University of Idaho
2015-2016 FACULTY SENATE AGENDA

Meeting #2

3:30 p.m. - Tuesday, September 1, 2015
Brink Hall Faculty-Staff Lounge & Scopia

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2014-15 Faculty Senate Meeting #28, April 28, 2015 (vote)
   • Minutes of the 2015-16 Faculty Senate Meeting #1, April 28, 2015 (vote)

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • 2014-15 Senate Annual Report from the Faculty Secretary’s Office (Crowley)

VI. Committee Reports.

VII. Special Orders.
   • Summer Graduates (vote)
   • Secretary to the Faculty Senate – FSH 1520 V Section 3 (see FAQs)(Teal)(vote)
   • Election to Specific Senate Committees (Teal)(vote)
   • Retreat Review

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Randall Teal, Chair 2015-2016, Faculty Senate

Attachments: Minutes of 2014-2015 FS Meeting #28
Minutes of 2015-2016 FS Meeting #1
2014-15 Senate Annual Report
Summer Graduates
Election Memo
Retreat Minutes
Senate FAQs
The Chair called Faculty Senate meeting #28 to order at 3:33. There was difficulty in connecting to the Senators at other sites. Eventually we were able to connect. A motion (Mahoney/Brewick) to approve the minutes for meeting #27 was approved.

Chairs Report: Chair Ytreberg noted that this was our last meeting for the year. Around 4:30 the first meeting of next year’s Senate will convene for the purpose of electing a new Chair and Vice Chair. The Chair reminded everyone that the University Faculty Meeting is next Tuesday (May 5th) at 3:00. He urged everyone to attend and to remind their constituents to attend so we will be able to obtain a quorum. After connecting with off-site Senators, the Chair congratulated Senator Wendy Couture on receiving tenure. He also noted that Senator Safaii will represent the faculty at the graduation ceremony in Boise and Senator Hiromoto will be our representative for the commencement in Idaho Falls.

Provost Report: Provost Aiken noted that tonight (April 28th) is the Faculty Excellence Event. The Staff Awards event will be next week (May 8th). She encouraged Senators to attend these events to honor our colleagues receiving awards. She also encouraged faculty to attend the commencement ceremony on May 15th. Families enjoyed having the opportunity to meet faculty who have been an important part of their student’s education.

FS-15-068: FSH 1640.20 - University Budget & Finance. The Chair invited Professor Pendegrant to discuss proposed changes to UBFC. Professor Pendegrant explained that the proposed changes in A-1 and A-3 were designed to remove elements of the function of UBFC that are not well suited for the committee. In particular he noted that A-3, as currently worded, was more appropriate for the Board of Regents than a faculty committee. Some other changes to titles of those on the committee were primarily editorial. The proposed changes passed unanimously.

FS-15-45rev: FSH 1640.36 & 1640.43—Judicial Committees. These proposed changes refer to the Dismissal Hearing Committee’s and the Faculty Appeals Hearing Board. Earlier this year the Senate approved changes to these judicial committees. The Committee on Committee’s (ConC) was asked by Counsel to clarify the reference to “or neutral party” in C-2. The ConC dropped the reference to “or neutral party” in C-2 leaving that section stating that “Both parties may have an advisor or counsel at the hearing”. These changes passed without objection.

FS-15-069: FSH 3840-Procedures for Faculty Appeals and FS-15-070: FSH-3910-Dismissal and Discipline of Faculty. In order to make these policies consistent with the changes just passed above the words “or an advisor” were added to FSH 3840-D-3 and FSH 3910-D-3d. These proposed changes passed unanimously.

FS-15-054rev: APM 70.23. University International Travel. This APM came to the Senate earlier and is returning in response to suggestions and feedback earlier provided. The revised version is being
presented as an FYI today. The Chair introduced Casey Inge to comment on this APM. A Senator suggested that he likes some of the changes but still felt that not all of his concerns had been addressed. In particular he wanted to see more explicit time frames added to B-a, which, as revised, says that faculty should submit all required information 30 days prior to departure but nothing about the time frame required for administrative response. Casey Inge responded that they might have difficulty setting a specific time-frame for review. Some issues like export control are problematic. Kent Nelson suggested that it would be possible to state that approval should be made in a timely fashion and if it can’t be done to give notification stating why approval will take longer.

Suicide Awareness. Chair Ytreberg introduced Sharon Fritz faculty in the Counseling & Testing Center to discuss Campus Suicide Prevention. Professor Fritz noted that the Counseling & Testing Center had received a $300,000 federal grant to increase education and awareness of suicide prevention on campus. We know that many students struggle with mental health and about 10% of our students say that they have seriously considered suicide. With the grant they are focusing on implementing evidence based programs to help with suicide awareness. They have an hour long program entitled QPR which is available for faculty and staff both online and in person. The program provides training to recognize the warning signs of suicide and how to question, persuade, and refer someone for help.

They also have a program called “Don’t Cancel Your Class” which suggests that instead of canceling a class when a faculty member is away they might call the counseling office to come to their class to make a presentation on suicide awareness and prevention. Finally, there is an 8 hour certification training course available entitled “Mental Health First Aid” which teaches skills to assist someone experiencing a mental health crisis. Professor Fritz encouraged faculty and staff to participate in these programs.

Several Senators noted that they had made use of these programs and found them to be very helpful. They also encouraged their colleagues to take advantage of these opportunities.

University of Idaho’s Diversity and Inclusion Statement. The Chair introduced Senator Rodney Frey and Cory Planagan to discuss the new Diversity and Inclusion Statement. They are bringing this statement to the Senate to receive its endorsement. The Chair noted that the version of the statement sent out in this week’s packet has been slightly altered and the latest version was sent out in a separate email. Professor Frey stated that the origin of the statement came from a request from the Senate several years ago to create a civility statement. Ultimately this was expanded to include a diversity and inclusion statement. They would like this statement to appear on the University’s website and might be included on syllabi. A variety of on-campus groups have endorsed the statement which he perceives as a living document subject to change. A motion (Murphy/Foster) to endorse the statement was made. A Senator inquired whether each of us possesses “diverse qualities and traits” as the statement claims or whether each of us is unique and diversity comes from the collection of unique individuals. Senator Frey stated that he felt both perspectives were accurate and reflected in the statement. Another Senator inquired whether the statement might be better if it stated that faculty and staff should adhere to the ideals in the statement. Professor Frey noted that this would be ideal but that for the moment this was not expected to go into policy but should instead reflect the principles the University seeks to obtain. The Senate endorsed the Diversity and Inclusion Statement with no opposed and one abstention.

Enrollment Management Plan. Chair Ytreberg invited Vice President Jean Kim to discuss an update from the Enrollment Management Council. Ms. Kim introduced a draft of the Strategic Enrollment Management Plan. The Council has spent several months obtaining clarity about the guiding principles essential to developing a long term enrollment plan. The draft contains nine planning principles and, perhaps for symmetry purposes, 9 strategic objectives. The overall goal is to increase UI’s enrollment by
50% by 2025. The draft sent to the Senate does not include the specific strategies but she expects that to be completed in the next month. It is hoped that the plan will be operational by fall. A Senator commented that it was nice to have a plan laid out like this but wondered about funding the various elements in the plan. Vice-President Kim suggested that they have not gotten that far but that implementing the plan would be a collective responsibility. Some elements would have to be directed by central administration and other parts would be the responsibility of the colleges.

