University of Idaho
2015-2016 FACULTY SENATE AGENDA

Meeting #3

3:30 p.m. - Tuesday, September 8, 2015
Brink Hall Faculty-Staff Lounge & Scopia

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2015-16 Faculty Senate Meeting #2, September 1, 2015 (vote)

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • Vandal Strategic Loan Fund (Buck/Mahoney)
   • Enrollment (Kim)

VI. Committee Reports.

   Committee on Committees:
   • Committee Changes/Updates (Brandt)(vote)

VII. Special Orders.
   • FS-16-001: APM 40.31 – Tree Memorial & Recognition Program (Zillinger)(FYI)
   • FS-16-002: APM 45.23 – Dual Use Research of Concern (DURC)(Barker/Inge)(FYI)

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Randall Teal, Chair 2015-2016, Faculty Senate

Attachments:
   Minutes of 2015-2016 FS Meeting #2
   VSLF Flyer
   Committee Changes/Updates
   FS-16-001 & 002
University of Idaho
Faculty Senate Meeting Minutes
2015-2016 Meeting #2, September 1, 2015

**Present:** Stevenson for Wiencek (w/o vote), Anderson, Boschetti, Brandt, Brewick, Brown, Caplan, Chung, Couture (Boise), Crowley (w/o vote), Flores, Folwell, Foster, Godfrey (Coeur d’Alene), Hrdlicka, Hiromoto (Idaho Falls), Jeffery, Latrell, Mahoney, Murphy, Nicotra, St. Claire, Stoll (w/o vote), Teal, Wolf, K., Ytreberg. **Absent:** Adams, Barbour, Dallas, Perret. **Guests:** 4.

The Chair called the meeting to order at 3:30. A motion (Brandt/Wolf) to approve the 2014-15 Senate minutes from April 28 meeting #28 was approved without objection. A motion (Foster/Brandt) to approve the 2015-16 Senate minutes for April 28 meeting #1 was also approved without objection.

**Chair’s Report:** Chair Teal noted that today’s report will consist of trying to recruit members to several committees. Jean Kim would like a faculty senator for the Student Life Task force. This task force will look at the first year educational experience of students and will examine the current practice of recruiting first year students for Greek housing. The Professional Development committee also needs volunteers. This committee will be making recommendations regarding professional training for staff and defining and implementing supervisor accountability for this training. The Classification Policy group is also looking for a faculty senator. This is the committee that the Senate approved last year to clarify the process of moving from one classification level to another ensuring policy is consistent and transparent. The last request comes from the President’s office. They are looking for the faculty senate to nominate two faculty members to serve on the committee to fill the Ombuds opening. Edwin Latrell volunteered for the Student Life Task Force. Jodie Nicotra volunteered to be part of the classification study. Yun Chung agreed to be on the Ombuds search committee. Katie Brown agreed to be on the Professional Development task force. There is still an open spot for the Ombuds search committee so if anyone wants to recommend someone please let the Chair know. Thanks to those who volunteered.

**Provost’ Report:** Vice Provost Jeanne Stevenson delivered the Provost Report for Provost Wiencek. Provost Wiencek extends his apology for missing the meeting today. This afternoon the UI was recognizing a donor who committed $2 million to the University and the Provost needed to be present for that ceremony. He wished to convey his commitment to regularly attend Faculty Senate meetings. Provost Wiencek has begun to make appointments for a task force to look at the spread pay issue. He is planning on a ten person committee with five faculty members. This group will look at the legal obligations the University has as well as the concerns raised this summer. There is not a predetermined outcome and he expects this group to make recommendations on how to best deal with the issues. There will also be a major initiative to embark on developing the strategic plan. This will be a broadly based process that includes a wide variety of stakeholders. He expects to have a working draft by the end of the semester.

**2014-15 Annual Report from the Faculty Secretary’s Office:** Don Crowley noted that the report in today’s packet represents Ann Thompson’s devoted attention to compile a report detailing last year’s activity. He invited questions. A Senator wondered about the status of the joint program between the law school and Boise State’s MBA program. Liz Brandt stated that was still in the process of being implemented. There were some challenges in coordinating the programs.

**Summer Graduates:** A motion was made (Folwell/Stoll) to approve the list of summer graduates. The motion passed unanimously.
Secretary to the Faculty Senate: A motion (Wolf/Hrdlicka) was made to nominate/elect Don Crowley as Secretary to the Faculty Senate. This passed unanimously.

Elections for Senate Committees:
   Benefits Advisory Group: Patrick Hrdlicka was nominated/elected (Brandt/Foster) unanimously.
   University Budget & Finance Committee: Allan Caplan was nominated/elected (Brandt/Wolf) unanimously.

Retreat Review: A Senator asked for further clarification regarding the Provost’s comment that the State Board was unhappy with our Focus for the Future product. Chair Teal noted that he is seeking clarification. Several people commented that they had understood the Provost’s remark to mean that even though we had cut some programs that either there were no savings or it wasn’t entirely clear where the reallocation had gone. While we had prioritized we had not cut anything with teeth so there were no resources to reallocate to those priorities. Chair Teal added that the Provost had mentioned the ISU “dashboard” which was a more explicit and graphic representation of what they had reallocated.

The conversation moved on to a general discussion of ideas brought up during the retreat.

- **Enrollment Management:** We haven’t heard much discussion of how we intend to attract the best students and keep the best students. How are the best students defined? Chair Teal noted that he is on the enrollment management task force and he would like to see a more rigorous analysis of what aspects of our recruitment/retention process is broken. There were also questions raised about how we might work with enrollment management. A related question dealt with how resources are allocated to react to growth. Is our database adequate in providing us with information about our students and where they are coming from? Jean Kim will be at Senate next week and this should provide an opportunity to explore these topics.

- **Distance Education:** Senators engaged in a discussion of the difficulties of offering online degrees. In particular there was a discussion of the approvals necessary to offer an online degree and whether the University could be more efficient in getting online degrees approved. What are the “best practices” in setting up these degree programs. It was also noted that we should have a discussion as to whether having more online degree programs was a good thing to do.

- **Morale Issues:** A Senator wondered whether the Senate might come up with a strategy for how to deal with morale, salary, and communication issues. A Senator noted that it is very clear that faculty and staff do not feel like they are valued. This led to a discussion as to whether we possessed empirical data showing that. Last year there was information gathered related to the dependent tuition issue which showed low morale and also the number of people leaving the university helps support the point. Faculty/Staff care about salary but they also care about whether they are valued. The Chair stated that Senate Leadership had already sought to make this point to the Provost. There was a short discussion of “exit interviews” and whether that was or wasn’t a good way to get information about why people are leaving. The point was made that losing staff is costly to the University. Last year UBFC made an attempt to quantify the “costs” to the University when it loses employees and has to replace them. A Senator suggested that perhaps we need to participate in a nationally normed “climate survey” that would help to illuminate the morale situation at the UI.

