University of Idaho
2014-2015 FACULTY SENATE AGENDA
Meeting #22
3:30 p.m. - Tuesday, March 10, 2015
Brink Hall Faculty-Staff Lounge

Order of Business

I. Call to Order.

II. Consent Agenda.

III. Minutes.
   • Minutes of the 2014-15 Faculty Senate Meeting #21, March 3, 2015 (vote)

IV. Chair’s Report.

V. Provost’s Report.

VI. Committee Reports.

   Information Technology
   • FS-15-046: FSH 1565 Faculty Ranks & Responsibilities – E. Emeriti and FSH 3730 Retirement Benefits - C-2. Honored Staff Retirees: Software licenses (Miller)(vote)

   University Curriculum Committee
   • FS-15-048 (UCC-15-076a): Biological Engineering (B.S.) remove option (VanGerpen/Law)(vote)

VII. Other Announcements and Communications.


VIII. Special Orders.

IX. Unfinished Business and General Orders.

X. New Business.

XI. Adjournment.

Professor Marty Ytreberg, Chair 2014-2015, Faculty Senate
Attachments: Minutes of 2014-2015 FS Meeting #21
            FS-15-046, 47, 48 and 050
The Chair tried to call the meeting to order at 3:32 although the actual start of the meeting was delayed, once again, by problems with the new Scopia system which left off-site Senators lost in the cloud. A motion (Brandt/Stoll) to accept the minutes from meeting #20 was accepted without objection.

Chair's Report: Chair Ytreberg announced that next week Brant Miller will visit Senate to discuss a proposal regarding obtaining access to licensed software for Emeritus Faculty and Honored Staff. Two weeks from today will be spring break so we will not have a meeting. The Chair asked for volunteers to serve on a couple of committees. The first committee is the Campus Community Coalition on Alcohol and Risk related Drugs and the second is an ad hoc committee on Professional Development. Receiving no volunteers from the Senate the Chair asked senators to talk to their colleagues and send suggestions to him.

Provost Report: Vice Provost Jeanne Stevenson sitting in for Provost Aiken reminded everyone that the time for mid-term grades was approaching. The timely posting of mid-term grades allows advisors to develop strategies to help students be successful.

University Curriculum Committee – Curriculum Process/Timeline. The Chair invited Professor Dan Eveleth (Chair of UCC) and Dwaine Hubbard (Associate Registrar) to discuss the curriculum approval process. Professor Eveleth shared with the Senate a workflow chart (on senate website at http://www.webpages.uidaho.edu/facultycouncil/2014-15FS/Agendas/2014-15fs_agendas.htm) showing the timelines and decision points that a curriculum proposal will go through. The deadlines and the number of decision points depend on the nature of the proposed change. The flowchart discusses three slightly different types of processes.

- Group A (involving course changes—adding or dropping courses). These changes need to be to UCC by December 15th and after going through UCC end up on the General Curriculum Report.
- Group B (adding or dropping minors, options, name changes). These changes also need to be at UCC by December 15. They must ultimately be approved by the Faculty Senate, the general faculty, the President and the Board/Regents.
- Group C (adding or dropping majors, programs, degrees). These proposals must be to UCC by October 15th, go through the same bodies as Group B but also must receive approval from the Northwest Commission on Colleges and Universities (NWCCU).

Professor Eveleth emphasized that the purpose of the chart wasn’t to propose any changes but to help communicate and clarify the different processes that proposals must go through. The only changes reflected in the flowchart is the due date for Group A & B proposals which used to be October but now is being pushed back to December. The reason that Group C proposals still have the earlier due date is the need to go to the Board/Regents and NWCCU.
A concern was raised that the chart doesn’t reflect the process that the law school must go through. A short discussion followed on how the law school fit into (or doesn’t fit into) the curriculum processes followed by the rest of the University.

More generally Professor Eveleth pointed out that the deadlines are there to insure that proposals get through the process in a timely manner but that there are risks in waiting to the last second to send a proposal to UCC. There have been times when UCC has had questions or noticed mistakes and ended up sending proposals back. There was a question about why the deadlines for both Group A and B were the same even though Group B proposals go through more steps. It was stated that UCC would prioritize Group B proposals and there was a desire to keep it simple and avoid having multiple due dates.

