University of Idaho
2016-2017 FACULTY SENATE AGENDA

Meeting #3

3:30 p.m. - Tuesday, September 6, 2016
Brink Hall Faculty-Staff Lounge & Skype for Business

Order of Business

I. Call to Order.

II. Minutes.

III. Minutes of the 2016-17 Faculty Senate Meeting #2, August 30, 2016 (vote)

IV. Chair’s Report.

V. Provost’s Report.

VI. Other Announcements and Communications.

- Jazz Festival (Lawrence, Sielert, Sielert)
- 2015-16 Senate Annual Report from the Faculty Secretary’s Office (Crowley)

VII. Committee Reports.

VII. Special Orders.

- Retreat Review

VIII. Unfinished Business and General Orders.

- Election to Specific Senate Committees (Brandt) (vote)

IX. New Business.

X. Adjournment.

Professor Liz Brandt, Chair 2016-2017, Faculty Senate

Attachments:
- Minutes of 2016-2017 FS Meeting #2
- Jazz Festival
- 2015-16 Senate Annual Report
- Retreat Minutes & Chair Workshop Minutes
- Election to Specific Senate Committees
Chair Brandt called Meeting #2 to order at 3:33. The Chair welcomed everyone to a new year. A motion (Folwell/Brewick) to approve the minutes for the May 10, 2016 meeting passed unanimously. A motion (Nicotra/Folwell) to approve the minutes for meeting #1 also held on May 10, 2016 passed unanimously.

Chair's Report: Chair Brandt announced that the early fall University Faculty Meeting (UFM) would not be held this year. A meeting could be held at a later date, if there is business that needs to be addressed. The Faculty-Staff Handbook (FSH) calls for a UFM at the beginning of the fall semester and has historically been used as an opportunity to welcome new faculty. Business is not usually conducted at this first meeting. There is now a new faculty orientation including a welcome dinner and thus we have made the decision not to hold this early fall UFM. Senate Leadership will bring forward a proposed revision to the FSH to change the requirement for a fall UFM.

We will be having a report on the retreat at our next senate meeting. Chair Brandt also wanted to remind everyone to speak up so our colleagues at our other sites can hear what is going on. We are experimenting with a new sound system and the acoustics in this room are not perfect. She may periodically ask people to speak up.

The Chair also asked to reorder today’s agenda in order to maximize the time for discussion of the Compensation Task Force. She requested the Senate to do “special orders” and than return to the Provost’s Report and the rest of the agenda. A motion (Folwell/Panttaja) to alter the agenda order to do special orders first passed unanimously.

Summer Graduates. A motion (Brewick/Foster) to approve the list of summer graduates passed unanimously.

Secretary to the Faculty Senate. FSH 1520 V Section 3. A motion (Nicotra/Folwell) to appoint Faculty Secretary Don Crowley to the role of secretary to the Faculty Senate passed unanimously.

Elections of Senate Members to Committees:
- Campus Planning Advisory Committee - Senator Greg Donohoe agreed to fill the open spot (2017).
- Student Appeals Committee - Senator Caroline Payant asked to be switched to the 2017 spot. This leaves the place open for someone to serve on this committee until 2019.
- University Budget & Finance Committee (UBFC) - After considerable discussion and several Senators contemplating, but not quite being able to commit to serving on the UBFC, the issue was left open for a future meeting.

A motion (Caplan/Nicotra) to approve those (Donohue and Payant) who volunteered was approved. Chair Brandt promised to be contacting people to try to fill the remaining vacancies.
**Provost’s Report.** Provost Wiencek stated that he is looking forward to working with the Senate in the coming year. He is a faculty member and views himself as part of the Faculty Senate. He felt we accomplished a lot last year and he hopes to accomplish even more this year. Last year the UBFC played a significant role in helping to determine university funding priorities. The role of UBFC in making funding decisions will continue in the future. He worried that the results of UBFC recommendations weren’t communicated until June and many people were unaware of the results. Most of the recommendations from UBFC were funded at least at some level. The UBFC will play an important role in determining university priorities in the future.

As required by the Board, the university will be continuing with the program prioritization process. Now that the strategic plan has been finalized, the cascaded plans from the unit levels will need to be developed during this coming semester. These plans will also guide units as they make proposals to UBFC. He expects that the Faculty Senate will wish to continue with its examination of faculty evaluation forms. He expressed regrets about some of the communication gaps that developed at times last year and hoped that his office will be more engaged with the Senate when necessary.

