University of Idaho
2007-2008
FACULTY COUNCIL AGENDA

Meeting #15
Tuesday, January 22, 2008, 3:30 p.m.
Brink Hall Faculty Lounge

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2007-08 Faculty Council Meeting #14, December 4, 2007

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • 2008-09 Sabbatical Leave Approvals
   • FC-08-003: FSH 5100 J: Indirect-Cost Assessments (John Tracy)
   • FC-08-017: Biohazards New Form (Holly Gates Mayer)

VI. Committee Reports.

   Committee on Committees:
   • FC-08-029: FSH 1620 University Level Committees (Karen Guilfoyle)
   • FC-08-030: FSH 1640 – Committee Directory (includes changes to FSH 2400, 3230, 3840 and 3910) (Karen Guilfoyle)

   University Curriculum Committee
   • FC-08-028: NOI: College of Science, Academic Certificate in Reproductive Biology
   • FC-08-031: NOI: College of Education, Academic Certificate in Technical Workforce Training

VII. Special Orders.

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Don Crowley, Chair 2007-2008, Faculty Council

Attachments:
Minutes of 2007-2008 FC Meeting #14, December 4, 2007
2008-09 Sabbatical Leave Approvals
FC-08-003: FSH 5100 J: Indirect Cost Assessment
FC-08-029: FSH 1620 – University Level Committees
FC-08-030: FSH 1640 – Committee Directory (includes changes to FSH 2400, 3230, 3840 and 3910)
FC-08-028: NOI: College of Science, Academic Certificate in Reproductive Biology
University of Idaho  
FACULTY COUNCIL MINUTES  
2007-2008 Meeting #13, Tuesday, December 4th, 2007  

Present: Adams (w/o vote), Baker, Crowley (chair), Griff, Keim-Campbell, McCaffrey, McCollough, McDaniel, Mihelich, Miller, Murphy, Ripplinger, Rowland, Rush, Schmeckpeper, Schmiege, Sullivan, Ch. Williams, Wilson. Liaisons: Stauffer (Boise), Crepeau (Idaho Falls), Newcombe (Coeur d’Alene).

Absent: Fritz, Guilfoyle, Hubbard, Ch. Williams

Observers: 12

Minutes: It was moved and seconded (Miller, Ch. Williams) to accept the minutes of the November 27th meeting as distributed. The motion carried unanimously.

Chair’s Report: The chair noted with approval that the semester was coming to a close. He reminded the council that fall graduation was this coming Saturday and urged all faculty to attend. Professor Wilson announced that the President’s Athletic Advisory Council was looking to forming an Athletics Academic Oversight Committee and asked that anyone interested in being on it contact Professor Carl Hunt.

Approval of Graduation List: After a brief preamble on the part of the faculty secretary on the symbolic importance of faculty approval of all who would graduate from the university, an approval delegated to Faculty Council, it was moved and seconded (Miller, Murphy) to approve the graduates for summer 2007 and fall 2007. The motion carried unanimously.

FC-08-023: Provisional Admittance Policy: This proposal, a seconded motion from both the Admissions Committee and UCC, would give authority to the Admissions Committee to appoint a specific advisor to those whom it admitted who were deemed at risk. The university had a small grant which would support a specially trained advisor for such students. The motion carried unanimously.

FC-08-024: NOI: College of Graduate Studies, M.S. in Bioregional Planning and Community Design: The chair noted that council members had before them revised pages 8 and 10 of the proposal that they had passed at the previous meeting. These revisions incorporated “technical corrections,” specifying that $15,000 of the overall budget would be directed to the library for the purchase of needed library materials. The overall budget was not changed. Review at the Graduate Council level had prompted these changes but for whatever reason they had not been incorporated in the version presented to council. These changes were presented as an FYI and in his opinion no action needed to be taken unless anyone had any concerns.

FC-08-025: Academic Certificate in Bioregional Planning & Community Design: This item was withdrawn until such time as the budget page could be appropriately revised.
FC-08-026: College of Education, add two options: B.S. Technology, business technology and B.S. Technology, industrial technology: Professor Allen Kitchel from the College of Education provided some background on this seconded motion from UCC. He explained that the existing curriculum was being divided into two options, one the option in industrial technology was unchanged, the other, business technology, was designed for those in industry or junior college instruction who did not need teacher certification. There were no new courses required for the second option. The only cost to the program was a small amount that would be dedicated to advertising it. The motion carried unanimously.

FC-08-027: NOI: College of Engineering: Certificate in Semiconductor Theory and Devices: There was no one present to speak specifically to this proposal, another seconded motion from UCC, though those offering opinions thought that this certificate would be largely delivered through web-based courses to those practicing engineers who needed to fulfill continuing ed requirements to maintain their licenses. More generally there seemed to be some consensus that certificates were a low-cost way for programs to have multiple “products” and that, in some cases at least, they provided entry points into MA programs. The motion to approve carried unanimously.

Yardley Report: The provost introduced the discussion by saying that a year and a half or so ago the administration had begun a discussion as to how the university could improve graduate education and research. As a result of that preliminary discussion the Yardley Group had been hired to tell us how we stack up nationally. They were asked to identify “metathemes” that are true for the university as a whole. He noted that when he first came some two and a half years ago, we probably could not have had such a conversation, but now we have recovered sufficiently that we can.

Michael Ditchkofsky, President of Yardley Consulting Group, provided more background on their mission and procedures and then introduced some of the report’s major findings.¹ Their task was to assess programs in a national context and decide what needed to be done to make certain promising programs nationally prominent. Members of the group had talked with deans, chairs, and directors of programs, and with other groups. They had sought out further data to inform their understanding. This data-seeking prompted one of their conclusions and that was that the institution needed to beef up its institutional research unit—the people in it were very good, but there simply weren’t enough of them to handle all the necessary tasks. They had compared doctoral programs nationally and master’s programs regionally. They had applied no formula to the data, rather their response was an interplay of what they had been told by the faculty, the narrative told by the data, the direction and development nationally of individual disciplines, and the institutional cultural and infrastructure context.

The critical fact underlying the Yardley report is the fiscal crisis of the institution’s recent past. He hoped that the report would provide the beginnings of a way out. Major components of the report are:

- There is no one set of right actions, but there must be discussion leading to action

¹ Members of Faculty Council were at something of a disadvantage in the ensuing discussion, not having had an opportunity to see even an executive summary of the report.
• Programs need a critical mass and thus the viability of many small programs is questionable
• Comprehensiveness at the program level is not a virtue—the attempt to achieve it drives up costs and is a recipe for mediocrity
• There is a lot of individual research excellence but not many examples of whole programs with that kind of excellence
• The university needs to make strategic choices at all levels and create budgets that reflect those choices
• Traditional academic master’s programs in the sciences (it was unclear whether he intended to include only the sciences or all academic master’s programs) were unproductive, obsolete, and cost-intensive
• On the other hand, professional master’s programs, where students paid tuition could generate revenue and partially support PhD programs
• The university needs to build research structures that are interdisciplinary and lateral rather than disciplinary and vertical (again, it was not quite clear whether he was speaking only about the sciences, or whether social sciences and humanities were also included)
• Faculty at other UI campuses need to be better integrated into the university’s research structure
• Tenure-track faculty should not be teaching undergraduate courses—they should be devoting themselves to research and perhaps supervising PhD students or contingent faculty who teach undergraduates
• Contingent faculty now make up some 20% of the institution’s faculty; that number should rise to 30%, as is the case with our peers
• The institution needs to create strong programs in the humanities and social sciences
• Low level discussions about increasing cooperation between UI and WSU should cease forthwith—to be replaced by president-to-president discussions

In the ensuing discussion there were many questions and comments seeking clarification (some of which have been silently included above). One councilor who had, by virtue of his position as departmental chair, access to a portion of the draft report raised the methodological issue of large generalizations based on small slices of anecdotal data.

**Adjournment:** It was moved and seconded (Wilson, Keim) to adjourn. The motion carried unanimously. The meeting was adjourned at 5:12 p.m.

Respectfully submitted,

Douglas Q. Adams,
Faculty Secretary and Secretary to Faculty Council
DATE: December 21, 2007

TO: Don Crowley and Karen Guilfoyle
Faculty Council

FROM: Doug Baker
Provost and Executive Vice President

SUBJECT: Items for Faculty Council

The following members of the faculty have been recommended for sabbatical leave for 2008-09:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Fehrenbacher</td>
<td>English</td>
<td>Spring 2009</td>
</tr>
<tr>
<td>Kathe Gabel</td>
<td>Family and Consumer Sciences</td>
<td>2008-09 academic year</td>
</tr>
<tr>
<td>Paul Gessler</td>
<td>Forest Resources</td>
<td>Fall 2008</td>
</tr>
<tr>
<td>Dale Goble</td>
<td>Law</td>
<td>2008-09 academic year</td>
</tr>
<tr>
<td>John Mihelich</td>
<td>Sociology, Anthropology, and Justice Studies</td>
<td>Fall 2008</td>
</tr>
<tr>
<td>Ed Odom</td>
<td>Mechanical Engineering</td>
<td>2008-09 academic year</td>
</tr>
<tr>
<td>Norman Pendegraft</td>
<td>Business</td>
<td>2008-09 academic year</td>
</tr>
<tr>
<td>Cynthia Schmiegge</td>
<td>Family and Consumer Sciences</td>
<td>Spring 2009</td>
</tr>
<tr>
<td>Sunil Sharma</td>
<td>Civil Engineering</td>
<td>2008-09 academic year</td>
</tr>
<tr>
<td>Cheri Vasek</td>
<td>Theatre and Film</td>
<td>2008-09 academic year</td>
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</tbody>
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This is a request for approval by Faculty Council.

cc: Doug Adams
FSH 5100: General Research Policy: J. INDIRECT-COST ASSESSMENTS.

