenues include activities that have the characteristics of exchange transactions such as: (1) student tuition and fees, net of scholarship allowances; (2) sales and services of auxiliary enterprises and other departments; (3) most federal, state, and local contracts and grants and federal appropriations; and (4) interest on institutional student loans.

**NONOPERATING REVENUES:** Nonoperating revenues include activities that have the characteristics of nonexchange transactions, such as gifts, contributions, and other revenue sources that are defined as nonoperating revenues based on GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Non-Expendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting* and GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*. Examples of nonoperating revenues would include state appropriations and investment income.

**OPERATING/NONOPERATING EXPENSES:** All expenses are classified as operating expenses except interest expense, losses on the disposal of capital assets, uncollectible gifts, and the expense recognized in relation to the liability of the Federal Perkins Loan Program. All expenses are classified as operating expenses except interest expense, losses on the disposal of capital assets, uncollectible gifts, and the expense recognized in relation to the liability of the Federal Perkins Loan Program.

## SCHOLARSHIP ALLOWANCES

Student tuition and fee revenues are reported net of scholarship allowances in the Statement of Revenues, Expenses, and Changes in Net Position. Scholarship allowances are the difference between the stated charge for goods and services provided by the University and the amount that is paid by students and/or third parties making payments on the students' behalf. To the extent that revenues from other sources are used to satisfy tuition and fees and other student charges, the University has recorded a scholarship allowance to eliminate overstating total revenues to the University and properly record the revenues at the original source.

The scholarship allowances for the year ended June 30, 2023, were: (Figure A.2)

FIGURE A.2

### SCHOLARSHIP ALLOWANCES

Tuition and fees	\$86,222,684
Auxiliary enterprises	1,468,946
Total scholarship allowances	\$87,691,630

## SEGMENT REPORTING

The University, through the Utah Board of Higher Education, issues revenue bonds to finance certain activities. The University has deemed it not necessary to report segments on these bond issues, based upon the criteria provided in GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments* and GASB Statement No. 38, *Certain Financial Statement Note Disclosures*.

## B. CASH & CASH EQUIVALENTS & SHORT-TERM INVESTMENTS

Cash and cash equivalents consist of cash and investments with an original maturity of three months or less. Short-term investments consist of investments with an original maturity greater than three months that will mature within one year or less. Cash, depending on source of receipts, is pooled except when legal requirements dictate the use of separate accounts. The cash balances and cash float from outstanding checks are invested principally in short-term investments that conform to the provisions of the Utah Code. It is the practice of the University that the investments ordinarily be held to maturity at which time the par value of the investments will be realized.

The Utah State Treasurer's Office operates the Utah Public Treasurers' Investment Fund (PTIF) which is invested in accordance with the State Money Management Act (the Act). The State of Utah Money Management Council provides regulatory oversight for the PTIF. The PTIF is available for investment of funds administered by any Utah Public Treasurer.

At June 30, 2023, cash and cash equivalents and short-term investments consisted of: (Figure B.1)

FIGURE B.1

### CASH AND CASH EQUIVALENTS

Cash	\$76,744,047
Money market accounts	36,200,000
Money market mutual funds	2,573,538
Utah Public Treasurers' Investment Fund	114,241,600
Total cash and cash equivalents	\$229,759,185

### SHORT-TERM INVESTMENTS

Commercial paper and corporate notes	\$137,342,292
Municipal bonds	590,804
Total short-term investments (fair value)	\$137,933,096

## C. INVESTMENTS

Funds available for investment are pooled to maximize return and minimize administrative cost, except for funds that are authorized by the University administration to be separately invested or which are separately invested to meet legal or donor requirements. Investments received as gifts are recorded at market or appraised value. If no market or appraised value is available, investments received as gifts are recorded at a nominal value. Other investments are also recorded at fair value.

University personnel manage certain portfolios, while other portfolios are managed by banks, investment advisors, or through trust agreements.

According to the University's Investment Policy, the governing board may appropriate for expenditure as much of the net appreciation, realized and unrealized, of an endowment's corpus as is prudent under the facts and circumstances prevailing at the time of the action or decision. The appropriation must be for the purposes for which the endowment is established and also includes a management fee.

The endowment income spending policy at June 30, 2023, was 4 percent of the 12 quarter moving average of the market value of the endowment pool with a one year lag. The spending policy is reviewed periodically and any necessary changes are made.

The amount of net appreciation on investments of donor-restricted endowments available for authorization for expenditure at June 30, 2023, was \$74,163,938. The net appreciation is a component of restricted-expendable net position.

At June 30, 2023, the investment portfolio composition was: (Figure C.1)

**FIGURE C.1**

### LONG-TERM INVESTMENTS

Alternatives	\$105,261,269
Commercial paper and corporate notes	185,413,203
Common and preferred stocks	19,481,301
Municipal bonds	14,467,972
Mutual funds - bonds	52,343,850
Mutual funds - equity	155,690,974
Obligations of the U.S. Government and its agencies	240,066,602
Total long-term investments (fair value)	\$772,725,171

## D. DEPOSITS & INVESTMENTS

### DEPOSITS

**CUSTODIAL CREDIT RISK:** Custodial credit risk is the risk that, in the event of a bank failure, the University's deposits may not be returned to the University. The University does not have a formal deposit policy for custodial credit risk.

At June 30, 2023, the carrying amounts of the University's deposits and bank balances were \$112,773,049 and \$117,143,405, respectively. The bank balances of the University were insured for \$1,309,050 by the Federal Deposit Insurance Corporation. The bank balances in excess of \$1,309,050 were uninsured and uncollateralized, leaving \$115,855,974 exposed to custodial credit risk.

## INVESTMENTS

The State of Utah Money Management Council has the responsibility to advise the Utah State Treasurer about investment policies, promote measures and rules that will assist in strengthening the banking and credit structure of the state, and review the rules adopted under the authority of the State Money Management Act (Utah Code, Title 51, Chapter 7) (the Act) that relate to the deposit and investment of public funds.

Except for endowment funds, the University follows the requirements of the Act in handling its depository and investment transactions. The Act requires the depositing of University funds in a qualified depository. The Act defines a qualified depository as any financial institution whose deposits are insured by an agency of the Federal Government and which has been certified by the State Commissioner of Financial Institutions as meeting the requirements of the Act and adhering to the rules of the State of Utah Money Management Council.

For endowment funds, the University follows the requirements of the Uniform Prudent Management of Institutional Funds Act (UPMIFA), Utah Board of Higher Education Policy R541, *Management and Reporting of Institutional Investments*, and the University's Investment Policy and endowment guidelines.

The Act defines the types of securities authorized as appropriate investments for the University's non-endowment funds and the conditions for making investment transactions. Investment transactions may be conducted only through qualified depositories, certified dealers, or directly with issuers of the investment securities.

Statutes authorize the University to invest in negotiable or non-negotiable deposits of qualified or permitted depositories; repurchase and reverse repurchase agreements; commercial paper that is classified as "first tier" by two nationally recognized statistical rating organizations; bankers' acceptances; obligations of the United States Treasury including bills, notes, and bonds; obligations, other than mortgage derivative products,

issued by U.S. Government sponsored enterprises (U.S. Agencies) such as the Federal Home Loan Bank System, Federal Home Loan Mortgage Corporation (Freddie Mac), and Federal National Mortgage Association (Fannie Mae); bonds, notes, and other evidence of indebtedness of political subdivisions of the State; fixed rate corporate obligations and variable rate securities rated "A" or higher, or the equivalent of "A" or higher, by two nationally recognized statistical rating organizations; shares of certificates in a money market mutual fund as defined in the Act; reciprocal deposits and negotiable brokered certificates of deposit in accordance with the Act; and the Utah State Public Treasurers' Investment Fund (PTIF).

The Utah State Treasurer's Office operates the PTIF. The PTIF is available for investment of funds administered by any Utah public treasurer and is not registered with the Securities and Exchange Commission as an investment company. The PTIF is authorized and regulated by the Act. The Act established the State of Utah Money Management Council which oversees the activities of the Utah State Treasurer and the PTIF and details the types of authorized investments. Deposits in the PTIF are not insured or otherwise guaranteed by the State of Utah, and participants share proportionally in any realized gains or losses on investments.

The UPMIFA and Policy R541 allow the University to invest endowment funds (including gifts, devises, or bequests of property of any kind from any source) in any of the above investments or any of the following, subject to certain criteria: mutual funds registered with the Securities and Exchange Commission, investments sponsored by the Commonfund; any investment made in accordance with the donor's directions in a written instrument; investments in corporate stock listed on a major exchange (direct ownership); and any alternative investment funds that derive returns primarily from high yield and distressed debt (hedged or non-hedged), private capital (including venture capital and private equity), natural resources, and private real estate assets or absolute return and long/short hedge funds.

The University's Investment Policy allows the University to invest endowment funds in investments authorized by the Act or any of the following investments: readily marketable equities, which are diversified across a spectrum of market capitalizations, multiple regions, by issue, industry, and sector; readily marketable fixed income investments diversified by country, issue, sector, coupon, and quality; bonds having a minimum quality of "A" or better; and alternative investments that derive returns primarily from high-yield and distressed debt (hedged or non-hedged), natural resources, private capital (including venture capital, private equity, both domestic and international), commodities, private real estate assets or absolute return, and long/short hedge funds. In addition, endowment funds may be invested as specifically directed by donor agreements.

**FAIR VALUE OF INVESTMENTS:** The University measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy of:

**LEVEL 1:** Quoted prices for identical investments in active markets

**LEVEL 2:** Observable inputs other than quoted market prices

**LEVEL 3:** Unobservable inputs

At June 30, 2023, the University had recurring fair value measurements of: (Figure D.1)

Debt and equity securities classified in Level 1 are valued using prices quoted in active markets for those securities. Debt and equity securities classified in Level 2 are valued using the following approaches:

**U.S. TREASURIES, U.S. AGENCIES, AND COMMERCIAL PAPER:** Quoted prices for identical securities in markets that are not active

**CORPORATE AND MUNICIPAL BONDS:** Quoted prices for similar securities in active markets

**BOND AND EQUITY MUTUAL FUNDS:** Published fair value per share (unit) for each fund

**UTAH PUBLIC TREASURERS' INVESTMENT FUND:**

Application of the June 30, 2023, fair value factor, as calculated by the Utah State Treasurer, to the University's June 30 balance in the fund

Securities, namely bond mutual funds, closely held stock, and equity mutual funds classified in Level 3 are valued manually using various sources such as issuer, investment manager, client, etc., or default price if a price is not provided.

