University of Idaho
2012-2013 FACULTY SENATE AGENDA

Meeting #4

3:30 p.m. - Tuesday, September 18, 2012
Brink Hall Faculty Lounge
IWC Room 390 – Boise
213 – Coeur d’Alene
TAB 321B IF4 – Idaho Falls

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2012-13 Faculty Senate Meeting #3, September 11, 2012

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • Enrollment Management (Neiheisel)
   • Admissions Policies/Regulations impacting enrollment (Mesquita)

VI. Committee Reports.

VII. Special Orders.

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Kenton Bird, Chair 2012-2013, Faculty Senate

Attachments: Minutes of 2012-2013 FS Meeting #3
Enrollment Data
A quorum being present, Senate Chair Bird called the meeting to order at 3:30PM.

Chair Bird began the meeting by welcoming Connor Kennelly, a new senator representing the Associated Students of the University of Idaho (ASUI). The Chair also welcomed other guests, including reporters from both the Argonaut and the Moscow-Pullman Daily News. Chair Bird offered a gentle reminder that senate meetings are both open and public. Any comments made during senate are considered “on the record.”

Minutes: It was moved and seconded (Baillargeon, Qualls) to approve the minutes of meeting #2. Motion carried.

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

- Please sign the sympathy card for the family of Greg Halloran, senator and professor, who passed away a few weeks ago.
- Senate leadership will meet with leaders of all student groups on September 14, including the Student Bar Association (SBA).
- The Commencement Committee is seeking nominations for honorary degree recipients for May 2013. Nominations deadline is November 15, 2012. President Nellis has expressed an interest in fielding a greater diversity of nominees.
- Last week’s University Faculty Meeting (UFM) on September 4 achieved a quorum, belatedly, as it was learned after the meeting that 4 naval science faculty had not raised their hands during the quorum count. The inclusion of the 4 naval science faculty put us over the needed number for a quorum. The next UFM is Tuesday, November 27 and we will need a quorum in order to ratify policy changes that senate approves during this semester.

Provost’s Report. Vice Provost Jeanne Christiansen is filling in for Provost Baker and reported on the following items:

- Provost Baker is in China exploring opportunities for different kinds of partnerships for U-Idaho, along with Susan Bender, executive director of International Enrichment Programs, Dr. Jie Chen, dean of the College of Graduate Studies, and Ron Smith, vice president for Finance and Administration.
- Faculty and staff received a communication today regarding the posting of early warning grades which are due Wednesday, September 19. This is an opportunity to be in touch with at-risk students, so be sure to post these grades, as appropriate.
- The annual Advising Symposium is this Friday, September 14. Registration is free. For more information: [http://www.uidaho.edu/academicadvising/acada/advisingsymposium](http://www.uidaho.edu/academicadvising/acada/advisingsymposium)
- College of Law hosts the Bellwood Memorial Lecture on October 4. For more information: [http://www.uidaho.edu/law/newsandevents/signature/bellwood-lectures](http://www.uidaho.edu/law/newsandevents/signature/bellwood-lectures)
• U-Idaho’s biennial Women’s Leadership Conference will be held on October 4. Gloria Steinem is conference keynote speaker. Registration for the conference is full, but you may sign up on the “waiting list.” For more information: http://www.uidaho.edu/pdl/womens-leadership/registration

Chair Bird introduced the following as informational items that could be discussed if a senator raises a question or objection. These changes to the Faculty-Staff Handbook (FSH) are edits to clean up language, ensure consistency within policies and/or reflect changes within the University of Idaho organizational structure:

FS-13-001: FSH 1565 – D-8 and F-1. President Nellis signed D-8 into effect last academic year with the stipulation that final discretion in conferring this rank and the number of distinguished faculty appointments in a given year resides with the president. Chair Bird pointed out that this additional statement does not conflict with the policy wording “no more than three faculty members” may be selected for this title in any given year, as “no more than three” could equal 1, 2, 3, or no appointments. The editorial change to F-1 recognizes the change in title for the chief administrator of the College of Graduate Studies (now “dean,” formerly “vice president for research and graduate studies”).

