University of Idaho
2011-2012 FACULTY SENATE AGENDA

Meeting #21

3:30 p.m. - Tuesday, March 6, 2012
BRINK HALL FACULTY LOUNGE – Moscow
IWC Room 390 – Boise
TAB 321 IF4 – Idaho Falls

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2011-12 Faculty Senate Meeting #20, February 28, 2012

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • Athena Report on Campus Climate (Corry, Storrs)
   • Faculty Club (McCollough, Reyes, Wichman)

VI. Committee Reports.

VII. Special Orders.
   • FS-12-029: Sexual Harassment & Violence Pertaining to Students – Emergency Policy (Nelson)(FYI)

VIII. Unfinished Business and General Orders.
   • FS-12-026rev: FSH 1540 – Standing Rules of University Faculty - Open Meetings (Bird)(vote)

IX. New Business.
   • FS-12-028: FSH 3760 – Educational Privilege (Provost Baker)(vote)

X. Adjournment.

Professor Paul Joyce, Chair 2011-2012, Faculty Senate

Attachments: Minutes of 2011-2012 FS Meeting #20
Flagship Resolution – final version
Athena Report
Faculty Club Summary & Full Plan
FS-12-029 Emergency Policy
FS-12-026rev
FS-12-028
University of Idaho  
Faculty Senate Meeting Minutes  
2011-2012 Meeting #20, Tuesday, February 28, 2012

Present: Aiken, Baillargeon, Baker (w/o vote), Barlow, Bathurst, Bird, Kooistra (for Bowlick w/o vote), Budwig (Boise), Dakins (Idaho Falls), Eckwright (w/o vote), Garrison, Goddard, Hartzell, Hasko, Hopper, Joyce (Chair), Marshall, Miller, Morra, Ostrom, Pendegrast, Riesenber, Safaii-Fabiano (Coeur d’Alene), Stark, Strawn  

Absent: Bowlick, Corry, Halloran, Padgham-Albrecht  

Guests: 6

A quorum being present, Senate Chair Joyce called the meeting to order at 3:30PM.

Minutes: It was moved and seconded (Marshall, Stark) to approve the minutes of meeting #19. After some discussion regarding a bulleted point about tuition waivers, the minutes were approved as distributed.

Chair’s Report. The Chair reported on the following items:

- We are still getting complaints from senators who are unable to hear some speakers. Please remember to speak up when addressing Senate.
- Senate Leadership met with President Nellis last week who has been working vigorously with the legislature to increase funding for UI in the following areas:
  - Permanent pay raises for faculty and staff;
  - Enrollment workload adjustment allocation of $800,000;
  - Occupancy costs;
  - Idaho Global Entrepreneurial Mission (IGEM) allocation of $2 million to be split between the universities or allocated competitively, the process has not yet been determined.
- President Nellis was very responsive to faculty concerns about the proposed RA/TA policies and contacted Jack McIver, Vice President for Research and Economic Development, Keith Ickes, Executive Director for Planning and Budget, and Dr. Jie Chen, Dean of the College of Graduate Studies immediately following his meeting with Senate Leadership. Chen and McIver subsequently worked with Chair Joyce to make changes to the RA/TA policies. July 1 is the earliest implementation date for the new RA policy, and the policy will go through faculty governance committees. Graduate Council will also be taking a comprehensive look at TA compensation. Senators commended the Chair for his “short, sweet, clear” memo.
- President Nellis supports a strong Faculty Senate response to State Board of Education (SBOE) regarding the stripping of “flagship” from UI’s mission statement.
- Vice Chair Kenton Bird has drafted a resolution to SBOE regarding Faculty Senate’s “profound disappointment” with the SBOE’s action.
- Senate Leadership met with Ron Smith, Vice President for Finance and Administration, regarding the new Center for Strategic Initiatives and Process Improvement. Smith welcomes Faculty Senate input via Senate Chair Joyce. Senators will solicit and compile recommendations from their constituencies and then forward same to Chair Joyce.

Provost’s Report. Provost Baker reported on the following:

- WWAMI (Washington, Wyoming, Alaska, Montana, Idaho) medical program celebrated its 40th anniversary yesterday in Boise. Dr. Francis Spain, a Moscow physician, was recognized for being a member of the first WWAMI class and his extensive contributions to medicine in Idaho.
- The “flagship” issue is not going away and an article about the SBOE’s action in the Sunday Idaho Statesman newspaper included the sentiment that the state board staff “didn’t see it coming.”
- ASUI President Samantha Perez has launched a petition drive in response to SBOE’s action. The petition is available at this shortened link, http://goo.gl/fFy47 and currently has approximately 5,000 signatures. Senators were encouraged by students to sign and to invite their colleagues to sign.

