University of Idaho
2011-2012 FACULTY SENATE AGENDA

Meeting #6

3:30 p.m. - Tuesday, October 4, 2011
BRINK HALL FACULTY LOUNGE – Moscow
IWC Room 390 – Boise
145c – Coeur d’Alene
TAB 321 IF4 – Idaho Falls

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2011-12 Faculty Senate Meeting #5, September 27, 2011

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • Emergency & Security Services (Spink/Dorschel)
   • Human Resource Changes (Coleman)

VI. Committee Reports.

VII. Special Orders.

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Paul Joyce, Chair 2011-2012, Faculty Senate

Attachments: Minutes of 2011-2012 FS Meeting #5
University of Idaho  
Faculty Senate Meeting Minutes  
2011-2012 Meeting #5, Tuesday, September 27, 2011

Present: Aiken, Baillargeon, Vice Provost Christiansen for Baker (w/o vote), Barlow, Bathurst, Bird (Vice Chair), Bowlick, Budwig (Boise), Corry, Dakins (Idaho Falls), Eckwright (w/o vote), Garrison, Goddard, Halloran, Hartzell, Hasko, Hopper, Morra, Padgham-Albrecht, Pendegraft, Riesenberg, Anderson for Safaii-Fabiano (w/o vote) (Coeur d’Alene) Absent: Friddle, Joyce, Ostrom, Stark, Strawn Guests: 4

A quorum being present, Senate Vice Chair Bird called the meeting to order at 3:32PM.

Vice Chair Bird explained that he was filling in for Chair Joyce, who was out-of-town. He asked for the senate’s consent to amend the agenda and place the UCC item after the Provost’s Report. There were no objections and the agenda was thereby amended.

Minutes: A slight revision had been made to the September 20 meeting minutes. The revision was a clarification in response to questions about Y accounts. It was moved and seconded (Garrison, Barlow) to approve the revised minutes of meeting #4. Approved unanimously.

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

- Senate leadership met September 23rd with Faculty Affairs Committee (FAC) Chair Ed Bechinski. FAC will look into and consult with general counsel on the following:
  - consensual relationships;
  - extending benefits to domestic partners.
- The President’s Leadership Retreat was held on September 26. Vice Chair Bird participated in a break-out session focused on improving communications with GPSA, ASUI and the Staff Affairs Committee.
- Vice Chair Bird serves as chair of the Committee on Committees and on October 5 he will convene the committee for its first meeting of the year. Senators are encouraged to nominate colleagues who may be interested in serving on senate committees, including the Committee on Committees, which currently has one vacancy.

Provost’s Report. Vice Provost Jeanne Christiansen filled in for Provost Baker who was unable to attend today’s meeting. She reported on the following:

- At the President’s Leadership Retreat Vice Provost Christiansen met with a group focused on reinforcing the budget.
  - Opening remarks from President Nellis emphasized that higher education funding models are changing and the University of Idaho needs to address:
    - increasing our enrollments and increasing our offers to students;
    - how we engage with students;
    - maximizing efficiencies and streamlining our work to reduce barriers.
  - Examples from the panel discussion on increasing enrollment with a sustainable aspect include:
    - College of Business UEC (Utilities Executive Course). This is a model of how to attract an audience that would not normally come to the University of Idaho;
Lionel Hampton School of Music brings K-12 students to the university, and they also offer a “kinder” program, creating a pipeline to the UI for future students;

College of Agriculture & Life Sciences (CALS) has established private/public partnerships to enhance programs. CALS recently partnered with J.R. Simplot Company at the Parma Research and Extension Center;

Executive Director for Planning and Budget Keith Ickes has implemented the Vandal Strategic Loan fund, from which UI units may borrow to purchase equipment and/or supplies when needed.

FS-12-004: Natural Resources – change department name from Forest Ecology and Biogeosciences to Forest, Rangeland, and Fire Sciences. After a brief discussion and with information provided by Dr. Penelope Morgan, the seconded motion from the University Curriculum Committee was approved by unanimous vote.

FAsT: Chris Lighty, Institutional Research & Assessment, presented the Formative Assessment of Teaching (FAsT) survey tool. Faculty may use this tool to get early input from students before the end-of-semester teaching evaluation process. Lighty gave an overview of the tool available at: http://www.webs.uidaho.edu/ira/FAsT/fast.htm. Handouts corresponding to the website pages had been distributed to senators prior to the meeting.

Lighty responded to senators’ questions with the following information:

- Student responses are anonymous.
- The site is operational now and it is accessible through regular network login (via VandalWeb).
- FAsT may be used for both undergraduate and graduate courses, but the courses must have at least 5 students enrolled in them.
- This is a mechanism for feedback, not just a “survey.” The more you talk about FAsT in class, the more students will respond.