- **HR/People Admin:** Several Senators raised concerns about the inefficiencies in hiring. The time consumed and the amount of approvals necessary to get someone (even TH) hired. A Senator suggested that People Admin was actually a good piece of software but the UI had added to it in a way which has made it less efficient. There should be ways that people can provide feedback
on the problems with People Admin. Concerns were raised about the number of failed searches as well as the costs and time constraints associated with all the background checks. The Chair asked Senators to forward to him comments/concerns about HR and the hiring process and he would take it upon himself to make sure that the Provost is made aware of these concerns.

- **Annual Evaluations:** This issue may be related to morale issues. It is the one time of the year faculty can get meaningful feedback but it doesn’t serve that purpose. The Chair stated that he had brought this up with the Provost and he had asked the Faculty Affairs Committee to look into what can be done to make this process better.

- **Salary and other Budget Issues:** A wide variety of budget related questions were raised. Among these were questions/concerns about the new consolidated fringe, stipends for TA’s and RA’s, and the use of contingent faculty/staff. We have fewer TA’s than our peers and also pay them far less. This makes it difficult to attract good graduate students. It was noted that the previous Dean of Graduate Studies had made a request to raise stipends for TA’s and RA’s but had not been successful. A Senator inquired about the policies related to tuition waivers for TA’s while another Senator wondered about the policies related to advanced undergraduates doing grading.

- **Grade Inflation:** There was a discussion about grade inflation. How bad is it and what might be done about it? Several people noted that this is a national problem and that it isn’t clear what we would do about it and cautioned that attempts at a cure might be worse than the problem. Some Senators wondered about the relationship between grade inflation and teaching evaluations. An inquiry was also made about plus/minus grades which is an issue that has been before past Senate’s several times.

- **Issues related to policies vetoed last year:** The Teaching Assessment committee is looking into what can be done with regards to the student evaluations of teaching forms. FAC will also be dealing with some of the issues related to the leave policies that were vetoed.

A motion (Stoll/Murphy) to adjourn passed unanimously at 4:59.

Don Crowley, Faculty Secretary and
Secretary to Faculty Senate
Vandal Strategic Loan Fund

The VSLF is an internal loan program which enables any university unit to make key purchases or investments that will either move programs or initiatives forward or will result in significant real cost savings.

These loans are for relatively short periods (maximum payback of 3 years) and carry a 2.5% interest rate. The loans are backed by the collective fund balances of hundreds of university cash accounts much as credit union loans are backed by the collective value of individual depositor accounts. As is the case with external loans, the VSLF application must indicate a revenue source that will be used to pay back the loans in the designated time frame.

The VSLF program fall cycle due date has been extended so we will be accepting applications through **Friday October 2, 2015**. If you are interested in completing an application or learning more about how the VSLF can help your unit move forward please visit our website (http://www.uidaho.edu/budgetoffice/vandal-strategic-loan-fund) or contact the VSLF Loan Committee Chair, Trina Mahoney (tmahoney@uidaho.edu).

Please feel free to contact us with any questions regarding the VSLF, the loan process or the loan criteria.

Dr. Charles Buck, Chair VSLF Board of Governors
Trina Mahoney, Chair VSLF Loan Committee
Update on Final DRAFT: Strategic Enrollment Management Plan (SEMP), 2015 – 2020, University of Idaho (Fall 2015)

Strategic Goal: To increase the overall enrollment of the UI by 50% (from 11,534 to 17,301) by 2025

I. Planning principles:

A. We will use the Fall 2015 enrollment numbers as our baseline and update goal #’s after Oct. 15, 2015.

B. We will plan for the University of Idaho’s residential enrollment growth to occur primarily at the Moscow campus. Additionally, we will plan for enrollment growth in distance and online education, graduate programs as well as the university centers in Boise, Coeur d’Alene, and Idaho Falls.

C. We will set enrollment target goals, measure and monitor these enrollment elements (e.g., by college programs, majors, UG, GR, international, students of color, in-state and out-of-state etc.) based on location (Moscow, Idaho Falls, Boise, CDA) and by online/distance learning. Enrollment by locations should be non-duplicated.

D. We will achieve enrollment target goals through both recruitment and retention activities.

E. In the near-term, we will target areas of growth where we have both capacity and demand.

F. We will consider innovative, high risk ideas to increase recruitment and capacity.

G. We will hold ourselves collectively accountable for achieving the SEMP objectives; and hold the undergraduate college deans accountable for meeting their college’s enrollment targets and developing a system of appropriate economic model to achieve their retention and recruitment goals while attending to issues like capacity and segmentation of student markets. Some of the objectives in this plan would pertain to all colleges, while others will be applicable to only specific locations.

H. We will identify resource needs to achieve our objectives and consider developing an incentive plan for the colleges.
I. We will solicit input from stakeholders in developing specific operating/action plans to implement this SEMP: Moscow and regional center communities, alumni, advisory boards, students, and families.

II. Reference points:

Moscow campus: AY 2015-16 (10th day count) undergraduate enrollment = 7858, graduate enrollment = 1714, total Moscow enrollment = 9572. Fall term 2015 international undergraduate = 383, international graduate = 222, total international enrollment = 605 or 6% of total enrollment. Fall 2014 UG students of color enrollment: Native American = 48, Asian American = 102, Black or African American = 114, Hispanic/Latino = 796, Native Hawaiian/Pacific Islanders = 19, Two or more races = 304; total UG students of color enrollment = 1,383 or 18%. AY2013-14 First to second year retention: Campus = 77%; CALS = 76%; CAA = 81%; CBE = 80%; CoEd = 77%; COE = 81%; CLASS = 75%; CNR = 73%; COS = 75% (college retention rates include transfers to other colleges within the university)

III. Uber Objective: Develop specific undergraduate and graduate enrollment goals by colleges to reach 50% increase in the UI enrollment

[This essentially is about operationalizing our planning principle C & G above. What follows for your reference are 8 strategies to consider in developing such a plan for your college and the university as a whole.]

<table>
<thead>
<tr>
<th>a. Establish new student target number by Colleges</th>
<th>Deans</th>
<th>Summer 2015</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Review majors and consider which majors/degree programs that have market demand among students and/or capacity</td>
<td>Deans</td>
<td>Fall 2015</td>
<td>None</td>
</tr>
<tr>
<td>c. Increase our current first to second year average retention rate to 85% by reviewing</td>
<td>Deans</td>
<td>Fall 2015</td>
<td>None</td>
</tr>
</tbody>
</table>
retention trends by colleges and setting annual retention goals for each

d. Develop a plan to increase the percentage of students of color to 25% that more closely resemble other national, public, land-grant, research universities  
   | Admissions & President’s Diversity council | Fall 2015 | None |

e. Develop a plan to increase the enrollment of degree seeking international students by 10% by 2020  
   | IPO & Deans | Fall 2015 | None |

f. Support graduate programs and research to enhance the university’s academic reputation by reviewing the current funding model report of TA’s & RAs and secure necessary funding  
   | Deans | Spring 2016 | Budget to be developed |

g. Set specific enrollment objectives for each regional center and develop action plan to achieve those objectives  
   | Executive Directors of Regional Centers | Fall 2016 | None |

h. Contribute to developing a strategic plan for online/distance education  
   | EMC | Fall 2016 | None |
III. Uber Objective: Set Undergraduate & Graduate Enrollment Goals:

- Identify capacity & potential targets
  - Deans of each college
    - Capacity and/or target by program
    - Priority
    - Justification and/or market

- Set preliminary targets
  - EMC

- Ground-truth targets
  - Faculty

- Finalize targets
  - EMC

- President & Provost review
  - Enrollment goals by program for each college

**Will need to discuss secondary impacts such as Gen Ed**

Note: Graduate recruitment and management plan is a separate process from the undergraduate process.