J-1. UI does not waive indirect costs (i.e., facilities and administrative costs, F&A) on any grant or contract unless (a) the granting agency provides in writing its official policy stating that it does not allow indirect costs or allows only a specific percentage or (b) the vice president for research and graduate studies determines that the grant or contract is of such an unusual nature that a waiver, in part or in full, is unquestionably in UI’s interest. [rev. 5-07]

J-2. At least 50 percent of the annual income generated through facilities and administrative costs (F&A) will be distributed to the unit that generated that income as specified in section J-3. [rev. 5-07]

a. The intended use of these funds is to support and stimulate scholarly activities by providing financial resources to address administrative, personnel, infrastructure and other costs associated with productive research environments. [rev. 7-03, 5-07]

b. The department/academic unit to which the funds are allocated has control over use of these funds. A department/academic unit may, however, choose to make its funds available to a different unit. [rev. 7-03]

c. In cases where revenues are generated by multiple units on a single project, the units will jointly develop a method to allocate the revenues. If the units cannot agree on a method for allocating the revenues, the Vice President for Research will arbitrate the differences and specify the final allocation. [add. 5-07]

J-3. The Research Council will review the sharing of indirect-cost income and advise the university administration on its use and distribution on an annual basis. After the close of each fiscal year, the F&A income referenced in section J-2 is distributed as follows. (A unit is defined as the president/provost office, a vice president/executive director office, or a college. A department is defined as an institute/center or an academic department.) [rev. 5-07, 7-03]

a. For projects implemented solely within one unit, F&A cost recovery revenue will be allocated to the unit for further allocation as follows: 20 percent to the unit administrator; 15 percent to the department administrator(s), equally divided among those that assign resources to the project; 5 percent to principal investigator(s), equally divided among those who are involved in the project; 60 percent by the unit administrator in consultation with the department administrator(s) and principal investigator(s). When a sponsored research project is obtained through governmental affairs activities, a minimum of 2 percent of the unit’s F&A cost recovery revenue for that project will be allocated to that cost center. This distribution will come from the 60 percent that is allocated by the unit administrator in consultation with the department administrator(s) and principal investigator(s). [rev. 7-03]

b. For a sponsored research project implemented between two or more units, F&A cost recovery revenue will be allocated to the unit with primary responsibility for further allocation as follows: 20 percent to the unit administrator with primary responsibility for the project; 15 percent to other unit administrator(s), equally divided between those that assign resources to the project; 15 percent to department administrator(s), equally divided between those that assign resources to the project; 5 percent to principal investigator(s), equally divided between those involved in the project; 45 percent by the unit administrator with primary responsibility for the project with the concurrence of the other unit administrators and in consultation with the department administrator(s) and principal investigator(s). [rev. 7-03]

In cases where the allocation of revenues among the unit administrators cannot be resolved, the vice president for research will arbitrate the differences and specify the final allocation. [rev. 7-03]

Prior to the establishment of project budget(s), the unit administrators will jointly submit to the Office of Grants and Contracts a letter that specifies the percentage of revenues to be distributed to each unit. When a sponsored research project is obtained through governmental affairs activities, a minimum of 2 percent of the unit’s F&A cost recovery revenue for that project will be allocated to that cost center. This distribution will come from the 45 percent that is allocated jointly by the unit administrators. [rev. 7-03]

c. For large multidisciplinary projects involving significant funding and numerous units, departments and principal investigators, the F&A cost recovery revenue allocation may be totally negotiated. Under this policy option, the unit administrator with primary responsibility for the project will, prior to submission of the project proposal, develop a plan to allocate 100 percent of the anticipated F&A cost recovery revenue with the concurrence of all other unit administrators, department administrators and principal investigators. In cases where the allocation of revenues cannot be resolved, the vice president for research will arbitrate the differences and specify the final allocation. Prior to the establishment of project budget(s), the unit administrators will jointly submit to the Office of Grants and Contracts a letter that specifies the percentage of revenues to be distributed to each unit. When a sponsored research project is obtained through governmental affairs activities, a minimum of 2 percent of the unit’s F&A cost recovery revenue for that project will be allocated to that cost center. [rev. 7-03]

J-4. The Research Council periodically reviews the procedures for sharing indirect-cost income and advises the university administration on its use. [renew. 7-03]
Section V Financial Affairs

N. Grants and Contracts

1. Approval of Grant and Contract Applications

All applications for grants and contracts that require the institution, school or agency to dedicate current funds or facilities or will obligate the institution, school or agency or state to dedicate future funding or significant facilities require approval by the executive director. Cost sharing or other types of in-kind matching requirements are not considered as dedicated commitments. If there is no dedicated funding or facilities obligation, the application shall be approved by the chief executive officer of the institution, school or agency or his or her designee. When requests for approval of such applications are presented to the executive director the following information must be included:

a. Agency to which application is made.

b. Amount of the proposal.

c. Period of the grant or contract.

d. Purpose of the grant or contract.

e. Nature of obligations including amount of funds involved or facilities to be committed.

2. Acceptance of Grants and Contracts

Grants and contracts accepted by the institution, school or agency must be reported to the executive director quarterly by the institution, school or agency of official notification, when the amount of the grant or contract award exceeds one hundred thousand dollars ($100,000). When grant or contract awards are presented to the executive director, the following information must be provided:

a. Name of grantor or contract.

b. Amount of the grant or contract.

c. Grant or contract period.

d. Purpose of the grant or contract.

e. Indicate nature of institution, school or agency's obligations in the form of dedicated funding or dedication of significant facilities. If there is none, the following statement should be included: "No future state obligation will be incurred with the acceptance of this grant or contract."
3. Facilities and Administrative Cost Recovery

a. The following cost recovery rates will be used by institutions, school and agencies under the governance of the Board for grant and contract services:

(1) For grants and contracts with the federal government, the cost recovery rates are those negotiated between the institution, school or agency and the federal government. The indirect cost rate may vary from one class of contract services to another, but institutions, school and agencies are encouraged to maximize indirect cost reimbursement rates.

(2) For grants and contracts with other state of Idaho departments, the cost recovery rate is twenty percent (20%) of the total direct cost.

(3) For grants and contracts with Idaho municipal, county, health district, joint planning, and other public non-profit agencies, the cost recovery rate is not less than twenty percent (20%) of total direct cost.

(4) For grants and contracts with private entities, whether profit or non-profit, cost recoveries are charged at either the negotiated federal indirect cost rate for research projects or twenty-five percent (25%) of total direct costs, whichever rate will generate the greater amount of revenue for the institution, school or the agency.

b. Reduction or Waiver of Cost Recoveries

(1) For good cause, the chief executive officer or his or her designee of the institution, school or agency is authorized to reduce or waive cost recoveries.

(2) Where cost recoveries are anticipated to total more than ten thousand dollars ($10,000) over the life of the contract, reduction, or waiver of indirect costs must be reported to the executive director on a quarterly basis.

4. Restrictions on Contract Services

a. Prior to the consideration of any contract for services that is required to be submitted to the Board for approval, all institutions, school or agencies shall include in the Business Affairs and Human Resources agenda an opinion from legal counsel stating the proposed contract obligation is consistent with applicable rules and policies of the State Board of Education. The opinion statement shall include the name, address, and phone number of legal counsel. Contracts presented to the Board for consideration which do not contain this information shall be determined disapproved. Grants and those educational agreements designed for articulation or affiliation shall not be construed to be within the jurisdiction of this subsection unless a fiscal liability is created for the Board, its agencies, school or institutions.

b. Research or consultant entities of agencies, institutions and the school under the governance of the Board may not bid on contract services when it appears that the contract services are reasonably available from the private sector.

c. If the product of contract work is to be privileged or its dissemination restricted, the agency, school or institution may not undertake the contract work without the written approval of the chief executive officer of the agency, school or institution. The chief executive officer must report all such approvals to the Board at its next scheduled meeting.

Additional Resources

User Guide (.pdf)
Role & Mission
Strategic Plan
Tracking Table
Guidance Memorandums
Mandatory Student Health Insurance

Some of the documents here are available in Adobe Acrobat Reader format. A copy of Adobe's Acrobat Reader or plug-in for your browsers is required to read these documents. One can be obtained free of charge by visiting the following website: http://www.adobe.com/products/acrobat/readstep2.html
The Biohazards form is an Interactive pdf file and thus was unable to include in this particular section of the Faculty Council pdf document. It is attached as a separate file to this email.
1620

UNIVERSITY-LEVEL COMMITTEES

PREAMBLE: This section outlines the regulations governing university-level committees (Part B). It also includes a section on guidelines for committee chairs (Part C). In 2007 this section was substantially revised to reflect current process. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 1-07]

CONTENTS:

A. Function, Structure, and Membership of Committees
B. Regulations Governing Committees
C. Guidelines for Committee Chairs

A. FUNCTION, STRUCTURE, AND MEMBERSHIP OF COMMITTEES. See 1640 for the function and structure of each university-level standing committee. The list of members appointed to serve on these committees is published on the Faculty Council website at http://www.webs.uidaho.edu/facultycouncil/ under the UI Committees link after the beginning of the academic year by the Committee on Committees, and copies of the booklet can be downloaded and printed from the website. [rev. 1-07]

B. REGULATIONS GOVERNING COMMITTEES. The following is a codification of the general regulations governing committees:

B-1. As used here, “committee” is a general term denoting any standing or special committee, subcommittee, council, board, or similar body.

B-2. The establishment, discontinuance, or restructuring of, and the assignment of responsibilities to, standing committees of the university faculty are policy actions that require approval by the Faculty Council [rev. 1-07]

B-3. Ad hoc committees to advise the president and university-level standing committees that are composed primarily of administrators (e.g., Publications Board) are appointed by the president.