With reference to mandated processes like PPP or the more recent FFF, Professor Eveleth noted that UCC believed that in the future all proposals should go through the regular curriculum processes with one exception. He argued that following traditional processes has advantages of transparency and communication across the university. The exception involves what happens when a mandated process, like FFF, results in a recommendation for elimination of a program. Professor Eveleth suggested that in such situations the process should be followed except that negative votes at the unit level would not stop the proposal from moving forward as it would in a typical situation. A senator expressed a concern that always going through the regular processes even when decided by a special process like FFF creates a lot of redundancy and confusion. Professor Eveleth responded that there is a value in making sure units are involved in the implementation decisions even if the decision to do something had already been made through a special program prioritization process. The Chair noted that the Provost last week had reiterated that further decisions implementing FFF decisions would go through regular processes.

The discussion ended with Professor Eveleth emphasizing the need to communicate the curriculum process so faculty can feel in control.

**FS-15-042rev: FSH 1640.95—University Security and Compliance Committee.** This proposal involves a revision of the proposed membership for the newly established University Security and Compliance Committee which is needed to comply with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act. The Senate had expressed the desire to make the membership of the committee smaller and asked ConC to accomplish this. ConC asked Matt Dorschel to specify what representation he considered essential. He responded by removing four of the proposed members thus reducing the committee to thirteen members. The revised membership passed unanimously.

**FS-15-043: FSH 1640.89—University Committee for General Education.** This proposal involves a revision to the function of UCGE. The proposed revision would add a sentence giving UCGE responsibility over courses eligible for transfer to other state institutions (SBOE GEM courses).

Before voting on this several senators expressed a desire to edit the wording specifying the membership of UCGE. The wording was not sufficiently clear that CLASS and Science would each have two members on UCGE. After some give and take on the exact wording, a motion (Foster/Wolf) was offered making the Faculty Secretary’s Office responsible to clarify the wording on membership. This passed unanimously. The proposal as amended then passed unanimously.

**FS-15-044: FSH 1640.90—General Education Assessment Committee.** This proposal would create a General Education Assessment Committee that would report directly to UCGE regarding the assessment of general education courses. The Director of General Education would select members to ensure broad representation. A senator asked whether it was normal for members to be selected in this way. It was
acknowledged that this wasn’t typical but that for reasons of specialization and expertise it would be more efficient to give this responsibility to the Director of General Education. The selected members would need to have the time and ability to norm and assess courses.

Another senator raised a concern about creating another committee. While there was considerable sympathy with this claim, the case was made that this proposed committee was necessary given the importance and need for assessment. Another senator wondered why CLASS and Science weren’t guaranteed members on this assessment committee since the vast majority of the courses came from CLASS and Science. The Director of General Education suggested that CLASS and Science probably would have representation but that the overall purpose was to obtain faculty skilled in assessing courses regardless of the college. This proposal was passed unanimously.

Note: Several times in today’s Senate meeting a question was raised as to when it was correct to refer to SBOE (State Board of Education) and when we should be referring to the Regents of the University of Idaho. The Faculty Secretary’s Office agreed to look into the distinction and attempt to clarify which reference was appropriate at which times.

FS-15-045: FSH 1640.36—Dismissal Hearings Committee and FS-15-045: FSH 1640.43—Faculty Appeals Hearing Board. Both of these proposed changes from ConC were attempts to address concerns raised about perceived reliance on General Counsel by these committees. The proposed additions are to communicate that the panel chair should seek a meeting with the Faculty Secretary to discuss and review the process. The panel chair may also request assistance from the Faculty Secretary, Ombuds or General Counsel’s office throughout the hearing. Another provision was added to allow both parties to have an advisor or neutral party at the hearing.

A senator suggested that the University did not need an advisor or neutral party at the hearings. A motion (Brandt/Kennelly) was offered to amend C-2 in 1640.36 and B-2 in 1640.43 to read: “Observers: The faculty member requesting a hearing may have an advisor or neutral party at the hearing.” This amendment passed unanimously. FS-15-045 as amended for both FSH 1640.36 and FSH 1640.43 passed unanimously.

Adjournment: A motion to adjourn (Teal/Brewick) passed unanimously at 5:02.