There are a couple of dean vacancies. The Dean of the College of Science is being filled on an interim basis and a national search will begin this year. The College of Art & Architecture also has an opening. He has been meeting with faculty about how they will fill this on an interim basis. The faculty in the college will also be contemplating a plan for the future.

**Compensation Task Force (CTF).** Chair Brandt explained that the Senate had created a task force two years ago to consider issues in the classification system. Last year V.P. of Finance Brian Foisy suggested that perhaps it would be more appropriate that the task force was renamed as a compensation task force. This name change more accurately reflects the fundamental reason for moving away from the many problems created by the existing classification system. The Senate endorsed this change. The task force has been working through the summer and V.P. Foisy and the new Executive Director of Human Resources, Wes Matthews, are here to report on their progress.

Mr. Foisy began by noting that since he arrived on campus a year ago he has been promising that they would do something about staff compensation. The staff turnover rate has been around 18%. This is unacceptable. After Wes Matthews was hired in the early summer of 2016 he was tasked with “slaying the dragon” of our current classification system. The goal is to “build our team” and not lose highly qualified people. If one looks at our existing classification system the average pay rate inside the classification bands made it appear that we were already at market. We know this isn’t true. Our classification system grouped all of our staff into eleven pay grades. Grouping employees performing very different jobs according to various job value factors resulted in many employees not receiving a market rate for the job they were performing. If, as Mr. Matthews has been doing, one looks at the actual market rate of specific positions on campus, we are well below the market rate on average.

The conversation was turned over to Director Matthews to provide some of the details of the plan the task force has been developing. The task force has been trying to develop a system which will move our employees towards receiving a market rate for their jobs. A market rate-based compensation system seeks to provide employees with a salary that matches what other similar institutions pay. A market rate is the statistical average of the wages paid for a particular job.

While it isn’t always easy to identify our market, the task force has sought to use statistics provided through salary surveys. The idea will be to establish a market rate for every position. Paying market rates will help us recruit and retain highly qualified employees.
Determining what the market is has been the biggest issue facing the task force. One approach has been to determine market rates by using Idaho and the states in the surrounding area: Washington, Oregon, Nevada, Utah, Wyoming, Montana, as well as Colorado. Colorado is included because it is used by the State Human Resources in Idaho. The CTF have also tried to look at institutions that are similar to us which basically means looking at schools with a Carnegie High-Research classification. Using the above, it should be possible to obtain market data using either the Idaho Bureau of Labor Statistics (BLS) or CUPA (College and University Professional Association).

Director Matthews provided a handout showing how this might work for a specific employee. For instance the Idaho BLS data provides data for an entry level position. It also provides the median and the mean for that position. CUPA provides similar data. Using data of this type we can establish a “compa-ratio” to better determine what an individual’s salary should be. Our expectation is that no one should be below 80% of the market rate, assuming satisfactory performance. In some cases the entry level salary might be above 80%.

The goal is to get our average salary to the market rate. That doesn’t mean that everyone would be paid exactly the market rate since some employees would be above the average and some below. Using these tools does tend to centralize decision making about salaries. This approach provides a model to guide the entire university in making decisions about salaries. V.P. Foisy commented that following this system will also allow us to deal with the internal equity problems. Employees in different parts of the university performing the same job, with the same experience, should be paid the same, unless there are documented differences in their evaluations.

Mr. Matthews discussed some of the other factors that might affect one’s salary even after the market rate has been determined. The factors that the taskforce has discussed are:

- previous experience
- education beyond minimum requirements
- longevity with the University
- experience in the position.

The proposal suggests that a person starts at 80% of the market rate and then is given credit for these factors. For instance, an employee might be given an extra % increase for time in service and time in a position. Once a person reaches the market average the yearly increases for longevity/experience would be reduced. Overall, the plan anticipates that an employee would reach the market rate in eight years.