B-4. The Committee on Committees appoints, subject to confirmation by the Faculty Council, members of standing committees of the university faculty. The chair of Faculty Council establishes special Faculty Council committees and appoints their members.

B-5. In selecting staff members to serve, the Committee on Committees seeks nominations from the Staff Affairs Committee, which considers expressions of interest by employees to serve on various committees and the qualifications of employees with reference to existing committee vacancies. Approved service by staff members on university committees is considered a valuable service to UI, within the scope and course of employment. Provided the staff employee can be released from regular duties, time spent in committee service is not charged against the employee’s annual leave or compensatory time balances, and the employee is not expected to make up time away from normal duties for committee service. (In cases where staff employees are elected to serve, e.g., on the Staff Affairs Committee itself, it is expected that the employee will first secure the consent of his or her supervisor before becoming a candidate.)
B-6. Ordinarily, no faculty committee will be chaired by an officer who is substantially responsible for implementing the policies or recommendations developed by the committee.

B-7. The chairs of faculty standing committees generally are rotated so that no committee comes to be identified with one person.

B-8. The president of the university, or the president’s designee, is a member ex officio of all UI committees, regardless of how the committees may have been established or appointed. On committees under the jurisdiction of the university faculty or of the Faculty Council, the president or the president’s designee serves without vote.

B-9. The chair of the Faculty Council is a member ex officio without vote of all committees under the jurisdiction of the university faculty or of the council.

B-10. Students are to be represented, if they so desire, on faculty committees that deal with matters affecting them. Except for student members of the Faculty Council, the Committee on Committees receives nominations from the ASUI, GPSA and SBA to fill positions established for student members of faculty committees. [See 1640.] If, 21 days after the first day of classes of the fall semester, nominations have not been submitted to fill student positions, the committees on which the vacancies exist are authorized to disregard the vacant student positions in determining a quorum. [rev. 1-07]

B-11. The membership of individual members of standing committees of the university faculty may not be terminated involuntarily except for cause and with the concurrence of the Faculty Council.

B-12. UI committees meet on the call of the chair. Committees under the jurisdiction of the university faculty or any of its constituencies may be convened by at least 35 percent of the members of the committee with a three-day written notice to all members. [rev. 1-07]

B-13. A quorum for any committee under the jurisdiction of the university faculty or any of its constituencies consists of at least 50% of its voting members, unless otherwise stated in the committee structure. [add. 1-07]

B-14. Proxy votes are not permitted in committees under the jurisdiction of the university faculty or of the Faculty Council. [ren. 1-07]

B-15. Unless otherwise provided, assignments to faculty committees begin on the official opening date of the academic year, whichever is earlier. [ren. and rev. 1-07]

B-16. Open Committee Meetings. [ren. 1-07]

a. Meetings of university-level committees, committees of the colleges, divisions, subdivisions, and other UI units, and ad hoc committees, however created, are open to the public with the exception of those meetings, or those parts of meetings, that deal with confidential employee or student matters, [see B-16-d]. [ed. 7-00, rev. 1-07]

b. Observers may speak only by invitation of the chair.

c. Observers may use their own tape recorders or other recording devices. Also, they will be provided
a copy of any recordings made by the committee, if they request a copy through regular channels and pay the full costs involved in making the copy.

d. An exception to the exception stated in B-16-a is permitted in hearings on appeals when the appellant demands in writing before the hearing board’s first meeting that the hearing be open to the public; nevertheless, the chair of the hearing board has the power to close the hearing to the public if, in the chair’s opinion, the atmosphere becomes detrimental to the orderly conduct of the proceeding. Moreover, the chair has the power to exclude prospective witnesses from the hearing until they have testified. [ed. 1-07]

B-17. Standing committees are to keep minutes and to distribute them as provided in C-7. [ren. 1-07]

B-18. Smoking is prohibited in official meetings and hearings of UI committees. [ren. 1-07]

B-19. Rules of Order. [See 1520 VI.] [ren. 1-07]

C. GUIDELINES FOR COMMITTEE CHAIRS. These guidelines were developed by the Committee on Committees as suggestions for the effective handling of committee business and clarification of certain minimal requirements of these committees. The Committee on Committees recognized that not all items will apply equally to all committees and that some items will not be appropriate to some committees.

C-1. At the beginning of each semester, contact committee members about times they would be available for a set meeting (for committees that do not have set meeting times already established) so that the times that the committee members will be available to meet can be ascertained. [rev. 1-07]

C-2. Hold an organizational meeting as early as possible in September to discuss and review the charge of the committee (see FSH 1640), its procedures, and possible agenda items, and if desirable select a secretary. [rev. 1-07]

C-3. Establish the best means of getting in touch with each student member.

C-4. Issue a standing invitation to members to submit appropriate agenda items. Call a meeting when enough agenda items have accumulated to warrant it or when a particular agenda item warrants immediate attention. Alternatively, contact committee members periodically to ask if there are problems that need to be considered. [rev. 1-07]

C-5. Send an agenda with the call of a meeting to all members and post it to the committee’s web page at http://www.webs.uidaho.edu/facultycouncil/committees.htm. [rev. 1-07]

C-6. Read the minutes of each meeting carefully to make certain that the intent of the committee is accurately represented.

C-7. Post approved minutes of each meeting of the committee on the committee’s webpage at http://www.webs.uidaho.edu/facultycouncil/committees.htm and send copies to members of the committee. Committees that address matters with confidential employee or student matters, shall keep such minutes confidential. All materials for these committees will be forwarded to the Office of the Faculty Secretary for filing and archiving. Also, inform other officers who are directly concerned with the work of the committee. To assist with record keeping, number meetings of the committee consecutively;
e.g., “minutes#1_mmddyy.” [rev. 1-07]

**C-8.** Hold hearings when substantive policy changes are proposed. When feasible, invite those who will be affected by the committee’s action to present their views to the committee. [ren. 1-07]

**C-9.** Inform those who are affected by the committee’s actions of such actions. [ren. 1-07]

**C-10.** Promptly submit reports of actions requiring approval by the Faculty Council in care of the Office of the Faculty Secretary for placement on the Faculty Council agenda. Be prepared to attend the Faculty Council meeting to answer any questions that arise. [ren. & rev. 1-07]

**C-11.** Inform the Office of the Faculty Secretary of any resignations from the committee and any excessive absences. Excessive absences will be referred to Committee on Committees to determine whether cause exists to replace the member. [ren. & rev. 1-07]

**C-12.** Prepare a brief year-end report for submission to the Faculty Council in care of the Office of the Faculty Secretary for distribution. [ren. & rev. 1-07]

**C-13.** Prepare a transition file for next year’s chair highlighting past issues (year-end report could be used), issues that are in progress, or issues that still need to be addressed. Plan to attend one or two meetings of the new committee to ease transitioning. [ren. & rev. 1-07]

**C-14.** Call on the Office of the Faculty Secretary for information and assistance concerning points not fully covered in these guidelines. [ren. 1-07]
PREAMBLE: This section contains statements of the function and structure of each university-level standing committee. The names of persons appointed to serve on each such committee are published at the beginning of each academic year by the Committee on Committees, and copies of this publication are available from the Office of the Faculty Secretary (208-885-6151). This section, dating to the 1979 edition of the Handbook, has been frequently revised as necessitated by the changing mission or membership of existing committees or the deletion of obsolete committees or the addition of new ones.

1640.04
ACADEMIC PETITIONS COMMITTEE (APC)

A. FUNCTION.

A-1. To act on petitions for exceptions to the academic requirements and regulations printed in part 3 of the General Catalog and to the requirements of the SBOE core printed in part 2. APC is the body with original jurisdiction over such petitions [rev. 7-05].

A-2. To observe the effects of university-level academic requirements, regulations, and policies and to report its findings and recommendations to the Faculty Council.

A-3. This committee traditionally meets on Thursdays at 2:30 p.m. and during the summer.

B. STRUCTURE. Five faculty members, at least one from the Counseling and Testing Center and include two assistant or associate deans, and (without vote) the registrar or that officer’s designee. To assure a quorum Alternates are appointed for the dean and faculty positions by the chair of the APC from a list of those who have previously served on the committee. [ed. 7-03, 7-06]

1640.08
ADMISSIONS COMMITTEE

A. FUNCTION. To act on applications for admission to UI in the cases of undergraduate applicants who do not meet minimum requirements for admission but who request a review (the applicant must submit additional material that reflects real promise of success in a college-level curriculum). The Admissions Committee also hears appeals from disenrollment when that disenrollment is the result of the presentation of incomplete or false information on initial application as an undergraduate at UI. Decisions of this committee may be appealed as stated in 2500. (Similar applications for admission to the College of Graduate Studies are acted on by the Graduate Council, and its decisions may be appealed as stated in 2500; those for admission to the College of Law are acted on by that college’s Committee on Admissions, and its decisions may be appealed, in order, to the full faculty of the college and, when they consent to hear the appeal, to the president of the university and the regents.) [ed. 7-00]

A-1. This committee traditionally meets during the summer.

B. STRUCTURE. Three members of the faculty, director of counseling and testing center or designee, chair of Juntura or designee, and the following without vote: director of admissions (or designee), and a Student Support Services designee. To assure a quorum Alternates are appointed for the faculty positions are appointed by the chair of the Admissions Committee from a list of those who have previously served on the Committee. [rev. 7-97, 7-06, ed. 7-05]

1640.12
ANIMAL CARE AND USE COMMITTEE

A. FUNCTION. To recommend policies and procedures to the vice president for research regarding care of experimental animals, allocations that will ensure accreditation of UI as an agency using experimental animals, and criteria for the allocation of resources in the Laboratory Animal Research Facility. [ed. 7-06].