Don Crowley, Faculty Secretary and Secretary to the Faculty Senate
POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Faculty/Staff Handbook [FSH] ☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency

Minor Amendment ☑

Chapter & Title:    FSH 1565 – E-4 Emeritus

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s): (Please see FSH 1460 C)                      Faculty Senate, 2012-13, April 23, 2013

Policy Sponsor: (If different than originator.)            Brant Miller, IT Chair, 2014-15

Telephone & Email:  5-4077 & bgmiller@uidaho.edu

Reviewed by General Counsel      ____Yes ____No   Name & Date: ____________________

I.      Policy/Procedure Statement:  Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

The minor amendment to FSH 1565 E-4, letter “n” is a result of an inquiry made by 2014-15 Senate Leadership regarding the privileges of emeriti faculty when it comes to software. After consulting with ITS, specifically Dan Ewart, Brian Cox and Ben Kirchmeier, it was determined that software privileges are extended to emeriti faculty for University/institutional software licenses. Non-University/institutional software licenses for emeriti faculty are at the discretion of emeriti home departments.

II.     Fiscal Impact:  What fiscal impact, if any, will this addition, revision, or deletion have?

The immediate impact is negligible given the current software vendor contracts. Future fiscal impacts are unknown and dependent upon future software contracts.

III.    Related Policies/Procedures:  Describe other policies or procedures existing that are related or similar to this proposed change.

IV.     Effective Date:  This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: ___________________________________________.
ACADEMIC RANKS AND RESPONSIBILITIES

PREAMBLE: This section defines the various academic ranks, both faculty and non-faculty (e.g. graduate student appointees and postdoctoral fellows), and their responsibilities. Subsections A, C, D, E, F, and I should be read in conjunction with the policy and procedures concerning granting of tenure and promotions in rank which are contained in 3520 and 3560 (subsection I only in conjunction with 3560). Most of the material assembled in this section was a part of the original 1979 Handbook. The material in section I was added July, 1987. The definitions of ‘postdoctoral fellow’ (J-5), ‘graduate assistant’ (K-3) and ‘research fellow’ (K-4) were revised in July 1996. Section J-1, voting rights for lecturers, was changed in July 2001. Section A was substantially revised in July 1994, so as to underline better the importance of both teaching and scholarship. At that time the so-called “Voxman Amendment” (the addition of ‘in the classroom and laboratory’ to the list of possible venues wherein the evaluation of scholarship might take place) made its first appearance. Section A underwent additional substantial revision in July 1998 and July 2006, always with the hope of creating greater clarity in a complex subject. Extensive revisions along those same lines were made to B (entirely new and in 2008 B was moved to 3570), C, D, and E, in July 1998. Further, less extensive revisions were made to C-1, D-1, and E-1 in July 2000. In July 2008, this section was reorganized to better reflect classifications as stated in FSH 1520 Article II, no substantive changes were made to policy. In 2009 changes to the faculty position description and evaluation forms integrating faculty interdisciplinary activities into the evaluation processes were incorporated into this policy as of January 2010. Ranks for Associated Faculty in F were removed because the promotion process as detailed in 3560 for faculty ranks was deemed excessive for associated faculty. Those currently holding a specific rank in adjunct or affiliate will retain that privilege. In July 2010 the affiliate and adjunct terms were switched to conform to national norms and rank of Distinguished Professor was added. In July 2011 voting for associated faculty was clarified and Clinical Faculty under “G. Temporary Faculty” moved to “D. University Faculty” as D-9 and was revised. In July 2012 edits were made to the Distinguished Professor under D-8 and to the qualifications for Emeritus status and a search waiver under E. In July 2013 definitions for research and teaching assistants were more clearly defined. In January 2014 the time necessary to qualify for Emeritus status was reduced and in July 2014 the cap on non-tenure track faculty appointments in a unit was adjusted and promotion processes clarified and revised. Further information may be obtained from the Provost’s Office (208-885-6448).

A. Introduction
B. Definitions
C. Responsibility Areas
D. University Faculty
E. Emeriti
F. Associated Faculty
G. Temporary Faculty
H. Non-Faculty
I. Qualification of Non-faculty Members for Teaching UI Courses

Changes are to E-4only.

E. EMERITI (FSH 1520 II-2)

E-1. ELIGIBILITY. A board appointed, benefit-eligible member of the university faculty who holds one of the ranks described in 1565 D and who leaves the university and has a minimum of 8 years of service, has attained 55 years of age, and attained the rule of 65 (age plus years of service is at least 65), is designated as “professor emeritus/emerita,” “research professor emeritus/emerita,” or “extension professor emeritus/emerita,” as applicable. A faculty member without such rank has the designation “emeritus” or “emerita,” as applicable, added to the administrative or service title held at the time of retirement. [fed. 7-00, 7-02, 1-08, rev. 7-12; 1-14]

In exceptional circumstances the provost, with the concurrence of Senate Chair, Vice Chair and Faculty Secretary, may suspend the above eligibility rules and award or deny emeritus status to a faculty member. [add. 1-12]

E-2. RIGHTS, PRIVILEGES, AND RESPONSIBILITIES. Emeriti are faculty members in every respect, except for the change in salary and in certain fringe benefits, the obligation to perform duties, and the right to vote
in faculty meetings. They continue to have access to research, library, and other UI facilities. Emeriti may take an active role in the service and committee functions of their department, college, and the university. UI encourages the voluntary continued participation of emeriti in the activities of the academic community.