Investments valued using the net asset value per share (or its equivalent) are considered "alternative investments" and, unlike more traditional investments, generally do not have readily obtainable market values and take the form of limited partnerships. A portion of the University's endowment portfolio is invested in alternative investments. The University values these investments based on the values provided by the partnerships as well as their audited financial statements. If June 30 statements are available, those values are used preferentially. However, some partnerships have fiscal years ending at other than June 30. If June 30 valuations are not available, the value is progressed from the most recently available valuation taking into account subsequent capital calls and distributions.

The unfunded commitments, redemption frequency (if currently eligible), and the redemption notice period for the University's alternative investments measured at NAV were: (Figure D.2)

**INTEREST RATE RISK:** Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The University's policy for managing its exposure to fair value loss arising from increasing interest rates is to comply with the Act or the University's Investment Policy, as applicable. For non-endowment funds, the Act requires that the remaining term to maturity of investments may not exceed the period of availability of the funds to be invested. The Act further limits the remaining term to maturity on all investments in commercial paper, bankers' acceptances, fixed-rate negotiable deposits, and fixed-rate corporate obligations to 270 days – 15 months or fewer. The Act further limits the remaining term to

**FIGURE D.1**

	FAIR VALUE MEASUREMENTS USING			
	TOTAL	LEVEL 1	LEVEL 2	LEVEL 3
<b>INVESTMENTS BY FAIR VALUE LEVEL</b>				
<b>DEBT SECURITIES</b>				
Money market mutual funds	\$2,573,538	\$2,573,538	\$—	\$—
Utah Public Treasurers' Investment Fund	114,241,600	—	114,241,600	—
Commercial paper and corporate notes	322,755,495	—	322,755,495	—
Municipal bonds	15,058,776	—	15,058,776	—
Mutual funds – bonds	52,343,850	267,061	15,765,418	36,311,371
U.S. agencies	237,013,062	—	237,013,062	—
U.S. treasury securities	3,053,540	3,053,540	—	—
Total debt securities	747,039,861	5,894,139	704,834,351	36,311,371
<b>EQUITY SECURITIES</b>				
Common and preferred stock	19,481,301	19,481,301	—	—
Mutual funds – equity	155,690,974	864,876	80,546,034	74,280,064
Total equity securities	175,172,275	20,346,177	80,546,034	74,280,064
Total investments by fair value level	\$922,212,136	\$26,240,316	\$785,380,385	\$110,591,435
<b>INVESTMENTS MEASURED AT NET ASSET VALUE (NAV)</b>				
Hedge funds	19,230,523			
Private equity core real estate	8,622,334			
Private equity natural resources	11,026,031			
Private equity partnerships	21,299,448			
Private equity real estate funds	28,459,278			
Private infrastructure	14,557,099			
Venture capital funds	2,066,556			
Total investments measured at (NAV)	105,261,269			
Total investments at fair value	\$1,027,473,405			

**FIGURE D.2**

INVESTMENTS MEASURED AT NAV	FAIR VALUE	UNFUNDED COMMITMENTS	REDEMPTION FREQUENCY	REDEMPTION NOTICE PERIOD
Hedge funds	\$19,230,523	\$1,513,476	Quarterly	100 Days
Private equity core real estate	8,622,334	—	Quarterly	90 Days
Private equity natural resources	11,026,031	7,011,053	N/A	N/A
Private equity partnerships	21,299,448	11,172,342	N/A	N/A
Private equity real estate funds	28,459,278	9,204,272	N/A	N/A
Private infrastructure	14,557,099	8,536,962	N/A	N/A
Venture capital funds	2,066,556	25,000	N/A	N/A
Total investments measured at NAV	\$105,261,269	\$37,463,105		



maturity on all investments in obligations of the United States Treasury; obligations issued by U.S. government sponsored enterprises; and bonds, notes, and other evidence of indebtedness of political subdivisions of the State to five years. In addition, variable-rate negotiable deposits and variable-rate securities may not have a remaining term to final maturity exceeding three years. For endowment funds, the University's Investment Policy requires only that investments be made as a prudent investor would, by considering the purposes, terms, distribution requirements, and other circumstances of the endowments and by exercising reasonable care, skill, and caution.

As of June 30, 2023, the University's investments and maturities consisted of: (Figure D.3)

**CREDIT RISK:** Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. The University's policy for reducing its exposure to credit risk is to comply with the State Money Management Act and the University's Investment Policy, as previously discussed. As of June 30, 2023, the University had investments with quality ratings of: (Figure D.4)

**CONCENTRATION OF CREDIT RISK:** Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The University's policy for reducing this risk of loss is to comply with the rules of the State of Utah Money Management Council. For endowment funds, the University policy requires diversification of investments across a broad spectrum and specific limits to concentration of securities within categories of equities, fixed income, and alternatives. Rule 17 of the State of Utah Money Management Council limits non-endowment fund investments in a single issuer of commercial paper and corporate obligations to 5-10 percent depending upon the total dollar amount held in the portfolio at the time of purchase. The State of Utah Money Management Council limitations do not apply to securities issued by the U.S. Government and its agencies.

For endowments, the University, under Policy R541, is permitted to establish its own investment policy which adheres to the guidelines established by UPMIFA. Accordingly, the University's asset allocation guidelines allocate endowment funds in the asset classes consisting of: (Figure D.5)

At June 30, 2023, the University held more than 5 percent of total investments in securities of the Federal Farm Credit Bank FFCB and Federal Home Loan Bank FHLB. These investments represent 13.50 and 6.03 percent of the total investments.

**CUSTODIAL CREDIT RISK:** Custodial credit risk for investments is the risk that, in the event of a failure of the counterparty, the University will not be able to recover the value of the investments or collateral securities that are in the possession of an outside party. The University does not have a formal investment policy for custodial credit risk. At June 30, 2023, the University had \$0 in closely held stock, \$19,481,301 in common and preferred stock, \$0 in common and preferred stock-options, \$322,755,495 in commercial paper and corporate notes, \$15,058,776 in municipal bonds, and \$237,013,062 in U.S. agencies which were uninsured and held by the counterparty, but not in the University's name.



FIGURE D.3

INVESTMENT TYPE	FAIR VALUE	INVESTMENT MATURITIES (IN YEARS)			
		LESS THAN 1	1 - 5	6 - 10	GREATER THAN 10
Money market mutual funds	\$2,573,538	\$2,573,538	\$—	\$—	\$—
Utah Public Treasurers' Investment Fund	114,241,600	114,241,600	—	—	—
Commercial paper and corporate notes	322,755,495	137,342,292	97,439,573	12,031,701	75,941,929
Municipal bonds	15,058,776	590,804	5,129,295	2,449,153	6,889,524
Mutual funds - bonds	52,343,850	6,704,635	19,267,436	19,129,584	7,242,195
U.S. agencies	237,013,062	—	98,694,763	134,969,382	3,348,917
U.S. treasury securities	3,053,540	—	1,639,578	483,911	930,051
Totals	\$747,039,861	\$261,452,869	\$222,170,645	\$169,063,731	\$94,352,616

FIGURE D.4

INVESTMENT TYPE	FAIR VALUE	QUALITY RATING						
		AAA	AA	A	BBB	BB	UNRATED	NO RISK
Money market mutual funds	\$2,573,538	\$—	\$—	\$—	\$—	\$—	\$2,573,538	\$—
Utah Public Treasurers' Investment Fund	114,241,600	—	—	—	—	—	114,241,600	—
Commercial paper and corporate notes	322,755,495	1,890,186	14,771,055	220,047,081	72,658,925	1,815,234	11,573,014	—
Municipal bonds	15,058,776	9,297,223	4,850,738	435,280	475,535	—	—	—
Mutual funds - bonds	52,343,850	—	—	—	—	—	52,343,850	—
U.S. agencies	237,013,062	120,216	208,180,785	—	—	—	28,631,511	\$80,550
U.S. treasury securities	3,053,540	—	—	—	—	—	—	3,053,540
Totals	\$747,039,861	\$11,307,625	\$227,802,578	\$220,482,361	\$73,134,460	\$1,815,234	\$209,363,513	\$3,134,090

FIGURE D.5

ASSET CATEGORY	BROAD ASSET ALLOCATION TARGET	
	TARGET (%)	RANGE (%)
Global Equity	47	35-55
Investment Grade Fixed Income	12	10-20
Opportunistic Fixed Income	12	10-20
Alternative Assets	29	10-30



## E. ACCOUNTS, CREDITS, & STUDENT LOANS RECEIVABLE

The University's accounts receivable include lessor lease agreements consisting of land, buildings, and communication tower space with remaining lease terms of up to 38 years through fiscal year 2061. In fiscal year 2023, the University recognized \$1,062,032 in lease revenue and \$518,875 in lease interest revenue. The University recognized no variable, residual value guarantee, or termination penalty revenues.

As of June 30, 2023, accounts receivable consisted of: (Figure E.1)

FIGURE E.1	CURRENT	NONCURRENT	TOTAL
<b>DUE FROM PRIMARY GOVERNMENT</b>			
State contracts and grants	\$3,780,386	\$—	\$3,780,386
Land-grant revenue	169,020	—	169,020
Division of Facilities Construction and Management	994,078	—	994,078
Due from State of Utah	1,480,130	—	1,480,130
<b>DUE FROM OTHERS</b>			
Contracts and grants	87,853,739	—	87,853,739
Pledges receivable	3,421,855	28,300,469	31,722,324
Auxiliary and service enterprises	1,132,515	—	1,132,515
Leases receivable	660,352	15,997,634	16,657,986
Other activities	12,540,203	374,947	12,915,150
Total accounts receivable	112,032,278	44,673,050	156,705,328
Less allowance for doubtful accounts	(2,564,460)	—	(2,564,460)
Net accounts receivable	\$109,467,818	\$44,673,050	\$154,140,868

Credits receivable, \$150,247, reflect amounts due from vendors doing business primarily with the University's Campus Store.

Student loans receivable are comprised primarily of loans issued through the Federal Perkins Loan Program (FPLP) and short-term loans issued from funds set aside by the University for that purpose.

The FPLP loans provide for cancellation of a loan at rates of 10 percent to 30 percent per year up to a maximum of 100 percent if the participant complies with certain provisions. The FPLP loans become payable by the student after completion of academic degrees or termination as a student, with a term of ten years and an interest rate of 5 percent. The federal government is no longer providing funds for the FPLP program. The University has been directed to not issue additional loans. The University will continue to collect on outstanding loans and remit the federal portion as the money is collected. As of June 30, 2023, the outstanding liability to the federal government was \$2,563,227.