B. STRUCTURE. A member of the faculty or staff of the College of Agricultural and Life Sciences, one from the College of Natural Resources, one from the College of Science, one member-at-large (these college representatives must have responsibilities involving the utilization of animals in teaching or research); one person who holds the D.V.M. degree and is trained and experienced in the proper care, handling, and use of the species being maintained or studied; one person who is not employed by UI and is not a scientist; the supervisor of the Laboratory Animal Research Facility; and the following without vote: vice president for research, or designee, and head of the Department of Animal and Veterinary Science. Members are nominated by the vice president for research and, to provide necessary expertise and continuity, may serve successive terms. [ed. 7-00, 7-03, 7-06]
COMMITTEE ON COMMITTEES

A. FUNCTION.
A-1. To appoint members to, and fill vacancies on, all university-level faculty standing committees, subject to confirmation by the Faculty Council.
A-2. To conduct a continuing study of UI’s committee structure and of the function and structure of individual standing committees, and to make recommendations to the Faculty Council.
A-3. This committee traditionally meets on Wednesdays at 2:30 p.m.

B. STRUCTURE. Six faculty members, vice chair of the Faculty Council (chair), Faculty Secretary (w/o vote) and the following or their designees: provost and executive vice president and ASUI president.

FACULTY AFFAIRS COMMITTEE (FAC)

A. FUNCTION.
A-1. To conduct a continuing study of salaries, professional problems, welfare, retirement options and benefits (including 403b plans), and working conditions of faculty members.
A-2. To call the attention of the Faculty Council or the president, as appropriate, to matters concerning faculty affairs in any college or other unit that the committee believes should be of concern.
A-3. To serve as a “court of first instance” in matters of dispute involving the interpretation and application of policies affecting the welfare of faculty members.
A-4. To cooperate and make joint recommendations with the Staff Affairs Committee for the solution of problems common to the faculty and the staff.

B. STRUCTURE. Nine faculty members, not more than two of whom are departmental administrators (administrators above the departmental level are not eligible for membership on this committee). The chair is appointed from among the faculty members without administrative responsibilities.

FINE ARTS COMMITTEE

A. FUNCTION.
A-1. To coordinate the interaction of the university’s campus-wide commitment to the arts.
A-2. To foster cultural growth throughout the University of Idaho and the community at large.
A-3. To search for, acquire, and administer additional funding resources for the arts.

B. STRUCTURE AND MEMBERSHIP. Five faculty members representing at least four colleges, one staff member, one representative from the Office of Financial Affairs, two students (including a representative from the ASUI Fine Arts Committee when possible), one administrator designated by the president, a representative of the Laboratory of Anthropology, and a representative from Facilities Management.

A. Function
A-1. To advise the university administration regarding the management of the university arts, including, but not limited to: acquisition, deaccession, maintenance, and display of works of visual and performing art at the University of Idaho.
A-2. To serve in an advisory capacity for future needs and developments regarding the arts, including, but not limited to: expenditures, inclusion of the arts in new construction, fundraising, and the direction of the arts on campus.
A-3. To serve as a liaison on arts issues between colleges, departments, faculty, staff, student body, local community and the university administration.
A-4. To advocate for the arts through endeavors that advance arts education on campus and community outreach and enrichment in the effort of increasing the University of Idaho's reputation as a leading cultural center in the Northwest.

B. STRUCTURE AND MEMBERSHIP. The committee is composed of eight voting members consisting of five faculty members representing at least four units, one staff member, two students (including a representative from the ASUI Fine Arts Committee when possible), and four ex-officio (non-voting) members to include one administrator designated by the president, a representative of the Laboratory of Anthropology, a representative from Facilities Management, and the Moscow Arts Commission Art Director, or designee.
1640.54

HUMAN ASSURANCES COMMITTEE

A. FUNCTION. The Human Assurances Committee, which functions as a committee of the Research Council, has the responsibility of ensuring that, for each activity planned or conducted: (a) the rights and welfare of human subjects are adequately protected; (b) the risks to the subjects are outweighed by the potential benefits, either to the subject directly or to scientific understanding in general; and (c) the informed consent of all subjects is obtained through methods that are both adequate and proper. [See 5200 D and E.]

B. STRUCTURE AND MEMBERSHIP. The members of the HAC represent a variety of disciplines, such as law, medicine, sociology, psychology, social sciences, and zoology, and include one two non-UI member who serves as community representative (one serving as an alternate), and one prisoner advocate, when necessary, to review all applications that have prisoners as human subjects. The vice president for research, or designee, is a member of HAC. [ed. 7-06, 8-07].

1640.55

INFORMATION TECHNOLOGY COMMITTEE

[created 7-00, replacing Instructional Media Services Advisory and University Computing Advisory Committees]

A. FUNCTION. To advise and recommend university policies regarding the planning, implementation, and maintenance of information technology in the areas of teaching, research, outreach, and management.

A-1. To make recommendations to the Faculty Council, the president, the provost, and other appropriate administrators concerning policies and procedures affecting university-wide information technology.

A-2. To solicit recommendations from the faculty, staff, students, and administration concerning present and proposed policies and procedures related to university-wide information technology.

A-3. To review, in an advisory capacity, short-term and long-term plans related to university-wide technology.

A-4. This committee traditionally meets on Mondays at 3:30 p.m.

B. STRUCTURE AND MEMBERSHIP. Six faculty members broadly representative of disciplines in the university including one from the library, the Vice-President for Research, or designee (w/o vote), the Executive Director of Information Technology, or designee (w/o vote), the Registrar, or designee (w/o vote), the Director of the Center for Teaching Innovation, or designee, a representative of the off-campus faculty, the student chair of the Student Computing Advisory Committee, or designee. The voting members of the committee (including the committee chair but excluding the student member) are selected by the Committee on Committees, giving special attention to appointing faculty members who are active in and have a great interest in the general area of information technology and its application to teaching, research, outreach, and management. [ed. 7-05, rev. 7-06]

1640.56

INTELLECTUAL PROPERTY COMMITTEE

A. FUNCTION.

A-1. To consider, investigate, and make recommendations toward resolution of disputes concerning (1) ownership of maskworks and copyrightable and patentable materials, and (2) allegations of unauthorized use of copyright infringement of UI sponsored materials.

A-2. To present annually to the Faculty Council and the president a report on any problems regarding intellectual property at UI and to make recommendations.

B. STRUCTURE AND MEMBERSHIP. The committee consists of five faculty members, one of whom is a departmental administrator, and at least a majority of whom are from disciplines which historically have given rise to substantial numbers of copyrights, maskworks, and patents. In addition, two faculty members are appointed as alternates from a list of those who have previously served on the committee, to serve, as appropriate, when a principal member is deemed to have a conflict of interest and the director of the Idaho Research Foundation, or designee (w/o vote). The chair of the committee is chosen by the Committee on Committees. [rev. 7-06].

1640.58

JUNTURA

A. FUNCTION. To review university policies and programs affecting under-represented and/or under-served students in consultation with various representatives from student services and programs; to recommend changes and additions in university policies and programs that enhance student academic success; and to promote the values of respect, understanding, and equality within a diverse university experience. [See also 4340.] [rev. 9-02]

B. STRUCTURE. Three-Four faculty, one staff member (one of whom serves as chair), three students (at least two of whom are under-represented and/or under-served students and one of whom is the ASUI Director of Diversity Affairs), Coordinator of Student Support Services, or designee (w/o vote), the Director of Multicultural Affairs, or designee (w/o vote), the Director of the Women’s Center, or designee (w/o vote), Director of Diversity & Community, ex officio (without vote), and the Human Rights Compliance Officer (w/out vote). [rev. 9-02, 7-04, 7-05, 7-06]
1640.64
OFFICER EDUCATION COMMITTEE
A. FUNCTION. [See also 1565 G.] [ed. 7-06].
A-1. To be concerned with the academic integrity of the Officer Education Program (OEP).
A-2. To advise the president, the faculty, and the Departments of Aerospace Studies (WSU), Military Science, and Naval Science on academic matters concerning OEP.
A-3. To review and recommend to the University Curriculum Committee courses to be offered by the above-named departments.
A-4. To carefully review and evaluate the academic credentials of proposed OEP instructional appointments and to report these evaluations and recommendations to the vice provost of academic affairs and enrollment management. [rev. 7-06].
A-5. To assist the OEP to integrate effectively within the UI community.
B. STRUCTURE. Heads of the Departments of Aerospace Studies (WSU), Military Science, and Naval Science, three other members of the faculty, (one of whom serves as chair), the university representative to NROTCVice Provost for Academic Affairs, or designee (ex officio), and two students (one ROTC and one non-ROTC). [rev. 7-03, 7-06]

1640.76
SAFETY AND LOSS-CONTROL COMMITTEE
[created 7-00, replacing previous Safety Committee]
A. FUNCTION. The responsibilities and purposes of the committee are as follows: a. to promote policies and programs that will provide a safe and healthy working and living environment for university students, employees, and members of the public, and that will protect public property from injury or damage; b. to promote the principles and associated benefits of an effective Safety and Loss-Control Policy; c. to endorse and systematically promote university employee safety training; d. to encourage the campus community to identify, correct, and report potential hazards and/or unsafe work practices; e. to monitor and review University of Idaho accident and loss summarized reports and statistics; and; f. to report annually to Faculty Council and the President's Executive Council on campus-wide safety initiatives and program development.
B. STRUCTURE. The committee is composed of 17 voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; Director of University Residences or designee; Director of Student Health Services or designee; Assistant VP of Facilities or designee; Assistant Vice-President of Human Resources, or designee; Staff Affairs Committee (SAC) Representative; one undergraduate student; one graduate student; Commander, Moscow Police Department, campus subdivision (ex-officio); Occupational Safety Specialist (ex-officio); the Director, Environmental Health & Safety (ex-officio), and the University of Idaho’s Risk Management Officer or designee. The Safety and Loss-Control Committee is governed by a chair and vice-chair, with the vice-chair assuming responsibilities of the chair after one-year rotation. The committee elects its own chair and vice-chair from among the voting members. Committee members representing colleges are appointed by the University’s Committee on Committees and serve a three-year period. The college representatives are ex officio members of their college unit safety committees. [rev. 7-05, 7-06]

1640.78
SHARED LEAVE REVIEW COMMITTEE
[Removed 7-05 no longer exists.]
A. FUNCTION. To allocate leave from the shared leave pool and otherwise review and resolve issues relating to the donation or use of shared leave. This committee is created by administrative policy on shared leave described in 3710 K.
B. STRUCTURE AND MEMBERSHIP. The director of benefit services (chair without vote), the chair and the preceding chair of the Faculty Affairs Committee, or designee, the chair and the preceding chair of the Staff Affairs Committee, or designee. If both faculty members are on less than 12 month appointment, a designee should be asked to serve during the times when no faculty members are available.