Along these same lines, Andrew Brewick, Director of University Advising Services, is creating an advising survey for students. http://www.uidaho.edu/academicadvising

Enrollment Management: Steve Neiheisel, Assistant Vice President for Enrollment Management, presented plans for meeting the President’s enrollment goal of 16,000 students by 2020 (with reference to 4 documents previously distributed to senators). Neiheisel described the 4 pages as a framework for the future: “In the Beginning” shows initiatives underway which are key to UI enrollment goals. “Getting to Today” displays the restructure of scholarships and the paradigm of the financial aid model – we brought in a new system for communication support and we expanded collaboration. While there was some disappointment in the enrollment numbers this year, the revenue shift was necessary. “For Fall 2012” reveals that based upon the paradigm shift of the fiscal model, we believe we are ready to bounce back and increase enrollment in the upcoming year. “16,000 Students by 2020” summarizes the strategies for achieving this goal.

Senators asked the following questions:

*How do you plan to both reduce and increase student aid? What do we need in addition to the 400 student count? How do you assess areas for potential growth?*
“Reduced aid” refers to funds coming from the UI financial aid office and “increased aid” refers to overall aid.

To get to 16,000 students we need to have 3% growth each year, or 400 additional students each year for 9 consecutive years. UI will continue to increase contact with and target Idaho high school seniors. UI has steady recruitment pipelines established with Alaska, Washington and Oregon, and we’re expanding into Nevada and California.

The Provost’s Council is working at determining which programs may support growth and it will be an iterative process. There is no single decision point. There are many factors but defining demand will be very important. A key thing that we need to look at is not just the specific subject a student wants to study, but also the impact on general education and other outlets of interest. We need to make sure that we connect with potential students on 3-4 levels.

Guest Dean Edwards, chair of the University Budget and Finance Committee, inquired about the recent changes to the Western Undergraduate Exchange (WUE) program (responses by Neiheisel):

*Have WUE cuts resulted in a loss of both numbers of new students and quality of new students? What’s the best way for Senate to influence the conversation regarding the quality of students, enrollment, income and diversity?* We are not compromising our student body with this reduction; the average GPA of incoming students is 3.4. We don’t want that to decrease. Your help in keeping the focus on student quality and student perspective is very valuable.

*Can we restore some of the WUE funding?* Possibly. There was an alternative program created for out-of-state students, the Discover Idaho program. This program does not have the name recognition of WUE but financially it is as accessible and gives approximately the same amount as the WUEs. This year we need to advertise and make sure that Discover Idaho is well known. For more information: [http://www.uidaho.edu/financialaid/scholarships/discoveridaho](http://www.uidaho.edu/financialaid/scholarships/discoveridaho)

*What are other institutions doing with their WUE programs?* UW and Oregon State have stopped their WUE programs.

*Can we have a two-tier system?* Absolutely, but it becomes a fiscal question. Some other schools have reached maximum capacity, but UI does have room for more students. There may be pockets of capacity but it’s not universal throughout the university.

**Adjournment:** It was moved and seconded (Bathurst, Goddard) to adjourn at 4:53PM. Approved unanimously.

Respectfully submitted,

Gail Z. Eckwright
Faculty Secretary
OVERVIEW OF EMERGENCY MANAGEMENT
The university maintains a university-wide web-based emergency management plan
http://www.uidaho.edu/emergencymanagement
Everyone at the University – students, faculty, staff, and visitors – must take appropriate and deliberate action when an emergency strikes a building, a portion of the campus, or the entire University of Idaho community. Each person should be personally prepared to respond, and each unit should be prepared to respond. The University provides trained emergency response leadership and response guidelines for individuals and units. In order to be ready when an emergency happens, everyone needs to understand that emergency preparedness is part of a three step cycle – prepare, respond, recover. See emergency management handout / website.

OVERVIEW OF SECURITY MANAGEMENT
http://www.uidaho.edu/security
The university’s security program is designed to protect people -- students, parents, staff, faculty, and visitors -- and protect the assets of the university. The university security program works to create a sense that the campus is welcoming and safe.