September 10

September 28

November 2

December 11

December 14
### IV. Strategic Objectives to grow the UG enrollment:

**Objective A: Improve recruitment of new fulltime undergraduate students (first year & transfer)**

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Point person/group</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop in-state and out-of-state high school counselor summer campus visit program</td>
<td>Admissions</td>
<td>In process; Hosted one regional high school counselor visit in July and will host a Counselor Day on 9/17; also working on developing a Moscow campus based counselor education program for summer 2016 with College of Education</td>
</tr>
<tr>
<td>2. Improve communication and marketing to Alumni, and develop Regional Alumni Ambassadors to host Prospective and admitted student and family socials</td>
<td>Alumni Association &amp; Admissions</td>
<td>In process; the first major launch is getting alumni ambassadors to participate in the Enroll Idaho! One day evening program on Nov.10th in 42 counties</td>
</tr>
<tr>
<td>3. Increase targeted communication with high school students: Start contact with Freshmen, Follow up on PSAT results early, Move up sophomore campaign &amp; increase print contact and campus visits</td>
<td>EM Communication Marketing &amp; UCM</td>
<td>In process; using TWG Plus on sophomore/junior search campaign, personalized digital 6 panel self-mailer, new email design and development series 10</td>
</tr>
<tr>
<td>4. Increase and leverage youth summer camp/programs, e.g., FFA, 4H, Scouts, sports camps, etc. to develop pipelines for new student applicants</td>
<td>Admissions working with Deans &amp; Athletic Director</td>
<td>In process; Chris Doman identified as a point person from the Central Recruitment to coordinate and making sure that UI admissions is present at these events</td>
</tr>
<tr>
<td></td>
<td>Develop community college transfer recruitment plan</td>
<td>Deans, Admissions &amp; Registrar</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td></td>
<td>Develop strategies to more effectively engage faculty in new student recruitment and retention and consider modifying faculty position descriptions to include student recruitment and retention along with advising functions</td>
<td>Deans and Faculty Senate</td>
</tr>
<tr>
<td></td>
<td>Develop Auto admit program for ID high school students meeting our criteria for admission, working with the SBOE to streamline the application process</td>
<td>Admissions</td>
</tr>
<tr>
<td></td>
<td>Develop programs to enlist the support of Extension faculty/staff in building relationships with local communities organized by 6 education regions</td>
<td>Director of Extension</td>
</tr>
</tbody>
</table>
**Objective B: Improve retention of undergraduate students**

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Point person/group</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explore feasibility of summer orientation program for new students</td>
<td>VP for Academic Affairs &amp; Dean of Students</td>
<td>In process; the initial work group organized by Jeanne Stevenson recommended we implement summer orientation program. Blaine Eckles, the Dean of Students, is convening a task force to develop an operational plan for implementation likely for summer 2016</td>
</tr>
<tr>
<td>2. Explore and implement programs designed to improve first year retention such as preset courses, on-campus living assignments based on shared classes (best practice is 3 shared classes), deferred Greek recruitment to first semester, and consistent high quality residential experience for first year students</td>
<td>VP for Academic Affairs, VP for Student Affairs and Enrollment Management, &amp; Deans</td>
<td>Spring 2016; the portion on student life issues such as Greek recruitment and first year residential experience has begun with the appointment of the Student Life Task Force with expected completion date of April 2016</td>
</tr>
<tr>
<td>3. Review to ensure comprehensive first year experience programs, that also include new transfer students, are in place and upgrade as needed</td>
<td>Deans</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>Number</td>
<td>Task Description</td>
<td>Responsible Parties</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>4.</td>
<td>Assess the effectiveness of the current academic advising models and modify/upgrade academic advising system</td>
<td>VP for Academic Affairs &amp; Deans</td>
</tr>
<tr>
<td>5.</td>
<td>Maintain excellent academic support services and proactively assist students to access these services (e.g., math and writing labs, tutorials, supplemental instruction for difficult required courses, etc.)</td>
<td>VP for Academic Affairs &amp; VP for Student Affairs and Enrollment Management</td>
</tr>
<tr>
<td>6.</td>
<td>Consider developing Pathway programs for student groups who need additional academic skills to be successful</td>
<td>VP for Academic Affairs &amp; Deans</td>
</tr>
<tr>
<td>7.</td>
<td>Frontload the best teaching faculty and advisors in the first and second year and in key classes</td>
<td>Deans</td>
</tr>
<tr>
<td>8.</td>
<td>Identify underprepared students and consider developing mandatory programs to help them succeed academically (e.g., summer bridge programs, required courses for students on academic warning/probation, etc.)</td>
<td>VP for Academic Affairs &amp; VP for Student Affairs and Enrollment Management</td>
</tr>
<tr>
<td>9.</td>
<td>Develop a comprehensive sophomore year experience that prepares undecided students for majors and specific academic</td>
<td>VP for Academic Affairs &amp; Deans</td>
</tr>
<tr>
<td>Plan for all second year students to complete their degrees in four years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Identify students who left the university in good standing and develop tactics to recruit them back or help them to continue their education while being away ( &quot;Leaving the university, let UI go with you&quot;)</td>
<td>VP for Academic Affairs</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>11. Consider developing a concierge service to provide a more holistic support for students</td>
<td>EMC</td>
<td>Fall 2017</td>
</tr>
</tbody>
</table>

**Objective C: Build the infrastructure to support the 50% enrollment growth**

**A) Leverage Resources**

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Point person/group</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a financial model that takes into account fixed and marginal costs to educate a student and identify appropriate fees that lead to increased student enrollment and net tuition revenue</td>
<td>Deans</td>
<td>In process; EMC to explore this concept in October with Deans Kurt Pregitzer, John Foltz, and Mario Reyes leading the discussion, and also working with our Noel Levitz consultant, Audrey Matson</td>
</tr>
</tbody>
</table>
2. Review existing scholarship policies and procedures (e.g., national merit scholars, weighted GPA, pricing structure based on capacity, reinvestment of marginal revenue, required GPA to maintain scholarships, comparison of our Financial Aid package to direct competitors, etc.) to determine efficacy & ROI, and make necessary modifications to scholarship awards

3. Explore developing special scholarships for out of state students (e.g., Reconsider WUE for where we have capacity, etc.)