Vice President Foisy noted that there will be a memo coming out which will detail the times for open sessions and forums to present this plan to employees. Eleven meetings are scheduled during September. The plan is to have these meetings to obtain feedback and then make any necessary changes and adjustments. The current plan is to take this proposal to the State Board by mid-October to formally change our compensation system. This new plan should be in place in time for the next CEC (change in employee compensation) cycle next spring. A question was asked about how this applies to faculty. V.P. Foisy stated that many of these same principles could be applied to faculty, but the task force has not dealt with faculty salaries. Chair Brandt commented that Senate Leadership has discussed the idea of creating a similar task force to examine the issues of applying these market based concepts to faculty salaries.
Mr. Foisy briefly discussed the question of whether the UI has the resources to implement this plan. He pointed out that the UI has the resources to fix our compensation system. We might not have the will, or be willing to prioritize this issue, but if getting salaries to market was our highest priority, we could find the resources. If we grow our enrollment, there will be more revenue available to address this issue. In response to a question, Mr. Foisy clarified that the state does not tell us exactly how to use our general education budget. This leaves us with some discretion about what we prioritize. Obviously there are practical constraints, like the need to pay our utility bills, but he wanted to emphasize that we can make decisions about what we prioritize. Another Senator inquired about what processes might be available to look at our expenditures. V.P. Foisy noted that the Board does mandate us to look at our expenditures and what we prioritize. Provost Wiencek commented that this is what the newly proposed Institutional Planning and Effectiveness Committee will be working on. He also expects UBFC to play a central role in this process.

**Adjournment:** Chair Brandt noted that we were past our usual adjournment time. She thanked V.P Foisy and Director Matthews for their time and then accepted a motion (Foster/Panttaja) to adjourn at 5:10. This motion passed unanimously.

Respectfully submitted,

Don Crowley
Secretary to the Faculty Senate and Faculty Secretary
Lionel Hampton Jazz Festival

Presenters:

Torrey Lawrence, Professor and LHSOM Director
Vern Sielert, Professor and Director of Jazz Studies
Vanessa Sielert, Associate Professor and LHSOM Associate Director
GOALS AND CHANGES FOR 2017

- Return the artistic and organizational leadership to LHSOM
- Secure the future of the festival
- Return festival events to the UI campus
ARTISTS AND CONCERTS

- Theme: “Grounded in Tradition, Breaking New Ground”
- Night concert improvements
- Continue to feature UI ensembles
- Guest artist overview
EDUCATIONAL FOCUS

- Improvements to the participant experience
- Return to campus
- Challenge: UI classroom scheduling
CLASSE ROOM IMPACT

- Sections: **23% impacted** (342 of 1,508 sections)
- Student Headcount: **30% impact** (9,300 of 31,067 students)
- Headcount breakdown by College:

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<td>Science</td>
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Following is the 19th annual report showing the items of discussion and accomplishments of the 2015-2016 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 2015-2016 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>
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<td>UCC-16-022f</td>
<td>CLASS</td>
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<td>UCC-16-020</td>
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<td><strong>FS-16-025:</strong> Add Master of Law—L.L.M.</td>
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<td><strong>FS-16-026:</strong> Name change Biological &amp; Ag Engr. To Soil &amp; water Systems</td>
<td>1/19/16 #15</td>
<td>UFM 5/3/2016</td>
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| FSH | UP-16-011 | FAC | **FS-16-027:** FSH 3320 – Faculty Annual Evaluation (change to narrative) & Compensation* forms  
FS-16-027rev: FSH 3320 Annual Evaluation  
1. Senate Chair proposed alternative form;  
2. Faculty Affairs  
*Compensation form (in review with FAC) see **FS-16-060** below | 1/19/16 #15 (intro., sent to FAC)  
4/12/16 #25 appr. (Motion to form hybrid of Senate Chair & FAC versions, add % efforts to AE, survey to seek feedback on use)  
4/19/16 #26 appr. with FAC requested edits | UFM 5/3/2016 appr.  
7/1/2016 appr. |
| FSH | UP-16-012 | TEAC | **FS-16-028:** FSH 2700 – Student Evaluation Forms  
Norming Proposal from TEAC | 9/22/15 #4 (intro)  
2/2/16 #17 (update)  
2/23/16 #19 appr. 13-4-2  
7/1/2016 appr. |
| Catalog | UCC-16-002 | Registrar | **FS-16-029:** Prior Learning Assessment | 2/2/16 #17 appr. 15-1-2 | UFM 2/9/2016 appr.  
4/6/2016 appr. |
| Catalog | UCC-16-026a | NR | **FS-16-030:** Add Fire Ecology, Management, and Technology Grad. Cert. | 2/2/16 #17 appr. | UFM 2/9/2016 appr.  
4/6/2016 appr. |
| Catalog | UCC-16-026b | NR | **FS-16-031:** Add Remote Sensing UG Cert. | 2/2/16 #17 appr. | UFM 2/9/2016 appr.  
4/6/2016 appr. |
| Catalog | UCC-16-026c | NR | **FS-16-032:** Forest Resources name change to Forestry | 2/2/16 #17 appr. | UFM 2/9/2016 appr.  
4/6/2016 appr. |
| Catalog | UCC-16-031a | Science | **FS-16-033:** Add Geography—Climate Change UG Certificate | 2/16/16 #18 appr. | GP #63 appr.  
5/23/2016 appr. |
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<th>Science</th>
<th><strong>FS-16-034:</strong> Discontinue Geography—Climate Change Minor</th>
<th>2/16/16 #18 appr. 11-6-1</th>
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<th>5/23/2016 appr.</th>
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<td><strong>FS-16-037:</strong> Add Natural Resources—Ecology Minor</td>
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<td><strong>FS-16-048</strong>: Philosophy - Discontinue Global Justice UG Certificate</td>
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<td><strong>FS-16-051</strong>: Add Linguistics &amp; Literacy UG emphasis</td>
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<td>CLASS</td>
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<td>APM</td>
<td>UP-16-013</td>
<td>Office of Public Safety</td>
<td><strong>FS-16-054</strong>: APM 95.21 University Closures (see changes in FS-16-063 below)</td>
<td>4/19/16 #26 appr.</td>
<td>UFM 5/3/2016 appr.</td>
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<td>FSH</td>
<td>UP-16-014</td>
<td>Staff Council</td>
<td><strong>FS-16-055</strong>: FSH 1800 Amendments to Staff Council Bylaws</td>
<td>3/22/16 #22 appr.</td>
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<td>FSH</td>
<td>UP-16-016</td>
<td>UBFC</td>
<td><strong>FS-16-057</strong>: FSH 1640.20 Increase number of UBFC faculty members</td>
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<td>Student Code Task Force</td>
<td><strong>FS-16-058</strong>: FSH 1640.93 Student Disciplinary Review Board &amp; 1640.83 Student Appeals Committee</td>
<td>4/5/16 #24 16-0-2 appr.</td>
<td>GP #63 appr.</td>
<td>7/1/2016 appr. n/a</td>
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</table>
II. The Faculty Senate Received Reports/Updates, Presentations from, and Engaged in Discussions:

Annual Evaluations (12, 13)
- Administrator Evaluation form 2 (8)
- Faculty evaluation form (15-intro, 17, 25, 26)

ASUI Resolutions: honoring retirees, posting grades on BbLearn (14)

Athletics, non-renewal in Sun Belt Conference (22)

Benefits Advisory Group (BAG) survey (6, 7, 13, 14)

Blackboard (ASUI Presentation) (14, 23)