**E-3. EMPLOYMENT OPPORTUNITIES.** [add. 1-12]

a. Emeritus faculty may hold a part-time position at the University of Idaho after retirement, but not a full-time one. When it is in the university’s interest, exceptions may be made and the full-time employment limitation may be waived by the president. [ed. 1-14]

b. Units wanting to employ emeritus faculty without a search must request, in writing, a search waiver from the Director of Human Rights, Access & Inclusion.

c. Search waivers granted to emeritus faculty remain in effect for three full years. Units need only notify Human Resources if they want to employ an emeritus faculty member while the search waiver is in effect. However, a unit is not obligated to employ the emeritus faculty member during this three year period.

**E-4. SPECIFIC PROVISIONS FOR EMERITUS PARTICIPATION.** [ren. 7-12]

a. Departmental mail boxes continue to be available to emeriti who reside locally.

b. A list of emeriti and their mailing addresses is maintained at each level—department, college, and university (Human Resources). [ed. 7-06, 1-08]

c. The director of human resources is responsible for supplying information about emeriti for the Campus Directory.

d. Emeriti who have campus mail boxes receive University of Idaho publications by campus mail or upon request by email. [ed. 7-12]

e. Emeriti who have departmental mail boxes receive full distribution of notices; otherwise, special requests may be made to the departmental administrator.

f. Ordinary office materials and supplies are available under the same issuing procedures applicable to other members of the department.

g. Departmental postage may be used for professional mail.

h. Offices for emeriti are provided on a space-available basis.

i. One, free non-transferable gold parking permit each year. [rev. 1-08]

j. Any discounts available to other members of the faculty and staff through various UI agencies are available to emeriti.

k. Emeriti are included in appropriate university, college, and departmental faculty-staff functions.

l. In the appointment of committees, administrators at all levels and the Committee on Committees consider the availability and desire for significant service of emeriti.

m. There are many areas of activity, professional and other, such as service to the community and special groups within the community and university, in which emeriti may have the time and the inclination to make continuing contributions (e.g., guest lectures, research design, and consultation). In connection with such services, emeriti are not excluded from the travel budget, though they may generally have a lower priority.

**E-5. LISTING OF EMERITI IN THE COMMENCEMENT PROGRAM.** Names of faculty members who retire after meeting the eligibility requirements stated in E-1 are listed in the program of the commencement exercises held during the fiscal year in which their UI duties end; also, those whose service obligations are to end on or before August 31 following a given commencement will be listed in the program for that commencement. [ed. 1-10, ren. 7-12]

**E-6. MAINTENANCE OF TIES WITH EMERITI.** The Faculty Senate has urged UI units periodically to review their contacts with emeriti and to take steps to ensure that the provisions of this section—particularly b and c, above—are being carried out; moreover, the senate has urged all members of the UI community to seek additional ways of maintaining ties with emeriti and to provide opportunities and the means for them to continue to be a part of, and of service to, the university. [ed. 1-08, 7-09, ren. 7-12]

No further changes from here on.
POLICY COVER SHEET

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Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency

Minor Amendment ☑

Chapter & Title: FSH 3730 – C-2 b Honored Staff Retiree Privileges

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): (Please see FSH 1460 C) Name Date

Policy Sponsor: (If different than originator.) Brant Miller, IT Chair, 2014-15 Name Date

Telephone & Email: __Yes ____No Name & Date: __________________

Reviewed by General Counsel ___Yes ____No Name & Date: __________________

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

The minor amendment to FSH 3730 – C-2 mirrors that of FSH 1565 E-4 “n” is a result of an inquiry made by 2014-15 Senate Leadership regarding the privileges of honored staff retirees when it comes to software. After consulting with ITS, specifically Dan Ewart, Brian Cox and Ben Kirchmeier, it was determined that software privileges are extended to emeriti faculty and honored staff retirees for University/institutional software licenses. Non-University/institutional software licenses for emeriti faculty are at the discretion of emeriti home departments.