FS-13-002: FSH 3320 – Annual Evaluation Form. Minor edit to the annual evaluation form: adding a line for the employee’s “V” number.

FS-13-003: FSH 1640 – University Committees. Minor changes to committees including updates to administrative titles, meeting times, language cleanup.

FS-13-004: FSH 1560 – Faculty Organizational Chart. This chart shows only the academic side of the organization and is updated annually to reflect departmental and program changes.

Chair Bird then directed senators’ attention to the “Senate Frequently Asked Questions” (FAQs) and Program Proposal Form (PPF) Timeline. The FAQs are of particular help to newly elected senators. The PPF is a new designation for the former “NOI” (Notice of Intent) procedure used to request new programs and the timeline provided is in effect for 2012-2013. The College of Law program proposal on today’s agenda is an expedited approval request and due to the urgency of the request it falls outside of the published timeline for this year.

FS-13-005: College of Law. Program Proposal Form (PPF) Second-Year Program in Boise. This PPF comes as a seconded motion from the University Curriculum Committee. Chair Bird introduced guests Professor Don Burnett, dean of the College of Law, and Lee Dillion, associate dean for Boise programs (Law). They provided via teleconference the following information regarding the current third-year law program and the proposed second-year law program in Boise:

• The University of Idaho is the only institution with a statewide mission in law and in 1999-2000 began the strategic process for creating a Boise venue for the law program.
• In 2008 the State Board of Education (SBOE) authorized only the third year program and asked the University of Idaho to return at a later date with a proposal for a full three-year program.
• The proposal under consideration is not a new degree program, but rather a bid to add second year courses to the existing program.
• Students will be able to choose whether they want to attend participate in a formal application process to select students for the locations in Boise or Moscow.
- Courses to be taught in Boise include those relating to entrepreneurism, business law, and preparation for the bar examination; courses relating to natural resources, Native American law, litigation and dispute are taught more readily by the interdisciplinary faculty in Moscow.
- The third-year program in Boise currently enroll approximately 30 students and it is anticipated that the second-year program will enroll approximately 35 students.
- Estimated cost for implementing a high-quality second-year program in Boise is $900,000; University of Idaho is asking SBOE for $400,000. In addition to the $400,000/year in new state appropriations, the College will utilize $300,000 per year in a continuing strategic investment by the University, plus student fees as needed in order to start and sustain the second-year curriculum.
- This is not the creation of a second law school; there is only one law school, based in Moscow and now offering the program in another location.
- The University of Idaho is seeking resources from SBOE to implement the second-year program for 3 reasons:
  - American Bar Association (ABA) requires that the College of Law not divert resources from Moscow to support the Boise-based program.
  - ABA caps distance education hours at 12 for students enrolled in Juris Doctorate (J.D.) programs.
  - ABA requires full-time instructors and not adjuncts to provide the majority of instruction for the J.D. program.

Vice Provost Christiansen reported that President Nellis views this program as a priority and Provost Baker supports the plan, as well.

In response to senators’ questions, Dean Burnett provided the following additional information:
- Two full-time faculty members will be hired for the law program in Boise if this proposal is approved by SBOE.
- Concordia University launched its currently unaccredited law program in Boise in 2012. Given SBOE’s decision to approve only a third-year program in 2008, it is not surprising that a private university decided to seize the opportunity to enter the Boise market.
- The best position for the University of Idaho is to offer the full 3-year law program in both Moscow and Boise, continuing to emphasize the Moscow-based program and planning for a smaller program in Boise. Yes, we want to offer a full 3-year program in Boise eventually.
- More students are expressing interest in the Boise program than currently can be accommodated.
- Forecast for future student enrollment: 250 in Moscow and gradually filling-in the Boise program.

Chair Bird noted that the original intent was to discuss this PPF today and vote on it next week. Due to next week’s SBOE deadline for submitting information, however, senate needs to vote today in order to express approval or disapproval.