- UI submitted its first accreditation report addressing mission core themes to the Northwest Commission on Colleges and Universities (NWCCU) last fall. The next report addresses institutional resources for accomplishing our mission and will be submitted September 2012.

- UI held the Lionel Hampton Jazz Festival on the Moscow campus last week. It was a great success and thanks go to Kathy Aiken, Dean of the College of Letters, Arts and Social Sciences (CLASS). A number of faculty have begun incorporating music-related themes into their classroom instruction during the festival.

- Some colleges use the Jazz Festival as a recruitment tool, for example: the College of Art and Architecture invited 45 visiting students who have been admitted into the program to participate in a drawing workshop relative to jazz.

University Curriculum Committee (UCC). FS-12-024. Regulation J-3, General Education Core. Dr. Beth Price, chair of the University Committee for General Education (UCGE) and Dr. Bahman Shafii, chair of UCC, spoke briefly about this regulation which was crafted by the UCGE and comes as a seconded motion from the UCC. Price briefly described the process which led to the Core proposal under consideration. Price, Shafii and Jeanne Christiansen, Vice Provost for Academic Affairs, responded to senators’ questions and comments as follows:

*Has the issue of students entering UI with fewer than 14 credits been resolved?* Christiansen, along with faculty from UI-Idaho Falls (UI-IF), the registrar, and others, has worked at resolving the problem of how UI serves students who start as first semester, first time students at UI and how these students would access the Integrated Seminar and the Great Issues courses. Dean Aiken has committed resources to providing online courses for distance students (not available to students in Moscow), which enables students who start at a location other than Moscow to meet the requirements that fulfill the rest of the General Education proposal. Another option is the “2+2” program which allows students to complete their general education program at another institution and then transfer to UI to complete their majors. Senator Dakins added that the current decision at UI-IF is to petition for each student who comes into UI with fewer than 14 credits. UI-IF will pay for the petitioning process for the students and staff will help students with the process.

*Did UCC reach a consensus on this proposal? What was the final vote? What were the objections to it?* UCC did not give unanimous support to the proposal; the final vote was 9-3 in support of it. Opposition was based on resources and logistics. Several senators noted that some colleges were opposed to the core proposal for reasons other than resources and logistics.

*At one point we had heard that parts of this Core proposal were “unfunded mandates” and that colleges would need to come up with money to develop new courses. Has this been addressed?* Historically CLASS taught a certain portion of the Core classes and other colleges either taught courses or contributed funding for CLASS to teach more courses. We are spreading that over the university by having CLASS teach the Integrated Seminars while other colleges teach the Great Issues Seminars. The “unfunded mandate” may not have been addressed 100% but what we have done is make an effort to reestablish a balance across the university.

*What is a “great issue” seminar?* These seminars are typically linked to a UI signature event, such as the Jazz Festival. Speakers come to campus for a variety of reasons and the Great Issue
Seminars provide an opportunity for students to get out of their own discipline to view things from another perspective. The original intent was to tie all of the Great Issues Seminars to signature events; but it is possible to use readings or other events that provide non-traditional class-type settings and allow for integrated interdisciplinary conversations around issues.

Motion carried 14-5.

Vice Chair Bird spoke briefly about the “flagship resolution” he had prepared (attached). It was moved and seconded (Pendegraft, Goddard) to approve the resolution. Senators offered several edits suggesting a more active voice while others preferred a more poetic version as written. Vice Chair Bird then read the resolution into the record incorporating the editorial changes. Motion approved unanimously.

Bird noted that he will be presenting the resolution at the SBOE’s April 18-19 meeting in Moscow and he invited other senators to attend the meeting in a show of support.

**FS-12-025**: FSH 3520 – Tenure. Chair Joyce presented this proposed change which will keep the requirement that there be student representation on unit tenure committees, but remove the requirement that students comprise 25-50% of said committees. The Chair has consulted with ASUI and GPSA Senators and with ASUI President Samantha Perez, and all support the change. It was moved and seconded (Bird, Baillargeon) to approve the change. Motion carried.