A Senator noted that under objective 3 “leveraging undergraduate scholarships” the Council should consider endorsing the Senate proposal to provide tuition waivers to children of faculty and staff.

A Senator wondered about the reference in objective 4 to improve retention by 5% each year. Ms. Kim stated that it was a general goal to increase retention but that such retention would be more appropriate in some areas than others.

A Senator suggested that constituencies of the University Centers in Boise, Idaho Falls and Coeur d’Alene should be consulted and Ms. Kim acknowledged that this was a good idea that should be added.

There was a general discussion of where growth on campus was possible and whether there might be some new majors that might be added. Finally, it was pointed out that the EMC was largely populated by Deans and a Senator suggested that faculty on the front lines might have better insight into where growth is possible. As the discussion concluded Ms. Kim stated that they would be busy translating these goals into action plans and that she would report back in the future.

**Sabbatical Leave Nominations.** The Senate was presented with the list of those who have been recommended for sabbatical leave for 2016-17. After some discussion as to whether the list was shorter than normal or about average the Senate approved the list with no one opposed and 3 abstentions.

Chair Ytreberg concluded the final meeting of the Senate for this academic year by recognizing those faculty who are serving the last year of their term. Those on there last year included SeAnne Safaii, Russell Qualls, Tom Karsky, Rodney Frey, Larry Stauffer and Chair Marty Ytreberg. The Chair provided those Senators in their last year with a certificate recognizing their service to the Senate. (Note: Student Senators Cody Earl, Michael Lowe, Conner Kennelly and Yvonne Nyavor have also reached the end of their dedicated service to the Senate).

Chair Ytreberg was also presented with a gift certificate and thanked for his dedicated service and commitment to faculty governance with a hearty round of applause from Senators.

**Adjournment.** A motion to adjourn (Kennelly/Lowe) passed unanimously and the Senate concluded its final meeting for the academic year 2014/2015 at 4:35.

Don Crowley, Faculty Secretary and Secretary to the Faculty Senate
University of Idaho
Faculty Senate Meeting Minutes
2015-2016 Meeting #1, April 28, 2015

Present: Aiken (w/o vote), Anderson, Barbour, Brewick, Brown, Caplan, Couture (Boise), Crowley (w/o vote), Flores, Foster, Godfrey (Coeur d’Alene), Hrdlicka, Jeffery, Mahoney, Murphy, Nicotra, Stoll, Teal, Wolf K, Absent: Brandt, Adams, Boschetti, Chung, Dallas, Folwell, Hiromoto, Perret, St. Claire

A quorum being present, Provost Aiken called the meeting to order at 4:37 pm. New senators were welcomed to the first meeting of the Senate for 2015/2016.

As a first order of business, it was noted that under Article IV Section 2 we will need to suspend the rules to waive the required waiting time after nominations. It was moved and seconded (Brewick/Caplan) to suspend senate bylaws requiring a three-day waiting period between nominations for chair and voting. The motion to suspend the rules passed unanimously.

It was moved and seconded (Foster/Wolf K) to nominate Vice Chair Teal to serve as senate chair. It was moved and seconded (Wolf, Murphy) to close the nominations. It was unanimously voted to close the nominations for Chair. Motion to elect Vice Chair Teal to serve as senate chair for 2015-2016 carried.

It was moved and seconded (Brewick, Foster) to nominate Senator Brandt to serve as vice chair. Senator Brandt who was not present has agreed to serve. Motion to close the nominations carried. After a short delay due to email difficulties the motion to elect Senator Brandt as vice chair for the 2015-2016 senate carried.

It was moved and seconded (Brewick/Foster) to adjourn the meeting at 4:47pm. Motion carried.

Respectfully submitted,

Don Crowley
Secretary to Faculty Senate and Faculty Secretary
Following is the 18th annual report showing the items of discussion and accomplishments of the 2014-2015 Faculty Senate. Important roles for this body include being a sounding board for ideas and a conduit of information to and from the administration, senate-appointed committees, faculty, staff, and students. Faculty Senate met twenty-eight times during the 2014-2015 academic year. This report is intended to provide a summary of Faculty Senate activities for the benefit of the broader UI community. (Numbers in parentheses in parts II, III and IV refer to the Faculty Senate meeting at which the item was taken up.) The University Policy Website provides redline details for all university policy changes at www.webs.uidaho.edu/uipolicy.