As the University determines that loans are uncollectible and not eligible for reimbursement by the federal government, the loans are written off and assigned to the U.S. Department of Education.

Other University short-term loans have a term of two to four months and carry an interest rate of 7 percent to 12 percent. The 12 percent rate applies if the loan becomes delinquent. The long-term loans have a term of three years and carry an interest rate of 6 percent to 13 percent.

In November 2020, the University entered into a loan agreement with a third party borrower in the amount of \$10,220,585 to partially finance the construction of the USU Moab Academic Building. The note has a 30-year term with interest at 1.33%. Interest-only payments are required for the first seven years of the note. Thereafter, principal and interest payments sufficient to pay off the note will be required. The note is secured by an interest in the building and an associated ground lease.

As of June 30, 2023, loans receivable consisted of: (Figure E.2)

FIGURE E.2	CURRENT	NONCURRENT	TOTAL RECEIVABLE
Federal Perkins Loan Program	\$103,107	\$2,112,193	\$2,215,300
Third party loan	—	10,220,585	10,220,585
Other	1,163,538	1,180,000	2,343,538
Total loans receivable	1,266,645	13,512,778	14,779,423
Less allowance for doubtful accounts	(40,835)	(624,571)	(665,406)
Net loans receivable	\$1,225,810	\$12,888,207	\$14,114,017



## F. CAPITAL ASSETS

The University's capital assets include lessee right-to-use lease agreements consisting of land, educational and office space, equipment, and other assets with remaining lease terms of up to 23 years through fiscal year 2046.

In fiscal year 2023, the University incurred \$3,660,037 in lease expense, \$1,453,371 in lease interest expense, no termination penalty payments, and no variable or residual value guarantee payments.

The University's capital assets also include subscription-based information technology arrangements with remaining subscription terms of up to five years through fiscal year 2028. In fiscal year 2023, the University incurred \$2,533,790 in software subscription expense, \$154,314 in software subscription interest expense, no termination penalty payments, and no variable or residual value guarantee payments.

The University's capital assets consisted of: (Figure F.1)

FIGURE F.1	JUNE 30, 2022	ADDITIONS	DELETIONS	JUNE 30, 2023
<b>CAPITAL ASSETS NOT DEPRECIATED</b>				
Land	\$73,578,824	\$2,406,998	\$100,307	\$75,885,515
Construction in progress				
Buildings	75,265,422	26,885,194	80,732,842	21,417,774
Improvements other than buildings	4,028,912	5,226,551	5,951,410	3,304,053
Equipment	2,276,058	6,408,860	2,726,086	5,958,832
Art and special collections	60,466,773	9,517,109	—	69,983,882
Total capital assets not depreciated	215,615,989	50,444,712	89,510,645	176,550,056
<b>OTHER CAPITAL ASSETS</b>				
Buildings	1,306,278,027	85,158,560	469,492	1,390,967,095
Improvements other than buildings	97,447,329	5,951,410	2,701,368	100,697,371
Equipment	223,866,647	18,301,356	9,348,907	232,819,096
Library collections	78,905,325	280,235	—	79,185,560
Subscription assets	9,687,126	3,693,880	—	13,381,006
Leased assets				
Land	229,098	—	258	228,840
Buildings	25,195,984	16,260,306	345,803	41,110,487
Equipment	966,972	2,122,030	1,262,456	1,826,546
Other	149,963	120,466	119,693	150,736
Total other capital assets	1,742,726,471	131,888,243	14,247,977	1,860,366,737
<b>LESS ACCUMULATED DEPRECIATION/AMORTIZATION</b>				
Buildings	533,886,132	39,486,076	421,624	572,950,584
Improvements other than buildings	60,205,113	4,505,605	2,701,368	62,009,350
Equipment	170,690,164	14,091,017	8,125,874	176,655,307
Library collections	69,925,313	1,483,745	—	71,409,058
Subscription Assets	2,356,584	3,166,939	—	5,523,523
Leased assets				
Land	72,814	37,461	—	110,275
Buildings	5,903,404	4,047,453	7,653	9,943,204
Equipment	481,526	450,249	352,146	579,629
Other	118,201	61,018	119,677	59,542
Total accumulated depreciation/amortization	843,639,251	67,329,563	11,728,342	899,240,472
Net other capital assets	899,087,220	64,558,680	2,519,635	961,126,265
<b>CAPITAL ASSETS — SUMMARY</b>				
Capital assets not depreciated	215,615,989	50,444,712	89,510,645	176,550,056
Other capital assets at cost	1,742,726,471	131,888,243	14,247,977	1,860,366,737
Total cost of capital assets	1,958,342,460	182,332,955	103,758,622	2,036,916,793
Less accumulated depreciation/amortization	843,639,251	67,329,563	11,728,342	899,240,472
Net capital assets	\$1,114,703,209	\$115,003,392	\$92,030,280	\$1,137,676,321

## G. ACCOUNTS PAYABLE & ACCRUED LIABILITIES

As of June 30, 2023, accounts payable and accrued liabilities consisted of: (Figure G.1)

FIGURE G.1

Salaries and benefits payable	\$53,125,588
Salaries and benefits payable due to primary government	4,116,618
Due to primary government	738,653
Suppliers payable	30,787,219
Interest payable	2,018,543
Other	18,287
Total accounts payable and accrued liabilities	\$90,804,908

## H. BONDS, NOTES, & OTHER NONCURRENT LIABILITIES

The outstanding balance of bonds defeased and refunded in current and prior years totaled \$7,800,000 at June 30, 2023. The bond liabilities of the defeased and refunded bonds are not included on the balance sheet.

Revenues pledged for payment of bonds and contracts

include the net revenue of auxiliary enterprises, land-grant funds, specific student fees, and reimbursed facilities and administrative costs.

Bonds and notes payable outstanding at June 30, 2023, were: (Figure H.1)

FIGURE H.1

### BONDS PAYABLE

Stadium/Spectrum and Student Recreation Bonds	
Series 2013 2.00%-4.00%, 2013-2026, \$8,405,000	\$2,405,000
Series 2015 3.00%-5.00%, 2016-2046, \$23,900,000	20,520,000
Series 2017 2.00%-5.00%, 2018-2045, \$38,825,000	38,075,000
Series 2022 2.55%-4.35%, 2023-2037, \$7,233,000	7,233,000
Total Stadium/Spectrum and Student Recreation Bonds	68,233,000
Student Housing/Auxiliary System Revenue Bonds	
Series 2007 4.00%-5.25%, 2007-2035, \$39,155,000	27,860,000
Series 2015 3.00%-5.00%, 2016-2038, \$24,455,000	19,270,000
Series 2016 2.50%-5.00%, 2017-2046, \$19,540,000	16,555,000
Series 2019 2.125%-5.00%, 2020-2052, \$54,995,000	53,775,000
Series 2023 4.00%-5.00%, 2023-2056, \$67,820,000	67,820,000
Total Student Housing/Auxiliary System Revenue Bonds	185,280,000
Research Revenue Bonds	
Series 2015 1.17%-4.75%, 2016-2047, \$19,500,000	17,200,000
Series 2015B 3.00%-5.00%, 2016-2031, \$13,145,000	9,380,000
Series 2016 1.025%-4.049%, 2017-2027, \$10,135,000	990,000
Series 2018B 3.00%-5.00%, 2018-2050, \$32,210,000	30,500,000
Series 2019A 1.88%, 2020-2028, \$5,745,000	3,290,000
Series 2019B 2.60%-5.00%, 2020-2052, \$61,865,000	60,875,000
Series 2021 2.00%-5.00%, 2022-2038, \$8,605,000	8,605,000
Total Research Revenue Bonds	130,840,000
Total bonds payable	384,353,000

Table continued on next page

**FIGURE H.1 (CONTINUED)**

<b>NOTES PAYABLE</b>	
Bank of America, 2.54%, 2014-2024	978,709
Capital One Public Finance, 3.89%, 2014-2029	522,054
State of Utah, 0%, 2021-2028	321,600
State of Utah, 0%, 2022-2025	148,073
Zions Bank, 1.35%, 2021-2028	867,401
Zions Bank, 2.13%, 2022-2027	646,673
Total notes payable	3,484,510
Total bonds and notes payable	387,837,510

**UNAMORTIZED PREMIUMS, REOFFERING PREMIUMS (RP), AND DISCOUNTS ON BONDS**

2007 Bonds - RP	1,653,152
2013 Bonds - RP	125,815
2015 (building) Bonds - premium	378,683
2015 (housing) Bonds - premium	548,132
2015 (research) Bonds - discount	(64,456)
2015B (research) Bonds - premium	933,408
2016 (housing) Bonds - premium	642,576
2017 (building) Bonds - premium	908,924
2018B (research) Bonds - premium	1,278,981
2019 (housing) Bonds - premium	3,330,751
2019B (research) Bonds - premium	3,598,917
2021 (research) Bonds - premium	989,653
2023 (auxiliary) Bonds - premium	1,688,564
Total unamortized premiums, RPs, and discounts on bonds	16,013,100
Total bonds and notes payable including net unamortized premiums, RPs, and discounts on bonds	\$403,850,610

The changes in bonds and notes payable for the fiscal year ended June 30, 2023, were: (Figure H.2)

	<b>BONDS</b>	<b>NOTES</b>	<b>TOTAL PAYABLE</b>	<b>UNAMORTIZED PREMIUMS AND DISCOUNTS</b>	<b>TOTAL NET OF PREMIUMS AND DISCOUNTS</b>
June 30, 2022	\$319,645,000	\$5,093,009	\$324,738,009	\$15,126,831	\$339,864,840
Additions	75,053,000	92,100	75,145,100	1,689,851	76,834,951
Reductions	(10,345,000)	(1,700,599)	(12,045,599)	(803,582)	(12,849,181)
June 30, 2023	\$384,353,000	\$3,484,510	\$387,837,510	\$16,013,100	\$403,850,610

The University has complied with the restrictive covenants of its bond agreements. Amounts due on bonds and notes payable in future years are: (Figure H.3)