**FS-12-026**: FSH 1540 – Standing Rules of University Faculty – Open Meetings. Chair Joyce briefly introduced the subject of open meetings rules. It was moved and seconded (Bird, Aiken) to approve the changes to FSH 1540. Vice Chair Bird provided additional information about Idaho’s open meeting and open records laws. Senators offered several minor edits to 1540-D and also questioned changes that would require requests for participation in university faculty meetings be submitted to the Faculty Secretary. It was moved and seconded (Pendegraft, Marshall) to postpone this item until next week so that Vice Chair Bird and a subcommittee of his choosing can rewrite it. Motion carried.

**FS-12-027**: FSH 3560 – University Promotions Committee membership. Chair Joyce provided a brief explanation relating to the history of the university promotions committee membership/college representation more specifically CLASS representation due to various changes in colleges over the years. It was moved and seconded (Baillargeon, Marshall) to approve the changes. Motion passed.

**FS-12-016rev**: (UCC-12-039) – Regulations B and C. Chair Joyce explained that Senate passed this regulation last semester, but while making changes we inadvertently removed all language regarding adding classes with permission. Senate now needs to add language back into the regulations to allow for adding classes with permission. In the spirit of “grammatical activism” Vice Chair Bird suggested several edits to the policy. It was moved and seconded (Bird, Barlow) to approve the changes and edits. Motion carried.

**Adjournment**: It was moved and seconded (Stark, Morra) to adjourn at 4:44PM. Approved.

Respectfully submitted,

Gail Z. Eckwright, Faculty Secretary

Quote of the meeting: “The spirit of the Faculty-Staff Handbook is to provide broad guidance for units.”
RESOLUTION
by the Faculty Senate
of the University of Idaho

WHEREAS the University of Idaho ("University") was established to serve the entire state under the provisions of the Morrill Act of 1862;

WHEREAS the Idaho Territorial Legislature chartered the University in 1889 and the state Constitution recognized this status when Congress admitted Idaho to the Union in 1890;

WHEREAS the University opened its doors on October 3, 1892, and graduated its first class in 1896;

WHEREAS in the succeeding 115 years, the University has awarded more than 100,000 degrees;

WHEREAS the University annually attracts more than $100 million each year in grants and contracts to fund innovative research;

WHEREAS the University enrolls a record number of National Merit Scholars, first among public institutions of higher education in the Northwest;

WHEREAS its peers consider the University to be Idaho’s flagship institution, by virtue of its primacy, its statewide mission and the scope of its graduate and professional programs; this is consistent with commonly accepted criteria for such universities;

WHEREAS this status as a flagship institution enhances the University’s ability to attract top students, staff and faculty from across the country and around the world;

WHEREAS the people of Idaho recognize this status, just as they acknowledge the unique roles and missions of the other state-supported institutions of higher education;

THEREFORE BE IT RESOLVED that the Faculty Senate expresses its profound disappointment at the February 16, 2012, decision of the University’s Board of Regents and State Board of Education to remove the word “flagship” from the University of Idaho’s Mission Statement.

BE IT FURTHER RESOLVED that the Faculty Senate calls upon the Regents to reconsider this decision at their April 2012 meeting in Moscow.

BE IT FURTHER RESOLVED that the Faculty Secretary be directed to send copies of this resolution to each member of the Board of Regents, to the Board’s executive director and to the news media in Idaho.

ADOPTED this 28th day of February, 2012.

Signed: Paul Joyce, Chair of the Senate

Attest: Gail Z. Eckwright, Faculty Secretary
Athena Report to the Faculty Senate
March 6, 2012, 3:30

Athena Overview
Athena is an inclusive professional women’s grassroots organization in existence since 1987. Its purpose is to:

- Provide a means for professional women to network with one another and to share mutual workplace interests, activities and concerns.
- Provide a structure by which professional women, as a group, can consider issues and make recommendations to bodies such as the University Administration, Staff Affairs, Faculty Senate, and the Women’s Center.
- Further the growth and effectiveness of university women through professional development programs.