<table>
<thead>
<tr>
<th>Elements of security management</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONAL SECURITY</td>
<td></td>
</tr>
<tr>
<td>Awareness training</td>
<td>Programs conducted both by various university offices, including Dean of Students and Risk, and by MPD campus officers. Topics include but are not limited to violence in the workplace, sexual assault, theft, domestic violence.</td>
</tr>
<tr>
<td>UI Alert</td>
<td>University is capable of delivering campus-wide notifications through a variety of modes, including email, text messages, smart classroom technology, and press releases.</td>
</tr>
<tr>
<td>Security officers (Allied Barton)</td>
<td>Non-sworn officers who enforce University policy and promote safety. Responsibilities include, but are not limited to: 24-hour foot patrols; checking and circulating throughout buildings; observing and reporting hazardous conditions or security violations; responding to safety alarms; providing safe walk services; reducing vandalism; and establishing and maintaining a 24-hour information and assistance presence. Security services staff are not armed.</td>
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<tr>
<td>Mobile Dispatch Number</td>
<td></td>
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<tr>
<td>Cell – Dial all 10 digits</td>
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<tr>
<td>(208) 874-7550</td>
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<tr>
<td>Safe Walks and Jump Starts in evenings</td>
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<tr>
<td>Law enforcement officers (Moscow Police)</td>
<td>Sworn officers who enforce the law of the local municipality. Services include community policing; campus substation during specified hours; car patrols; responding to criminal activity reports and incidents; investigation and case preparation; and work in areas related to, but not necessarily managed by, the University, such as Greek houses. Police are authorized to be armed and are trained to provide tactical response to incidents.</td>
</tr>
<tr>
<td>Event security</td>
<td>Kibbie Dome administers games and events in the Dome, using a combination of security and law enforcement officers. Kibbie has recently installed a text message system to give patrons an opportunity to report issues. Large events (200+) at which alcohol is served must complete security plan.</td>
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<table>
<thead>
<tr>
<th><strong>Elements of security management continued</strong></th>
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<tbody>
<tr>
<td><strong>PERSONAL SECURITY continued</strong></td>
<td></td>
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<tr>
<td><strong>Lighting</strong></td>
<td>Facilities maintains a lighting system plan and lighting is extended periodically.</td>
</tr>
<tr>
<td><strong>Training and hiring</strong></td>
<td>Features include background checks for sensitive positions, publishing and enforcing codes of conduct for faculty, staff and students; providing appropriate training for supervisors in recognizing and responding to behaviors of concern (see also Threat Assessment and Management); providing appropriate training for all employees regarding suspicious behavior; providing appropriate referrals to counseling (EAP).</td>
</tr>
<tr>
<td><strong>Threat Assessment and Management (TAM) Group</strong></td>
<td>Begun in 2009, TAM is one of the university’s mechanisms for identifying, assessing and managing &quot;behavior of concern&quot; that is manifested by any student, staff or faculty. The TAM works with other university units and groups to assist the university community with behavior of concern. (Student issues are referred first to Student Affairs, who use TAM assistance when appropriate.) TAM members have trained as a group and follow the Deisinger / Randazzo model. TAM intervenes at any time as needed, generally at a &quot;level 3&quot; in the model's behavior continuum (1 to 5 scale).</td>
</tr>
</tbody>
</table>

### RESOURCES FOR BEHAVIOR OF CONCERN

<table>
<thead>
<tr>
<th>Vandal Care</th>
<th>Ombuds</th>
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<tbody>
<tr>
<td>Bias incident team</td>
<td>Disciplinary procedures, up to and including termination (HR)</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>Risk (APM 95.33 Reporting Incidents of Violent or Threatening Behavior)</td>
</tr>
<tr>
<td>Accommodations (Disability Services)</td>
<td>Clery reports and timely warnings</td>
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<tr>
<td>Student code of conduct and judicial actions</td>
<td>No trespass orders</td>
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<tr>
<td>Human Resources</td>
<td>Criminal investigations and Law Enforcement (MPD)</td>
</tr>
<tr>
<td>Hotline</td>
<td>Threat Assessment and Management Group (TAM)</td>
</tr>
<tr>
<td>EAP and other psychiatric benefits (employees)</td>
<td><a href="http://www.uidaho.edu/emergencymanagement/behavior">http://www.uidaho.edu/emergencymanagement/behavior</a></td>
</tr>
<tr>
<td>EAP consultations for senior administrators</td>
<td></td>
</tr>
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</table>

### Travel

Employee and student travelers are encouraged to review their personal medical benefits and any travel policies available to them. Review policies for extent of medical, political and natural hazard response from personal insurance company.

### ASSET SECURITY

<table>
<thead>
<tr>
<th>Property</th>
<th>University maintains policies for access control of keys, doors &amp; windows, alarms, cameras.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monies</td>
<td>Focus is on effectiveness of controls and adequate separation of duties. DFA and Budget provide oversight of their respective areas.</td>
</tr>
<tr>
<td>ITS</td>
<td>Focus is on adequate protection of university data and computing capacity through access controls, computer use policy, sensitive personal information (SPI) controls. Processes are controlled both by ITS and by computer services residing in colleges and divisions.</td>
</tr>
</tbody>
</table>
The university offers a wide variety of services for faculty, staff and students. Some of the major services are listed on the FRONT of this sheet. Websites and phones are included; check both as they may change over time. See BACK of this sheet for more ideas on other possible services.