1640.86
TEACHER EDUCATION COORDINATING COMMITTEE
A. FUNCTION. [See also 4300] [ed. 7-06].
A-1. To conduct a continuing review of teacher-education policies and to promote quality teacher preparation.
A-2. To act on and submit to the University Curriculum Committee proposed changes in teacher education majors and minors.
A-3. To function as a standing committee of the university faculty and as a subcommittee of the University Curriculum Committee.
B. STRUCTURE AND MEMBERSHIP. Faculty members nominated by the College of Education from each of the following groups: (1) two from the Division of Teaching, Learning, and Leadership Department of Curriculum
and Instruction, (2) one from the Division of Adult, Counselor Career, and Technology Education, and (3) one from the Division Department of Health, Physical Education, Recreation, and Dance; and one from the Department of Counseling and School Psychology, Special Education, and Education Leadership; one faculty member (in consultation with other colleges) from each of the following groups: (1) communication, (2) humanities, (3) social sciences, (4) mathematics, and (5) natural sciences; three students, one graduate level student in education and two junior or senior level students in education; three P-12 school personnel; and Dean of the College of Education or designee (without vote), who serves as chair.

1640.87
TEACHING AND ADVISING COMMITTEE
[Substantially revised in 7-05, 7-06]
A. FUNCTION. This committee will serve in an advisory capacity to the Vice Provost of Academic Affairs and Enrollment Management. The specific functions of this committee are:
A-1. To promote a faculty and administrative culture dedicated to the enhancement of teaching and advising.
A-2. To advise and assist in organizing university-wide forums, seminars, and capacity building programs that introduce new innovations or share proven ways to promote the enhancement of teaching and advising.
A-3. To review and make recommendations concerning policies and procedures, which affect teaching, advising, and the assessment of student learning outcomes.
A-4. To monitor the processes and content of Student Teaching Evaluations and Student Learning Outcomes, and to advise on the design/content of reports to the Vice Provost, Faculty Council, Deans, Unit Leaders, and Faculty.
A-5. To oversee the annual orientation activities for new faculty, which sets out among other things the role of, and expectations for, faculty and staff that teach, advise, and mentor students.
A-6. To publicize awards, review proposals, and select recipients for the Teaching and Advising Excellence Awards.
A-7. To maintain a Web presence dedicated to the enhancement of teaching, advising, and other student mentoring activities.
A-8. To serve as an advisory resource for the Registrar to address the prioritization of the classroom use, maintenance, and improvements.
A-9. Finally, to work in conjunction with Faculty Council’s Information Technology Committee to advise CTI and the Director of IT on electronic hardware and software needs to support teaching, advising, and mentoring.
A-10. This committee traditionally meets on Thursdays at 3:30 p.m.
B. STRUCTURE. Six faculty members, some of whom have received university-level teaching and advising awards, an associate dean or college level advisor, a departmental staff advisor, the core director, an undergraduate or graduate student, non-voting members from the Office of Instructional Research Assessment, Center for Academic Advising, and the VP for Academic Affairs, and Enrollment Management or their designee.

UNIVERSITY COMMITTEE ON GENERAL EDUCATION
A. FUNCTION.
A-1. To establish criteria for, solicit, approve, and assess:
   a. Core Discovery courses (1)
   b. Integrated Science courses (1)
   c. Core Capstone courses (2)
   d. Core International courses (2)
   e. Core Fine Arts courses (2)
   f. Core Cluster themes and courses (2)
(1) UCGE will approve new Core Discovery and Integrated Science courses and report them to the University Curriculum Committee (UCC). UCGE has approval authority for these courses, but must report changes to the UCC, Faculty Council, and Registrar.
(2) UCGE will recommend to UCC changes to the status of these courses as they relate to the core and to cluster themes.
A-2. Monitor, evaluate, and propose changes to the core curriculum.
A-3. Discuss and make recommendations on issues relating to general education at the university.
A-4. Report periodically (at least once a year) to the Faculty Council and to the Provost Council on the status of the core curriculum. [ed. 7-06].
A-5. This committee traditionally meets on Thursdays at 3:30 p.m.

[Information on the University Core Curriculum can be accessed at the core website: http://www.webs.uidaho.edu/core/]

B. STRUCTURE AND MEMBERSHIP. Core Director (w/o vote), Vice Provost for Academic Affairs and Enrollment Management (w/o vote), Registrar, or designee (w/o vote), three faculty members selected by the Committee on Committees one of whom serves as chair, one faculty member who has taught or is teaching a Core Discovery course (appointed by the Core Director), one faculty member who has taught or who is teaching an Integrated Science course (appointed by the Core Director), two faculty members who are teaching or who have taught in either core discovery or integrated science courses (appointed by the Core Director), one faculty member (can include department administrators) from each of the following academic core areas (appointed by the Committee on Committees), communication, mathematical, statistical, and computer studies, natural and applied sciences, humanities, social sciences, two undergraduate students, appointed by ASUI, representing different colleges. [rev. 7-06].
All of the following committees in 1640 referred people to another part of the FSH. Those sections are revised using language currently used in FSH 1640. In addition the specific sections in the FSH where the language was removed/edited is provided.

1640.36. DISMISSAL HEARINGS COMMITTEE (was 3910 D-3.b.)

A. FUNCTION. This committee will conduct a hearing at the request of a faculty member who has been terminated to determine whether their termination was properly based on the grounds stated (see FSH 3910 D-3 and 3920 D.)

B. STRUCTURE AND MEMBERSHIP: The DHC is composed of five employees, including four faculty members and one administrator at the departmental level or above, appointed by the Committee on Committees. Six faculty members and three administrators are also appointed as alternates. Committee members, including alternates, are chosen on the basis of their objectivity and competence and the high regard in which they are held in the UI community. In appointing members the Committee on Committees should attempt to reflect the diversity of the UI faculty. The term of membership is three years. The committee elects its own chair.

C. SELECTION: The faculty member requesting a hearing has the right to substitute up to two members appointed with two others from the alternate list. The provost also has the right to substitute two members appointed with two others from the alternate list. If as a result of substitutions and conflicts of interest there are an insufficient number of faculty members or administrators on the alternate list, the Committee on Committees will be asked to appoint more members to the alternate list as needed. Committee members are chosen on the basis of their objectivity and competence and the high regard in which they are held in the UI community. In appointing members of the DHC the Committee on Committees should attempt to reflect the diversity of the UI faculty. The term of membership on the Committee is three years, with initial terms staggered to form a rotation pattern. The committee elects its own chair. [rev. and renumbered 7-99, rev. 7/06]

FSH 3910:

D-3. Dismissal Hearings Committee Process, [renumbered 7-99]

a. If the faculty member requests a hearing to determine whether the termination is properly based on the grounds stated, one will be conducted by a Dismissal Hearings Committee (DHC) at a specified time and place. See FSH 1640.36 for the function and structure of the DHC. The faculty member must file a written request with the provost for a hearing within seven working days of receipt of the provost’s communication of particulars. If the faculty member has not requested a hearing, the statement of particulars constitutes the dismissal recommendation, which the provost may communicate to the president without further delay. [rev. and renumbered 7-99]

b. The DHC is composed of five employees, including four faculty members and one administrator at the departmental level or above appointed by the Committee on Committees. Six faculty members and three administrators are also appointed as alternates. The faculty member has the right to substitute up to two members appointed with two others from the alternate list. The provost also has the right to substitute two members appointed with two others from the alternate list. If as a result of substitutions and conflicts of interest there are an insufficient number of faculty members or administrators on the alternate list, the Committee on Committees will be asked to appoint more members to the alternate list as needed. Committee members are chosen on the basis of their objectivity and competence and the high regard in which they are held in the UI community. In appointing members of the DHC the Committee on Committees should attempt to reflect the diversity of the UI faculty. The term of membership on the Committee is three years, with initial terms staggered to form a rotation pattern. The committee elects its own chair. [rev. and renumbered 7-99, rev. 7/06] [moved to FSH 1640.36]
C-1. FUNCTION. This committee will conduct a hearing at the request of a faculty member who wishes to appeal an institutional decision, see FSH 3840 B. In each case referred to it, the board has the following responsibilities:

A-1. To review all documentary evidence submitted by the parties prior to the hearing and all evidence submitted by the parties at the hearing. The board may require the parties to submit evidence deemed relevant by the board.

A-2. To determine whether there has been any (1) failure to comply with prescribed procedures, (2) application of inappropriate considerations, (3) abuse of discretion, or (4) abuse of the appellant’s academic rights and privileges.

A-3. To make recommendations to the president.