Athena hosts the biannual Women’s Leadership Conference (in collaboration with the Women’s Center), informational brownbags and networking events, and professional development workshops. The organization also provides undergraduate and graduate student scholarships. [http://www.athenaui.org](http://www.athenaui.org)

2010-2012 Leadership
Shauna Corry, President; faculty (Interior Design)
Debbie Storrs, Vice President and President Elect; faculty and administration (Sociology and CLASS)
Carmen Suarez, Secretary; administration (Human Rights, Access, and Inclusion)
Emma Grindley, Treasurer; staff (HPERD)
Jodi Nicotra, Member at Large; faculty (English)
Julie Lang, Member at Large; staff (Human Resources)
Lynn Baird, Past President; administration (Library)

Athena Focus Activities, 2010-12
Athena serves as a voice for female faculty and staff perspective regarding campus climate and culture. Towards this end, Athena distributed a survey to female staff and faculty in 2010 to assess their needs and the role of ATHENA in serving its constituents. Findings include:

- Over half of respondents (59.9%) are satisfied with interactions with colleagues in their work units.
- Over a third (35.8%) are dissatisfied with their access to professional development opportunities.
- A quarter of respondents (24.1%) are not satisfied with work-family balance.
- Over a fourth (27.2%) are not satisfied with the recognition they receive from their supervisor.
- Respondents reported significant challenges in terms of “chilly campus climate” given their personal experiences with gender bias, incivility, and workload issues.

To address and explore these concerns Athena held a round table discussion and the following areas were identified as priorities:

- Improving overall campus climate
- Enhancing professional development opportunities for staff and faculty
- Increasing understanding of differences and commonalities between staff and faculty

Actions as a Result of the Round Table:

- Presented survey results to the President
- Staff and faculty networking gatherings (two have been held with over 50 attendees)
- Power Negotiation Workshop (with UI Professional Development & Learning), April 10th at 1:00.
- Women’s Leadership Conference Planning Committee will encourage workshops and presentations on work life issues, campus climate, and professional development. Fall 2012

*Athena asks the Senators to please encourage and support staff and faculty in your college to attend both Power Negotiation Workshop and the Women’s Leadership Conference in the fall.*
Business 421 and 428 Research Report and Marketing Plan for a Faculty Staff Club (FSC)

In the fall of 2010 students enrolled in Business 421, Marketing Research surveyed faculty and staff at the University of Idaho concerning their attitudes toward a Faculty and Staff club. The students sent emails to 1,920 faculty and staff and received 356 completed surveys back (18.5% response rate). In Business 428 the students completed a marketing plan for a Faculty and Staff Club.

Among the findings of note were:

1. There was no consensus regarding location, with respondents almost equally split among the Commons, SUB, golf course, or some other, unnamed location
2. Respondents indicated how much they would pay for a FSC:
   • 24% of respondents indicated they would pay nothing for a membership
   • 10% of respondents indicated they would pay $1-$4 per pay period for a membership
   • 26% of respondents indicated they would pay between $5 and $9 per pay period
   • 28% of respondents indicated they would pay between $10 and $15 per pay period
   • 8% of respondents indicated they would pay $16-$20 per pay period
   • 2% of respondents indicated they would pay $21-$25 per pay period
   • 3% of respondents indicated they would pay over $25 per pay period
3. Membership
   • 84% felt faculty should be included
   • 80.6% felt staff should be included
   • 50.6% felt alumni should be included
   • 40.7% felt family should be included
   • 34.6% felt community members should be eligible
4. Amenities
   • 33.4% of respondents indicated that banquet/reception facilities were important
   • 59% of respondents indicated that a lounge was important
   • 67.9% of respondents indicated that serving lunch was important
   • 31.4% of respondents indicated that serving dinner was important.
   • 56.6% indicated that availability of parking was important
   • 28.4% indicated being open on the weekends was important
   • 42.4% of respondents indicated that being open during the summer was important

Recommendations in the marketing plan (completed spring of 2011) were for a tiered membership plan with greater benefits for higher memberships levels. An ideal location is both centrally located with parking (a difficult but not impossible proposition). The facility should have the ability to serve all three meals, with a bar. Activities would include wine tastings, book groups, artistic performances, and interdisciplinary activities.

The revenue numbers look viable between membership fees and operating revenues. The assumption is that some spending currently sent off campus would be redirected to the FSC. A business plan is now being completed to estimate expenses and overall financial viability.

The most difficult issues are location, organization (university unit, faculty and staff owned and operated, or some hybrid), alcohol, and food services.