4. Explore tuition benefit for employees’ dependents

---

**B) Strengthen the University of Idaho brand**

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Point person/group</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Use outcomes from ASQ, CIRP, NESSE, and the 2013 UMC Marketing survey to determine UI areas of strengths &amp; potential marketing edge</td>
<td>UCM</td>
<td>In process; ASQ and NESSE data have been reviewed, plan being drafted to improve marketing of the UI</td>
</tr>
<tr>
<td></td>
<td>2. Clarify areas of distinction and excellence and develop PR campaign</td>
<td>EMC &amp; UCM</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>3. Develop a university-wide Branding campaign with the initial focus being student recruitment</td>
<td>UCM</td>
</tr>
<tr>
<td></td>
<td>4. Develop processes that lead to timely degree completion (e.g., “15 to Finish” initiative)</td>
<td>VP for Academic Affairs &amp; Deans</td>
</tr>
<tr>
<td></td>
<td>5. Focus on gathering outcomes data on graduates of the UI</td>
<td>Career Services &amp; Colleges</td>
</tr>
<tr>
<td></td>
<td>6. Revamp, upgrade UI presentation on all media (print, video, You Tube, Facebook, etc.) and make the UI website more student friendly</td>
<td>UCM</td>
</tr>
<tr>
<td></td>
<td>7. Plan, offer, and market flexibility in degree completion including a three-year bachelor’s degree, credit for prior learning, etc.</td>
<td>EMC</td>
</tr>
</tbody>
</table>
### C) Create useful data

<table>
<thead>
<tr>
<th>Number</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Identify majors where students tend to switch out and develop a process that positively guides students towards a new degree path within the UI</td>
</tr>
<tr>
<td>2.</td>
<td>Track retention of cohort groups (e.g., by majors, undecided, under-represented, by campus residency, athletes, late admits, etc.) and develop targeted programs for low retention groups</td>
</tr>
<tr>
<td>3.</td>
<td>Identify classes that have largest impact on student retention</td>
</tr>
<tr>
<td>4.</td>
<td>Commission SSRU to find out why students are staying or leaving our programs/colleges including exist interviews</td>
</tr>
</tbody>
</table>
### 2015-16 Committee Appointment Changes

Changes to Senate Committees since those approved at 3/31/15 senate meeting.

<table>
<thead>
<tr>
<th>Committee/reason</th>
<th>Vacancy/appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety &amp; Loss: Natural Resources</td>
<td>Rob Keefe (FRFS)(CNR)—(2018)</td>
</tr>
<tr>
<td>UCGE: David Paul, Movement Science (Education)(declined) Berna Devezer (Business &amp; Econ)(has class during the committee’s meeting time 2016)</td>
<td>Cassidy Hall—Education (2018) Shenghan Xu</td>
</tr>
</tbody>
</table>

#### Student Bar Association

| 20 Univ. Budget & Finance | Student | Kaycee Royer | Law 2L |

#### Graduate Student Appointments

| 10 Americans with Disabilities Act Advisory Committee | Student | Yvonne Nyavor | Neuroscience |
| 60 Library Affairs | Student | Pavan Penkey | Electrical Engineering |
| 76 Safety & Loss Control | Student | Charles Nwamba | flathers@uidaho.edu |
| 87 Teaching & Advising | Student | Edward Flathers | |
| 20 Univ. Budget & Finance | Student | Mahalingam Dhamodharan | mdhamodharan@uidaho.edu |
| 91 University Curriculum Committee | Student | Ankan Guria | |
| 93 Student Disciplinary Review Board | Student | Oluwatomiisin Orisadipe | |
| 95 University Security & Compliance | Student | Kushal Patel | |

#### Staff Affair Appointments

<p>| Administrative Hearing Board | Cindy Ball | Chemistry 2343 |
| ADA Advisory Committee | Erich Seamon | PSES/2339 |
| ADA Advisory Committee | Matt Kitterman | Classroom AV Support 2440 |
| Borah Symposium Committee | Patrick Freeman | Military Science/2424 |
| Borah Symposium Committee | John Murray | Education 3080 |
| Univ. Budget &amp; Finance | Paul Amador | |
| Univ. Budget &amp; Finance | Mary George | ITS - 3155 |
| Univ. Budget &amp; Finance | Sacha Jackson | McCall Outdoor Science/1139 |
| Campus Planning Advisory | Archibald Harner | Research &amp; Econ. Devl. 3020 |
| Classified Appeal Board | Amy Norman | Univ. Advancement/3150 |
| Classified Appeal Board (Supervisor) | Chris Menter | Registrar's/4260 |
| Classified Appeal Board | Amber Gray | Accounting/3161 |
| Classified Appeal Board | Leah Knibbe | Academic Support/2537 |
| Arts | Holly Funk | Univ. Comm. &amp; Mark./3221 |
| Grievance for Student Employees | Michael Sohns | Vandal Card Office/4265 |
| Grievance for Student Employees (Staff Alt.) | Joshua Peak | Animal Science/2090 |
| Ubuntu | Eric Matson | Idaho Commons 2540 |
| Ubuntu | Carolyn Todd | Law Library/2324 |
| Parking | Lori Bonner | Law Library/2324 |
| Parking | Diane McGarry | JAMM/3178 |</p>
<table>
<thead>
<tr>
<th>Committee</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td>Alecia</td>
<td>Hoene</td>
</tr>
<tr>
<td>Env. Sci. 3006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety &amp; Loss Control</td>
<td>Todd</td>
<td>Perry</td>
</tr>
<tr>
<td>Risk Management/2281</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Compliance Security Committee</td>
<td>Gary</td>
<td>Thompson</td>
</tr>
<tr>
<td>MOSS/1139</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASUI Appointments</td>
<td>Austin</td>
<td>Blacker</td>
</tr>
<tr>
<td>Administrative Hearing Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Americans with Disabilities Act Advisory Board</td>
<td>Izaiah</td>
<td>Dolezal</td>
</tr>
<tr>
<td>Univ. Budget &amp; Finance</td>
<td>Max</td>
<td>Cowan</td>
</tr>
<tr>
<td>Committee on Committees</td>
<td>Max</td>
<td>Cowan</td>
</tr>
<tr>
<td>Facilities Scheduling Policy Committee</td>
<td>Cailein</td>
<td>McDevitt</td>
</tr>
<tr>
<td>Facilities Scheduling Policy Committee</td>
<td>Katherin</td>
<td>Pope</td>
</tr>
<tr>
<td>Arts</td>
<td>Kate</td>
<td>Ricart</td>
</tr>
<tr>
<td>Arts</td>
<td>Zoe</td>
<td>Ball</td>
</tr>
<tr>
<td>Grievance Comm. for Stud. Empl.</td>
<td>Taylor</td>
<td>Willey</td>
</tr>
<tr>
<td>Grievance Comm. for Stud. Empl. (Alt.)</td>
<td>Keely</td>
<td>Snow</td>
</tr>
<tr>
<td>Grievance Comm. for Stud. Empl. (Alt.)</td>
<td>Joe</td>
<td>Madsen</td>
</tr>
<tr>
<td>Information Technology Committee</td>
<td>Zachary</td>
<td>Spence</td>
</tr>
<tr>
<td>Ubuntu</td>
<td>Vivi</td>
<td>Gonzalez</td>
</tr>
<tr>
<td>Ubuntu</td>
<td>Izaiah</td>
<td>Dolezal</td>
</tr>
<tr>
<td>Library Affairs Committee</td>
<td>Aran</td>
<td>Burke</td>
</tr>
<tr>
<td>Officer Education</td>
<td>Aran</td>
<td>Burke</td>
</tr>
<tr>
<td>Parking</td>
<td>Joe</td>
<td>Madsen</td>
</tr>
<tr>
<td>Parking</td>
<td>Austin</td>
<td>Karstetter</td>
</tr>
<tr>
<td>Safety &amp; Loss Control</td>
<td>Jacob</td>
<td>Hruska</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>Stetson</td>
<td>Holman</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>Jacob</td>
<td>Duncan</td>
</tr>
<tr>
<td>University Committee for General Education</td>
<td>Katie</td>
<td>Bartles</td>
</tr>
<tr>
<td>University Committee for General Education</td>
<td>Cruz</td>
<td>Botello</td>
</tr>
<tr>
<td>University Curriculum Committee</td>
<td>Brianna</td>
<td>Larson</td>
</tr>
<tr>
<td>University Curriculum Committee</td>
<td>Austin</td>
<td>Blacker</td>
</tr>
<tr>
<td>University Judicial Council</td>
<td>Max</td>
<td>Cowan</td>
</tr>
<tr>
<td>University Judicial Council</td>
<td>Stetson</td>
<td>Holman</td>
</tr>
<tr>
<td>University Judicial Council</td>
<td>Tanner</td>
<td>Beymer</td>
</tr>
<tr>
<td>University Judicial Council</td>
<td>Rosemary</td>
<td>Coldsnow</td>
</tr>
<tr>
<td>University Judicial Council</td>
<td>Melissa</td>
<td>Richards</td>
</tr>
<tr>
<td>University Security &amp; Compliance Committee</td>
<td>Max</td>
<td>Cowan</td>
</tr>
<tr>
<td>University Security &amp; Compliance Committee</td>
<td>Jacob</td>
<td>Hruska</td>
</tr>
</tbody>
</table>
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: ___________________________