### I. Disposition of Agenda Items:

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<th>Item Type</th>
<th>Committee /UI Policy #</th>
<th>Originator (college, office, group; if applicable)</th>
<th>Item</th>
<th>F/S Mtg./Appr. Vote numbers = yes-no-abstentions</th>
<th>Post date (GP#/ Fac.Mtg.)</th>
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<tbody>
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<td>Faculty Secretary</td>
<td><strong>FS-15-001</strong>: FSH 1520 – Constitution of the University Faculty (change senator terms)</td>
<td>9/9/14 #3 appr. w/changes</td>
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<td><strong>FS-15-007</strong>: FSH 4620 - Academic Calendar 2015-28</td>
<td>9/30/14 #6 appr. 20-0-1</td>
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<td><strong>FS-15-008</strong>: Fall15 &amp; Spring16 Final Exam Schedule</td>
<td>9/30/14 #6 appr. 20-0-1</td>
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<td><strong>FSH-15-009</strong>: FSH 1520 - Constitution of University Faculty (academic freedom language)</td>
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<td><strong>FS-15-010</strong>: FSH 1640.89 - University Committee for General Education (add Director Academic Advising)</td>
<td>10/7/14 #7 sent to UCGE 16-1-2 10/21/14 #9 appr. 25-0-1</td>
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<td><strong>FS-15-011</strong>: FSH 1640.28 - Committee on Committees</td>
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<td><strong>FS-15-012</strong>: Discontinue several Teaching Majors/Minors</td>
<td>10/14/14 #8 appr. 16-3-4</td>
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<td><strong>FS-15-014</strong>: Minor name change - Theatre Design &amp; Technology to Theatre Performance</td>
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<td><strong>FS-15-015</strong>: Minor in Jazz Studies</td>
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<td><strong>FS-15-019</strong>: Rename Program in Women's Studies</td>
<td>11/11/14 #12 aprr. 22-0-1</td>
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<td>UCC-15-037</td>
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<td><strong>FS-15-020</strong>: Add a third option to the Child, Family and Consumer Studies major</td>
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<td><strong>FS-15-021</strong>: Drop all four emphases and create two options to the Food Science major</td>
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<td>UP-15-009</td>
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<td><strong>FS-15-023</strong>: FSH 3050 – Position Description form (add assessment language)</td>
<td>12/2/14 #14 aprr. with amendments 16-2-6</td>
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<td>TEAC</td>
<td><strong>FS-15-024</strong>: FSH 2700 – Student Evaluations Form</td>
<td>12/2/14 #14 intro. 12/9/14 #15 2/17/15 #19 aprr. (w/changes) 12-8-1</td>
<td>UFM 5/5/15 appr.</td>
<td>6/4/15 disappr.</td>
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<td>UP-15-012</td>
<td>Controller</td>
<td><strong>FS-15-029</strong>: FSH 3460 – Overtime Work, Compensatory Time, &amp; Holidays (to address IRS regulation)</td>
<td>12/2/14 #14 aprr.</td>
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<td><strong>FS-15-030</strong>: APM 50.10 Processing Compensation for Overtime Work (to address IRS regulation)</td>
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<td><strong>FS-15-031</strong>: FSH 3760 Educational Privilege (extend benefits to off-site employees)</td>
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<td><strong>FS-15-033</strong>: FSH 3180 Employee Professional Development and Learning</td>
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<td>UCC-15-057</td>
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<td><strong>FS-15-035</strong>: Add Organizational Dynamics certificate</td>
<td>12/9/14 #15</td>
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<td>HR</td>
<td><strong>FS-15-036</strong>: APM 50.16 – Criminal Background Check (include GA/TA)</td>
<td>12/9/14 #15 (FYI)</td>
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<td>12/8/14 n/a</td>
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<td>APM</td>
<td>UP-15-018</td>
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<td><strong>FS-15-037</strong>: APM 50.17 – Medical Screening (remove no longer done)</td>
<td>12/9/14 #15 (FYI)</td>
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<td><strong>FS-15-038</strong>: APM 95.16 – Animals on Campus (new)</td>
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<td>12/8/14 n/a</td>
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<tr>
<td>APM</td>
<td>UP-15-016</td>
<td>Office of Public Safety</td>
<td><strong>FS-15-039</strong>: APM 35.35 – Public Use and Liabilities (edits due to new APM above)</td>
<td>12/9/14 #15 (FYI)</td>
<td>University wide email sent 1/23/15</td>
<td>12/8/14 n/a</td>
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<tr>
<td>FSH</td>
<td>UP-15-022</td>
<td>Graduate Council</td>
<td><strong>FS-15-040</strong>: FSH 1700 – College of Graduate Studies Bylaws (revise Graduate Council membership – interdisciplinary programs)</td>
<td>2/10/15 #18 intro. 2/24/15 #20 appr. w/changes 19-2-1 3/31/15 #24 change appr. 17-1-0</td>
<td>University wide email sent 1/23/15</td>
<td>Pulled by COGS n/a n/a</td>
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**FS-15-040rev**: FSH 1700 - College of Graduate Studies Bylaws
<table>
<thead>
<tr>
<th>Catalog</th>
<th>UCC-15-067</th>
<th>UCC</th>
<th><strong>FS-15-041</strong>: Science: Pre-Health Professions Studies</th>
<th>2/10/15 #18 appr. (w/changes)</th>
<th>GP#60 appr.</th>
<th>4/30/15 appr.</th>
<th>4/24/15</th>
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<tr>
<td>FSH</td>
<td>UP-15-024</td>
<td>ConC</td>
<td><strong>FS-15-043</strong>: FSH 1640.89 – Univ. Committee for Gen.Ed. (additional responsibilities for GEM transfer courses and new assessment committee)</td>
<td>3/3/15 #21 appr.</td>
<td>5/5/15 UFM (FYI)</td>
<td>n/a</td>
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<tr>
<td>FSH</td>
<td>UP-15-025</td>
<td>ConC</td>
<td><strong>FS-15-044</strong>: FSH 1640.90 - General Education Assessment Committee (new to assist with Gen. Ed. assessment)</td>
<td>3/3/15 #21 appr.</td>
<td>5/5/15 UFM (FYI)</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>FSH</td>
<td>UP-15-026</td>
<td>ConC</td>
<td><strong>FS-15-045</strong>: FSH 1640.36 - Dismissal Hearings Comm. &amp; FSH 1640.43 - Faculty Appeals Hearing Board (add language about who may attend hearings)</td>
<td>3/3/15 #21 both appr.</td>
<td>5/5/15 UFM (FYI)</td>
<td>n/a</td>
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<td>FSH</td>
<td>UP-15-027&amp;028</td>
<td>Senate/Info. Technology Committee</td>
<td><strong>FS-15-046</strong>: FSH 1565 Faculty Ranks &amp; Responsibilities - E. Emeriti; FSH 3730: Retirement Benefits - C-2. Honored Staff Retirees (software privileges)</td>
<td>3/10/15 #22 both appr.</td>
<td>5/5/15 UFM appr.</td>
<td>6/29/15 appr.</td>
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<tr>
<td>APM</td>
<td>UP-15-029</td>
<td>Office of Public Safety</td>
<td><strong>FS-15-047</strong>: APM 95.24 - Vandal Alert System (include informational alerts)</td>
<td>3/10/15 #22 (FYI)</td>
<td>5/5/15 UFM (FYI)</td>
<td>n/a</td>
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<td>Catalog</td>
<td>UCC-15-076a</td>
<td>Engineering</td>
<td><strong>FS-15-048</strong>: Biological Engineering (B.S.) remove degree option</td>
<td>3/10/15 #22 appr.</td>
<td>GP#60 appr.</td>
<td>4/30/15 appr.</td>
<td>4/24/15</td>
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<td>Catalog</td>
<td>UCC-15-071</td>
<td>Graduate Council</td>
<td><strong>FS-15-049</strong>: Graduate Student GPA Graduation Requirement</td>
<td>3/31/15 #24 appr.</td>
<td>5/5/15 UFM appr.</td>
<td>6/29/15 appr.</td>
<td>n/a</td>
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<td>Catalog</td>
<td>UCC-15-072</td>
<td>Associate Deans</td>
<td><strong>FS-15-050</strong>: Change to Regulation J-9</td>
<td>3/10/15 #22 appr. 16-0-3</td>
<td>GP#60 appr.</td>
<td>4/30/15 appr.</td>
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<td>FSH</td>
<td>UP-15-035</td>
<td>HR/Faculty Affairs</td>
<td><strong>FS-15-051</strong>: FSH 3710 - Leave Policies for All Employees (parenting leave)</td>
<td>3/31/15 #24 intro 4/7/15 #25 appr. 4/14/15 #26 clarification edit 4/21/15/ #27 changes appr.</td>
<td>5/15/15 UFM appr.</td>
<td>6/4/15 appr./ disappr. portions, in review w/HR, Counsel &amp; Faculty Secretary</td>
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<td>APM</td>
<td>UP-15-036</td>
<td>HR</td>
<td><strong>FS-15-052</strong>: APM 55.07 - Shared Leave</td>
<td>4/14/15 #26 (FYI)</td>
<td>5/15/15 UFM (FYI)</td>
<td>See above</td>
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<td>APM</td>
<td>UP-15-037</td>
<td>HR</td>
<td><strong>FS-15-053</strong>: APM 55.09 - Employee Leave Benefits</td>
<td>4/14/15 #26 (FYI)</td>
<td>5/15/15 UFM (FYI)</td>
<td>See above</td>
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<td>APM</td>
<td>UP-15-031</td>
<td>Research Office</td>
<td><strong>FS-15-054</strong>: APM 70.23 - University International Travel (new) <strong>FS-15-054rev</strong>: APM 70.23 - University Internat. Travel</td>
<td>3/24/15 #23 (FYI) 4/28/15 #28 (FYI)</td>
<td>5/15/15 UFM (FYI)</td>
<td>n/a</td>
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<td>APM</td>
<td>UP-15-030</td>
<td>Risk</td>
<td><strong>FS-15-055</strong>: APM 5.05 - Travel Liability, Insurance &amp; Evacuation Assistance Intern. Trav. (related to above)</td>
<td>3/24/15 #23 (FYI)</td>
<td>5/15/15 UFM (FYI)</td>
<td>n/a</td>
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<td>APM</td>
<td>UP-15-041</td>
<td>Research Council</td>
<td><strong>FS-15-057</strong>: APM 45.35 – UI Unmanned Aircraft Systems (UAS e.g. drones) (new)</td>
<td>4/7/15 #25 (FYI)</td>
<td>5/15/15 UFM (FYI)</td>
<td>n/a</td>
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<td>APM</td>
<td>UP-15-042</td>
<td>Research Council</td>
<td><strong>FS-15-058</strong>: APM 95.35 – Personal Use of Unmanned Aircraft Systems (UAS) (new)</td>
<td>4/7/15 #25 (FYI)</td>
<td>5/15/15 UFM (FYI)</td>
<td>n/a</td>
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<td>APM</td>
<td>UP-15-043</td>
<td>Research Council</td>
<td><strong>FS-15-059</strong>: APM 35.35 – Public Use &amp; Liabilities (ban UAS’ on university property)</td>
<td>4/7/15 #25 (FYI)</td>
<td>5/15/15 UFM (FYI)</td>
<td>n/a</td>
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<td>FSH</td>
<td>UP-15-045</td>
<td>Faculty Senate Task Force</td>
<td><strong>FS-15-060</strong>: FSH 3780 – Dependent Tuition (expand benefit to 100%)</td>
<td>4/7/15 #25 intro 4/14/15 #26 appr. 20-0-1</td>
<td>5/15/15 UFM appr.</td>
<td>6/4/15 disappr.</td>
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<td>APM</td>
<td>UP-15-019 &amp; 020</td>
<td>HR</td>
<td><strong>FS-15-061</strong>: APM 50.50, 50.51, 50.35, 50.55 (employee classification system changes)</td>
<td>4/14/15 #26 Staff Affairs to form ad hoc committee</td>
<td>n/a</td>
<td>n/a</td>
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<td>FSH</td>
<td>UP-15-047 (FSH 3360)</td>
<td>Senate/Staff Leadership</td>
<td><strong>FS-15-062</strong>: FSH 3360; (companion policies 3080, 3370, 3440, 3460 to employee classification system changes)</td>
<td>4/14/15 #26 intro 4/21/15 #27 FSH 3360 appr. w/changes 22-1-1 Staff Affairs to form ad hoc committee to review</td>
<td>5/5/15 UFM appr. FSH 3360</td>
<td>6/4/15 disappr. send to ad hoc committee with others</td>
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<td>FSH</td>
<td>UP-15-048</td>
<td>Faculty Affairs</td>
<td><strong>FS-15-063</strong>: FSH 3520 - Tenure form (minor edits)</td>
<td>4/21/15 #27 appr. 19-1-2</td>
<td>5/5/15 UFM appr.</td>
<td>6/29/15 appr.</td>
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<td>FSH</td>
<td>UP-15-049</td>
<td>Faculty Affairs</td>
<td><strong>FS-15-064</strong>: FSH 3560 - Promotion form (minor edits)</td>
<td>4/21/15 #27 appr. 19-1-2</td>
<td>5/5/15 UFM appr.</td>
<td>6/29/15 appr.</td>
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<td>Catalog</td>
<td>UCC-15-080</td>
<td>UCC</td>
<td><strong>FS-15-065</strong>: College of Graduate Studies Reserving Undergraduate Coursework for the Graduate Transcript</td>
<td>4/21/15 #27 appr.</td>
<td>5/5/15 UFM appr.</td>
<td>6/29/15 appr.</td>
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<td>Catalog</td>
<td>UCC-15-081</td>
<td>UCC</td>
<td><strong>FS-15-066</strong>: Regulation O-10 Academic Certificates</td>
<td>4/21/15 #27 appr.</td>
<td>5/5/15 UFM appr.</td>
<td>6/29/15 appr.</td>
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<td>FSH</td>
<td>UP-15-046</td>
<td>HR</td>
<td><strong>FS-15-067</strong>: FSH 3730 - Retirement Privileges (update eligibility-health care reform)</td>
<td>4/21/15 #27 appr.</td>
<td>5/5/15 UFM appr.</td>
<td>6/29/15 appr.</td>
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<td>FSH</td>
<td>UP-15-050</td>
<td>ConC</td>
<td><strong>FS-15-068</strong>: FSH 1640.20 – University Budget &amp; Finance Committee (update function/structure)</td>
<td>4/28/15 #28</td>
<td>5/5/15 UFM (FY1)</td>
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<td>FSH</td>
<td>UP-15-026b</td>
<td>ConC</td>
<td><strong>FS-15-069</strong>: FSH 3840 – Procedures for Faculty Appeals (clarify who may attend hearings)</td>
<td>4/28/15 #28</td>
<td>5/5/15 UFM appr.</td>
<td>6/29/15 appr.</td>
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<td>FSH</td>
<td>UP-15-026c</td>
<td>ConC</td>
<td><strong>FS-15-070</strong>: FSH 3910 – Dismissal and Discipline of Faculty (clarify who may attend hearings)</td>
<td>4/28/15 #28</td>
<td>5/5/15 UFM appr.</td>
<td>6/29/15 appr.</td>
<td>n/a</td>
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</tbody>
</table>
II. The Faculty Senate Received Reports/Updates, Presentations from, and Engaged in Discussions:

2013-14 Faculty Senate Annual Report (2)
Academic Calendar (6)
Academic Freedom Language (3,5,6,7,8)
Administrative Procedures Manual/Faculty-Staff Handbook, consistency (26)
Alcohol and other Drug Program, Brian Durlin (5)
Alternative Compensation Task Force (25,26)
Animals on Campus (15)
ASUI Initiatives – civic engagement, sexual assault, safety, student organizations state wide, graduation rates (6)
Athletics (11)
Background Checks, expanded to TA/GAs (15)
Borah (25)
Career Ladders/Internal Promotion Policies, Staff (3,6,7,8 main discussion,10)
Classification/Reclassification System (exempt/classified) policies (26,27)
College of Graduate Studies Bylaws (18,24)
Compensation Issues/enhancing benefits (5,10,11,12,13,17,19,25)
Counseling & Testing Center, Grant for mental health first aid “Don’t Cancel Classes” (7,28)
Curriculum Process/Timeline, UCC (21)
Dependent tuition waiver (25,26,27)
Distance & Extended Education, Terry Ratcliff (9)
Drones, Unmanned Aircrafts (UAS) (25)
Educational Privilege (15)
Emeritus professors/honored staff retirees, expand technology site licenses e.g. software, email (IT Committee) (22)
Enhancing Benefits (12,24,25,26)
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Facilities - campus appearance, impact of increased enrollment (4,16)
Facilities & Administration (F&A) Distribution (7)
Faculty Appeals Hearing Board, role, process (18)
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Focus For the Future (10,20)
Hiring Costs (17)
Hiring, internal staff retention (10)
Human Resources Policies and Practices (10,12)
Information Technology Committee, retiree software privileges (22)
International Travel (23,28)
Judicial Committees (28)
Leave Policy, Employees (24,25,26,27)
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Ombuds Annual Report (11)
Online courses (9)
Overtime work/Comp Time (14)
Position Description (13)
President Staben, university priorities (13)
Promotion and Tenure forms (27)
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Retirement Privileges (27)
Retreat/prioritize senate issues (2)
Security (surveillance) Cameras, APM 95.13 (3)
Senate meeting rules (2)
Senate membership terms (3,4)
Software privileges, retirees (22)
Student Evaluations (TEAC) (14,15,19)
Suicide Awareness, Counseling & Testing Center (7,28)
Teaching & Advising (TEAC) (14,15,19)
Technology Investments & Videoconference Capabilities, Rebalancing – Dan Ewart (9)
Temporary Faculty/Lecturers (24)
Tobacco Compromise Group (16)
Tobacco-Free Campaign (6)
Tuition Discount, Dependent (25,26,27)
Ubuntu (23)
University Budget & Finance Committee - Change in Employee Compensation recommendations (17)
University Diversity & Inclusion Statement (26,28)
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Work Related Education (15)