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<tr>
<th>FSH</th>
<th>UP-16-018</th>
<th>Senate Chair FAC</th>
<th><strong>FS-16-059</strong>: FSH 3050 Faculty Position Description (Pilot form) Senate Chair proposed alternate form.</th>
<th>4/12/16 #25 (intro – sent to FAC)</th>
<th>7/1/2016 appr.</th>
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<td>UCC-16-044</td>
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<td><strong>FS-16-060</strong>: Compensation form forthcoming from FAC</td>
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<td><strong>FS-16-061</strong>: Regulation J</td>
<td>4/19/16 #26 appr. 21-1-3</td>
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<td>Human Resources</td>
<td><strong>FS-16-062</strong>: Law Expansion to Boise</td>
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<td>VP of Finance</td>
<td><strong>FS-16-064</strong>: FSH 2800—Student Fees</td>
<td>4/19/16 #26 appr.</td>
<td>UFM 5/3/2016 appr.</td>
<td>7/1/2016 appr.</td>
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Budget
- 27th Pay Period (3, 15)
- process, new request (6, 13)
- SBOE (15)
  - 27th pay period
  - Enrollment Workload Adjustment
  - Forest utilization
  - Idaho Law/Justice Center
  - Occupancy
  - Tuition Lock
  - WWAMI
Carnegie 1 status (19, 21)
Change in Employee Compensation (19, 21)
Classification Task Force (renamed Compensation Task Force) (2, 13, 18, 19)
Common Read (15)
Communications & Marketing Strategic Plan (return fall report on survey and marketing ideas) (28)
Computing & Informatics Task Force (4)
Consolidated Fringe Rate (11)
Conflicts of Interest/Consulting task force (nominees Elizabeth Cooper, Dave McIlroy, Frank Cheng) (7, 8, 9)
Contingent Faculty/Staff Task Force (12, 21)
Dean of Students Office (12)
Distance (online) Education (5; 8 SBOE request to classify programs; 14)
Enrollment (2, 5, 6, 17, 19)
Enrollment Management (3, 15, 23)
Family Medical Leave (Parenting) for Teaching/Research Assistants (28)
Focus For the Future (8, 9, 10)
General Education (ISEM) (15)
“Go On” initiative funding from SBOE (3, 15)
HERI Faculty Survey (6, 15)
Human Resources update (18)
Hiring practices, internal (3, 14, 17, 19)
IT/Videoconferencing (& alternatives to Scopia) (13, 17)
Library Renovations (24)
Market Based Compensation System (18, 19)
NCAA report on Athletics (GPA/graduate rates, ‘You Can Play’) (22)
NWCCU Accreditation Report (15)
PeopleAdmin (14, 18)
Professional Development Committee (16, 18)
Retention Guide (5)
Retreat/prioritizing senate issues (2)
  - annual evaluations
  - distance education
  - enrollment
• grade inflation
• Human Resources/PeopleAdmin
• morale issues
• salary & other budget issues
• vetoed policies

Salaries and enrollment (6)
Scopia, videoconferencing (13, 14, 17)
Spread Pay (2, 4, 5, 6, 10, 17, 27, 28)
Strategic (Action) Plan (4, 5, 11, 13, 14, 15, 17, 18, 19, 21, 22, 23, 26, 28)
  • Sli.Do (8, 9, 12)
  • Yellowdig (8, 9, 12, 14, 16, 17)
Student Evaluation of Teaching forms (4, 5, 17, 19, 20)
Student Code Task Force (23, 24)
  • Disciplinary Process (23, 24)
  • Student Disciplinary Review Board (24)
  • Student Appeals Committee (5, 24)
TA/RA positions – basic overview (11)
Teaching & Advising Committee (28)
  • Plus/minus grading
  • BbLearn posting grades
  • Teaching Center
Thesis/Dissertation Deadlines (extend discussion to fall) (26)
Tuition Lock (15)

Ubuntu (20)
  • MLK Art & Essay contest
  • lactation rooms
  • transgender faculty/staff/students
  • online AADA Compliance issues

Vandal Alert Protocol – APM 95.24 (27)
VIP (Vandal Ideas Project) Initiative (7, 8, 26)
VSLF (Vandal Strategic Loan Fund) (3, 4, 8)
Videoconferencing (Scopia) (13, 17)
Western University Exchange (WUE) (6)
Workplace training modules (6, 7, 16, 18)
  • “Our Inclusive Community” (22, 24)

III. The Faculty Senate also took the Following Actions or addressed Requests for Committee/Task Force Volunteers:
2014-15 Faculty Senate Annual Report (2)
Benefits Advisory Committee - Patrick Hrdlicka (2)
Chair/Vice Chair Faculty Senate, elected professors Teal and Brandt (1)
Classification/Compensation Task Force volunteer - Jodie Nicotra (2)
Committees, appointments, (3, 7, 23, 28)
Compensation Task Force (Classification Task Force) (2, 13, 18, 19)
Dean Paul Joyce honored (rename Brink Lounge in his honor) (27)
Food Service Committee (11)
Ombuds Search committee (two faculty – Yun Chung) (2)
Professional Development Committee - Katie Brown (2)
Sabbatical Leave, approved 2017-18 (14, 28)
Secretary to Faculty Senate, confirmed Don Crowley (2)
Smoking/Tobacco Free Task Force – nominee Helen Brown (3)
Student Appeals Pool (email)
Student Disciplinary Task Force – Co-Chair Liz Brandt & Don Crowley (14)
Student Life Task Force – Edwin Latrell (2)
Summer Graduates (2) Fall Graduates (12) Spring Graduates (26)
University Budget & Finance Committee - Alan Caplan (2)
Vandal Strategic Loan – Patrick Hrdlicka (8)