B. STRUCTURE AND MEMBERSHIP: The Committee on Committees appoints, subject to confirmation by the Faculty Council, a Faculty Appeals Hearing Board. The board consists of five faculty members, one of whom is a departmental administrator, as principal members. In addition, five other faculty members, two other departmental administrators, and three off-campus faculty members are appointed as alternate members of the board. In appointing members, including alternates, the Committee on Committees must ensure that the majority of the members are tenured and each of them have been employed at the UI for longer than two years. The term of membership is three years, with initial terms staggered to form a rotation pattern. The committee elects its own chair who presides at hearings or designates another member to do so. The off-campus alternates will serve, in place of principal faculty members chosen by lot, when an appeal by an off-campus faculty member is to be heard. The other alternate members will serve, as appropriate, when a principal member is deemed to have a conflict of interest. [rev. 7-99]

C-2. A majority of the members of the hearing board must be tenured and each of them must have had employment at UI for longer than two years.

C-3. The chair presides at hearings or designates another member to do so.

C-4. SPECIAL CONSIDERATION: Faculty members serving on the Faculty Appeals Hearing Board (FAHB) should take careful note of the following additional considerations and conditions for service: 1) appeals usually occur following tenure, promotion, and salary decisions in the middle of the Spring semester, 2) appeal hearings usually require a 2-4 hour time block which will require meeting on a weekday evening or Saturday to accommodate the schedules of all of the parties involved in a hearing, and 3) the term of office of a member of the FAHB ends when the last active case final report is submitted. Faculty members not willing to abide by these conditions should not apply for service on the Faculty Appeals Hearing Board. [add. 7-02]

FSH 3840:

B. PROCEDURES FOR INITIATING AN APPEAL.

B-3. The request for a hearing is addressed to the chair of the Faculty Appeals Hearing Board (FAHB) (see FSH 1640.43). The FAHB chair will forward copies of the request to the provost, and other administrators concerned. The provost, or another administrator designated by the provost, will furnish the FAHB chair and the faculty member a written statement of the reasons for the administrative decision. [rev. and renumbered 7-99, ed. 7-02]

C. THE FACULTY APPEALS HEARING BOARD. (see 1640.43)

C-1. The Committee on Committees appoints, subject to confirmation by the Faculty Council, a Faculty Appeals Hearing Board. The board consists of five faculty members, one of whom is a departmental administrator, as principal members. In addition, five other faculty members, two other departmental administrators, and three off-campus faculty members are appointed as alternate members of the board. The off-campus alternates will serve, in place of principal faculty members chosen by lot, when an appeal by an off-campus faculty member is to be heard. The other alternate members will serve, as appropriate, when a principal member is deemed to have a conflict of interest. [rev. 7-99]

C-2. A majority of the members of the hearing board must be tenured and each of them must have had employment at UI for longer than two years.

C-3. The chair presides at hearings or designates another member to do so.

C-4. Faculty members serving on the Faculty Appeals Hearing Board (FAHB) should take careful note of the following additional considerations and conditions for service: 1) appeals usually occur following tenure, promotion, and salary decisions in the middle of the Spring semester, 2) appeal hearings usually require a 2-4 hour time block which will require meeting on a weekday evening or Saturday to accommodate the schedules of all of the parties involved in a hearing, and 3) the term of office of a member of the FAHB ends when the last active case final report is submitted. Faculty members not willing to abide by these conditions should not apply for service on the Faculty Appeals Hearing Board. [add. 7-02]

D. THE BOARD’S RESPONSIBILITY. In each case referred to it, the board has the following responsibilities:

D-1. To review all documentary evidence submitted by the parties prior to the hearing and all evidence submitted by the parties at the hearing. The board may require the parties to submit evidence deemed relevant by the board. [rev. and renumbered 7-99, ed. 7-02]

D-2. To determine whether there has been any (1) failure to comply with prescribed procedures, (2) application of inappropriate considerations, (3) abuse of discretion, or (4) abuse of the appellant’s academic rights and privileges. [rev. and renumbered 7-99]

D-3. To make recommendations to the president. [renumbered 7-99]

1640.77. SCIENTIFIC MISCONDUCT COMMITTEE (see FSH 3230) (was 3230 C-1b.)
A. FUNCTION. An inquiry board (FSH 3230 E-3) formed from the members of this committee is charged with making a preliminary evaluation of the evidence and testimony of the respondent, complainant, and key witnesses to determine whether there is sufficient evidence of possible scientific misconduct to warrant an investigation. The purpose is not to determine whether scientific misconduct definitely occurred or who was responsible.

B. STRUCTURE AND MEMBERSHIP. The vice president for research will nominate, with appointment by the Committee on Committees and confirmation by the Faculty Council, six tenured faculty members to a Scientific Misconduct Committee (SMC) with one member appointed as chair. The vice president will initially nominate two tenured faculty members to one-year terms, two tenured faculty members to two-year terms, and two tenured faculty members to three-year terms. Thereafter, tenured faculty members will be nominated for three-year terms. A departmental administrator may not chair the SMC.

FSH 3230:

C. RIGHTS AND RESPONSIBILITIES.

C-1. Research Integrity Officer.

a. The vice president for research will serve as the Research Integrity Officer with primary responsibility for implementation of the procedures set forth in this document.

b. The Research Integrity Officer will assist the inquiry and investigation boards and all institutional personnel in complying with these procedures and with applicable standards imposed by government or external funding sources. The Research Integrity Officer is also responsible for maintaining files of all documents and evidence and for the confidentiality and the security of the files.

eb. The Research Integrity Officer will assist the inquiry and investigation boards and all institutional personnel in complying with these procedures and with applicable standards imposed by government or external funding sources. The Research Integrity Officer is also responsible for maintaining files of all documents and evidence and for the confidentiality and the security of the files.

E-3. Appointment of the Inquiry Board. When the Research Integrity Officer determines that an inquiry should proceed, he or she informs the respondent and the chair of the SMC (see FSH 1640.77) that a complaint of scientific misconduct has been received. The SMC chair appoints three faculty members from the SMC to conduct an inquiry. No member of this Inquiry Board may have a primary appointment in the respondent’s department. This board conducts an inquiry to determine whether an investigation is warranted. The Inquiry Board should consist of individuals who do not have real or apparent conflicts of interest in the case, are unbiased, and have the necessary expertise to evaluate the evidence and issues related to the allegation, interview the principals and key witnesses, and conduct the inquiry.

1640.93. UNIVERSITY JUDICIAL COUNCIL (see FSH 2400)

A. FUNCTION. UI's student judicial system is established and maintained for the prosecution and handling of disciplinary matters concerning UI students (as “student” is defined in the preamble to the Statement of Student Rights [2200]). Any and all matters consistent with the Student Code of Conduct [2300] and the Statement of Student Rights are handled by the system under the rules and regulations set out in FSH 2400.

B. STRUCTURE AND MEMBERSHIP. This committee is broadly representative of the academic community. The council consists of eleven members (five faculty members, five undergraduate students and one graduate student). The faculty members are selected by the Committee on Committees. The five student members are appointed by the ASUI president with the advice and consent of the ASUI Senate and the graduate student is appointed by GPSA. To allow members to gather a greater history of and confidence in the administrative process, a two year term is recommended.

C. QUORUM. Five members, at least two of which must be students, constitute a quorum and a majority of those present shall decide a case. In case UJC is unable to convene a quorum as defined above, the ASUI president or
the chair of the Faculty Council may appoint persons to fill the designated student or faculty positions on a temporary basis.

FSH 2400:

B-2. University Judicial Council. (see 1640.93)

a. Composition. UJC is broadly representative of the academic community. The council consists of eleven members (five faculty members, five undergraduate students and one graduate student). The faculty members are selected by the Committee on Committees. The five student members are appointed by the ASUI president with the advice and consent of the ASUI Senate and the graduate student is appointed by GPSA. To allow members to gather a greater history of and confidence in the administrative process, a two year term is recommended. [rev. 7-05, 7-06]
moved to 1640.93

b. Quorum. Five members, at least two of which must be students, constitute a quorum and a majority of those present shall decide a case. In case UJC is unable to convene a quorum as defined above, the ASUI president or the chair of the Faculty Council may appoint persons to fill the designated student or faculty positions on a temporary basis. (moved to 1640.93)

c. Jurisdiction.

(1) UJC has original jurisdiction in the following instances:
   (a) Any violation of the Student Code of Conduct that may not be appropriately handled within the living-group disciplinary body. [See B-1-b.]
   (b) Any violation of ASUI rules and regulations not specifically designated to be heard elsewhere.
   (c) Any matter that a living-group disciplinary body declines to hear. [See B-1-b.]

(2) UJC has appellate jurisdiction over decisions of living-group disciplinary bodies and decisions of the ASUI Judicial Council. (The ASUI Judicial Council is an internal council of the ASUI. Please refer to ASUI governing policies for further information.)

db. Range of Sanctions. The UJC has the full range of sanctions set forth in the Student Code of Conduct.
IDAHO STATE BOARD OF EDUCATION
ACADEMIC/PROFESSIONAL-TECHNICAL EDUCATION
NOTICE OF INTENT
To initiate a New, Expanded, Cooperative, Discontinued, program component or Off-Campus Instructional Program or Instructional/Research Unit

Institution Submitting Proposal: University of Idaho
Name of College, School, or Division: College of Science
Name of Department(s) or Area(s): Department of Biological Sciences

Indicate if this Notice of Intent (NOI) is for an Academic or Professional Technical Program
Academic X Professional - Technical

A New, Expanded, Cooperative, Contract, or Off-Campus Instructional Program or Administrative/Research Unit (circle one) leading to:
Academic Certificate in Reproductive Biology
(Degree or Certificate)

Proposed Starting Date: Summer 2008

For New Programs:

Academic Certificate
Program (i.e., degree) Title & CIP 2000

For Other Activity:

☐ Program Component (major/minor/option/emphasis)
☐ Off-Campus Activity/Resident Center
☐ Instructional/Research Unit
☐ Addition/Expansion
☐ Discontinuance/consolidation
☐ Contract Program
☐ Other

Dean’s signature on file 10/5/07
College Dean (Institution) Date

Chief Fiscal Officer (Institution) Date

Chief Academic Officer (Institution) Date

President Date

VP Research & Graduate Studies Date

State Administrator, SDPTE Date

Chief Academic Officer, OSBE Date

SBOE/OSBE Approval Date

Before completing this form, refer to Board Policy Section III.G. Program Approval and
Discontinuance.