<b>FISCAL YEARS</b>	<b>BONDS</b>	<b>BONDS INTEREST</b>	<b>NOTES</b>	<b>NOTES INTEREST</b>	<b>TOTAL AMOUNT REQUIRED</b>
2024	\$11,621,000	\$14,400,178	\$1,493,575	\$56,387	\$27,571,140
2025	12,117,000	13,882,680	523,893	33,782	26,557,355
2026	12,644,000	13,352,396	533,157	24,457	26,554,010
2027	13,441,000	12,779,988	542,663	14,887	26,778,538
2028	14,075,000	12,165,335	339,059	5,972	26,585,366
2029-2033	72,374,000	51,943,218	52,163	434	124,369,815
2034-2038	72,541,000	38,043,959	—	—	110,584,959
2039-2043	63,405,000	26,344,387	—	—	89,749,387
2044-2048	61,270,000	14,730,280	—	—	76,000,280
2049-2053	39,660,000	5,972,988	—	—	45,632,988
2054-2058	11,205,000	998,688	—	—	12,203,688
Totals	\$384,353,000	\$204,614,097	\$3,484,510	\$135,919	\$592,587,526

Amounts due on subscription-based information technology arrangements and leases payable in future years are: (Figure H.4)

<b>FISCAL YEARS</b>	<b>SUBSCRIPTIONS</b>	<b>SUBSCRIPTIONS INTEREST</b>	<b>LEASES</b>	<b>LEASES INTEREST</b>	<b>TOTAL AMOUNT REQUIRED</b>
2024	\$2,024,821	\$127,600	\$3,471,959	\$1,483,384	\$7,107,764
2025	1,392,222	66,699	2,872,469	1,382,661	5,714,051
2026	826,277	30,063	2,488,415	1,295,699	4,640,454
2027	543,390	8,196	2,308,637	1,208,617	4,068,840
2028	33,572	344	1,401,154	1,132,506	2,567,576
2029-2033	—	—	4,263,050	4,926,599	9,189,649
2034-2038	—	—	7,135,617	3,476,880	10,612,497
2039-2043	—	—	8,421,003	1,378,710	9,799,713
2044-2048	—	—	2,134,907	131,906	2,266,813
Totals	\$4,820,282	\$232,902	\$34,497,211	\$16,416,962	\$55,967,357



The changes in liabilities for the year ended June 30, 2023, were: (Figure H.5)

**FIGURE H.5**

	JUNE 30, 2022	ADDITIONS	REDUCTIONS	JUNE 30, 2023	AMOUNTS DUE WITHIN ONE YEAR
<b>BONDS AND NOTES PAYABLE INCLUDING NET UNAMORTIZED PREMIUMS, RPS, AND DISCOUNTS ON BONDS</b>					
Bonds payable including net unamortized premiums, RPs, and discounts	\$334,771,831	\$76,742,851	(\$11,148,581)	\$400,366,101	\$11,621,000
Notes payable to primary government	516,903	92,100	(139,330)	469,673	102,533
Notes payable	4,576,106	—	(1,561,270)	3,014,836	1,391,042
Total bonds and notes payable	339,864,840	76,834,951	(12,849,181)	403,850,610	13,114,575
<b>OTHER NONCURRENT LIABILITIES</b>					
Liability for compensated absences	28,691,612	19,519,612	(18,856,040)	29,355,184	18,161,154
Liability for early retirement	25,034,657	5,219,217	(9,238,218)	21,015,656	8,010,746
Other liabilities	31,484,012	21,487,772	(7,426,033)	45,545,751	6,835,121
Net pension liability	—	714,699	—	714,699	—
Total other noncurrent liabilities	85,210,281	46,941,300	(35,520,291)	96,631,290	33,007,021
Total noncurrent liabilities	\$425,075,121	\$123,776,251	(\$48,369,472)	\$500,481,900	\$46,121,596

## I. PLEDGED BOND REVENUE

The University issues revenue bonds to provide funds for the construction and renovation of major capital facilities. Investors in these bonds rely solely on the net revenue pledged by the following activities for the retirement of outstanding bonds payable.

### STUDENT FEE AND HOUSING/AUXILIARY SYSTEM

is comprised of the net revenue from specific auxiliary enterprises and student building fee assessments. The Student Fee and Housing System includes all University housing, Parking Services, certain University Dining Services operations, the net revenues of the Taggart Student Center, Student Building Fees specifically identified in the bond resolution, and land-grant revenues. The University has pledged future net revenues of the Student Fee and Housing/Auxiliary System to repay \$39,155,000, \$24,455,000, \$19,540,000, \$54,995,000, and \$67,820,000 in bonds issued in May 2007, September 2015, July 2016, August 2019, and June 2023 respectively. Proceeds from the 2007 bonds were used to refund bonds issued in 2004 that were issued to

provide financing for the construction and renovation of six student housing buildings, a parking structure, and a dining facility. Proceeds from the 2015 bonds provided financing for the construction of a student housing building. Proceeds from the 2016 bonds were used to acquire three apartment buildings and associated land. Proceeds from the 2019 bonds provided financing for the construction of a student housing building and a parking structure. Proceeds from the 2023 bonds provided financing for the construction of a student housing building and a parking structure. Student Fee and Housing/Auxiliary System annual net revenues are projected to produce at least 110 percent of the annual debt service requirements over the life of the bonds. The total principal and interest remaining to be paid on the bonds is \$298,295,971. The bonds are payable solely from the Student Fee and Housing/Auxiliary System and are payable through 2056.

**STUDENT FEE STADIUM/SPECTRUM RECREATION FACILITIES SYSTEM** is comprised of those student fees specifically identified in the bond resolution and paid by students for the use and availability of the facilities.

The University has pledged future revenues of the specifically identified student fees to repay \$8,405,000, \$23,900,000, \$38,825,000, and \$7,233,000 in bonds issued in March 2013, July 2015, December 2017, and July 2022 respectively. Proceeds from the 2013 bonds were used to refund a portion of the 2004A bonds that were issued to provide financing for renovating and remodeling portions of the University's football stadium and a student recreation center. Proceeds from the 2015 bonds provided financing for the construction and renovation of facilities at the University's football stadium. Proceeds from the 2017 bonds were used to refund a portion of the 2013B bonds that were issued to provide

financing for the construction of a student recreation center, and a facility for basketball practice and volleyball competition. Proceeds from the 2022 bonds provided financing for the construction of improvements of portions of the University's football stadium. Student fee revenues are projected to produce at least 110 percent of the annual debt service requirements over the life of the bonds. The total principal and interest remaining to be paid on the bonds is \$96,111,788. The bonds are payable solely from the Student Fee Stadium/Spectrum Recreation Facilities System and are payable through 2046.

**RESEARCH REVENUE SYSTEM** is comprised of the revenue generated from the recovery of allocated facilities and administration costs to contracts and grants based on federally approved negotiated rate agreements. The University has pledged future revenues of the Research Revenue System to repay \$19,500,000, \$13,145,000, \$10,135,000, \$32,210,000, \$5,745,000, \$61,865,000, and \$8,605,000 in bonds issued in October 2015, December 2015, July 2016, June 2018, October 2019, December 2019, and December 2021 respectively. Proceeds from the 2015B bonds were used to refund a portion of bonds issued in 2009 that were issued to provide financing for the cost of constructing two research facilities located at the University's main campus and the Vernal, Utah campus. Proceeds from the 2015 and 2016 bonds provided financing for the construction of a research facility on the USU Innovation Campus. Proceeds from the 2018B bonds provided financing for the construction of a research facility on the USU Innovation Campus. Proceeds from the 2019A bonds were used to refund the 2018A bonds that were used to acquire a building and associated land located in Salt Lake County, Utah. Proceeds from the 2019B bonds provided financing for the construction of two research facilities on the USU Innovation Campus, and to refund a portion of the 2016 bonds. Proceeds from the 2021 bonds provided financing for the construction of an addition to the Electric Vehicle and Roadway Facility on the USU Innovation Campus. Research Revenue System revenues are projected to produce at least 250 percent of the annual debt service requirements over the life of the bonds. The total principal and interest remaining to be paid on the bonds is \$194,559,338. The bonds are payable solely from the Research Revenue System and are payable through 2052.

The net revenue pledged to the applicable bond system and the principal and interest paid for the year ended June 30, 2023, was: (Figure I.1)

**FIGURE I.1**

	STUDENT FEE AND HOUSING/AUXILIARY SYSTEM	STUDENT FEE STADIUM/SPECTRUM RECREATION FACILITIES SYSTEM	RESEARCH REVENUE SYSTEM
<b>REVENUE</b>			
Operating revenue/gross profit	\$33,400,599	\$6,241,638	\$85,290,603
Nonoperating revenue	396,570	—	—
Total revenue	33,797,169	6,241,638	85,290,603
<b>EXPENSES</b>			
Operating expenses	18,075,247	—	—
Total expenses	18,075,247	0	0
Net pledged revenue	\$15,721,922	\$6,241,638	\$85,290,603
Principal paid and interest expense	\$8,341,551	\$4,662,451	\$8,540,876
Debt service ratio	1.88X	1.34X	9.99X

# J. PENSION PLANS & RETIREMENT BENEFITS

Eligible employees of the University are covered by the Utah Retirement Systems (Systems), Teachers Insurance and Annuity Association (TIAA), and/or Fidelity Investments (Fidelity). Employees may also participate in defined contribution plans consisting of 401(k) and 457 plans managed by the Systems, TIAA, or Fidelity.

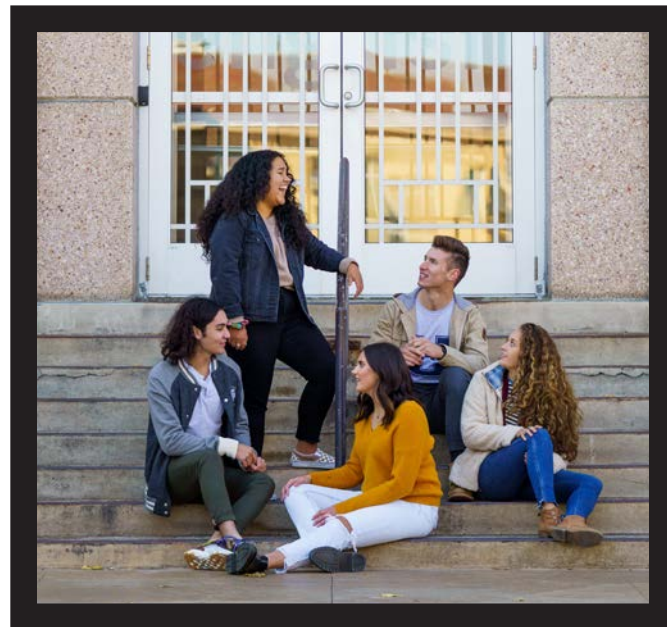
## DEFINED BENEFIT PENSION PLANS

Eligible employees of the University are provided with the following defined benefit pension plans (cost-sharing, multiple-employer plans) administered by the Utah Retirement Systems:

- **PUBLIC EMPLOYEES NONCONTRIBUTORY RETIREMENT SYSTEM** (Tier 1 Noncontributory System)
- **PUBLIC EMPLOYEES CONTRIBUTORY RETIREMENT SYSTEM** (Tier 1 Contributory System)
- **TIER 2 PUBLIC EMPLOYEES CONTRIBUTORY RETIREMENT SYSTEM** (Tier 2 Contributory System)
- **PUBLIC SAFETY RETIREMENT SYSTEM** (Public Safety System)
- **TIER 2 PUBLIC SAFETY & FIREFIGHTER CONTRIBUTORY RETIREMENT SYSTEMS** (Tier 2 Public Safety and Firefighters System)

The Tier 2 Public Employees System became effective July 1, 2011. All eligible employees beginning on or after July 1, 2011, who have no previous service credit with any of the Utah Retirement Systems, are members of the Tier 2 Retirement System. The University began participating in the Tier 2 Public Safety and Firefighter System in 2017.