The complete marketing plan and research report can be obtained from Mike McCollough, 5-7151, mccollou@uidaho.edu
Enactment of Temporary Emergency Policy

Pursuant to FSH 1460 C-3, I enact the following temporary emergency policy to implement revisions to University Policy addressing claims of Sexual Harassment (including Sexual Violence) and claims of Gender-Based Harassment to conform to legal requirements promulgated by the U.S. Department of Education.

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The following emergency policy will apply to claims of Sexual Harassment (including Sexual Violence) and claims of Gender-Based Harassment whether occurring on or off campus. The terms of this emergency policy supplement current University policy regarding Sexual Harassment, and supersede any contrary terms in current University policy (including any contrary terms in FSH 2200 - Statement of Student Rights; FSH 2300 - Student Code of Conduct; FSH 2450 - Appeals to Faculty Senate in Disciplinary Cases; FSH 3215 – Non-Discrimination on the Basis of Sexual Orientation and Gender Identity/Expression; FSH 3220 – Sexual Harassment) until such time as this emergency policy lapses pursuant to FSH 1460 C-3 or until a permanent University policy replacing this emergency policy becomes effective.

Sexual Harassment & Sexual Violence Policy Pertaining Specifically to Students

I. DEFINITIONS:

A. “Gender-Based Harassment” includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

B. “Sexual Harassment” is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual Violence is a form of Sexual Harassment.

C. “Sexual Violence” refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of different acts fall within the definition of Sexual Violence, including but not limited to rape, sexual assault, sexual battery, and sexual coercion. All such acts of Sexual Violence are forms of Sexual Harassment.

D. “Educational Setting” refers to all the academic, educational, extracurricular, athletic and other programs of the University of Idaho, whether those programs take place in a University facility, at a University class or training program, or elsewhere.

II. REPORTING SEXUAL VIOLENCE

A. For information and resources available for survivors of sexual violence, please see the Administrative Procedure Manual (APM) 95.20 at http://www.uhome.uidaho.edu/default.aspx?pid=120297
III. JURISDICTION:
   A. The jurisdiction of University of Idaho disciplinary regulations shall expand to
govern off-campus conduct when such off-campus conduct constitutes Sexual
Harassment or Gender-Based Harassment that may have continuing adverse
effects in the Educational Setting.

IV. VIOLATIONS OF THE STUDENT CODE OF CONDUCT:
   A. Sexual Harassment and Gender-Based Harassment are violations of the Student
Code of Conduct (see FSH 2300).
   B. Because campus security and safety are critical to the essential operation of the
University, even a single violation of the Student Code of Conduct’s prohibition
of Sexual Harassment or Gender-Based Harassment may merit expulsion.

V. CHARGES OF SEXUAL HARASSMENT OR GENDER BASED HARASSMENT:
   A. When the allegations in a student’s complaint include Sexual Harassment or
Gender-Based Harassment, the Dean of Students office (“DOS”) must
investigate the incident and take immediate steps to protect the complainant in
the Educational Setting. This applies whether the alleged conduct occurred on
or off campus.
   B. A preponderance of the evidence (more likely than not) standard will be used to
evaluate allegations of Sexual Harassment or Gender-Based Harassment.
   C. The DOS may determine to temporarily delay fact-finding in an investigation
regarding Sexual Harassment or Gender-Based Harassment while law
enforcement authorities are gathering evidence; but once notified that law
enforcement has completed gathering of evidence, the DOS must promptly
resume fact finding. The DOS may not await the ultimate outcome of a law
enforcement investigation or the filing of charges before resuming or beginning
fact finding.
   D. Both parties must be afforded similar and timely access to any information that
will be used at the hearing, other than each party’s work product (or that of the
party’s advisor), consistent with FERPA and other relevant laws, including any
recognized privilege.

VI. RIGHT TO A HEARING:
   A. The University Judicial Council (“UJC”) (see FSH 2400 B-2 & 1640.93) hearing
shall be private when the matter involves charges of Sexual Harassment or
Gender-Based Harassment.
   B. During a hearing involving charges of Sexual Harassment or Gender-Based
Harassment, neither the accused student nor his or her representative will be
permitted to directly question the complainant(s). Instead, such persons may
submit written questions to the hearing board, which will ask questions it
determines to be appropriate.