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If not a minor amendment forward to: ___________________________________________

Policy Coordinator Aprr. & Date: __________________________ [Office Use Only]

FSH Appr. ____________
FC ________________
GFM ________________
Pres./Prov. ____________
_____________________
[Office Use Only]

Track # __________________
Date Rec.: ______________
Posted: t-sheet __________
h/c ______________
web ______________
Register: _______________
(Office Use Only)
DATE: February 6, 2015

TO: Dr. Katherine G. Aiken
    Interim Provost and Executive Vice President

FROM: Jon Van Gerpen
      Acting Head, Biological and Agricultural Engineering

SUBJECT: Minor Change Notification Request

The University of Idaho is writing to notify the Idaho State Board of Education per Board Policy Section III.G.3.c.ii of the change(s) which we believe is minor. The change(s) will be made effective beginning summer 2015.

- Biological Engineering (B.S.), Eliminate degree “options.”

The following information is being provided to to ensure the minor, non-substantive change(s) is in align with our institutional responsibilities and accreditation.

Mission and Core Themes:
The BAE curriculum has provided B.S. students with 5 different degree options for the past 11 years: Biological Systems Engineering, Bioenergy Engineering, Ecohydrological Engineering, Environmental Engineering, and Agricultural Engineering. Most of the students select 3 of the options; two of the options have very few students. These options represent specialty areas for the students and are defined by approximately 30-32 credits of course-work. There is considerable overlap in the course-work requirements for some of the options. Recent ABET reviewers have criticized the options approach, saying that such a small department cannot adequately support so many option areas. The program agrees. We propose to eliminate the options and replace them with the addition of 16 credits of course-work to the program core (BAE 461, Biol 250/255, Biol 380, Chem 277, Chem 278) plus 18 credits of technical electives (list of courses is attached). This change will make the BAE curriculum more similar to other engineering curricula. Three of the options can be completed under the new curriculum by proper selection of technical electives. The other two curricula will require that the student takes 1 or 2 extra classes. The change will greatly simplify the BAE program curriculum and minimize the challenge for advising students in the different options as well as needing to provide mentoring and support in 5 different areas.

Educational Offerings:
At this time, there are no plans to teach additional courses or to eliminate any courses. If they desire, students will still be able to select courses to acquire the degree of specialization offered by the options. However, students will have flexibility to choose technical elective courses that more closely match their interests. The program will have the ability to identify low-enrollment classes for elimination later. The level of administrative and advising oversight will be much less. The current 5 options require tracking of student progress in such a diverse set of programs that mistakes are frequent.
Planning:
Eliminating the option areas was motivated by a recommendation from our ABET accreditors. Their opinion was that a faculty of 7 could not adequately support 5 different option areas. Eliminating the options will provide students with a solid core curriculum while providing an appropriate level of elective courses to produce a specialization. No other organizations within UI are expected to be affected by this change. Teachout for the options will be made according to university policy in the general catalog “… when an instructional program is to be withdrawn, UI will make every reasonable effort to ensure that students who are within two years of completing graduation requirements, and who are making normal progress toward completion of those requirements, will have the opportunity to complete the program that is to be withdrawn.”

Budget:
This change will have no financial impact.

Student Services:
This change provides more flexibility to students while still allowing them to pursue a specialization, if they desire. Advising requirements will be greatly reduced because the curriculum will be much simpler.

Physical Facilities:
No effect on physical facilities.

Library and Information Resources:
No effect on library and information resources.