The Utah Retirement Systems are established and governed by the respective sections of Title 49 of the Utah Code. The Systems' defined benefit plans are amended statutorily by the Utah Legislature. The Utah State Retirement Office Act in Title 49 provides for the administration of the Systems under the direction of the board, whose members are appointed by the governor. The Systems are fiduciary funds defined as pension (and other employee benefit) trust funds. The Systems are a component unit of the State of Utah. Title 49 of the Utah Code grants the authority to establish and amend the benefit terms. The Utah Retirement Systems issues a publicly available financial report that may be obtained by writing to the Utah Retirement Systems, 560 East 200 South, Salt Lake City, Utah 84102 or visiting the website: [www.urs.org/general/publications](http://www.urs.org/general/publications).



**BENEFITS PROVIDED:** The Systems provide retirement, disability, and death benefits to participants in the defined benefit pension plans. Retirement benefits for each defined benefit plan are: (Figure J.1)

FIGURE J.1

SYSTEM	FINAL AVERAGE SALARY	YEARS OF SERVICE REQUIRED AND/OR AGE ELIGIBLE FOR BENEFIT	BENEFIT PERCENT PER YEAR OF SERVICE	COLA**
Tier 1 Noncontributory System	Highest 3 years	30 years any age 25 years any age* 20 years age 60* 10 years age 62* 4 years age 65	2.0% per year all years	Up to 4.0%
Tier 1 Contributory System	Highest 5 years	30 years any age 20 years age 60* 10 years age 62* 4 years age 65	1.25% per year to June 1975; 2.00% per year July 1975 to present	Up to 4.0%
Tier 2 Contributory System	Highest 5 years	35 years any age 20 years age 60* 10 years age 62* 4 years age 65	1.5% per year all years	Up to 2.5%
Public Safety System	Highest 3 years	20 years any age 10 years age 60 4 years age 65	2.5% per year up to 20 years; 2.0% per year over 20 years	Up to 2.5% or 4.0% depending upon employer
Tier 2 Public Safety and Firefighter System	Highest 5 years	25 years any age 20 years age 60* 10 years age 62* 4 years age 65	1.50% per year to June 30, 2020; 2.00% per year July 1, 2020 to present	Up to 2.5%

\*With actuarial reductions

\*\*All post-retirement cost-of-living adjustments are non-compounding and are based on the original benefit. The cost-of-living adjustments are also limited to the actual Consumer Price Index (CPI) increase for the year, although unused CPI increases not met may be carried forward to subsequent years.

**CONTRIBUTIONS:** As a condition of participation in the Systems, employers and/or employees are required to contribute certain percentages of salary and wages as authorized by statute and specified by the Systems' board. Contributions are actuarially determined as an amount that, when combined with employee contributions (where applicable), is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded actuarial accrued liability. For the year ended June 30, 2023, the University required contribution rates for the plans were: (Figure J.2)

FIGURE J.2

SYSTEM	RATES PAID BY UNIVERSITY FOR EMPLOYEE	UNIVERSITY CONTRIBUTION RATES
Tier 1 Noncontributory System	N/A	22.19%
Tier 1 Contributory System	6.00%	17.70%
Tier 2 Contributory System*	N/A	19.84%
Public Safety System	N/A	41.35%
Tier 2 Public Safety and Firefighter System*	2.59%	32.54%

\*Tier 2 rates include a statutory required contribution to finance the unfunded actuarial accrued liability of the Tier 1 plans.



For the year ended June 30, 2023, the University and employee contributions to the plans were: (Figure J.3)

**FIGURE J.3**

SYSTEM	UNIVERSITY'S CONTRIBUTIONS	EMPLOYEES' CONTRIBUTIONS
Tier 1 Noncontributory System	\$8,206,294	\$136
Tier 1 Contributory System	14,779	5,010
Tier 2 Contributory System*	1,636,849	—
Public Safety System	199,757	—
Tier 2 Public Safety and Firefighter System*	86,271	6,867
Total contributions	\$10,143,950	\$12,013

\*Contributions reported are the Utah State Retirement Board-approved required contributions by System. Contributions in the Tier 2 Systems are used to finance the unfunded liabilities in the Tier 1 Systems.

**COMBINED PENSION ASSETS, LIABILITIES, PENSION EXPENSE, & DEFERRED OUTFLOWS OF RESOURCES & DEFERRED INFLOWS OF RESOURCES RELATED TO PENSIONS:**

At June 30, 2023, the University reported a net pension asset of \$338,190 and a net pension liability of \$714,699. The net pension asset and liability were measured as of December 31, 2022, and the total pension liability used to calculate the net pension asset and liability were determined by an actuarial valuation as of January 1, 2022, and rolled-forward using generally accepted actuarial procedures. The University's proportion of the net pension asset and liability was based upon actual historical employer contributions to defined benefit pension plans for pay periods ending in 2022. At December 31, 2022, the University's net pension asset and liability were: (Figure J.4)

**FIGURE J.4**

SYSTEM	DECEMBER 31, 2022			DECEMBER 31, 2021	
	NET PENSION ASSET	NET PENSION LIABILITY	PROPORTIONATE SHARE	PROPORTIONATE SHARE	CHANGE (DECREASE)
Tier 1 Noncontributory System	\$314,779	\$—	17.9817361%	18.0066088%	(0.0248727%)
Tier 1 Contributory System	23,410	—	2.5335377%	2.1724046%	0.3611331%
Tier 2 Contributory System	—	391,928	0.3599323%	0.4122766%	(0.0523443%)
Public Safety System	—	315,482	0.3999075%	0.3589824%	0.0409251%
Tier 2 Public Safety and Firefighter System	—	7,289	0.0873784%	0.0891183%	(0.0017399%)
Total net pension asset/liability	\$338,189	\$714,699			

For the year ended June 30, 2023, the University recognized pension expense of (\$8,859,523). At June 30, 2023, the University reported deferred outflows of resources and deferred inflows of resources related to defined benefit pension plans from these sources: (Figure J.5)

**FIGURE J.5**

	DEFERRED OUTFLOWS OF RESOURCES	DEFERRED INFLOWS OF RESOURCES
Differences between expected and actual experience	\$2,340,321	\$364,216
Changes in assumptions	207,156	1,727
Net difference between projected and actual earnings on pension plan investments	6,424,186	—
Changes in proportion and differences between contributions and proportionate share of contributions	128,340	105,201
Contributions subsequent to the measurement date	5,213,177	—
Total	\$14,313,180	\$471,144

Contributions made between January 1, 2023, and June 30, 2023, of \$5,213,177 were reported as deferred outflows of resources related to pensions. These contributions will be recognized as a reduction of net pension liability in the upcoming fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense. (Figure J.6)

**FIGURE J.6**

YEARS ENDED DECEMBER 31	DEFERRED OUTFLOWS (INFLOWS) OF RESOURCES
2023	(\$3,788,100)
2024	(\$1,094,081)
2025	\$2,887,263
2026	\$10,482,564
2027	\$29,356
Thereafter	\$111,857

**ACTUARIAL ASSUMPTIONS:** The total pension liability in the December 31, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement: (Figure J.7)

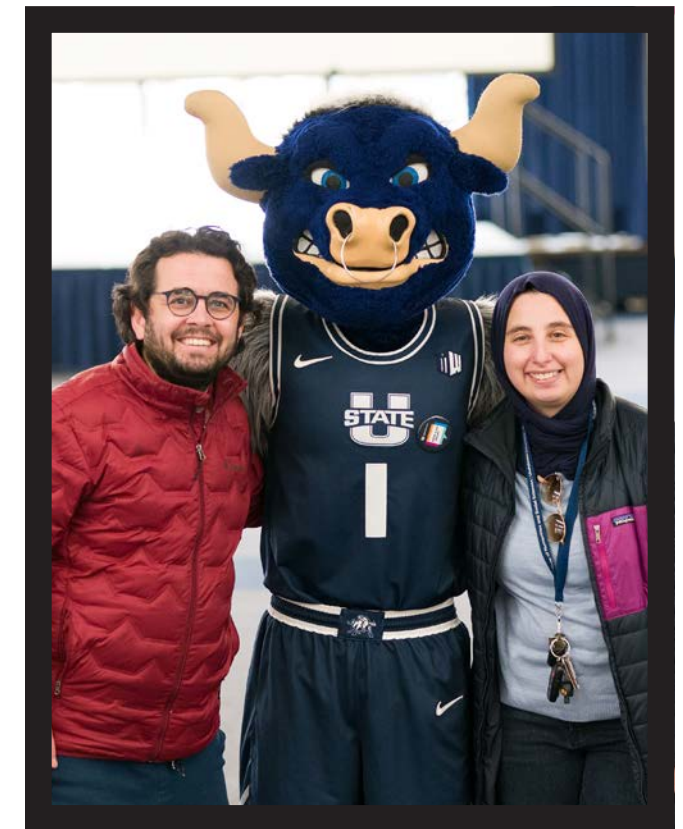
**FIGURE J.7**

Inflation	2.5%	
Salary increases	3.25%-9.25%	Average, including inflation
Investment rate of return	6.85%	Net of pension plan investment expense, including inflation

Mortality rates were adopted from an actuarial experience study dated January 1, 2020. The retired mortality tables are developed using URS retiree experience and are based upon gender, occupation, and age as appropriate with projected improvement using 80% of the ultimate rates from the MP-2019 improvement assumption using a base year of 2020. The mortality assumption for active members is the PUB-2010 Employees Mortality Table for public employees, teachers, and public safety members, respectively.