VII. TIMELINESS OF THE PROCESS: (see FSH 2300 X)
   A. A typical timeframe for the complaint investigation and hearing procedure is as
follows: (1) The University investigation of the complaint is generally completed
within 60 calendar days following receipt of a complaint; (2) Both parties receive a response regarding the outcome of the complaint within 10 business days following the UJC’s decision; (3) Either party may appeal the UJC’s decision within 14 calendar days in accordance with the Appeals provision below. Both parties should receive periodic updates from the DOS.

VIII. APPEALS: (see FSH 2450)
A. Either party has the right to appeal the decision of the UJC by notifying the Office of the Faculty Secretary to that effect in writing, within 14 calendar days following receipt by the party of the written decision of the UJC. Parties wishing to appeal must include valid contact information. Appeals may be sent to: Office of the Faculty Secretary, P.O. Box 441106, Moscow, ID 83844-1106.
B. A subsequent hearing before the UJC or another board as the result of an appeal by either party, shall not be considered a second “trial” for purposes of FSH 2200 IV(10).
C. This Section VIII specifically supersedes any contrary provision of FSH 2450, including, specifically, subsection D-10.

IX. DISCLOSURE OF OUTCOME OF DISCIPLINARY PROCEEDING:
A. Both the complainant and the accused student will be notified, in writing, of the outcome of a complaint and any appeal. “Outcome” for these purposes means whether the harassment was found to have occurred. The University will only disclose information about the sanctions imposed when they directly relate to the harassed student, such as a sanction of no contact with the complainant.
B. When the allegations include a crime of violence or a non-forcible sex offense (as defined by FERPA – see FSH 95.15), the University will, upon written request, disclose to the alleged victim of such crime or offense the final results of any disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. “Final results” for these purposes means the name of the accused student, any violation found to have been committed, and any sanction imposed against the accused student by the University.
C. When the allegations include a sex offense (as defined by the Clery Act – see FSH 95.15), both the complainant and the accused student must be informed of the outcome of any institutional disciplinary proceeding (APM 95.20 G-2) brought against the accused student. “Outcome” for these purposes means the University’s final determination with respect to the alleged sex offense and any sanctions imposed against the accused student.
STANDING RULES OF THE UNIVERSITY FACULTY

PREAMBLE: The university faculty have adopted for their convenience certain standing rules, given in this section. This section appeared for the first time in the 1979 edition of the Handbook and remains essentially in the form it took then. In 2009 constitutional changes giving off-campus faculty voting rights at faculty meetings necessitated adding venue determination to A. In July 2011 processes were clarified and updated to current practice and again in January 2012. For further information, consult the Office of the Faculty Secretary (208-885-6151). [ed. 7-97, rev. 7-09, 7-11, 1-12]

CONTENTS:

A. Voting Privilege
B. Referral of Catalog-Change Proposals
C. Circulation of Curricular and Policy Proposals
D. Admission of Nonmembers to Faculty Meetings
E. Procedures for First Fall Meeting
F. Minutes
G. Identification of Speakers

A. VOTING PRIVILEGE. Constituent faculties of colleges and other UI units must limit the voting privilege to those who are qualified under the provisions of the constitution of the university faculty. [See 1520 II-1 and II-3.] Moreover, those who are qualified cannot be deprived of their vote in meetings of constituent faculties. [See 1520 IV-8.] Emeritus and adjunct faculty, staff, students, and others may be permitted to participate in faculty meetings in an advisory capacity only, and they may serve as voting members of committees (see FSH 1520 Article II, Section 3 for affiliate voting rights). [rev. 1-12]

A-1. Venue Determination. Remote sites that seek full participation at faculty meetings must submit to the Office of the Faculty Secretary by April 15th (when senate elections are due) a participation form for approval of their venue by Faculty Senate. The form is available on the Faculty Senate website under University Faculty Meetings. [see also 1520, III-1-A]. [add. 7-09, ed. 7-11, rev. 1-12]

B. REFERRAL OF CATALOG-CHANGE PROPOSALS. When substantive catalog changes of a curricular nature that have not been considered by the University Curriculum Committee are presented directly to the university faculty, such proposals are referred automatically to the University Curriculum Committee for study and recommendation.