| Emergencies | Escalating, serious, life threatening – 911 – Summon police and fire  
| Moscow campus security mobile phone – dial all 10 digits (208) 874-7550 Safe Walks, jump starts  
| University on call cell (208) 301-8484 – engage university Response & Executive groups |
| FACULTY & STAFF | Employee Assistance Plan  
| Website includes tip sheets for dealing with difficult people; personal growth; rest & relaxation, and more.  
| http://www.uidaho.edu/benefits/employeeassistanceplan  
| (800) 999-1077  
| Crisis line 24/7 (800) 833-3031 |
| STUDENTS | Counseling  
| Students may call or stop by the CTC to schedule an appointment. Crisis appointments are available by walk-in or calling to arrange a time.  
| http://www.uidaho.edu/ctc  
| (208) 885-6716  
| VandalCare  
| The Dean of Students office can be a resource to help you with students exhibiting behavior of concern, whether it is disruptive, depressive, suicidal, or dealing with grief and loss. Access additional information here.  
| http://www.uidaho.edu/DOS/vandalcare  
| (208) 885-6757 |
| EVERYONE | University Emergency & Security Management – Matt Dorschel  
| Discuss emerging situations or request training  
| http://www.uidaho.edu/emergencymanagement/training  
| (208) 885-2254 |
| Ombuds  
| (208)-885-7668  
| The Ombuds Office provides a confidential, impartial, informal and independent place to discuss university-related concerns, access information, clarify policies and procedures, discuss response options and get problem-solving assistance.  
| http://www.uidaho.edu/ombuds |
| Hotline (Confidential)  
| “Reportable activities of special concern are fraud, waste, and abuse, as well as harassment and bias incidents that impact the well-being of individuals within our community and our stewardship responsibilities.”  
| http://www.uihome.uidaho.edu/hotline  
| 1-800-775-1056 (24/7) |
| NEW THIS FALL – KOGNITO “AT RISK” | Interactive software that allows you to “role play” conversations with students or coworkers about problems they may be facing and encourage them to seek counseling:  
| Access here for faculty and staff version (faculty / staff speaking to students)  
| http://www.uidaho.edu/emergencymanagement/kognitofacultystaff  
| Access here for student version (students speaking to peers)  
| http://www.uidaho.edu/emergencymanagement/kognitostudents |
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<td>Violence Prevention (Sexual Assault)</td>
<td><a href="http://www.uidaho.edu/DOS/vpp">http://www.uidaho.edu/DOS/vpp</a></td>
</tr>
<tr>
<td>Women’s Center</td>
<td><a href="http://www.students.uidaho.edu/default.aspx?pid=64714">http://www.students.uidaho.edu/default.aspx?pid=64714</a></td>
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EMERGENCY MANAGEMENT AT THE UNIVERSITY OF IDAHO
Website offers resources and plans: http://www.uidaho.edu/emergencymanagement

PREPARE / Prevent
- Shared responsibility: individual, unit and university
  - Individuals – awareness, training
  - Units – Unit plans updated annually, train, exercise unit plans
  - University – University emergency management program
- Implement protective measures (i.e., monitored cameras, keys, electronic locks, fencing, lighting, security patrols)
- University Safety Program (Environmental Health & Safety)
- Nurture mental and physical health / report and manage incidents (see also Security Program): Student Affairs, Housing, Greek Life, Student Health Clinic, Counseling, Bias Incident Team, Threat Assessment & Management
- APM 95.33: Reporting incidents of violent / threatening behavior
- IF YOU SEE SOMETHING, SAY SOMETHING (safety, security, emergency)

PREPARE / Plan – Coordinate – Train – Exercise
- Encourage individuals to get ready: make a plan, build a kit, get involved
- Units develop Site Specific Annex based on university-wide plan
- University maintains university-wide emergency management
  - Multi-hazard plan includes both physical and “man-made” hazards
  - Ability to operate Emergency Coordination Center (ECC) for large-scale emergencies
  - Coordination and communication throughout university
  - Emergency notification systems
  - Training for Response & Executive groups in emergency management procedures
  - Multi-agency exercises to practice and improve plans
  - Collaboration with community responders, contracts for resources

RESPOND
- Activate individual plans / unit plans / university incident command system, as needed
- Conduct incident / threat assessment to determine level of emergency (1, 2 or 3)
- Activate MOUs with community responders
- Establish Emergency Coordination Center (ECC)
  - Executive Group makes policy decisions
  - Response Group directs response actions
- Activate communications plan – “multi modal”
  - Intra-university communications
  - Emergency Notification System (ENS)
  - Media
- After-action reports for continuous improvement

RECOVER
- Using the “teachable moment”
- Physical and structural recovery
- Business recovery
- Restoration of academic learning environment
- Psychological and emotional recovery