The actuarial assumptions used in the January 1, 2022, valuation were based on an experience study of the demographic assumptions as of January 1, 2020, and a review of economic assumptions as of January 1, 2021.

The long-term expected rate of return on defined benefit pension plan investments was determined using a building-block method, in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class and is applied consistently to each defined benefit pension plan. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.



The target allocation and best estimates of arithmetic real rates of return for each major asset class are: (Figure J.8)

**FIGURE J.8** **EXPECTED RETURN ARITHMETIC BASIS**

ASSET CLASS	TARGET ASSET ALLOCATION	REAL RETURN ARITHMETIC BASIS	LONG-TERM EXPECTED PORTFOLIO REAL RATE OF RETURN
Equity securities	35.00%	6.58%	2.30%
Debt securities	20.00%	1.08%	0.22%
Real assets	18.00%	5.72%	1.03%
Private equity	12.00%	9.80%	1.18%
Absolute return	15.00%	2.91%	0.44%
Cash and cash equivalents	—%	(0.11%)	—%
Total	100.00%		5.17%
Inflation			2.50%
Expected arithmetic nominal return			7.67%

The 6.85 percent assumed investment rate of return is comprised of an inflation rate of 2.5 percent and a real return of 4.35 percent that is net of investment expense.

**DISCOUNT RATE:** The discount rate used to measure the total pension liability was 6.85 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from all participating employers will be made at contractually required rates that are actuarially determined and certified by the Systems' Board. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current, active, and inactive employees. The long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments, to determine the total pension liability. The discount rate does not use the Municipal Bond Index Rate.

**SENSITIVITY OF THE UNIVERSITY'S PROPORTIONATE SHARE OF THE NET PENSION ASSET & LIABILITY TO CHANGES IN THE DISCOUNT RATE:** The proportionate share of the net pension asset and liability were calculated using the discount rate of 6.85 percent, as well as what the proportionate share would be if calculated using a discount rate that is 1 percentage point lower (5.85%) or 1 percentage point higher (7.85%) than the current rate: (Figure J.9)

**FIGURE J.9** **PROPORTIONATE SHARE OF NET PENSION LIABILITY (ASSET)**

SYSTEM	1% DECREASE 5.85%	DISCOUNT RATE 6.85%	1% INCREASE 7.85%
Tier 1 Noncontributory System	\$47,907,772	(\$314,779)	(\$40,715,265)
Tier 1 Contributory System	326,498	(23,410)	(324,722)
Tier 2 Contributory System	1,712,510	391,928	(625,413)
Public Safety System	1,186,102	315,482	(400,329)
Tier 2 Public Safety and Firefighter System	58,350	7,289	(33,292)
Total net pension liability	\$51,191,232	\$376,510	(\$42,099,021)

**PENSION PLAN FIDUCIARY NET POSITION:** Detailed information about the pension plan's fiduciary net position is available in the separately issued Systems' financial report.

## DEFINED CONTRIBUTION PLANS

Defined contribution plans are available as supplemental plans to the basic retirement benefits of the defined benefit pension plans and as a primary retirement plan for some Tier 2 participants. Participants in the defined contribution plans are fully vested in employer and employee contributions at the time the contributions are made, except Tier 2 required employer contributions and associated earnings are vested after four years of employment. Benefits depend on amounts contributed to the plans plus investment earnings. Individual accounts are provided for each employee and are available at termination, retirement, death, or unforeseeable emergency.

**401(k), TIER 2 DC, AND 457 PLANS:** For employees participating in defined benefit plans, the University is also required to contribute 0.18 percent of the employee's salary into a 401(k)/457 plan. For employees who choose to participate in the Tier 2 Public Employee or Public Safety and Firefighter defined contribution plans (Tier 2 DC), the University is required to contribute 20.02 or 32.54 percent of the employees' salary of which 10 or 14 percent is paid into a 401(k)/457 plan while the remainder is contributed to the Tier 1 Systems, as required by law.

**TIAA AND/OR FIDELITY:** TIAA and/or Fidelity provide individual defined contribution retirement fund contracts with each participating employee. Employees may allocate contributions by the University to any or all of the providers and the contracts become vested at the time the contribution is made. Employees are eligible to participate from the date of employment and are not required to contribute to the fund. Benefits provided to retired employees are based on the value of individual contracts and the estimated life expectancy of the employee at retirement. The University's contribution to this multiple employer defined contribution plan is 14.2 percent of the employees' annual salary. The University has no further liability once annual contributions are made.

Employees can make additional contributions to defined contribution plans subject to limitations. Contributions to the defined contribution plans for the fiscal year ending June 30, 2023, were: (Figure J.10)

**FIGURE J.10**

DEFINED CONTRIBUTION PLANS	UNIVERSITY'S CONTRIBUTIONS	EMPLOYEES' CONTRIBUTIONS
Tier 2 Defined Contribution Plan	\$303,256	\$0
401(k) Plan	\$945,074	\$1,037,014
457 Plan and other individual plans	\$0	\$156,704
TIAA, Fidelity, and/or other investment companies	\$49,211,065	\$14,414,318



## K. TERMINATION BENEFITS

The University provides an early retirement option to employees who qualify and are approved by administration in accordance with University policy. This option is available to all employees whose accumulated age and years of service are equal to or greater than 75, that have met the minimum age requirements, and where early retirement is in the mutual best interest of the employee and the University.

The policy provides two mutually exclusive early retirement options for eligible employees; either six years (16.67 percent of base salary per year) or five years (20 percent of base salary per year). The six-year option requires a minimum age of 56 and the five-year option requires a minimum age of 57. Benefits include a monthly stipend equal to the agreed upon percent of the retiree's salary at the time of active employment along with medical and dental insurance.

The projected future cost of these stipends and the medical and dental insurance benefits have been calculated based on the known amount to be paid out in the next fiscal year plus projected increases of 1.85 percent (University), 3.35 percent (SDL) for stipends and 6.16 - 9.46 percent (University), 10 percent (SDL) for medical and dental premiums. These increases are based on historical data. The premiums for medical and dental benefits have also been increased by an age adjusted factor of 2.8. The net present value of the total projected costs is calculated using the estimated yield of 2.32 percent (University) and 1.3 percent (SDL). The net present value is the amount recognized on the financial statements as the liability for early retirement.

At June 30, 2023, there were 172 participants in the early retirement program. The program is funded on a pay-as-you-go basis from current funds. Payments for the stipends and insurance benefits for the fiscal year ending June 30, 2023, were \$2,533,608 and \$1,680,112, respectively.

## L. RISK MANAGEMENT

### GENERAL LIABILITY INSURANCE

The University maintains insurance coverage for general, automobile, personal injury, errors and omissions, employee dishonesty, and malpractice liability up to \$10 million per occurrence through policies administered and purchased by the Utah State Risk Management Fund. The University also insures its buildings, including those under construction, and contents against all insurable risks of direct physical loss or damage with the Utah State Risk Management Fund. This all-risk insurance coverage provides for repair or replacement of damaged property at a replacement cost basis subject to a deductible of \$2,500 per occurrence. Coverage includes business interruption caused by fire or other insurable perils with the Utah State Risk Management Fund. All University employees are covered by worker's compensation insurance, including employer's liability coverage through WCF Insurance.



### SELF-INSURANCE FOR EMPLOYEE HEALTH & DENTAL CARE

The University has a self-insurance fund for employee health and dental care. In addition, the University has purchased a stop-loss insurance policy to cover specific participant medical/Rx claims exceeding \$425,000 per term, an aggregating specific stop-loss deductible of \$400,000 per term, and a laser deductible of \$900,000 per term. This policy also covers aggregate claims exceeding 125 percent of expected claims up to \$10 million. GASB Statement No. 10, *Accounting and Financial Reporting for Risk Financing and Related Insurance Issues*, requires a liability for claims be reported if information prior to the issuance of the financial statements indicates it is probable that a liability has been incurred at the date of the financial statements. The estimated claims liability is based upon past experience adjusted for current trends. The estimate reflects the ultimate cost of settling the claims. The University's estimated self-insurance claims liability at June 30, 2023, and June 30, 2022, were: (Figure L.1)

FIGURE L.1	2023	2022
Estimated claims liability at beginning of year	\$8,461,062	\$7,117,618
Current year claims and changes in estimates	75,556,985	69,313,533
Claim payments, including related legal and administrative expenses	(74,799,941)	(67,970,089)
Estimated claims liability at end of year	\$9,218,106	\$8,461,062

The University has recorded the investment of the health and dental care funds at June 30, 2023, and the estimated liability for self-insurance claims at that date in the Statement of Net Position. The income on fund investments, the expenses related to the administration of the self-insurance, and the estimated provision for the claims liabilities for the year then ended are recorded in the Statement of Revenues, Expenses, and Changes in Net Position and the Statement of Net Position.

## CONTINGENCIES

The University has been named in several lawsuits where litigation is pending. It is unlikely that any judgments against the University will be established or would otherwise be material in nature. Most lawsuits are such that any financial settlement would be covered primarily by insurance held by the University through the State's Division of Risk Management.

The Space Dynamics Laboratory has a bank revolving line of credit with a limit of \$9 million. At June 30, 2023, the outstanding balance was zero. The line of credit bears interest at an initial rate of 7.5 percent, and is currently prime rate plus 0.5 percent, is unsecured, due on demand, and expires on November 30, 2024.

## COMMITMENTS

At June 30, 2023, the University had outstanding construction commitments of approximately \$40.4 million.