III. The Faculty Senate also took the Following Actions:
  Alternative Compensation Task Force (26)
  Campus Community Coalition on Alcohol & Drugs, member requested (20,21,22)
  Campus Planning & Advisory Committee, elected Clinton Jeffrey (2)
  Chair/Vice Chair Faculty Senate, elected professors Ytreberg and Teal respectively (1)
  Classroom Facilities working Group Member (Stoll) (2)
  Committees, Senate Standing appointments (7,24)
  Graduates, approval - Summer 2014 (2); Fall 2014 (14); Spring 2014 (27)
  President’s Athletics Advisory Council (PAAC), elected (Folwell) (2)
  Professional Development Ad Hoc Committee, member requested (21,22)
  Sabbatical leave, approved 2015-16 (14); 2016-17 (28)
  Secretary to Faculty Senate, Confirmed Professor Don Crowley (2)
  Student Achievement Award for Outstanding Faculty (Rodney Frey) (20)
  University Budget & Finance Committee elected Liz Brandt (2)
  VP of Advancement Search Committee senate volunteer, Bill Smith (4)
IV. Announcements:
Accreditation (3,5,23,27)
Advising, Student (10)
Africa Night (11)
Auditorium Chamber Music, (16)
Bach Festival, 4th Annual (9)
Bellwood Lectures, Truth, Justice and democracy post-Dictatorship, postponed (24,25)
Borah – Troubled Borders: Sovereignty, Disease, War and Refugees, Thomas P.M. Barnett (24,25)
Chamber Auditorium Series (16)
Common Read Requests (5)
Complete College America/Idaho (8)
Daycare Subsidies (13)
Dean of Students interviews (4,5)
Dean of Students reception, Dr. Bruce Pitman (5,7,8)
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Distinguished Professor (11,12,13,15)
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Envision Event (600 students)(12)
Excellence Awards (senators SeAnne Safaii – Outreach, Brian Wolf – Teaching, Michael Murphy – mid-career)(26)
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Farmworker Awareness Week, Yasmin Garcia Rio, Student Action with farm workers (24)
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Ocean Acidification: A Global Problem with Local Impacts, Richard A. Feely (Robert&Floretta Austin Distinguished Science Lecture (10)
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Searches: Provost (4,17,18,19,20), VP Advancement (4), Dean of Students (4,5), Finance & Administration (23)
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Senate member terms (3,4)
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Students in Distress, recognizing (CTC grant) (7)
Suicide Awareness (7)
University Address (7,8)
University Faculty Meeting (14,15,17,27,28)
University Promotions Committee (11,12,13)
Vandal Athletics staff discount (26)
Vandal Friday (24)
Veterans Law Association – Veteran’s Appreciation Dinner (3,12)
Women’s Leadership Conference, 5th (16)
Nomination/Election of Chair & Vice Chair **FSH 1580 Article IV:**  
Section 1. Nomination. Each spring, as soon as practicable following the appointment and election of new members of the senate, the president of the university or the president's designated representative calls and presides at a meeting of those who will be members during the ensuing year for the purpose of nominating candidates for the offices of chair and vice chair. Nominations are by secret ballot, and no other official business is transacted at this meeting.  
Section 2. Election. Not less than three days following the nominating meeting referred to in section 1, above, the president or the president's designated representative calls and presides at a second meeting of the same group for the purpose of electing the chair and the vice chair for the ensuing term. No other official business is transacted at this meeting. The requirement that there be no less than three days between the two meetings may be suspended only by the unanimous consent of the members in attendance. The procedures for the election are as follows:  
Clause A. Additional Nominations. Before balloting begins for each office, additional nominations may be made for that office.  
Clause B. Procedure for Balloting. Elections for officers of the senate are by secret ballot, and a majority of all votes cast is necessary for election, a quorum being present [see V-3]. In the event that more than two candidates are nominated for either office and none receives a majority of the votes cast on the first ballot, balloting continues with the name of the candidate receiving the fewest votes being dropped from the ballot after each vote. In the event that there is no candidate with the fewest votes, balloting continues with all names included until such time as a candidate receives a majority of votes (in which case he or she is declared elected) or until a candidate receives the fewest votes (in which case his or her name is dropped from the ballot and the balloting continues).

Appointment of Secretary - **FSH 1520, Article V:** Section 3. Officers. Each year the senate elects a chair and a vice chair from among the elected faculty members of the senate. Also, each year a secretary is appointed by the chair, subject to confirmation by the senate, from among the members of the senate or from the membership of the university faculty. The appointment of a person who is not a member of the senate to serve as secretary does not carry with it membership on the senate.

**When and who oversees the elections for senate members?** Current senate members from each respective college/group consult and assign someone who will handle the process. Check your respective college/group by-laws for procedures. It is fine for faculty senate members to solicit assistance from the dean's office in sending out and receiving secret ballots. Faculty should oversee the process and count votes received. All faculty within the college are given the opportunity to be involved and vote.  
FSH 1520, Article V, Section 6. Elections. Regular elections for senators in the senate are held before April 15 of each year in which an election is to be held. All elections for members of the senate are by secret ballot. Appropriate procedures for nominations and elections are developed and approved by a majority vote of the faculty of the college or other unit.

**How long is my term on Faculty Senate?**  
FSH 1520, Article V, Section 4. Terms of Office. Elected faculty members of the senate serve for three years. The academic dean shall serve one year, the staff representatives shall serve for staggered two year terms. The terms of office for student members are as established by the senate. [See 1580 VI.] Newly elected members take office each year on September 1 or on the official opening date of the academic year, whichever is earlier. To carry out the requirement that approximately one-third of the elected faculty members are to take office each year, the senate may shorten the initial term of office of faculty senators elected to fill new positions in the senate to conform to a balanced
rotation plan. When members are elected to fill a vacancy, they take office at the first meeting after the election and serve for the unexpired term of the vacancy. A faculty member elected to the senate may serve two consecutive terms. After serving two consecutive terms the faculty senate member must wait one full year before they are again eligible for election.[see also FSH 1580 III-3].

**What if I will be gone for one month, or for more than four months?**

**FSH 1520. Article V, Section 7. Vacancies.**

Clause A. If it is necessary for a member of the senate to be absent temporarily (more than a month, but less than four months), the candidate who received the next highest number of votes in the most recent election in the college or unit acts as his or her alternate in the senate with full vote. If it is necessary for a member to be absent for more than four months, but less than one year, a special election is held to fill the temporary vacancy. When the senate member returns, he or she resumes the position in the senate. If it is necessary for a member to be absent for more than one year, or if the member is unable to complete the term of office for any reason, a special election is held to fill the unexpired term. [See 1580 VI for procedures covering student vacancies.]