Faculty:
No effect on faculty.
Proposed New BAE Curriculum

**Departmental Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAE 142</td>
<td>Engineering for Living Systems</td>
<td>2 cr</td>
</tr>
<tr>
<td>BAE 242</td>
<td>Engineering Analysis and Design</td>
<td>2 cr</td>
</tr>
<tr>
<td>BAE 441</td>
<td>Instrumentation and Measurements</td>
<td>3 cr</td>
</tr>
<tr>
<td>BAE 462</td>
<td>Electric Power and Controls</td>
<td>3 cr</td>
</tr>
<tr>
<td>BAE 478</td>
<td>Engineering Design I</td>
<td>3 cr</td>
</tr>
<tr>
<td>BAE 479</td>
<td>Engineering Design II</td>
<td>3 cr</td>
</tr>
<tr>
<td>BAE 491</td>
<td>Senior Seminar</td>
<td>1 cr</td>
</tr>
<tr>
<td>Biol 115</td>
<td>Cells and the Evolution of Life</td>
<td>4 cr</td>
</tr>
<tr>
<td>Chem 111</td>
<td>Principles of Chemistry</td>
<td>4 cr</td>
</tr>
<tr>
<td>Chem 112</td>
<td>Principles of Chemistry</td>
<td>5 cr</td>
</tr>
<tr>
<td>Engr 105</td>
<td>Engineering Graphics</td>
<td>2 cr</td>
</tr>
<tr>
<td>Engr 210</td>
<td>Engineering Statics</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engr 240</td>
<td>Introduction to Electrical Circuits</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engr 320</td>
<td>Engrg Thermodynamics and Heat Transfer</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engr 335</td>
<td>Engineering Fluid Mechanics</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engr 350</td>
<td>Engineering Mechanics of Materials</td>
<td>3 cr</td>
</tr>
<tr>
<td>Engr 360</td>
<td>Engineering Economy</td>
<td>2 cr</td>
</tr>
<tr>
<td>Math 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4 cr</td>
</tr>
<tr>
<td>Math 175</td>
<td>Analytic Geometry and Calculus II</td>
<td>4 cr</td>
</tr>
<tr>
<td>Math 275</td>
<td>Analytic Geometry and Calculus III</td>
<td>3 cr</td>
</tr>
<tr>
<td>Math 310</td>
<td>Ordinary Differential Equations</td>
<td>3 cr</td>
</tr>
<tr>
<td>Phys 211</td>
<td>Engineering Physics w/lab</td>
<td>4 cr</td>
</tr>
<tr>
<td>Phys 212</td>
<td>Engineering Physics</td>
<td>3 cr</td>
</tr>
<tr>
<td>Stat 301</td>
<td>Probability and Statistics</td>
<td>3 cr</td>
</tr>
<tr>
<td>Comm 101</td>
<td>Fund. Public Speaking</td>
<td>2 cr</td>
</tr>
<tr>
<td>Engl 102</td>
<td>College Writing and Rhetoric</td>
<td>3 cr</td>
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<tr>
<td>ISEM 101</td>
<td>Integrated Seminar</td>
<td>3 cr</td>
</tr>
<tr>
<td>ISEM 301</td>
<td>Integrated Seminar</td>
<td>1 cr</td>
</tr>
</tbody>
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**Humanities & Social Science (12 cr)**

Total: 94 credits

Proposed additions to departmental core:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAE 461</td>
<td>Bioprocess Engineering</td>
<td>3 cr</td>
</tr>
<tr>
<td>Biol 250/255</td>
<td>General Microbiology &amp; lab</td>
<td>5 cr</td>
</tr>
<tr>
<td>Biol 380</td>
<td>Biochemistry</td>
<td>4 cr</td>
</tr>
<tr>
<td>Chem 277</td>
<td>Organic Chemistry I</td>
<td>3 cr</td>
</tr>
<tr>
<td>Chem 278</td>
<td>Organic Chemistry I lab</td>
<td>1 cr</td>
</tr>
</tbody>
</table>

Total: 16 credits

**Technical Electives:** 18 credits

**Total curriculum:** 128 credits
TO: University Curriculum Committee
FROM: Associate Deans Group
RE: Change to the graduation requirements for Graduate students
DATE: January 30th, 2015


J-9-a. An academic minor is a prescribed course of study consisting of 18 or more credits which supplements an undergraduate major at the University of Idaho. For descriptions of minor curricula, see the programs of the degree-granting units in the individual departmental section. In the following paragraphs of J-9, "minor" denotes "academic minor," which is to be distinguished from "teaching minor"; for information on the latter, see the Department of Curriculum and Instruction section.

J-9-b. A student may pursue one or more minors in addition to a major by filing with the registrar a declaration of intention to do so. Completion of a minor is required only if specified by the degree-granting unit, but any minor completed is recorded on the student's academic record.

J-9-c. Transfer credits may be applied to a minor with the approval of the department offering the minor; however, the last nine credits applied to completion of the minor must be earned in UI courses, through study abroad, or through student exchange programs, and may not include credits earned through correspondence study. At least 9 credits of those completing the minor's requirements must be in UI courses. Similar to the residency requirements for a baccalaureate degree in J-2, no credits awarded for independent study, bypassed courses (see I-2-d), credit by examination (see I-1-a, I-1-c, or I-2-a), College Level Examination Program (CLEP – see I-2-b), or experiential learning (see I-2-b) can be counted among these 9 UI credits. Study abroad and student exchange credits may be counted toward this requirement with prior approval by the student's academic department and dean.