## M. NATURAL & FUNCTIONAL CLASSIFICATIONS

The University's operating expenses by natural and functional classifications for the fiscal year ended June 30, 2023, were: (Figure M.1)

FUNCTIONAL CLASSIFICATION	NATURAL CLASSIFICATION					TOTAL
	SALARIES & WAGES	EMPLOYEE BENEFITS	OTHER OPERATING EXPENSES	SCHOLARSHIPS & FELLOWSHIPS	DEPRECIATION & AMORTIZATION	
Instruction	\$150,799,600	\$46,762,245	\$41,969,706	\$—	\$—	\$239,531,551
Research	100,684,767	51,000,371	105,635,432	—	—	257,320,570
Public service	41,925,182	14,538,571	41,814,943	—	—	98,278,696
Academic support	33,561,210	11,629,414	10,367,954	—	—	55,558,578
Student services	16,516,390	5,110,377	8,930,844	—	—	30,557,611
Institutional support	62,686,181	24,699,356	16,406,474	—	—	103,792,011
Operation and maintenance	17,086,180	6,250,199	41,198,548	—	—	64,534,927
Scholarships and fellowships	—	—	—	35,240,582	—	35,240,582
Service departments	9,083,339	1,352,303	(13,308,030)	—	—	(2,872,388)
Auxiliary enterprises	24,382,576	5,711,430	26,794,297	—	—	56,888,303
Depreciation and amortization	—	—	—	—	67,329,563	67,329,563
Total operating expenses	\$456,725,425	\$167,054,266	\$279,810,168	\$35,240,582	\$67,329,563	\$1,006,160,004

## N. BLENDED PRESENTATION OF COMPONENT UNITS

The following is a condensed version of the Utah State University Space Dynamics Laboratory's, Utah State University Foundation's, and Hansen Scholars Support Foundation's financial statements for the fiscal year ended June 30, 2023: (Figure N.1, N.2, and N.3)

FIGURE N.1

## COMPONENT UNITS

### CONDENSED STATEMENT OF NET POSITION

June 30, 2023

	SDL	FOUNDATION	HSSF	TOTAL CHANGES	TOTAL
<b>ASSETS</b>					
Current assets	\$108,592,706	\$145,196,736	\$809,913	\$1,422,427	\$256,021,782
Noncurrent assets	165,914,676	1,268,264	11,176,961	(3,150,106)	175,209,795
Total assets	274,507,382	146,465,000	11,986,874	(1,727,679)	431,231,577
<b>DEFERRED OUTFLOWS OF RESOURCES</b>					
Unamortized refunding losses on bonds	1,019,979	—	—	(1,019,979)	—
Resources related to pensions	1,490,534	—	—	—	1,490,534
Total deferred outflows of resources	2,510,513	—	—	(1,019,979)	1,490,534
<b>LIABILITIES</b>					
Current liabilities	44,231,648	—	—	(4,734,748)	39,496,900
Noncurrent liabilities	144,146,256	—	—	(112,147,898)	31,998,358
Total liabilities	188,377,904	—	—	(116,882,646)	71,495,258
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Leases	1,127,308	—	—	—	1,127,308
Resources related to pensions	38,520	—	—	—	38,520
Total deferred inflows of resources	1,165,828	—	—	—	1,165,828
<b>NET POSITION</b>					
Net investment in capital assets	27,452,980	—	—	110,272,813	137,725,793
Restricted - nonexpendable	—	122,133,509	—	—	122,133,509
Restricted - expendable	—	24,331,491	11,986,874	—	36,318,365
Unrestricted	60,021,183	—	—	3,862,175	63,883,358
Total net position	\$87,474,163	\$146,465,000	\$11,986,874	\$114,134,988	\$360,061,025

FIGURE N.2

## COMPONENT UNITS

**CONDENSED STATEMENT OF REVENUES, EXPENSES, & CHANGES IN NET POSITION**

For the Year Ended June 30, 2023

	SDL	FOUNDATION	HSSF	TOTAL CHANGES	TOTAL
<b>OPERATING REVENUES</b>					
Project revenues	\$185,596,608	\$—	\$—	\$—	\$185,596,608
Project unit indirect costs, general and administrative costs, and cost of money	66,760,898	—	—	—	66,760,898
Project fees	17,144,822	—	—	—	17,144,822
Administrative reimbursement, USU	96,075	—	—	(96,075)	—
Other	3,369,347	—	—	—	3,369,347
Total operating revenues	272,967,750	—	—	(96,075)	272,871,675
<b>OPERATING EXPENSES</b>					
Salaries and wages	98,884,692	—	—	—	98,884,692
Employee benefits	58,001,320	—	—	—	58,001,320
Subcontracts	37,778,091	—	—	(418,382)	37,359,709
Depreciation and amortization	13,360,071	—	—	—	13,360,071
Research support to USU	513,703	—	—	(513,703)	—
Other	41,715,231	—	751,750	(3,367,850)	39,099,131
Total operating expenses	250,253,108	—	751,750	(4,299,935)	246,704,923
Operating income (loss)	22,714,642	—	(751,750)	4,203,860	26,166,752
<b>NONOPERATING REVENUES (EXPENSES)</b>					
Private gifts	—	—	500,000	—	500,000
Other – net	(3,689,528)	20,360,112	(1,137,680)	4,181,800	19,714,704
Total nonoperating revenues (expenses)	(3,689,528)	20,360,112	(637,680)	4,181,800	20,214,704
Income before other revenues	19,025,114	20,360,112	(1,389,430)	8,385,660	46,381,456
<b>OTHER REVENUES</b>					
Additions to permanent endowments	—	9,362,465	—	—	9,362,465
Total other revenues	—	9,362,465	—	—	9,362,465
Increase in net position	19,025,114	29,722,577	(1,389,430)	8,385,660	55,743,921
<b>NET POSITION – BEGINNING OF YEAR</b>	68,435,502	116,742,423	13,376,304	105,749,328	304,303,557
<b>ADJUSTMENTS TO BEGINNING NET POSITION</b>	13,547	—	—	—	13,547
<b>NET POSITION – BEGINNING OF YEAR AS ADJUSTED</b>	68,449,049	116,742,423	13,376,304	105,749,328	304,317,104
<b>NET POSITION – END OF YEAR</b>	\$87,474,163	\$146,465,000	\$11,986,874	\$114,134,988	\$360,061,025

FIGURE N.3

## COMPONENT UNITS

**CONDENSED STATEMENT OF CASH FLOWS**

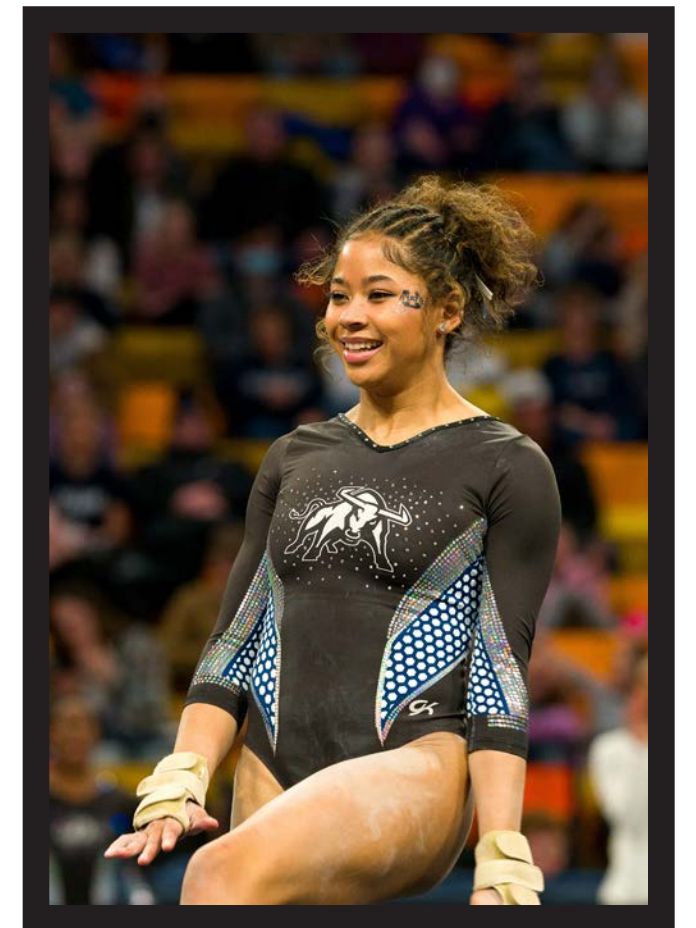
For the Year Ended June 30, 2023

	SDL	FOUNDATION	HSSF	TOTAL CHANGES	TOTAL
<b>NET CASH PROVIDED (USED) BY:</b>					
(1) Operating activities	\$26,441,089	\$—	(\$751,750)	\$20,511,993	\$46,201,332
(2) Noncapital financing activities	—	26,558,332	250,000	—	26,808,332
(3) Capital and related financing activities	(26,783,383)	—	—	10,881,800	(15,901,583)
(4) Investing activities	324,479	(26,558,332)	783,593	—	(25,450,260)
Net increase (decrease) in cash and cash equivalents	(17,815)	—	281,843	31,393,793	31,657,821
CASH AND CASH EQUIVALENTS – BEGINNING OF YEAR	51,179,836	—	528,070	—	51,707,906
CASH AND CASH EQUIVALENTS – END OF YEAR	\$51,162,021	\$—	\$809,913	—	\$83,365,727

## 0. PRIOR PERIOD ADJUSTMENT OF NET POSITION

The University implemented GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, that requires recognition of subscription liabilities and intangible right-to-use subscription assets that were previously classified as operating expenses. This is based on the foundational principle that subscription-based arrangements are financings of the right to use another party's information technology software.

As a result, the University's fiscal year 2022 ending net position was increased \$3,517,788. The University has recorded a subscription liability of \$3,811,519 and an intangible right-to-use subscription asset of \$7,330,543. See Notes F and H for further information regarding subscriptions.







# REQUIRED SUPPLEMENTARY INFORMATION

REQUIRED SUPPLEMENTARY INFORMATION IS TO ACCOMPANY  
THE BASIC FINANCIAL STATEMENTS AND IS CONSIDERED AN  
ESSENTIAL PART OF FINANCIAL REPORTING.