C. CIRCULATION OF CURRICULAR AND POLICY PROPOSALS.

C-1. Routine Catalog-Change Proposals. Additions, deletions, and changes of courses and changes in existing curricula may, after approval by the University Curriculum Committee, be circulated in a general curriculum report (GCR) to the faculty for consideration and published at an appropriate UI web-site. [ed. 7-02, rev. 7-11]

C-2. Policy-Change Proposals. Proposals that affect university policy see FSH 1460. General university academic requirements, e.g., those in part 3 of the catalog, or that concern the addition or expansion of instructional programs may, after approval by the Faculty Senate, be circulated in a general policy report (GPR) to the faculty for consideration. The report is also published on the Faculty Senate web-site and its publication announced through electronic means to the faculty. [ed. 7-02, 7-09, rev. 7-11]

C-3. Actions of the University Curriculum Committee and of the Faculty Senate that are circulated in general curriculum-policy reports (C-1 and C-2) are considered to have the necessary faculty approvals unless a petition requesting further consideration of specific items is signed by five faculty members and submitted to the chair of the
Faculty Senate within 14 calendar days after the date of circulation. If no petition is received within 14 days, the entire report is submitted to the president for approval and transmittal to the regents, if regents' action is required. [ed. 7-09, 7-11]

C-4. If a petition is received, the items in the report for which further consideration is requested will be referred to the Faculty Senate, and the remainder of the report will move forward. On items referred to it, the Senate may (a) affirm the action and report it to a meeting of the university faculty, (b) amend the action and report it to a meeting of the university faculty, or (c) rescind the action. [NOTE: If a petition concerns courses or curricula in the College of Letters and Science or in the College of Agriculture, and is signed by five faculty members of the respective college, those items will be returned to the college concerned for further consideration.] [ed. 7-09]

C-5. Faculty Approval. Any policy item approved by Senate and not circulated on a general policy report will be included in the agenda of the next appropriate university faculty meeting for faculty approval. Items approved at a university faculty meeting are forwarded to the president for approval and transmittal to the regents, if regents' action is required. See 1420 A-1 c. for time periods for presidential action on Faculty Senate items. [add. 7-11]

C-6. Interim Approval. If there is insufficient opportunity for the faculty to act on a routine catalog-change proposal [see C-1] between the time of its approval by the University Curriculum Committee and the date that it is to be effective, it may be reported directly to the president. Upon approval by the president, the change will be considered temporarily approved for implementation. Such interim approval is valid only until the end of the succeeding semester. Actions thus approved will be reported to the faculty at the earliest possible time, either in the agenda for a faculty meeting or in a general curriculum-policy report. Continuing approval of the change is subject to ratification at a faculty meeting or by the procedures described in C-3 and C-4. (To illustrate: Late in the spring semester, the University Curriculum Committee approves a routine catalog change that is to be effective during the next fall semester. That action is reported to the president and, if approved by the president, the change can be put into effect. If it is included in a curriculum-policy report that is circulated to the resident faculty early in the fall semester, the approval of the change may, by means of the steps outlined in C-3 and C-4, become permanent or it may be terminated at the end of that semester. Alternatively, the faculty may take either of these actions in a meeting if the change is included in the agenda.) [ren. 7-11]

D. ADMISSION OF NONMEMBERS TO FACULTY MEETINGS. Nonmembers are welcome to attend meetings of the university faculty. Nonmembers who wish to speak at such a meeting may be admitted to meetings of the university faculty under the following conditions:

D-1. Student government leaders, specifically the ASUI president, vice president, attorney general, and members of the ASUI Senate, may attend meetings of the university faculty. The presiding officer must be informed of the names of four of their number who may speak for the group at any particular meeting.

D-2. Two representatives from each campus or other news medium, designated to the presiding officer by the editor or manager, as applicable, may attend meetings of the university faculty as auditors.

D-3. Members of the Faculty Senate or of university-level committees who are not members of the university faculty may attend meetings of the university faculty at which proposals of the Senate or of their committees are being considered. They may speak only on issues presented by the body on which they serve. [ed. 7-09]

D-4. Under unusual circumstances any nonmember may submit a request to the Faculty Senate faculty secretary at least two business days in advance of the meeting specifying both the topic and purpose of their comments, for admission to meetings of the university faculty for the purpose of discussing a particular issue that is stipulated in the request. The faculty secretary shall notify the senate chair and the President’s Office. The president and chair will decide whether to allow the guest to speak. All nonmember speakers must identify themselves at the onset of their remarks. [ed. 7-09, rev. 7-12]

E. PROCEDURES FOR FIRST FALL MEETING.
E-1. Substantive policy matters are not included in the agenda for the first fall meeting of the university faculty unless emergency action is needed on particular items.