IV. Announcements:
Alternative Break (22)
Alumni Award for Excellence (13)
Awards:
- Excellence Awards, Staff & Faculty (5)
- Distinguished Professor Award (Senator James Foster) (26)
- Presidential Mid-Career Award (Senator Kat Wolf) (26)
Bach Festival (5th Annual) (7)
Bellwood Lecture, guest Judge Juan Guzmán (6, 7)
Brink Faculty-Staff Lounge, suggest renaming in honor of Dean Paul Joyce (27)
Climate Survey (2, 3)
Commencement (28)
Communications’ Strategic Plan (to return Fall 2016) (28)
Conservation, Sustainability and Use Design, Clark Stevens New West Land Company (6)
Cultural Literacy and Competency Conference (25)
Distinguished Professor Award (Senator James Foster) (26)
Distinguished Scholarships website (4)
Elections to Senate (20, 22, 23, 24, 25)
Enroll Idaho (11)
Explore Idaho, student recruitment (26)
Faculty Gathering (7, 11, 14)
Finance VP, Brian Foisy (3)
Grades due (22, 28)
Health Fair (6)
Hiring Practices (3)
New West Land Company (Clark Stevens) (3, 6)
Ombuds Barbara Beatty arrives (24)
Plus/minus Grade (14, 28)
President’s Holiday Reception (13)
President’s University Address (5)
Presidential Mid-Career Award (Senator Kat Wolf) (26)
Prichard Art Gallery - Dramatic reading of Red (16)
Research Opportunities for faculty (3, 5)
Sabbatical Leave approvals (22, 28)
Searches:
  • Ombuds (2, 10, 21)
  • Dean Art & Arch. (28)
  • Dean of Business & Economics (5, 6, 21, Mark Chopin, 23)
  • Dean of CALS (4)
  • Dean of Education (6, 21, 23, 26, 27)
  • Vice President of Strategic Enrollment Management (2, 26, 27)
  • Dean of Graduate Studies (26, 28)
  • Ex. Dir. of Human Resources (18, 19, 21)
  • Vice President Research & Economic Development (5, 6, 21, 23, 26, 27)
Sexual assault hearings/transcript interview volunteers requested, Dean of Students Office Alex Roberts (23)
Strategic Planning Task Force/Committee (6, 10, 12, 22)
Student Disciplinary Board Appeal (17)
Student Recruitment, Explore Idaho (26)
Think Tank, Teaching & Advising Committee (5, 6)
Tobacco-Free Implementation – August (3)
UI Bound (26)
University Budget & Finance (13)
University Distinguished Professor Advisory Committee (15)
University Faculty Meeting (12, 13, 17)
University Level Committees (16)
University Promotions Committee (10, 11, 12)
Vandal Mental Health First Aid (28)
Vandal Appreciation Fair (3)
Women of the Year Awards (24)
Faculty Senate and Committee Chair Retreat  
August 16, 2016  
Brink

Senate members present: Adekanmbi, Anderson (Miranda), Barbour, Brandt, Boschetti, Brewick, Brown, Cannon (Boise), Caplan, Chung, Crowley, Dallas, Donohoe, Fisher, Folwell, Foster, Godfrey (Coeur d’Alene), Hiromoto, Hrdlicka, Johnson, Markuson, Morrison, Nicotra, Panttaja, Payant, Pregitzer, Sixtos, Vella, Wiencek. Committee Chairs present: Metlen, Kitzrow, Sanders, Neuhaus, Agidius, Woolley, Marshall, Enloe, Henrich, Ellison, Sammarruca, de Pedro, He, Turner-Rahman, Sharma, Jung, Reineke, Campbell, Yang, Williams, Dodge, Perry, Coats, Haltinner, Deringer, Wilhelmsen, Prorak, Hart, Dorschel, McGowan, Unlu, Kuhl, Stoll

Senate Chair Brandt welcomed senators, committee chairs, and Provost Wiencek to the retreat.