Minor Amendment □
Chapter & Title: 40.31 -- Facilities – Tree Memorial & Recognition Program

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

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

Originator(s): Charles M. Zillinger November 3, 2014
(Please see FSH 1460 C)
Name Date
Telephone & Email: charlesz@uidaho.edu – 885-6633

Policy Sponsor: (If different than originator.)
Brian Johnson November 3, 2014
Name Date
Telephone & Email: johnsonb@uidaho.edu November 3, 2014

Reviewed by General Counsel _x_ Yes ____ No Name & Date: Kent E. Nelson

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual. The UI campus landscape is an aesthetically pleasing, pastoral greenspace for the enjoyment and edification of all the campus users. Because of increased requests for donor/naming opportunities and the relatively inexpensive cost for Recognition/Commemorative trees, adjustments need to be made to preserve the overall campus aesthetic and reduce the number of plaques accruing across the campus landscape. The Recognition/Commemorative Tree Program was established to help the Facilities Landscape team improve and maintain the campus landscape to a higher professional standard, as well as to honor and recognize those various people, groups, and organizations who have promoted UI’s mission. This program was never intended to become a low cost naming opportunity for anyone to ascribe to because of its affordability. Naming opportunities on campus should not be cheap or offered indiscriminately.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have? It will cost donors more to plant a signed/plaqued Commemorative tree on campus. And, this type of acknowledgement will be limited to those who have significantly promoted and fostered the success of the university by making a major, substantial and long term positive impact to the university and its programs. The majority of Recognition tree plantings will be offered to those who are members of the UI family/tradition and they will have the opportunity to plant a tree, receive a certificate, have a ceremony, and the location of the tree will be mapped on an interactive website. Limiting the number of plaques will allow us to maintain a higher quality campus aesthetic as well. The cost of any other naming opportunity on campus is significantly higher, and we need to keep the honor of having a “named” item on campus in proper proportion to the other donor opportunities available.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change. This will impact the Arboretum Tree Donor Policy and will be cloned to match the wider Campus Policy.

IV. Effective Date: Implementing as of January 1, 2015
If not a minor amendment forward to: ___________________________________________

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

APM
  F&A Appr.: ______
  [Office Use Only]

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

Track # ____________
  Date Rec.: __________
  Posted: t-sheet ______
      h/c _________
      web _________
  Register: ________
  (Office Use Only)
A. General. The University of Idaho recognizes the value of a campus well-endowed with healthy and vibrant trees and wishes to create opportunities for trees to be planted and placed on campus for various patrons, groups, events, and organizations. Recognition are for those entities who have been part of the UI family and/or those who have significantly recognized the importance of honoring university patrons, groups, events, and organizations by creating opportunities for trees and plaques to be placed in memorial or recognition of those who have promoted and fostered the success of the university, making substantial and long term positive impact to the university and its programs. This document program summarizes the process by which trees can be planted in honor of a patron, group, or organization with the act acknowledged by either a recognition certificate or a plaque placed at the foot of the tree.

A-1. Eligible Participants. Persons, groups, events, or organizations directly affiliated with the University of Idaho or its established traditions, may be so honored on the grounds of the university, Moscow campus.

A-2. Recognition/Commemorative Tree Memorial/Recognition Plaque Tree Requests. In addition to planting a new tree at available campus landscape sites, Requests for a memorial or recognition plaque for placement near a recently established or newly planted campus landscape trees within the campus landscape may also be selected as a Recognition or Commemorative tree — [3 inches or less in trunk caliper size] — are reviewed by the Memorial/Recognition Review Committee. [Note: Arboretum and golf course locations are excluded from this policy].

Designation of the proper category for a particular honoree is determined by the Recognition/Commemorative Policy Group which includes the University’s AVP for Facilities, The Architectural & Engineering Services Director, and the Landscape & Exteriors Services Director. Our standard bronze plaque is 5 inches by 10 inches. Text selections for the plaque must follow UI standards and guidelines concerning content, titles, font, and punctuation. Tree Memorial/Recognition Request forms [See online request form] are also available from the Facilities Landscape Department at (208) 885-6734 or landscape@uidaho.edu.

1.) Recognition Category - The preponderance of honorees will fall into the Recognition Category where a suitable tree will be planted or selected; a certificate of recognition will be presented to the honoree or family members; the tree will be scited on the UI Campus Interactive Map; and the donor sponsored planting ceremony may be held if the donor or honoree desires one.

2.) Commemorative Category — For those honorees or dignitaries that are selected for this category, besides all of the items mentioned in the Recognition Category, an inscribed bronze plaque will be placed at the foot of the tree as well. A standard bronze plaque that is 6 inches by 11 inches is used. Text selections for the plaque must follow UI standards and guidelines concerning content, titles, font, and punctuation (see Plaque Inscription Guidelines Below). The plaque text is reviewed, edited, and approved by the Recognition/Commemorative Policy Group to conform to all UI standards mentioned.

Please fill out the Recognition/Commemorative Tree Request Form is located on the Facilities Landscape Department website (landscape@uidaho.edu or 208-885-6246).