### PROPORTIONATE SHARE OF NET PENSION LIABILITY

As of December 31

	2022	2021	2020
<b>TIER 1 NONCONTRIBUTORY SYSTEM</b>			
Proportion of net pension liability (asset)*	17.9817203%	18.0066090%	18.0066087%
Proportionate share of net pension liability (asset)	(\$314,780)	(\$44,258,458)	(\$17,759,675)
Covered payroll	\$36,742,872	\$35,716,376	\$37,364,131
Proportionate share of net pension liability (asset) as a percentage of covered payroll	(0.86%)	(123.92%)	(47.53%)
Plan fiduciary net position as a percentage of total pension liability	100.1% & 191.7%**	111.8% & 214.5%**	104.7% & 199.0%**
<b>TIER 1 CONTRIBUTORY SYSTEM</b>			
Proportion of net pension liability (asset)*	2.5335377%	2.1724046%	4.2543835%
Proportionate share of net pension liability (asset)	(\$23,410)	(\$611,931)	(\$903,756)
Covered payroll	\$81,507	\$78,740	\$189,163
Proportionate share of net pension liability (asset) as a percentage of covered payroll	(28.72%)	(777.15%)	(477.77%)
Plan fiduciary net position as a percentage of total pension liability	100.60%	117.60%	113.10%
<b>TIER 2 CONTRIBUTORY SYSTEM</b>			
Proportion of net pension liability (asset)	0.3599318%	0.4133773%	0.4810839%
Proportionate share of net pension liability (asset)	\$391,928	(\$174,957)	\$69,193
Covered payroll	\$7,854,461	\$7,677,902	\$7,694,051
Proportionate share of net pension liability (asset) as a percentage of covered payroll	4.99%	(2.28%)	0.90%
Plan fiduciary net position as a percentage of total pension liability	92.30%	103.80%	98.30%
<b>PUBLIC SAFETY SYSTEM</b>			
Proportion of net pension liability (asset)	0.3999075%	0.3589824%	0.3650843%
Proportionate share of net pension liability (asset)	\$315,482	(\$329,072)	\$236,460
Covered payroll	\$749,515	\$668,816	\$698,806
Proportionate share of net pension liability (asset) as a percentage of covered payroll	42.09%	(49.20%)	33.84%
Plan fiduciary net position as a percentage of total pension liability	95.20%	105.70%	95.80%
<b>TIER 2 PUBLIC SAFETY AND FIREFIGHTER SYSTEM</b>			
Proportion of net pension liability (asset)	0.0873784%	0.0891183%	0.0848581%
Proportionate share of net pension liability (asset)	\$7,289	(\$4,504)	\$7,611
Covered payroll	\$268,844	\$213,116	\$168,197
Proportionate share of net pension liability (asset) as a percentage of covered payroll	2.71%	(2.11%)	4.53%
Plan fiduciary net position as a percentage of total pension liability	96.40%	102.80%	93.10%

### PROPORTIONATE SHARE OF NET PENSION LIABILITY (CONTINUED)

As of December 31

	2019	2018	2017	2016	2015	2014
Proportion of net pension liability (asset)*	18.2217407%	1.3784832%	1.4130362%	1.4648385%	1.4867052%	1.4526055%
Proportionate share of net pension liability (asset)	\$21,374,650	\$51,286,704	\$34,553,853	\$47,474,199	\$46,701,668	\$36,497,130
Covered payroll	\$38,736,450	\$37,966,324	\$37,654,734	\$38,162,282	\$37,975,366	\$37,798,518
Proportionate share of net pension liability (asset) as a percentage of covered payroll	55.18%	135.08%	91.76%	124.40%	122.98%	96.56%
Plan fiduciary net position as a percentage of total pension liability	94.20%	84.10%	89.20%	84.90%	84.50%	87.20%
Proportion of net pension liability (asset)*	6.5176415%	2.1063074%	1.8581414%	1.6628695%	1.3777110%	1.2745733%
Proportionate share of net pension liability (asset)	(\$367,485)	\$1,495,487	\$122,273	\$911,182	\$863,346	\$139,755
Covered payroll	\$338,696	\$408,779	\$422,780	\$445,761	\$436,427	\$460,897
Proportionate share of net pension liability (asset) as a percentage of covered payroll	(108.50%)	365.84%	28.92%	204.41%	197.82%	30.32%
Plan fiduciary net position as a percentage of total pension liability	103.60%	91.40%	99.20%	93.40%	92.40%	98.70%
Proportion of net pension liability (asset)	0.5536911%	0.6526196%	0.8092727%	1.1108095%	1.4678273%	1.5274314%
Proportionate share of net pension liability (asset)	\$124,529	\$279,503	\$71,351	\$123,910	(\$3,204)	(\$46,288)
Covered payroll	\$—	\$7,628,237	\$7,926,941	\$9,109,512	\$9,484,328	\$7,493,666
Proportionate share of net pension liability (asset) as a percentage of covered payroll	—%	3.66%	0.90%	1.36%	(0.03%)	(0.62%)
Plan fiduciary net position as a percentage of total pension liability	96.50%	90.80%	97.40%	95.10%	100.20%	103.50%
Proportion of net pension liability (asset)	0.3199232%	0.3271828%	0.3490530%	0.3459203%	0.3435487%	0.3425260%
Proportionate share of net pension liability (asset)	\$472,439	\$783,194	\$606,957	\$739,607	\$739,614	\$636,495
Covered payroll	\$583,817	\$609,931	\$604,061	\$636,766	\$607,776	\$566,992
Proportionate share of net pension liability (asset) as a percentage of covered payroll	80.92%	128.41%	100.48%	116.15%	121.69%	112.26%
Plan fiduciary net position as a percentage of total pension liability	90.00%	83.20%	87.40%	83.50%	82.30%	84.30%
Proportion of net pension liability (asset)	0.0694755%	0.0505758%	0.0319725%	0.0069305%	N/A	N/A
Proportionate share of net pension liability (asset)	\$6,535	\$1,267	(\$370)	(\$60)	N/A	N/A
Covered payroll	\$114,529	\$67,358	\$33,753	\$5,726	N/A	N/A
Proportionate share of net pension liability (asset) as a percentage of covered payroll	5.71%	1.88%	(1.10%)	(1.05%)	N/A	N/A
Plan fiduciary net position as a percentage of total pension liability	89.60%	95.60%	103.00%	103.60%	N/A	N/A

\*The change in the proportion of net pension liability (asset) in 2019 is due to Utah Retirement Systems creating a separate pool for higher education.

\*\*The University's Plan fiduciary net position as a percentage of total pension liability is 100.1% and SDL's percentage is 191.7%.

Note: The University implemented GASB Statement No. 68, Accounting and Financial Reporting for Pensions, in fiscal year 2015. Information on the University's portion of the plan's net pension liability (asset) is not available for periods prior to fiscal year 2015.

**SCHEDULE OF CONTRIBUTIONS TO THE UTAH RETIREMENT SYSTEMS**

For Fiscal Years Ending June 30

**SCHEDULE OF CONTRIBUTIONS TO THE UTAH RETIREMENT SYSTEMS (CONTINUED)**

For Fiscal Years Ending June 30

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
<b>TIER 1 NONCONTRIBUTORY SYSTEM</b>										
Contractually required contribution	\$8,206,294	\$7,719,079	\$7,850,983	\$8,297,399	\$8,392,320	\$8,221,506	\$8,329,180	\$8,355,894	\$9,328,000	\$7,664,202
Contributions in relation to the contractually required contribution	8,206,294	7,719,079	7,850,983	8,297,399	8,392,320	8,221,506	8,329,180	8,355,894	9,328,000	7,664,202
Contribution deficiency (excess)	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—
Covered payroll	\$37,954,088	\$35,569,733	\$36,326,122	\$38,406,937	\$38,370,432	\$37,531,241	\$37,968,122	\$37,998,840	\$37,836,787	\$35,009,064
Contributions as a percentage of covered payroll	21.62%	21.70%	21.61%	21.60%	21.87%	21.91%	21.94%	21.99%	24.65%	21.89%
<b>TIER 1 CONTRIBUTORY SYSTEM</b>										
Contractually required contribution	\$14,779	\$14,075	\$15,867	\$54,537	\$64,560	\$75,098	\$77,250	\$78,211	\$102,041	\$604,902
Contributions in relation to the contractually required contribution	14,779	14,075	15,867	54,537	64,560	75,098	77,250	78,211	102,041	604,902
Contribution deficiency (excess)	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—
Covered payroll	\$83,495	\$79,519	\$89,643	\$308,117	\$413,387	\$423,200	\$436,438	\$441,871	\$430,553	\$6,387,208
Contributions as a percentage of covered payroll	17.70%	17.70%	17.70%	17.70%	15.62%	17.75%	17.70%	17.70%	23.70%	9.47%
<b>TIER 2 CONTRIBUTORY SYSTEM**</b>										
Contractually required contribution	\$1,636,849	\$1,496,901	\$1,457,778	\$1,469,907	\$1,463,112	\$1,429,747	\$1,514,256	\$1,862,036	\$694,490	N/A
Contributions in relation to the contractually required contribution	1,636,849	1,496,901	1,457,778	1,469,907	1,463,112	1,429,747	1,514,256	1,862,036	694,490	N/A
Contribution deficiency (excess)	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	N/A
Covered payroll	\$8,250,252	\$7,716,000	\$7,619,140	\$7,737,083	\$7,753,638	\$7,746,141	\$8,300,188	\$10,208,536	\$8,337,218	N/A
Contributions as a percentage of covered payroll	19.84%	19.40%	19.13%	19.00%	18.87%	18.46%	18.24%	18.24%	8.33%	N/A
<b>PUBLIC SAFETY SYSTEM</b>										
Contractually required contribution	\$199,757	\$124,645	\$142,044	\$149,721	\$145,397	\$147,467	\$181,751	\$167,710	\$162,713	\$137,607
Contributions in relation to the contractually required contribution	199,757	124,645	142,044	149,721	145,397	147,467	181,751	167,710	162,713	137,607
Contribution deficiency (excess)	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—
Covered payroll	\$845,991	\$643,351	\$681,500	\$661,372	\$575,853	\$583,908	\$632,820	\$600,578	\$582,052	\$506,773
Contributions as a percentage of covered payroll	23.61%	19.37%	20.84%	22.64%	25.25%	25.26%	28.72%	27.92%	27.96%	27.15%
<b>TIER 2 PUBLIC SAFETY AND FIREFIGHTER SYSTEM**</b>										
Contractually required contribution	\$86,271	\$76,035	\$60,427	\$37,445	\$30,156	\$9,732	\$4,820	N/A	N/A	N/A
Contributions in relation to the contractually required contribution	86,271	76,035	60,427	37,445	30,156	9,732	4,820	N/A	N/A	N/A
Contribution deficiency (excess)	\$—	\$—	\$—	\$—	\$—	\$—	\$—	N/A	N/A	N/A
Covered payroll	\$265,122	\$233,665	\$185,698	\$125,486	\$101,194	\$33,238	\$16,500	N/A	N/A	N/A
Contributions as a percentage of covered payroll	32.54%	32.54%	32.54%	29.84%	29.80%	29.28%	29.21%	N/A	N/A	N/A

\*\*Contributions in Tier 2 include an amortization rate to help fund the unfunded liabilities in the Tier 1 systems. Tier 2 systems were created effective July 1, 2011.



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