1. Briefly describe the nature of the request e.g., is this a new program (degree, program, or certificate) or program component (e.g., new, discontinued, modified, addition to an existing program or option).

This request is to establish a new Academic Certificate in Reproductive Biology (ACRB) at the University of Idaho (UI). The ACRB is appropriate for graduate students or professionals majoring in a variety of biology disciplines who wish to develop a specific level of expertise in the area of reproductive biology that is useful for the student to advance their professional careers. The development of this certificate will provide recognition of this specialized area of knowledge on the part of these students. The ACRB is intended to augment the graduate program of the student. Therefore, students would obtain a degree from their home department while simultaneously taking the courses necessary to obtain the ACRB. Specifically, the certificate program is designed to give the student an in-depth background in animal reproductive biology. The certificate is awarded when the student has completed 12 course credits (at least 3 courses must be taken at the University of Idaho) as follows, with a grade of B or better in each course:

Required to take one of the three courses below:
1. AVS ID&WS452 Physiology of Reproduction (4 cr) Fall and Spring.
2. AVS ID&WS526 Advanced Reproduction (4 cr) Spring even years.
3. Biol WS559 Molecular and Cellular Reproduction (3 cr.) Spring odd years.

Required at least 1 semester of:
4. Biol ID&WS551 Seminar in Reproductive Biology (1 cr.) Fall and Spring.

Elective Courses:
1. AVS ID&WS218 Artificial Insemination and Pregnancy Detection (2 cr)
2. AVS 222 Animal Reproduction and Breeding (3 cr)
3. AVS ID&WS452 Physiology of Reproduction (4 cr)
4. AVS ID&WS-J451 Endocrine Physiology (3 cr) Spring every year
5. AVS ID&WS526 Advanced Reproduction (4 cr) Spring alt. years
6. Biol ID450 Comparative Vertebrate Reproduction (3 cr) Spring alt. years
7. Biol 474 Principles of Developmental Biology (3 cr) Spring alt. years
8. Biol ID558 Reproductive Biology of Fishes (2 cr) Spring alt. years.
10. UI CORS 206 Human Reproduction: Science, Ethics and the Law (3 cr) Fall only

2. Provide a statement of need for program or a program modification. Include student and state need, demand, and employment potential. Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests. (Use additional sheets if necessary.)

The UI has a Center for Reproductive Biology, that is unique in the State, and a large number of faculty (21) specializing in the reproductive sciences. The ACRB identifies this area of expertise and academic emphasis to enhance recruitment efforts of graduate students to this field and provides a means to recognize this specialization upon completion of their program of study.

3. Briefly describe how the institution will ensure the quality of the program (e.g., accreditation, professional societies, licensing boards, etc.).

Currently, there are no such recognition programs available for students trained in the reproductive sciences at the UI. As such, the quality of such a program will be maintained by strict adherence to the 12-course credit minimum with a B or higher grade requirement. Courses required for the
certificate are currently offered in degree granting programs at the UI or co-operatively with Washington State University (WSU). No new courses are required or proposed, therefore there are no additional costs associated with this certificate program. In addition, the integrity of the certificate program is already built into the institutional structure through the course offerings available in individual departments (e.g., AVS, BioSci). The quality of the certificate program will be maintained through the current course/degree assessment channels offered in each department offering the required courses to ensure the certificate program meets the needs of the intended audience. This includes faculty course evaluation, student evaluation and department level evaluation of course offerings.

4. Identify similar programs offered within the state of Idaho or in the region by other colleges/universities. If the proposed request is similar to another program, provide a rationale for the duplication. This may not apply to PTE programs if workforce needs within the respective region have been established.

This proposed reproductive biology certificate is unique. No such certificate program exists at other universities in the State of Idaho. However, WSU has approved a similar certificate as of April 12, 2007 to be offered by the WSU Graduate School. These certificate programs were jointly developed through the WSU-UI Center for Reproductive Biology. The center is not a degree-granting unit; rather the Center facilitates trainee development; therefore enrollment and graduate student numbers are not collected. However, we do provide below the number of trainees who would have an interest in the “Academic Certificate in Reproductive Biology” at UI. These trainees are all UI Master’s or PhD candidates, or Postdoctoral or Technician trainees in the laboratory of a UI faculty member of the Center for Reproductive Biology.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Relevant Trainee Data</th>
<th>Current - 2007</th>
<th>Previous Year - 2006</th>
<th>Previous Year - 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSU</td>
<td>na</td>
<td>na</td>
<td>na</td>
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<tr>
<td>CSI</td>
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<td>EITC</td>
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<tr>
<td>ISU</td>
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<td>LCSC</td>
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<tr>
<td>NIC</td>
<td>“</td>
<td>“</td>
<td>“</td>
<td>“</td>
</tr>
<tr>
<td>UI</td>
<td>37 - MS/PhD Students</td>
<td>29 - MS/PhD</td>
<td>27 - BS/MS/PhD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>34 - Trainees (Postdoc/Techs)</td>
<td>Students (Postdoc/Techs)</td>
<td>Students (Postdoc/Techs)</td>
<td></td>
</tr>
</tbody>
</table>

Below is a list of participating graduate programs (and associated faculty) in the Center for Reproductive Biology that create the interdisciplinary graduate and postdoctoral training in Reproductive Biology at UI and WSU.
### ANTHROPOLOGY
JESSICA LYNCH-ALFARO

<table>
<thead>
<tr>
<th>Department</th>
<th>Faculty Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fish &amp; Wildlife Resources</td>
<td>Ken Cain – UI</td>
</tr>
<tr>
<td>Genetics &amp; Cell Biology</td>
<td>Michael Griswold – WSU</td>
</tr>
<tr>
<td>Animal Sciences</td>
<td>Amin Ahmadzadeh – UI</td>
</tr>
<tr>
<td>Behavioral Science</td>
<td>John Dalton – UI</td>
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<tr>
<td>Animal Physiology</td>
<td>Joseph Dalton – UI</td>
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<tr>
<td>Animal Sciences</td>
<td>Mark McGuire – UI</td>
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<tr>
<td>Animal Sciences</td>
<td>Dirk Vanderwall – UI</td>
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<tr>
<td>Animal Sciences</td>
<td>Zhihua Jiang - WSU</td>
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<td>Animal Sciences</td>
<td>Ron Hardy – UI</td>
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<td>Derek McLean – WSU</td>
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<td>Mark McGuire - UI</td>
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<td>John McNamara - WSU</td>
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<tr>
<td>Animal Sciences</td>
<td>Holly Neibergs - WSU</td>
</tr>
<tr>
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<td>Dan Rodgers – WSU</td>
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<td>Chris Schneider - UI</td>
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<td>John Stellflug — UI</td>
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<td>Dirk Vanderwall - UI</td>
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<td>Biochemistry and Biophysics</td>
<td>Michael Griswold — WSU</td>
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<td>Chengtao Her — WSU</td>
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<td>Kwan Hee Kim — WSU</td>
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<tr>
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<td>Raymond Reeves — WSU</td>
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<tr>
<td>Biochemistry and Biophysics</td>
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<tr>
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<td>Loverine Taylor – WSU</td>
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<td>Biochemistry and Biophysics</td>
<td>Diter von Wettstein – WSU</td>
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<tr>
<td>Biochemistry and Biophysics</td>
<td>John Wyrick - WSU</td>
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<tr>
<td>Biochemistry and Biophysics</td>
<td>Horticulure</td>
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<td>Biochemistry and Biophysics</td>
<td>Joe Poovaiah – WSU</td>
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<td>Biochemistry and Biophysics</td>
<td>Institute of Biological Chemistry</td>
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<tr>
<td>Biology, Molecular</td>
<td>Microbiology, Molecular</td>
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<td>Biology, Molecular</td>
<td>Gustavo Arizabalaga - UI</td>
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<td>Biology, Molecular</td>
<td>Allan Caplan – UI</td>
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<td>Douglas Cole – UI</td>
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<td>Biology, Molecular</td>
<td>Elizabeth Fortunato – UI</td>
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<td>Biology, Molecular</td>
<td>Jill Johnson - UI</td>
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<td>Bruce Miller – UI</td>
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<td>Biological Sciences</td>
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<td>Lisa Shipley – WSU</td>
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<tr>
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<td>Suzanne Lindsey – WSU</td>
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<td>Kathryn Meier - WSU</td>
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<td>Beth Vorderstrasse - WSU</td>
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<td>Ruth Phillips – WSU Vanc</td>
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<td>Ahmed Tibary - WSU</td>
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<td>Ahmed Tibary – WSU</td>
</tr>
</tbody>
</table>

### Entomology
John Brown — WSU
Laura Corley Lavine - WSU
Walter Sheppard – WSU
Degrees offered by school/college or program(s) within disciplinary area under review

<table>
<thead>
<tr>
<th>Institution and Degree name</th>
<th>Level</th>
<th>Specializations within the discipline (to reflect a national perspective)</th>
<th>Specializations offered within the degree at the institution</th>
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<tr>
<td>UI</td>
<td>&quot;</td>
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</table>

5. Describe how this request is consistent with the State Board of Education's policy or role and mission of the institution. (i.e., centrality).