A-3. Tree Selections. The Campus Horticulturist at UI Facilities determines which tree species or cultivars would best fit any given site for a Recognition/Commemorative tree planting. Often, several possible choices are available, and the donor may suggest other possibilities as well. Other locations are more restrictive and require the planting of a particular species/cultivar to match and blend in with the plantings already in place. These options will be discussed when viewing the available tree planting sites. Final tree selection is always determined by the Campus Horticulturist to best meet the overall landscape goals and objectives for campus.
UI Landscape Department at Facilities provides a “Tree List” of appropriate tree species/cultivars/sizes for consideration and selection and will order the tree(s) upon selection and payment. Tree types chosen from this list are preferred, but others may be requested by the donor, subject to approval by the Landscape Department. [rev. 10-14]

A-4. Site or Planting Locations. The UI Landscape Department at Facilities will offer one or more appropriate planting sites for consideration to the requestor(s). These sites are selected on the basis of future construction, species needs, soil types, and growth area needed for the tree(s). Tree location near a particular building or area will be considered upon request, but if these spaces are filled or inappropriate, the Landscape Department will determine acceptable alternate sites or species. [ed. 10-14]

Currently the Administration Lawn is reserved solely for dignitary and commemorative tree planting only, because of the very limited number of tree planting sites available. Most of the inner campus core is also limited at this time to replacement tree planting sites. The outer campus core has a wider variety of planting sites available [see also Section A-7].

A-5. Fee for Selected Memorial/Recognition Tree and Plaque. The fee for a Recognition Category Tree is $2,500 and. The fee for a Commemorative Category Tree is $5,000. Memorial/Recognition tree and plaque is $2,500. This fee covers the cost of the tree, an all related certificate, the plaque, and the installation costs of each. Long term care for the tree will be provided by the university. The remaining funds will be placed into the UI Tree and Shrub Endowment fund. This fund is dedicated to the purchase of new and replacement trees and shrubs to enhance the entire university campus landscape and will be used to replace a Recognition/Commemorative tree memorial/recognition tree, should it perish prematurely. [rev. within the first 10 years of planting]

Larger specimen trees may be selected and planted on campus, but cost and survivability risks are considerably higher. The prices for planting a larger caliper specimen tree are assessed for each individual request by the Landscape Department. [rev. 1-08]

• Maximum of seven (7) lines per plaque.
• Maximum of forty-six (46) characters per Line, including spaces.
• No graphics or artwork allowed, though association logos will be considered if they will fit.
• No titles allowed with the person’s name on this line.
• Quote or Saying must be short, dignified, and relevant to the person or event being honored.
• Layout as shown on website below.

A-76. Recognition/Commemorative Memorial/Recognition Plaque Archives. Trees have a natural life span, usually between 25 and 100 years. When a Recognition/Commemorative Memorial/Recognition tree reaches the end of its natural life span or suffers damage or loss that requires its removal, that planting site becomes available again for a new tree planting opportunity on the UI campus, it will be removed. At that time, if there is a plaque associated with the removed tree, the plaque will also be removed and placed in the Archives of the University of Idaho, unless another individual, group, or organization wishes to sponsor a new Recognition/Commemorative Memorial/Recognition tree to be located at the site with the
original with the plaque. This process allows for continuing opportunities for new Recognition/Commemorative Memorial/Recognition trees to be placed on campus in perpetuity, while maintaining a record of all those honored in the past. The UI Campus Interactive Map will also show that the tree has been removed from the site at this time, but will still contain the original donor information.

A-87. [Tree Groves and Preserved Campus Open Spaces. The UI landscape is a relatively mature landscape with few remaining places for a Recognition/Commemorative tree plantings. Memorial/Recognition grove or grouping of trees. Many open spaces on campus are in a “preserved” status to maintain the open pastoral quality of campus for future generations to enjoy, of students. Some preserved open space sites include: of the identified sites include: Administration Lawn areas; Academic Mall (from Shattuck Arboretum to the Student Recreation Center); Commons Green; and other highly used and valued open lawn spaces areas. Tree planting will not occur in these areas. Groves or groupings of trees are reserved for university-wide events, initiatives, or goals, rather than for individual persons. A grove/group must contain a minimum of three (3) trees. Cost is $1,000/tree in the grove or group, and only one plaque will represent the particular grove/group. [rev. 10-14]

k-8. Garden and Planting Bed Sites. It is also possible to dedicate niche spaces on campus for Dedication or Memorial Plantings. Small gardens or planting beds (under 200 square feet in area) that occur around campus at various sites may be used for such purposes. These types of sites may include one (1) small tree and/or a mix of shrubs and perennials.

1). The guidelines for these types of dedicated areas follow the tree memorial guidelines, with an exception; due to the increased labor maintenance the fee for these types of plantings is $3,000. [Note: The lifespan of a shrub/garden area is much shorter than that of a tree. Other environmental impacts of these areas can also greatly influence the growth and health of the plant materials selected. Since our primary goal is to maintain a beautiful campus, removal of non-successful plants and replanting of more tolerant plants in any dedicated area remains an option available to the UI Landscape Division.] [rev. 10-14]

University of Idaho

Recognition/Commemorative Tree Request Form

This form may be completed by/for those interested in planting a tree on the University of Idaho Moscow campus in recognition or commemoration of a person, group, event, or organization directly affiliated with the University or its established traditions, per the UI Recognition/Commemorative Tree Program. This request should be completed and returned, well before the dedication event deadline, recognizing that 6 to 8 weeks are required for tree ordering and/or plaque preparation. Text selections for the plaque must follow UI standards and guidelines concerning content, titles, font, & punctuation, and will be reviewed, edited, and approved by the Recognition/Commemorative Policy Group. [Note: Order cancellation may result in penalty charges.] Questions/concerns may be directed to the UI Facilities Landscape Director or Campus Horticulturist, (208) 885-6246. Thank you.

Prepared by: ______________________ Date: __________ Payment Method __________

Requested by: ______________________

Requested for: ______________________

Plaque Text: Please attach correct spelling of honoree/s names; titles; and proposed text. Format of plaque will follow closely that which is shown below. (Draft Text will need to be reviewed and signed off by Requestor, before plaque order goes to foundry.)
(Please Note: Possible tree species and cultivar selections are discussed with the requestor as to potential types to be planted. Final choice is determined by Facilities staff. Final Tree Location & Text Submissions must be approved by the Requestor, the Facilities AVP, the Facilities AES Director, and by the Landscape Department before plant or plaque orders are submitted.)

Desired Location if Known:

Alternate Desired Location:

Event Date:

Additional Comments:

THIS BOX FOR USE BY RECOGNITION/COMMEMORATIVE POLICY GROUP ONLY

Approval (please initial as identified)

_____ Facilities Assistant Vice-President

_____ Architectural & Engineering Services Director

_____ Landscape and Exterior Services Director

Recognition Tree__________ Commemorative Tree__________ Select One Please
A. General. The University of Idaho recognizes the value of a campus well-endowed with healthy and vibrant trees and wishes to create opportunities for trees to be planted and placed on campus for various patrons, groups, events, and organizations. Recognition are for those entities who have been part of the UI family and/or those who have significantly promoted and fostered the success of the university, making substantial and long term positive impact to the university and its programs. This document summarizes the process by which trees can be planted in honor of a patron, group, or organization with the act acknowledged by either a recognition certificate or a plaque placed at the foot of the tree.