It was moved and seconded (Goddard, Hasko) that senate goes on record as endorsing the PPF as submitted by the College of Law and to convey to the President and Provost our support as it goes forward. Motion approved unanimously.
Chair Bird next introduced Dan Ewart, chief information officer and executive director of Information Technology Services (ITS), who was hired in February 2012. Mr. Ewart gave an overview of the ITS organizational chart and plans for the future, with the following highlights:

- Chief technical officer position will not be filled; instead ITS will hire more technical support/customer service staff.
- ITS strategic plan was begun in March 2012 and rolled out in July 2012, with results and current status of initiatives available at: [http://www.uidaho.edu/its/strategic-plan/initiatives](http://www.uidaho.edu/its/strategic-plan/initiatives). The overarching goal of this effort is to find “the right budget models so that ITS does not have to charge for services.”
- Charges for courses using videoconferencing technology have been suspended for this year while ITS investigates other options using the right mix of technology and budgeting.
- “My UIdaho” portal is shutting down October 5, 2012. This portal uses older technology and is expensive to fund. The functionality will remain through VandalWeb. More information will be forthcoming soon.
- Classrooms overseen by ITS are on a 5-year “refresh” schedule, including technology and basic improvements to the rooms, such as painting and carpeting. Mr. Ewart along with Keith Ickes, executive director of finance and budget, have also approached Brian Johnson, assistant vice president of facilities, about adding new technology to classrooms that currently have none. If you are interested in discussing what kinds of technology you would like to see in classrooms, please contact your dean who will pass the information along to the ITS CIO.

Mr. Ewart responded to the following questions from senators:

- **What is the timeline for these proposed changes and improvements?** ITS needs to complete the planning phase by the end of December 2012 in order to be included in the next budget cycle. We anticipate changes to be implemented in fall 2013.
- **It is difficult to find an hour in the day when IT facilities are available. For example, at the Idaho Falls Center faculty offices are in the Center for Advanced Energy Studies (CAES) Building and the IT facilities are located in another building. Is it possible to find a system that is more portable, that could be used in faculty offices?** Yes, we are looking into multipoint utilization options using vastly improved desktop and cloud technology. This is another example of the need for the right mix of technology.
- **Are you also looking into reducing costs for researchers (along with eliminating costs for teaching)?** We need to work more with the Northwest Knowledge Network (NKN) financial model before we can communicate further on this.
- **Does the plan address fees for student organizations?** Unfortunately, not at this time, but our goal is to not charge anyone. Billing, collections and charge-backs take 15% of ITS staff time.
- **Do you envision using a system, such as Cisco, for videoconferencing technology?** This gets back to having “the right mix.” The ITS staff has discussed many options that are not limited to the way we currently do things.
- **What are your plans for email replacement for faculty and staff?** The University of Idaho is currently on a very old system, Microsoft Exchange 2003, which has few features and little functionality for use with mobile smart phones and tablets, for example. The final decision has not been made but most recommendations are to move to a Microsoft-hosted solution, which will eventually be the same solution for students. We are looking at a spring rollout for a new email system.
- **Some faculty in the College of Business & Economics (CBE) periodically have highly technical questions that are not answerable by Help Desk support staff. Are you able to assure us that ITS...**
technology staff will continue to help faculty from time-to-time with these more technical problems and questions? Absolutely. Our role is to support faculty, staff and students.

- Why does U-Idaho have difficulty hiring and/or keeping ITS staff? We are unable to pay enough to compete with a number of local employers, particularly Washington State University and Schweitzer Engineering. We also need a better technical career path for current employees.

- ITS recently dropped firewalls over the campus as a security precaution, which is a great idea, but I have concern about the potential for a bottleneck on the VPN (virtual private network)? That is the role of our SAP (systems applications and products) next generation network. The use of technology on campus is rapidly polarizing to two specific things: wireless; and research activity with big data sets which require a core network that we do not want to run through the VPN. NKN is “testing” the load-carrying capacity of the network and we are watching to make sure the VPN does not become saturated.