Clause B. The chair of the Faculty Senate must declare a position vacant if a member is absent from three consecutive meetings unless the member has informed the chair of the senate in writing that he or she intends to participate fully in the activities of the senate in the future. When a position is declared vacant, the chair must notify the constituency concerned.

**What is the Center Senator’s Role?**

**1520 Article V. Section 2. Structure. A (2). University Centers.** The resident faculty of the university centers in Boise, Coeur d’Alene and Idaho Falls each elects one senator from among its number. Those senators shall have the right to participate and vote in faculty senate meetings by means of available two-way video-audio technology located at the centers. If the available technology fails, telephone conferencing will be used. Senators elected to represent a center have a unique role on senate, which is to provide a voice and vote from the perspective of their centers. That perspective is not intended to be college and/or discipline specific.

**What if I have replaced a member from my college who resigned from Faculty Senate, can I serve again?**

**1580 Article III, Section 3. Members Completing Unexpired Terms.** A member who has been elected or appointed to complete the unexpired term of another member and has served more than half of that term will be considered to have served one full term.

**Can you send someone in your place, if you will be absent?** Yes, but not with vote.

**FSH 1580, Article V, Section 7. Alternates.** Alternates participate in meetings of the Senate only as permitted by the constitution of the university faculty [see 1520 V-7]. This rule does not preclude a member from having another person attend the meeting in his or her stead as an auditor.

**Are proxy votes allowed?** No

**How are abstentions handled?**

**FSH 1580, Article V. Section 11. Voting.** Voting on motions is by raising a hand. Proxy votes are not allowed. (According to a standing rule of the senate, the chair does not ask how many members abstained from voting on a particular motion, and abstentions are not recorded in the minutes unless a member requests that his or her abstention be recorded.)
MEMORANDUM

TO: Faculty Senate
FROM: Don Crowley
DATE: August 26, 2015
RE: Election of Senate Members to Committees

The Faculty Senate will need to elect senators for the vacancies as noted below:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Vacancy, (2018)</th>
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<tbody>
<tr>
<td></td>
<td>Randy Teal</td>
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<tr>
<td></td>
<td>Michael Anderson</td>
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<td></td>
<td>James Barbour</td>
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<td></td>
<td>Katie Brown</td>
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<td></td>
<td>Robert Hiromoto</td>
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<td></td>
<td>Patrick Hrdlicka</td>
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<td></td>
<td>Jodie Nicotra</td>
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<tr>
<td>Campus Planning Advisory Committee: no vacancies</td>
<td>Clint Jeffery, (2017)</td>
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<tr>
<td></td>
<td>Michael Murphy (2016)</td>
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<tr>
<td>University Budget &amp; Finance Committee:</td>
<td>SeAnne Safaii (2016 term – past senator)</td>
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<tr>
<td></td>
<td>Liz Brandt (2017)</td>
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<tr>
<td></td>
<td><strong>Vacancy 1 – senator in 2nd yr. (2018 term)</strong></td>
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<td></td>
<td>Eligible Senators (2017):</td>
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<tr>
<td></td>
<td>Randy Teal</td>
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<tr>
<td></td>
<td>Luigi Boschetti</td>
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<td></td>
<td>Allan Caplan</td>
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<td>Yun Chung</td>
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<td></td>
<td>Annette Folwell</td>
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<td></td>
<td>James Foster</td>
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<td></td>
<td>Bruce Godfrey</td>
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<td></td>
<td>Clinton Jeffery</td>
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<tr>
<td>President’s Athletics Advisory Council:</td>
<td>Annette Folwell (2017)</td>
</tr>
</tbody>
</table>
Senate members present: Teal, Crowley, Brandt, Wiencek, Anderson, Boschetti, Brewick, Caplan, Chung, Couture, Flores, Folwell, Hrdlicka, Jeffery, Mahoney, Murphy, Nicotra, Perret, Stoll; Committee Chairs present: Anderson J., Rinker, Neuhaus, Payant, Anderson E., Seamon, Sisodiya, Brown C., Bridy, James, Aston, Zhu, Smith, Qiang, Johnson-Leung, Corry, Haltinner, Frazier, Attebury

Guest:

Senate Chair Randall Teal welcomed senators, committee chairs, and Provost Wiencek to the retreat. Chair Teal introduced Liz Brandt as this year’s Vice Chair. He also introduced Don Crowley and Ann Thompson from the Faculty Secretary’s Office. Chair Teal thanked Provost Wiencek for working with Senate Leadership on the spread pay issue and noted that he was encouraged by this and excited about the possibilities of working with the Provost this year. He then introduced John Wiencek to make some remarks to those in attendance.

Provost Wiencek commented that he was excited to be at this great institution. He looked forward to the opportunity to work with the Senate and to leverage our ideas to push the University forward. He noted that the University community could benefit from increasing trust between administration and faculty. He noted that he believes in shared governance and that we need to improve our lines of communication. With reference to the various Senate proposals that the President denied, Provost Wiencek noted that this was probably due to the President not fully understanding the logic behind the initiatives. When it makes sense we should revisit some of these proposals and bring them back. He stated that the President was expecting him to be the Executive Vice President which means he would be the person who understands what is going on in the University and his role is be the communication channel between faculty and the administration.

While improving these lines of communication is his number one objective, he is also concerned about closing the salary gap, which is around 20%. This pay gap is one of the biggest issues, which causes anxiety, turnover, and difficulty filling positions. To solve the gap between UI and its peers we would need about $25 million. If the UI increases its salary scale at 2-3% a year we aren’t actually catching up since the market is also drifting up at a similar rate. As we get a new Vice-President of Finance onboard we will see a development of a multi-year effort to get salaries back to where they should be. The State is not likely to solve this problem so we will have to look at enrollment increases, internal reallocations and private giving and present a comprehensive package to the State and ask for their help.

There are things that we will have to do this year. The Board of Regents has indicated that they were not happy with the product the UI produced under Focus for the Future. He hopes to hit the reset button and obtain more grassroots and Faculty Senate involvement in this process. He also hopes to develop a more robust data collection process. The data we have to look at for program prioritization is the same kind of data needed for accreditation and other external reviews.

The Board is expecting a new strategic plan by March. The Provost plans this process to be comprehensive in terms of broad campus involvement. He doesn’t believe that the major elements of our current strategic plan will change very much, but he hopes to put a little more teeth into how we operationalize our goals and to put more thought in how this plan would become a document that drives our decision-making.

The Provost noted that the President has indicated a desire to move towards a more transparent budget process. The budget process should provide incentives to units that are growing enrollment. He welcomes Faculty Senate involvement in this issue. Other issues we will be dealing with include spread-pay and interdisciplinary research. He will be putting together a task force to look at the spread-pay issue. With regard to interdisciplinary research he isn’t sure that he would have made some of the
changes that occurred in the recent past but rather than rearranging the chairs on the deck he does want to take a look at how to make the most of our resources to further interdisciplinary research.

After this overview of what he has been thinking about he welcomed any feedback. Chair Teal asked for clarification on what aspects of Focus for the Future the Board was dissatisfied. The Provost noted it wasn't always clear as to what was closed and what money was saved. Compared to what Idaho State and Boise State provided it wasn't completely transparent what resources we had reallocated and this is what the Board had asked us to do. The Provost indicated that we needed to have more open and honest discussions about the hard choices of reallocating resources. He isn't a believer in blind-siding people and we need to give plenty of notice for programs to respond.