E-2. To expedite the proceedings, each new member of the resident faculty is introduced by name and department only. The person's name, degrees, past experience, new assignment, campus telephone number, and the location of his or her office are supplied by each dean or division head to the president’s office well ahead of the meeting. The president’s office compiles the information by colleges or similar units and distributes it at the meeting. [7-02]

F. MINUTES. Minutes of the meetings of the university faculty, constituent faculties, and committees are to be sent on a regular basis to the Department of Special Collections and Archives in the University Library.

G. IDENTIFICATION OF SPEAKERS. Those who are recognized by the chair for the purpose of speaking at meetings of the university faculty are to identify themselves by name and discipline or position.
POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy) [3/09]

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

Chapter & Title: FSH 3760 – Educational Privilege

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

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

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

Telephone & Email:

Office of Provost and Executive Vice President,
Name Telephone & Email:
helbling@uidaho.edu 1/26/12

Policy Sponsors: Provost and Executive Vice President & VP Ron Smith & Dan Stephens, Controller; Co-sponsors

Telephone & Email:

Reviewed by General Counsel _ X__ Name & Date: ____Graham 3/1/12__________

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

This policy change is sought to discontinue the practice of waiving fees for employees and spouses of other Idaho institutions. This is an act of accountability to the students who pay full fees. Full fee paying students should not be potentially subsidizing the employee development expense for other institutions. State funds that may have covered the cost of reciprocity years ago, has diminished to a point where it certainly no longer does. In addition, true reciprocity has also been lost in that relatively few University of Idaho employees benefit from courses at these other institutions.

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

Our analysis indicates that our total non-employee and non-employee spouse waivers for FY11 totaled $489,600. Employees and their spouses from other institutions may no longer take classes at UI due to the loss of the waiver, so while we will save costs, we may lose some of them as students. We have encouraged the other institutions to consider subsidizing the cost for this employee development opportunity.

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

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

If not a minor amendment forward to: ___________________________________________

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

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

Track #: __________________
Date Rec.: __________________
Posted: t-sheet ______________
h/c ______________
web ______________
Register: __________________
(Office Use Only)
EDUCATIONAL PRIVILEGE

PREAMBLE: This section outlines the policy whereby certain members of the larger UI community may enroll in the university for reduced fees. See 3740 for historical background. Further information is available from Human Resources (208-885-3609). [ed. 7-97, 6-09]

A. POLICY. Enrollment in the university for reduced fees ($20 registration fee plus $5 a credit) is a privilege extended to the following members of the UI community: (1) faculty members emeriti, honored staff retirees, and their spouses, (2) members of the adjunct-affiliate faculty and staff not otherwise considered employees [See also Section 3740], and (3) non-remarried widows or widowers whose spouses' deaths occurred while they were in the employ of, on official leave from, or retired from UI. [See also Section 3750 F.] Employees at other higher education institutions and state agencies under the jurisdiction of the State Board of Education are eligible for this benefit-privilege. This educational privilege is subject to the same provisions, interpretations and limitations contained in the following subsections as UI employees. Fees waived under this privilege may be subject to tax liability. This privilege is subject to the provisions, interpretations, and limitations contained in the following subsections. [ed. 7-02]

B. LIMITATION TO REGULAR PROGRAMS AND TERMS. This educational privilege applies only to courses that are offered in a traditional classroom setting [i.e. face-to-face, same location, instructors and students] as a part of the regular program on the Moscow campus during a regular academic session or intersession period. Specifically, courses taught via extended education methods (e.g. web, hybrid, video-conferencing and other technologies), offered through correspondence, or continuing education are excluded from this program. The education privilege is limited to six credits in a semester, three credits in the summer session, and three credits per year in intersession courses. Full fees and applicable tuition are charged for those credits that exceed the specified limit; the privilege does not apply to full-time students. [ed. 7-97]

C. LIMITATION TO ACADEMIC SERVICES. A person who is registered under this policy is entitled only to academic services (e.g., instruction and use of the library). Other services covered by regular full-time student fees, such as student health services, insurance, ASUI membership, student activities, and admission to athletic events, are not included. Special fees imposed for certain aspects of instruction, such as for special courses and programs, individual instruction in music, and course-related field trips, must be paid separately.