J-9-d. A student may complete an undergraduate minor even though he or she has already earned a baccalaureate degree at the University of Idaho. If the sole objective is to complete an undergraduate minor, the student should declare a "Minor-Only" curriculum in the department offering the minor. Students who declare a minor-only curriculum are not eligible for financial aid funds (see the Student Financial Aid Services section).
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: [www.webs.uidaho.edu/uipolicy](http://www.webs.uidaho.edu/uipolicy))

<table>
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<tr>
<th>Faculty/Staff Handbook [FSH]</th>
<th>□ Addition □ Revision* □ Deletion* □ Emergency</th>
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Chapter & Title: 95.24 Vandal Alert Notification System (formerly Timely Warning)

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s): Matt Dorschel  2/27/15
(Please see FSH 1460 C)

Telephone & Email: 5-7209 mdorschel@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email: 

Reviewed by General Counsel: Yes Name & Date: Kent Nelson, 2/27/15

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual. The additions are a result of guidance from President Staben to include “informational alerts”. Additionally, the revisions reflect requirements of the Clery Act and ensure more complete compliance with the law.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have? **No fiscal impact.**

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change. **None**

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. **ASAP.**

If not a minor amendment forward to: ________________________________________

Track # _______________  Date Rec.: _____________
Posted: t-sheet ____________  h/c ____________
web ____________  Register: ______________

Policy Coordinator Appr. & Date:  
[Office Use Only]

FSH Appr. ____________  
FC ____________  
GFM ____________  
Pres./Prov. ____________  
[Office Use Only]

APM F&A Appr.: ________  
[Office Use Only]

[Office Use Only]
Preamble: This procedure was created updated in 2010-2015 to provide comprehensive guidance for issuing notifications to the University of Idaho community using the Vandal Alert System. The University's goals are to provide prompt notification of a confirmed situation impacting the university community and to the campus community with a prompt notification of a confirmed situation and to provide instructions for taking action when needed. These protocols are integrated with and supplement the University’s Comprehensive Emergency Management Plan (CEMP) and Crisis Communication Plan. These protocols apply only to the Vandal Alert System, the University of Idaho may use other forms of communication as part of a broader communication strategy for alerting the campus community to a crime that poses a threat and is updated annually. Also see Title 34 Code of Federal Regulations (CFR) 668.46 – Institutional Security Policies and Crime Statistics.

A. Definitions.

A-1. Vandal Alert System: Vandal Alert is an institution-wide, multi-modal (e-mail, voice, text message) emergency notification system. All University employees and students are enrolled automatically through employee/student database modules. Contact data/membership in Vandal Alert is updated daily through an automated process to ensure accurate membership. Students and employees are encouraged to update their Vandal Alert contact data through the Vandal Web application. Members of the greater Moscow community may also be enrolled in Vandal Alert. The Office of Public Safety and Security has overall management responsibility for Vandal Alert.

A-2. Emergency Notification (Clery Act Requirement): An alert issued to the campus community triggered by an event that is currently occurring on or imminently threatening the UI campus. UI will initiate emergency notification procedures for any significant emergency or dangerous situation occurring on campus that represents an immediate threat to the health or safety of students or employees occurring on the campus.

A-3. Timely Warning (Clery Act Requirement): An alert issued to the campus community triggered by Clery Act crimes that have already occurred but represent an ongoing threat. UI will initiate Timely Warning procedures when a Clery Act crime is committed on University property that is reported to campus security authorities or law enforcement authorities and is considered to represent a serious or continuing threat to students and employees to the occurrence of a crime that poses an ongoing threat to the campus community and to heighten safety awareness of students, faculty, and staff in a manner that will aid in the prevention of similar crimes.

A-4. Adverse Weather Notification: An alert issued to the campus community when projected or existing severe or adverse weather conditions may impact University operations requiring delays or cancellation of classes or events and/or the closure of a University facility, site or campus (see APM 95.21, University Closures).
**A-5. Informational Notification:** A notification issued to the campus community that does not meet the criteria for either an emergency notification or timely warning, but may be of significant interest to the university community.


**B. Policy/Procedure.**

**B-1. Emergency Notifications.** In compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), Emergency Notifications will be broadcast when the University receives a confirmed report from a cognizant authority (i.e. a law enforcement authority), that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff or visitors is occurring on campus. In those instances, the Executive Director of Public Safety or designee will, without delay, and taking into account the safety of the community, determine the content of the notification and broadcast the notification, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Emergency Notifications will include instructions to the UI community for protective action. When the threat no longer exists, an “all clear” alert will be broadcast. The Executive Director of Public Safety and Security or designee has the authority to broadcast Emergency Notifications to the University community using the Vandal Alert System. When appropriate, Emergency Notifications may be broadcast through other communication methods (web pages, press releases, printed and/or social media, etc.)