The UI is a research university with Ph.D. and M.S degree granting programs. The ACRB would allow UI graduate students and other professionals specializing in the reproductive sciences to recognize their training and expertise thereby assisting in the career advancement and investment UI has in its students. Additionally, the development of this certificate would recognize the specialized knowledge that students and trainees gain at UI through their affiliation with the Center for Reproductive Biology.

6. Is the proposed program in the 8-year Plan? Indicate below.

Yes ____ No  X ____

If not on 8-year plan, provide a justification for adding the program.

This is a new certificate program that is being proposed for the first time. It will be attractive to potential students (i.e., recruitment tool) considering enrollment at the UI. Furthermore, after students graduate this certificate provides useful means (indicated on their official transcript) to recognize their expertise in reproductive biology.
8. Resources--Faculty/Staff/Space Needs/Capital Outlay. (Use additional sheets if necessary.):

<table>
<thead>
<tr>
<th>Estimated Fiscal Impact</th>
<th>FY</th>
<th>FY</th>
<th>FY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Expenditures</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Personnel</td>
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<tr>
<td>2. Operating</td>
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<tr>
<td>3. Capital Outlay</td>
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<tr>
<td>4. Facilities</td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| **B. Source of Funds**  |      |      |      |       |
| 1. Appropriated-        |      |      |      |       |
| reallocation            |      |      |      |       |
| 2. Appropriated – New   |      |      |      |       |
| 3. Federal              |      |      |      |       |
| 4. Other:               |      |      |      |       |
| **TOTAL:**              | 0    | 0    | 0    | 0     |

| **B. Nature of Funds**  |      |      |      |       |
| 1. Recurring *          |      |      |      |       |
| 2. Non-recurring **     |      |      |      |       |
| **TOTAL:**              | 0    | 0    | 0    | 0     |

* Recurring is defined as ongoing operating budget for the program, which will become of the base.
** Non-recurring is defined as one-time funding in a fiscal year and not part of the base.
IDAHO STATE BOARD OF EDUCATION
ACADEMIC/PROFESSIONAL-TECHNICAL EDUCATION
NOTICE OF INTENT
To initiate a
New, Expanded, Cooperative, Discontinued, program component or Off-Campus Instructional Program or Instructional/Research Unit

Institution Submitting Proposal: University of Idaho
Name of College, School, or Division: College of Education
Name of Department(s) or Area(s): Adult, Career, and Technology Education

Indicate if this Notice of Intent (NOI) is for an Academic or Professional Technical Program
Academic X Professional - Technical

A New, Expanded, Cooperative, Contract, or Off-Campus Instructional Program or Administrative/Research Unit (circle one) leading to:

Academic Certificate in Technical Workforce Training

(Degree or Certificate)

Proposed Starting Date: Summer 2008

For New Programs: For Other Activity:

Program (i.e., degree) Title & CIP 2000

☐ Program Component (major/minor/option/emphasis)
☐ Off-Campus Activity/Resident Center
☐ Instructional/Research Unit
X Addition/Expansion
☐ Discontinuance/consolidation
☐ Contract Program
☐ Other

Dean's signature on file 8/28/07
College Dean (Institution) Date
Chief Fiscal Officer (Institution) Date
Chief Academic Officer (Institution) Date
President Date

VP Research & Graduate Studies Date
State Administrator, SDPTE Date
Chief Academic Officer, OSBE Date
SBOE/OSBE Approval Date
Before completing this form, refer to Board Policy Section III.G. Program Approval and Discontinuance.

1. Briefly describe the nature of the request e.g., is this a new program (degree, program, or certificate) or program component (e.g., new, discontinued, modified, addition to an existing program or option).

   The Technical Workforce Training Certificate will be an optional certificate within our existing Professional-Technical and Technology Education Program. It will be composed of existing, already approved courses. It is intended to serve private sector training interests but will not exclude those of traditional, public, career and technical education.

2. Provide a statement of need for program or a program modification. Include student and state need, demand, and employment potential. **Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests.** (Use additional sheets if necessary.)

   Business and industrial trainers are often chosen directly from the workplace without having any formal knowledge or skill in the functions of a trainer. Many of these trainers recognize the need for more formal preparation and may not want to invest in another two- or four-year degree but would enroll in a short-term program resulting in a formal credential. The proposed training certificate will provide a formal credential of preparation for those that would not otherwise receive such recognition.

   Over the past five years the Department of Adult, Career, and Technology Education has had at least two occasions where if it had had such a certificate program, the Department could have added approximately 1000 hours (cumulatively) to its credit generation in the Treasure Valley alone.

   The proposed coursework for the Technical Workforce Training Certificate is as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Cse #</th>
<th>Cse Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTTE</td>
<td>472</td>
<td>Professional-Technical &amp; Technology Education Teaching Methods</td>
<td>3</td>
</tr>
<tr>
<td>PTTE</td>
<td>426</td>
<td>Occupational Analysis &amp; Curriculum Development</td>
<td>3</td>
</tr>
<tr>
<td>PTTE</td>
<td>420</td>
<td>Evaluation in Professional-Technical Education</td>
<td>3</td>
</tr>
<tr>
<td>PTTE</td>
<td>447</td>
<td>Diverse Populations &amp; Individual Differences</td>
<td>3</td>
</tr>
<tr>
<td>ADOL</td>
<td>473</td>
<td>Foundations of Adult Education and Adult Development</td>
<td>3</td>
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<td><strong>Total 15</strong></td>
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3. Briefly describe how the institution will ensure the quality of the program (e.g., accreditation, professional societies, licensing boards, etc.).

   The courses listed for the proposed certificate are the same courses now required of professional-technical educators in the state of Idaho. Business and industrial trainers would enroll in the same sections of these courses as Idaho educators, hence there would be no risk to the quality of the courses. There have already been a number of trainers enrolling in these courses but due to their private sector positions, there is no current credential for them completing the coursework. Educators receive an Occupational Specialist Certification through the state but there is no equivalent credential for the corporate trainer in Idaho.

4. Identify similar programs offered within the state of Idaho or in the region by other colleges/universities. If the proposed request is similar to another program, provide a rationale for the duplication. This may not apply to PTE programs if workforce needs within the respective region have been established.
Based on a review of websites of Boise State University, Idaho State University, and Washington State University, there are no comparable certificate programs for the credentialing of trainers. As a result, there is no enrollment data available for comparison.

Enrollment and Graduates (i.e., number of majors or other relevant data)
By Institution for the Proposed Program
Last three years beginning with the current year and the 2 previous years

<table>
<thead>
<tr>
<th>Institution</th>
<th>Relevant Enrollment Data</th>
<th>Number of Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>Previous Year</td>
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<tr>
<td>BSU</td>
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<tr>
<td>CSI</td>
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<tr>
<td>EITC</td>
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<td>ISU</td>
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<tr>
<td>LCSC</td>
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<td>NIC</td>
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<tr>
<td>UI</td>
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</tbody>
</table>

Degrees offered by school/college or program(s) within disciplinary area under review

<table>
<thead>
<tr>
<th>Institution and Degree name</th>
<th>Level</th>
<th>Specializations within the discipline (to reflect a national perspective)</th>
<th>Specializations offered within the degree at the institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSU</td>
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</table>

5. Describe how this request is consistent with the State Board of Education's policy or role and mission of the institution. (i.e., centrality).
   a. One of the Idaho State Board of Education’s goals is to ensure that education and training services are relevant to Idaho’s workforce, business, industry, citizens, and local, state, and federal government (SBOE 8 Year Plan).
   b. The University of Idaho’s strategic plan calls for the delivery of programs based upon community needs, drawing upon university expertise (Strategic Goal 3, Objective B, Strategy 2), to cultivate key industry/business relationships (Strategic Goal 3, Objective A, Strategy 6), and to grow the university’s capacity to engage with communities and organizations (Strategic Goal 3, Objective A, Strategy 3).
c. The proposed certificate program supports the College of Education’s Vision “to maximize human potential” (Goal 1) and for “preparing quality graduates for their workplace.”

d. The proposed certificate program further reinforces the Department of Adult, Career, and Technology Education’s strategic plan goal #3 (Outreach and Engagement); that is: To engage with public, private, and non-profit sectors through mutually beneficial partnerships that enhance teaching, learning, discovery and creativity.

e. The proposed certificate program will facilitate relationships with business, non-profit, and governmental communities and attract training professionals from those sectors.

f. This certificate program is congruent with the university’s, college’s, and department’s enrollment management strategies.

6. Is the proposed program in the 8-year Plan? Indicate below.
   Yes  No  X

   If not on 8-year plan, provide a justification for adding the program.
   See items #2 and #5 above.

8. Resources—Faculty/Staff/Space Needs/Capital Outlay. (Use additional sheets if necessary.):

   There are no additional faculty, staff, or space resources anticipated for the delivery of this certificate given that all of the courses already exist.

   Estimated Fiscal Impact
   FY 2008 FY 2009 FY 2010 Total

   A. Expenditures

   1. Personnel

   2. Operating $500.00† $500.00† $500.00† $1,500.00†

   3. Capital Outlay

   4. Facilities

   TOTAL: $500.00† $500.00† $500.00† $1,500.00†

   B. Source of Funds

   1. Appropriated-
      reallocation $500.00 $500.00 $500.00 $1,500.00

   2. Appropriated – New

   3. Federal

   4. Other:

   TOTAL: $500.00 $500.00 $500.00 $1,500.00

   C. Nature of Funds

   1. Recurring * $500.00 $500.00 $500.00 $1,500.00

   2. Non-recurring **

   TOTAL: $500.00 $500.00 $500.00 $1,500.00
* Recurring is defined as ongoing operating budget for the program, which will become of the base.
**Non-recurring is defined as one-time funding in a fiscal year and not part of the base.
† These funds are to be used for the development and dissemination of information regarding the promotion of the new certificate program.