A related question asked about models for program assessment. The Provost stated that the Dickerson model was the most commonly used and it is what the Board adopted. If we grow enrollment then the conversation becomes about where to invest new resources.

A Senator noted that we have gone through a number of processes to evaluate our programs and during Focus for the Future we provided a large amount of data to help in this evaluation. Why wasn't this sufficient? The Provost acknowledged that there was a large amount of data that was difficult to get through. He felt that once we gathered all the data we didn't really know what we were going to do with it. The restructuring that occurred didn't really result in reallocation which is what the Board was interested in seeing.

A short discussion followed as to why our enrollment had declined from its peak. The Provost indicated frustration with getting good data about the causes of the enrollment decline. It is pretty clear that the decline has been with undergraduate enrollment and particularly out of state enrollment. The list of possible causes ranged from removing the WUE program, to BSU's football program, to the rise of BYU, Idaho, as well as the lack of special packages to attract out of state students. The Provost suggested that we might reconsider the decision to remove the WUE program as part of an emphasis on attracting out of state students.

In response to a question on distance education and the availability of the proper infrastructure to support it, the Provost commented on the need to make hard decisions regarding investment decisions. We do need to insure that we have the proper infrastructure to properly deliver online programs. In general the Provost noted that departments sometimes view their resources as their own and instead we needed to view ourselves as a single University and not a collection of colleges. We need to develop processes that allow us to move our resources around to the best use of those resources.

A Senator raised a point about the student retention rate. He noted that several years ago our retention rate was over 80%. Since then our retention rate has fallen without any additional resources put into retention. The Provost stated that there was some advising funds coming into the University. He also stated that the University's having the most success with retention have gone to centralized advising in the first two years. This would allow for the most flexibility while students sort out what their preferred major ultimately will be. He also discussed the proposed initiative for “direct admission”. This initiative would involve sending letters to every high school student in Idaho and based upon their GPA would be informed what state schools they would be directly admitted to. The application fee would be waived. The UI has asked for funding (5 million) for this initiative and other advising and proposals related to student success.

The Provost urged everyone to please email him with any of their ideas. He concluded by stating that he needed our help to formulate the best plans to achieve our common goals.

After a short break committee chairs went over to TLC to join Dan Evelth and Marty Ytreberg in a discussion of the role of committee chairs. Senators remained for a roundtable (without the table) discussion of ideas and priorities for the coming year. These thoughts are summarized in the bullet points below and will be revisited in future Senate meetings.
Issues Raised:

- How to respond to the items passed by the faculty and vetoed by President Staben.
- Morale: Is this primarily a resource/salary issue or also one of faculty/staff feeling valued.
- Salary Concerns.
- Continuing concerns with Focus for the Future or whatever we call it next time. Will we use our existing faculty governance processes for program closures?
- Other Resource Issues: This included TA support—classroom technology support—Travel—Research Infrastructure. Need for some centralization of technology support.
- Issues clustered around Enrollment Management. Retention—Advising—Academic Success—Campus Climate. Are we recruiting the best students? Keeping the best students?
- Need to work on transparency in communications—avoid emails that result in negative reactions.
- What is the status of the non-monetary benefits committee from last year?
- What is the status of the career ladder proposal?
- Status of committee developed to look at staff classification. Is there also a compensation study being developed?
- Problems with annual evaluation of faculty. Tendency for everyone to receive a “meets expectation.”
- Avoid having committees that don’t do anything.

The faculty secretary acknowledges that some important insights probably got lost in this summary and hopes Senators will raise these points again.

Adjourned: 4:10 p.m.

Don Crowley, Faculty Secretary
COMMITTEE CHAIR WORKSHOP
Faculty Senate and Committee Chair Retreat - Tuesday August 18, 2015

Presenters: Dan Eveleth, College of Business and Economics and Chair of University Curriculum Committee and Marty Ytreberg, College of Science and Chair of Faculty Affairs (both are past Faculty Senate Chairs, Vice Chairs and Committee on Committee Chairs)

Present: Robert Rinker (Academic Petitions), Ramirose Attebury (Administrative Hearing Board), Ralph Neuhaus (Admissions), John Anderson (Arts), Caroline Payant (Commencement), Eric Anderson (Dismissal Hearings), Marty Ytreberg (Faculty Affairs), Richard Seamon (Faculty Appeals), Annemarie Bridy (Intellectual Property), Steve Smith (Parking), You Qiang (Sabbatical), Kristin Haltinner (Student Disciplinary Review Board), Erin James (Ubuntu), Shawna Corry (UCGE), Dan Eveleth (University Curriculum Committee). Absent: Tim Frazier (Academic Hearing Board), Carmen Suarez (Americans with Disabilities), Brian Cleveley (Campus Planning), Heather Chermak (Facilities), Sanjay Sisodiya (Honors), Celeste Brown (Information Technology), Eric Aston (Library Affairs), Pingchao Zhu (Officer Education), Todd Perry (Safety), Ken Cain (Scientific Misconduct), Helen Brown (Student Financial Aid), Jennifer Johnson-Leung (Teaching & Advising), Liz Brandt (UBFC -Senator)

Context of Workshop – provide expectations, resources, tips and a history of the relationship between the University, Faculty Senate (Senate) and university committees. The following is a compilation of previous workshops and the recent workshop to share the many ideas that arise each year.

SHARED GOVERNANCE

- **Territorial Act – 1889**: “University of Idaho faculty, president, and regents are jointly responsible for governing the University, unlike other state universities.”
- **Northwest Commission on Colleges and Universities (NWCCU), Standard 2.A.1**: “(The institution) decision-making structures and processes make provision for the consideration of the views of faculty, staff, administrators, and students on matters in which they have a direct and reasonable interest.”

Shared governance can be viewed as a big umbrella under which Senate committees fall. Your specific committee’s role is embedded in the Faculty-Staff Handbook (FSH) under FSH 1640. The 1889 Territorial Act directed that faculty be key players in the institution’s governance. During accreditation visits the NWCCU will determine whether there is faculty involvement in decision-making at the university. Your role as committee chair is critical. While a committee’s role is often very specific e.g. commencement ceremony, review policy, awards, appeals, every committee can recommend changes about its function and structure to Committee on Committees. A committee should also share any general ideas or concerns with Senate Leadership (Randall Teal, Chair, Liz Brandt, Vice Chair, and Don Crowley, Faculty Secretary, and Ann Thompson, staff support) that may be of interest to the senate, other committees or the University.

Committee Structure/Resources:

- The committee structure at the university is to provide support to Senate.
- Don’t feel that you are solely responsible for running the committee. Senate Leadership can be a strong ally and valuable resource as they serve on various university groups and have many avenues/resources to draw upon.
- Senate Leadership meets with the president and provost regularly and will discuss issues that are sometimes best done in a private setting.
- Chairs can also seek assistance/advice/guidance from Senate.
• **Ex officio** members on committees serve a specific role. They have expertise/knowledge that is useful/critical to a committee’s work and they have a network of others with whom they can seek assistance/information. Meet with ex officios privately to discuss roles and establish mutual goals for the year. Seek their expertise before, during and/or after meetings. It can be challenging to manage their strong opinion given their expertise and meeting ahead can save valuable time. You may also wish to invite someone as an ex officio to a specific meeting(s).

• **Institutional Research & Assessment** collects a lot of data that is helpful (email: ir@uidaho.edu).