If you have further questions, feel free to contact Mr. Ewart: dewart@uidaho.edu

New Business: Chair Bird provided a quick preview of coming attractions: our guests on September 18 will be Steve Neiheisel, assistant vice president for enrollment management, and Cezar Mesquita, director of undergraduate admissions; and on September 25, Greg Walters, executive director of human resources.

Adjournment: It was moved and seconded (Pendegraft, Bathurst) to adjourn at 4:58PM. Motion carried.

Respectfully submitted,

Gail Z. Eckwright
Secretary to Faculty Senate and Faculty Secretary
MISSION
Enrollment management is an on-going institutional process that enables and supports the land grant, research, and outreach mission and strategic plans of the institution. Through broad university collaboration and engagement enrollment management provides leadership and support to...

ROLES
As Chief Enrollment Officer, three primary roles:
• Division leadership/supervisor -- EM Division includes the offices of Admissions (Undergraduate), Registrar, and Financial Aid as well as Director of EM Marketing.
• University wide leadership and support – facilitating and coordinating institutional enrollment efforts.
• Executive advisor --- to advise and inform Executive leadership on enrollment issues, initiatives, and activities (generally as a member of President’s Cabinet and Provost’s Council).

FISCAL RESET
Result for Fall 2012 -- non-resident revenue per undergraduate student now above targeted level
• Fall 2010 -- Initiated with implementation of deadline for WUE
• Fall 2011 -- Task Force defined new programs (Discover and Go Idaho) for Fall 2011 with primary implementation including capped waiver levels and reduced number of WUEs
• Fall 2012 -- Additional waiver reductions and the introduced of financial aid leveraging for need-based aid
• Fall 2013 -- Will introduce predictive modeling to the leveraging process for fall 2013

RECRUITMENT and OUTREACH
New freshmen and transfers
• Fall 2011
  • Significantly expanded outreach effort in response to fiscal /financial aid changes
• Fall 2012
  • Raised academic minimums (reduced number of lower-qualifying academics)
  • Expanded In Northern California, added Northern Nevada, reintroduced Oregon
• Fall 2013
  • Expanding pool for regional territories: Washington, Oregon, Northern California, Montana, Alaska
  • Introducing 2nd phase of outreach for ‘late’ (Fall 2012) test-takers
  • Additional recruiters in Seattle (2nd one), Northern California and Southeast Idaho (at CSI)
• Fall 2014
  • Initiating recruitment cycle 6 months earlier (November 2012)
  • Expanding numbers in primary (ID) and other regional territories (see above)
  • Expanding regional territories to include: Southern California, Southern Nevada, Colorado, and Texas

COLLABORATION and ENGAGEMENT
• Recruiting Coordinating Workgroup
• University Workshops
• Vandal Fridays
• Post Vandal Friday follow-up
• Vandal Summer Experience
Fall 2012—SBOE change of reporting date to October 15th—will reset the bar.... At this stage we know:

- Total enrollment will likely be down
- Continuing, New Transfers, and New Graduate/Law are down

BUT
- New freshmen are up

New freshmen

- Fall 2011 -- Significant increase in applications but reduced completion rate, reduced enrollment yield (based on expanded outreach and fiscal reset) and new freshmen class declined
- Fall 2012 -- Outreach adjustments resulting in reduced applications but increased completion rate, increased enrollment yield and **new freshmen class increased**
- Fall 2013 -- **Targets and Plans**: Outreach and recruitment adjustments to increase applications along with continued increase in completion rate, continued increase in enrollment yield and continued increase in new freshmen

**TARGETING ACADEMIC PROGRAMS**
College plans have recently been submitted based on Provost’s Council retreats (Fall 2011, Spring 2012, Fall 2012) as including input from 2020 Group which examined enrollment growth in relation to research goals as well as other discussion. Target categories are still under discussion but may include:

- Signature programs
- Freshmen growth
- Transfer growth
- Graduate growth
- On-line growth