A-1. Eligible Participants. Persons, groups, events, or organizations directly affiliated with the University of Idaho or its established traditions, may be so honored on the grounds of the university, Moscow campus.

A-2. Recognition/Commemorative Tree Requests. In addition to planting a new tree at available campus landscape sites, recently or newly planted trees within the campus landscape may also be selected as a Recognition or Commemorative tree [3 inches or less in trunk caliper size]. [Note: Arboretum and golf course locations are excluded from this policy.]

Designation of the proper category for a particular honoree is determined by the Recognition/Commemorative Policy Group which includes the AVP for Facilities, Architectural & Engineering Services Director, and Landscape & Exteriors Services Director.

1.) **Recognition Category** - The preponderance of honorees will fall into the Recognition Category where a suitable tree will be planted or selected; a certificate of recognition will be presented to the honoree or family members; the tree will be sited on the UI Campus Interactive Map; and the donor sponsored planting ceremony may be held if the donor or honoree desires one.

2.) **Commemorative Category** – For those honorees or dignitaries that are selected for this category, besides all of the items mentioned in the Recognition Category, an inscribed bronze plaque will be placed at the foot of the tree as well. A standard bronze plaque that is 6 inches by 11 inches is used. Text selections for the plaque must follow UI standards and guidelines concerning content, titles, font, and punctuation (see Plaque Inscription Guidelines Below). The plaque text is reviewed, edited, and approved by the Recognition/Commemorative Policy Group to conform to all UI standards mentioned.

**Recognition/Commemorative Tree Request Form** is located on the Facilities Landscape Department website.

A-3. Tree Selections. The Campus Horticulturist at UI Facilities determines which tree species or cultivars would best fit any given site for a Recognition/Commemorative tree planting. Often, several possible choices are available, and the donor may suggest other possibilities as well. Other locations are more restrictive and require the planting of a particular species/cultivar to match and blend in with the plantings already in place. These options will be discussed when viewing the available tree planting sites. Final tree selection is always determined by the Campus Horticulturist to best meet the overall landscape goals and objectives for campus.

A-4. Site or Planting Locations. The UI Landscape Department at Facilities will offer one or more appropriate planting sites for consideration to the requestor(s). These sites are selected on the basis of future construction, species needs, soil types, and growth area needed for the tree(s). Tree location near a particular building or area will be considered upon request, but if these spaces are filled or inappropriate, the Landscape Department will determine acceptable alternate sites or species. [ed. 10-14]

Currently the Administration Lawn is reserved solely for dignitary and commemorative tree planting only, because of the very limited number of tree planting sites available. Most of the inner campus core is also
limited at this time to replacement tree planting sites. The outer campus core has a wider variety of planting sites available (see also Section A-7).

A-5. Fee for Selected Memorial/Recognition Tree and Plaque. The fee for a Recognition Category Tree is $2,500 and a Commemorative Category Tree is $5,000. This fee covers the cost of the tree, certificate plaque, and installation costs. Long term care for the tree will be provided by the university. The remaining funds will be placed into the UI Tree and Shrub Endowment fund. This fund is dedicated to the purchase of new and replacement trees and shrubs to enhance the entire university campus landscape and will be used to replace a Recognition/Commemorative tree, should it perish prematurely (within the first 10 years of planting.)

- Maximum of seven (7) lines per plaque.
- Maximum of forty-six (46) characters per Line, including spaces.
- No graphics or artwork allowed, though association logos will be considered if they will fit.
- No titles allowed with the person’s name on this line.
- Quote or Saying must be short, dignified, and relevant to the person or event being honored.
- Layout as shown on website.

A-7. Recognition/Commemorative Plaque Archives. Trees have a natural life span, usually between 25 and 100 years. When a Recognition/Commemorative tree reaches the end of its natural life span or suffers damage or loss that requires its removal, that planting site becomes available again for a new tree planting opportunity. At that time, if there is a plaque associated with the removed tree, the plaque will also be removed and placed in the Archives of the University of Idaho, unless another individual, group, or organization wishes to sponsor a new Recognition/Commemorative tree to be located at the site with the original plaque. This process allows for continuing opportunities for new Recognition/Commemorative trees to be placed on campus in perpetuity, while maintaining a record of all those honored in the past. The UI Campus Interactive Map will also show that the tree has been removed from the site at this time, but will still contain the original donor information.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Faculty/Staff Handbook [FSH] ☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency
Minor Amendment ☐
Chapter & Title: ______________________________________

Administrative Procedures Manual [APM] X Addition ☐ Revision* ☐ Deletion* X Emergency
Minor Amendment ☐
Chapter & Title: APM 45.23 Dual Use Research of Concern

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

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

Originator(s): Kathryn Barker  8.21.2015
(Please see FSH 1460 C)
Name Date
Telephone & Email: 885-7258, kpbarker@uidaho.edu

Policy Sponsor: (If different than originator.) Arch Harner  8.21.2015
Name Date
Telephone & Email: 885-2142, aharner@uidaho.edu

Reviewed by General Counsel _X__ Yes ____No Name & Date: __Casey Inge
_____8.29.2015____________________________

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
Necessary for University compliance with federal Dual Use Research of Concern Policy.

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

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
APM 35.11 (Biohazard Safety) and 45.20 (Select Agents and Toxins)

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
Effective September 23, 2015 per federal policy

If not a minor amendment forward to: ___________________________________________
Track # ____________
Date Rec.: _____________
Posted: t-sheet __________
h/c ___________
web __________
Register: ______________ (Office Use Only)

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

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

APM
F&A Appr.: _____________
[Office Use Only]
APM 45.23—Dual Use Research of Concern
Created/updated: July 7, 2015

Preamble: This policy, and the related policies and procedures described herein, is intended to ensure that any life sciences research undertaken at the University that may entail Dual Use Research of Concern (“DURC”) is identified and conducted pursuant to University research missions and applicable federal laws and policies.

Contents:
A. Definitions
B. Policy
C. Scope of Authority and Responsibility for Review, Approval, Reporting and Monitoring of DURC
D. Contact Information

A. Definitions.

A-1. Life Sciences pertains to living organisms (e.g., microbes, human beings, animals, and plants) and their products, including all disciplines and methodologies of biology such as aerobiology, agricultural science, plant science, animal science, bioinformatics, genomics, proteomics, microbiology, synthetic biology, virology, molecular biology, environmental science, public health, modeling, engineering of living systems, and all applications of the biological sciences. The term is meant to encompass the diverse approaches to understanding life at the level of ecosystems, populations, organisms, organs, tissues, cells, and molecules.

A-2. Dual Use Research means research conducted for legitimate purposes that generates knowledge, information, technologies, and/or products that could be utilized for both benevolent and harmful purposes.