**Policy Process: Structure/Process/Spanning /Process = Success:**

- UI structure/chain in policy process: Anyone within university, University Committees (FSH 1640); task force/working groups, Faculty Senate (FSH 1580), University Faculty (FSH 1520 & 1540), President – not necessarily in this order.
- Anyone can bring your committee an item, senate may delegate something to your committee, or you may send something to Senate or Committee on Committees (ConC), e.g. review policy/process, seek input, clarification, research best practices, communicate/advertise.
- **Boundary Spanning:** Realize that your committee is part of a larger group. Span across faculty, staff, students and administration at all levels. That is, connect with all stakeholders to ensure that you have a complete picture of the impact(s) your decisions will have across the University. Perhaps you would like to meet with senate, senate leadership, provost, a VP, counsel, etc. Ann can facilitate scheduling appointments.
- Identify, anticipate and resolve potential problems before sending an issue forward. Spend time as a committee considering what a colleague or group will consider or ask about your committee’s proposal. Each group must fully understand the issue(s) as discussed in your committee.
- At the end of the day you want your committee’s work to succeed. The end approval lies with the President who must consider ramifications to the University. There are also others who review/approve your committee’s work (other committees, senate, faculty, general counsel, regents). If you wish your committee’s work to be successful, know who your audience will be and where each group’s interests lie – be prepared.

  **Example:** Chair provided detailed information to Senate, during a tense time of many program closures. Excerpts of contentious discussions (minutes), voting results and excerpts of discussions at all levels (unit, college, UCGE, UCC) plus other details that assisted Senate in their decision. Result: discussion was minimal and all items were approved.

- Plan to attend Senate/ConC to provide a brief overview/answer questions. Include a memo (excerpts from minutes, handouts, details) that demonstrates the thorough discussions and vetting by your committee. Provide as much detail as necessary so that each group can make an informed decision avoiding disapproval or item being returned due to a lack of supporting details.

- To be put on a senate agenda contact Ann (annat@uidaho.edu). This typically involves a 5 minute update/briefing at Senate followed by Q&A, and sometimes can be an entire meeting or more.

**MANAGING THE COMMITTEE**

- Guidelines for Chairs: **FSH 1620 C**. e.g. excessive absences/resignations, minutes, annual report, etc.

- **Boundary Spanning:** Connect with Senate Leadership on issues brought to you as they may have knowledge of ongoing events or other committees’ work that may impact your committee’s work. This will assist you in clarifying issue(s) without spending time in committee doing so. Seek others who might assist e.g. other committee chairs and/or members, previous chair, legal, VP, or those who might have an interest - opposed or in support.
Meeting Tips:

- **Evaluate** last year’s process and consider ways to improve, ask members for ideas/suggestions.
- **Prepare and use agendas** (set in advance, distribute and stick to it) - keeps meetings on task and controls unruly/animated members.
- **Chair’s role** is not to squelch discussion but to **facilitate**. As chair you **can** interrupt and request that others be given a chance to speak such as in an endless/repeating discussion. You **cannot** however end discussion (see member’s role below).
- **Member’s role**: inform them they must be recognized by chair to speak, respect others, motions and seconds come from members e.g. motion to accept, amend, propose, postpone, previous question, etc. To stop an endless/repeating discussion use previous question -- Robert’s Rules* on previous question use: member must be recognized by chair, cannot interrupt speaker (see chair’s role above), requires a second, is non-debatable, and requires 2/3rd majority vote.
- **Member/ex officio** who controls conversation or **rambles** – ask to pause the conversation, **summarize** and then ask if others have anything new to add. This ensures understanding, keeps discussion on topic, treats everyone fairly, and allows time for a member to propose a motion.
- **Members talking over each other** – ask to pause the meeting and request that members observe Robert’s Rules by raising their hands before speaking.
- **Off-campus members** – recognize them, allow them to speak first, don’t forget they are there, use skype, google, speaker phone (Faculty Secretary’s office has disc phone that can be borrowed) [Ann is checking into the use of Scopia, a cloud based videoconference system contracted by the University, Skype is well suited for small committees.]
- **Send material in advance** and encourage members to come with ideas and share ahead if possible, especially controversial items.
- **Review processes/policy/criteria** to ensure consistency, understanding and reasonableness.
- **Meet as needed** – do not meet just for the sake of meeting, there is no set number of meetings for committees. However, don’t wait for things to come your way as they may not. Be diligent, ask for ideas/suggestions from members or others (see brainstorm below).
- **Start/end meetings on time** - finish discussion by email if possible, or carryover to next meeting.
- **Create sub-groups** to address a particularly controversial/in-depth issue to report back on summarizing findings will save valuable time for the committee as a whole.
- **Minutes/annual report** - critical for historical record: 1) saves rehashing issues/repeating history, 2) provides institutional memory e.g. why/how/when a policy was changed, 3) provides supporting documentation to ensure your hard work on an issue gets approved, and 4) new chairs/members gain a better understanding of the committee’s work/future topics. Send to Ann in Faculty Secretary’s Office for historical archiving annat@uidaho.edu.

*Note: Robert’s Rules (RR) is your friend but be careful in its use e.g. motion to table: frequently used, typically misused, and should rarely be used - if at all. Google or contact Faculty Secretary’s Office for clarification on the use of RR.

First meeting guidelines (setting the stage) - do early in semester:

- **Introductions** and review/clarify purpose of committee as stated in FSH 1640.
- **Establish set meeting time** (if established time is in FSH, ensure members vote on change).
- **Establish procedures** (e.g. vote to sometimes conduct business by email allowing more time for face-to-face discussion/vote).
- **Ask members to think about process improvement** for meetings and to consider the committee’s work throughout the year to determine if it aligns with FSH 1640.
- **Brainstorm** - take time at this first meeting to ask members for ideas and let them know it is okay to
propose ideas at any time (caution: as chair choose one or two items you believe are important and pursue first, otherwise valuable time may be spent on issues of less urgency).

- Discuss ways to engage and retain students, often difficult towards end of the year – recognize, praise, offer to be a reference, emphasize importance of student involvement, bring food.

**What makes a good chair?**

- Bring food e.g. chocolate, cookies, nuts, fruit snacks.
- Be organized, send out agenda in advance, and stick to agenda.
- Be in tune with members and the group’s dynamics, allow all to speak and be heard - fairness.
- Be prepared prior to all meetings gathering material and your thoughts so that you can begin on time. Starting/ending on time and staying on task recognizes member’s time as valuable.
- Communicate regularly with members, but don’t overload by sending message after message.
- Don’t control every aspect - set the tone through carefully prepared messages: short, detailed description of issue(s) followed by bulleted action items or key points. Framing the discussion ahead of the scheduled meeting allows members to think about the issue for the face-to-face discussion and whether to discuss further, vote, or whether to pursue further.
- Invite individual(s) who made contact with you about an issue to the meeting, or invite *ex officio*/administrator who has oversight over a specific issue/policy.
- Take minutes (perhaps delegate minutes to a member) all motions, voting and decisions should be recorded.
- Conflict of interest: recuse oneself from the discussion/voting. **Note:** Documentation in the minutes where a conflict of interest may exist is crucial.

Feel free to contact the Faculty Secretary’s Office at any time.

Don Crowley, Faculty Secretary, facsec@uidaho.edu 885-7808
Ann Thompson, Assistant to the Faculty Secretary, annat@uidaho.edu, 885-6151

Respectfully submitted, Ann Thompson
Assistant to the Faculty Secretary