The Clery Act requires institutions to make a “timely warning” to the campus community when a report of murder, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, or arson is received by campus security authorities and, in the judgment of the institution, the crime at issue poses a serious or continuing threat to students and employees. The Act and its implementing regulations leave it to each institution to determine the suitability, timing and substance for these reports.

**B-2. Timely Warning.** In compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), Timely Warnings will be broadcast when a report of murder, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, or arson (Clery Act Crimes) is received by campus security authorities and, in the judgment of the institution, the crime at issue poses a serious or continuing threat to students and employees. The Executive Director of Public Safety or designee will broadcast Timely Warnings using the Vandal Alert System in a manner that is timely and will aid in the prevention of similar crimes, unless issuing a warning will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the threat. The intent of a timely warning is to enable people to
protect themselves and/or their property. Timely Warnings will be issued as soon as pertinent information is available. Timely Warnings may also be made for other crimes (non-Clery) that pose a serious or continuing threat to the campus community. The Executive Director of Public Safety and Security or designee has the authority to broadcast Timely Warnings to the University community. When appropriate, Timely Warnings may be broadcast through other communication methods (web pages, press releases, printed and/or social media, etc.,)

B-3. Adverse Weather Notification. Adverse weather notifications will be broadcast when significant severe weather conditions exist that may have an impact on University operations and when the UI President or designee makes a decision to close or delay opening a UI facility. The University Emergency Manager monitors weather conditions, participates in the National Weather Service weekly briefing and makes recommendations for taking appropriate actions in the event of a weather related emergency (see APM 95.21, University Closures). The UI President or the president’s designee has the authority to close or delay opening a UI facility is at the discretion of the UI president or the president’s designee. When a designee makes a decision to close or delay opening a UI facility, they will notify the UI President’s office and to TThe Executive Director of Public Safety and Security. The Executive Director of Public Safety and Security or designee has the authority to broadcast an Adverse Weather Notification, and to notify the University community of approved closures or delays.

B-4. Informational Notification. Informational Notifications will be broadcast when a reported crime or emergency does not meet the criteria for other alerts, but in the judgment of the institution, the campus community should be notified about an incident. Situations that may be appropriate for broadcasting an informational notification include (but are not limited to) incidents or crimes occurring off campus but due to the location that may have an impact on student or employee security interests, violent crimes in which the perpetrator or suspect has been apprehended or is known not to be on campus, and law enforcement agencies do not assess a threat to the university community, incidents that may generate significant interest across the campus community (for example, an incident that no longer represents a threat, but involved the response of multiple emergency vehicles/personnel). The Director of University Integrated Communications or designee and Marketing has the authority to broadcast an Informational Notification.

B-5. Vandal Alert System Testing. The University Emergency Manager will test the Vandal Alert System on an annual basis. Testing of the Vandal Alert System may be announced or unannounced. Test messages may be broadcast using a single mode or may combine multiple modes of the system. Test messages will clearly state in the subject line that there is no actual threat or emergency and that the purpose of the notification is to test the system and/or response plans and capabilities. To the extent possible, system tests will be combined with emergency response drills and will include follow-up assessment and review.

C. Procedure:
C-1. When the OPSS becomes aware of criminal incidents that in the judgment of OPSS and the University’s senior leadership constitute an ongoing or continuing threat to the campus community, the OPSS issues a timely warning to notify the community.

C-2. Depending on the particular circumstances, a timely warning may be disseminated by using one or a combination of the following: Vandal Alert, which may include e-mail, telephone message, and/or text message; various campus publications; the Public Safety and Security and University websites; and/or press releases. These methods of communication will provide pertinent information regarding the incident and may include other safety awareness tips.

C-3. A crime advisory will be distributed as soon as possible after the incident is reported; however, the release is subject to the availability of accurate facts concerning the incident.

C-4. To report a crime during daytime business hours call the Office of Public Safety and Security at 208-885-7074 or Campus Security 24/7 at 208-874-7550.

DC. Contact Information:

The Office of Public Safety and Security
875 Perimeter Drive, MS 2281
Moscow, ID 83844-2281
208-885-2254
Fax: 208-885-7001
campus-security@uidaho.edu