A-3. Dual Use Research of Concern (“DURC”) means life sciences research that, based on current understanding, can be reasonably anticipated to provide knowledge, information, products, or technologies that could be directly misapplied to pose a significant threat with broad potential consequences to public health and safety, agricultural crops and other plants, animals, the environment, material, or national security.

A-4. Institutional Review Entity (“IRE”) means a committee established and empowered to execute the federal requirements for DURC identification, reporting, and oversight. The Institutional Biosafety Committee (“IBC”) is designated as the University IRE and, when functioning as the IRE, its membership shall be constituted in a manner that complies with federal DURC policy.

A-5. Institutional Contact for Dual Use Research (“ICDUR”) means the individual designated to serve as an institutional point of contact for questions regarding compliance with and implementation of the requirements for the
oversight of DURC as well as the liaison (as necessary) between the institution and the relevant federal funding agency. The Vice President of Research and Economic Development is designated as the University ICDUR.

B. Policy.

B-1. Introduction. The University, in pursuit of life sciences research, may on occasion undertake research that qualifies as Dual Use Research of Concern ("DURC"). Life sciences research that qualifies as DURC is beneficial to increase public and scientific understanding of the biology of pathogens and has numerous other benefits. Identifying particular life sciences research that qualifies as DURC preserves the benefits of this research while minimizing the risk of misuse of the knowledge, information, product, or technologies provided by such research. Federal policy requires the University to identify research which may qualify as DURC, to implement measures to mitigate the risk that DURC is used in a manner that results in harm, and to report any research thought to qualify as DURC to the National Institutes of Health (NIH) or other federal funding agency. A designation of research as DURC does not necessarily mean that the research should not be conducted or communicated. This policy is to ensure University compliance with federal policies regarding DURC.

B-2. Policy. A principal investigator ("PI") who intends to conduct life sciences research using one or more of the 15 agents or toxins listed in Section B-2.a. ("DURC Agents and Toxins") must, prior to engaging in such research, notify and obtain approval from the IBC, in accordance with University biohazard safety policies (see APM 35.11 and APM 45.20). Notification by the PI shall include a preliminary assessment of whether the proposed research aims to produce, or is reasonably anticipated to produce one or more of the effects listed in Section B-2.b. ("Categories of Experiment").

In the event that the IBC, acting as the IRE, determines that proposed or ongoing life sciences research meets the definition of DURC, the PI shall:

- work with the IBC, in its role as the IBC, and the appropriate federal agency, to assess the dual use risks and benefits of the DURC and to develop risk mitigation measures;
- understand and comply with all institutional and federal requirements for oversight of DURC;
- work with the IBC to ensure that all laboratory personnel (i.e. those under the supervision of the laboratory leadership) have received education and training on DURC, including but not limited to training on the implementation of the approved risk mitigation plan;
- conduct DURC in accordance with the provisions of a risk mitigation plan approved by the IBC; and
- communicate the results of DURC in a manner that complies with the approved risk mitigation plan.
No PI may conduct life sciences research that the IBC has determined to be DURC, except in accordance with a risk mitigation plan approved by the IBC and the appropriate federal agency.

**B-2 a. DURC Agents and Toxins:**
1. Avian influenza virus (highly pathogenic)
2. *Bacillus anthracis*
3. Botulinum neurotoxin (in any quantity)
4. *Burkholderia mallei*
5. *Burkholderia pseudomallei*
6. Ebola virus
7. Foot-and-mouth disease virus
8. *Francisella tularensis*
9. Marburg virus
10. Reconstructed 1918 Influenza virus
11. Rinderpest virus
12. Toxin-producing strains of *Clostridium botulinum*
13. Variola major virus
14. Variola minor virus
15. *Yersinia pestis*

**B-2 b. DURC Categories of Experiment:**
1. Enhances the harmful consequences of the agent or toxin
2. Disrupts the immunity or the effectiveness of an immunization against the agent or toxin without clinical and/or agricultural justification
3. Confers to the agent or toxin resistance to clinically and/or agriculturally useful prophylactic or therapeutic interventions against that agent or toxin or facilitates their ability to evade detection methodologies
4. Increases the stability, transmissibility, or the ability to disseminate the agent or toxin
5. Alters the host range or tropism of the agent or toxin
6. Enhances the susceptibility of a host population to the agent or toxin
7. Generates or reconstitutes an eradicated or extinct agent or toxin listed above.

**C. Scope of Authority and Responsibility for Review, Approval, Reporting, and Monitoring of DURC.**

**C-1. IBC.** The IBC shall serve as the University IRE and shall have primary responsibility for ensuring compliance with this policy and federal requirements for DURC. The IBC shall review proposed University research with biohazards, including its potential as DURC, in accordance with APM 35.11 and 45.20. All potential DURC, as initially identified by the PI, requires a DURC review by the IBC. The IBC must verify that at least one DURC agent or toxin will be used in a way that may produce at least one of the categories of experiment. If verified, the IBC shall perform a full risk assessment of the proposed research and make a final determination whether research meets the definition of DURC. The IBC will notify the PI and the Institutional Contact for Dual Use Research ("ICDUR"), in writing, of the results of a DURC review.
The IBC, through the ICDUR, shall then notify the appropriate federal funding agency within thirty (30) days of a completed DURC review. In the case of research not funded by a federal agency, such notice and any approval or subsequent notification shall be provided to the NIH. Initial notification by the IBC shall include:

- the grant or contract number related to the research (if the research is funded by the U.S. Government);
- the name(s) of PI(s);
- the name(s) of the agent(s) listed in B-2.a. being utilized in proposed research;
- a description of why the research is deemed to produce one or more of the experimental effects listed in B-2.b.; and,
- for research that is determined by the IBC to meet the definition of DURC:
  - the name of the investigator (if different from the PI) responsible for the performance of the DURC; and
  - a description of the IBC’s basis for its determination.

Within ninety (90) days of a confirmed DURC determination, the IBC shall provide to the appropriate federal agency a draft risk mitigation plan for review and approval. The plan will be developed jointly by the ICDUR, IBC, PI, and federal agency and should include consideration of the anticipated benefits as well as risk of the research.

Upon approval of the risk mitigation plan by the federal agency, the IBC shall approve the plan on behalf of the University and provide notice of the approved plan to the PI. The IBC shall ensure institutional implementation and ongoing compliance with the approved risk mitigation plan.

The IBC shall review, at least annually, all active risk mitigation plans.

The University PI shall be responsible for timely notification to the IBC of any changes to the research. The IBC shall notify the appropriate federal agency of any change in the status of a DURC project at the University within thirty (30) calendar days. Changes to an approved risk mitigation plan must be approved by the federal agency prior to approval by the IBC and implementation at the University.

**C-2.** The Vice President for Research and Economic development, who serves as the ICDUR, shall have ultimate institutional responsibility for ensuring that all regulatory and programmatic requirements for the conduct of DURC at the University are met.

**D. Contact Information.** For further information regarding implementation of this policy, contact the Office of Research Assurances, the Institutional Biosafety Committee, or visit the IBC website.