Chair Brandt thanked everyone who have volunteered to serve on committees. The Senate and its committees provide the grease to keep faculty governance functioning. She is very appreciative of the contributions made by all those participating in the faculty governance process. She gave a special thanks to Ann Thompson and IT for working on setting up the interactive video for this meeting. This technology makes it possible for our distance colleagues to participate. Chair Brandt also introduced this year’s Senate Leadership Team. Patrick Hrdlicka, Professor of Chemistry, is the new Vice Chair. Don Crowley and our organizational maven Ann Thompson continue from the Faculty Secretary’s Office. Our first item on the agenda is to hear from Provost Wiencek who will make comments on the coming year.

Provost Wiencek thanked those on the Faculty Senate and its committee’s for participating in the important task of faculty governance. He noted that last year was a productive year. We had some disagreements, but we also got a lot of work done. We all have our hearts and minds in the same place, trying to advance the mission and distinctiveness of the University. He wanted to take this opportunity to reflect on what we did last year and what we might need to have more conversations about this year. Provost Wiencek emphasized that these are his thoughts and are not intended as directives, which would be inappropriate since the Faculty Senate is an independent body. The governing charter of the University speaks to the fact that the University’s governance should be led by the faculty and the President. The Faculty Senate is crucial to the governance of the University. Provost Wiencek noted that he thought last year’s discussions about the proper role of faculty vis-a-vis the President’s role in governance was important and should be continued this year.

The Provost reviewed many of the most important developments from last year. In particular, he noted:

- **FFF Results and Next Steps.** Early last year he reviewed with the Senate the results from the FFF process. He felt that we had reached a consensus that future prioritization processes needed to be more automated and more transparent.

- **Spread-Pay.** He recognized that the resolution to the spread-pay process probably left a lot of people unsatisfied. The result of seeking to move us away from spread-pay while maintaining it for existing employees is not perfect but probably in the best interests of the institution.

- **Faculty Evaluation & Position Description Pilot’s.** Last year’s Senate Chair was very interested in pursuing these changes. He believes this a good direction, although we need to make sure that we move towards making sure our policies reflect the new forms. We can’t stay in permanent pilot mode.

- **Leave Policies.** The Provost thanked the Senate Leadership for its patience last year in working towards the positive changes in leave policy for parents.
• **Compensation and HR policies.** The President is committed to bringing staff and faculty up to market levels. The goal is to get our average to the average of the market. We still face the difficult task of making this happen.

• **Workplace Morale.** We have been working to use surveys (HERI and Great Colleges to Work For) to better understand morale issues. He will be making a report on the results of these surveys.

• **Revitalized University Budget & Finance Committee (UBFC).** UBFC was engaged to make recommendations on funding priorities. Many of the recommendations from this committee were funded. We are working to make the budgeting process and decision-making transparent.

• **Student Code of Conduct.** Changes were made by the Senate last year and we need to continue working on this policy.

• **Discussions on UI governance.** The Provost was part of philosophical discussions with the Senate Leadership and the President in clarifying UI governance. We should continue to improve this communication and consider policies that might help guide us.

• **Student Evaluation of Teaching.** While we did make some changes on the evaluation form, he does not think this is sufficient. We need to have a more comprehensive way to evaluate teaching.

The Provost then turned his remarks towards those things he encourages the Faculty Senate to consider in the coming year. These included:

• **Program prioritization.** Continued program prioritization is mandated by the State Board. They are looking for us to identify our priorities. This encourages conversations about how we can help programs that are doing well to become prestigious programs, while also considering what we might do about programs that are struggling. Ultimately this will mean that resources will move around the University.

• **Evaluation and Position Description form changes.** We need to change the *Faculty-Staff Handbook* (FSH) to fit the new process.

• **Changes to UBFC process.** The UBFC process was a great success; but, we might want to consider how to make the process easier for those submitting proposals and how we might give better feedback.

• **Compensation.** We want to move on this aggressively. In order to get to market levels, we have to match the inflation rate, plus gain ground. There is a task force working on a market-based compensation system.

• **Survey Results.** The results are not surprising. He will be providing a report soon. In general, staff were more positive than faculty. He particularly noted the need to create a more positive teaching/learning climate.

• **Student Code of Conduct Revisions.** In discussions with the Dean of Students, he believes we will need to pay close attention to our compliance challenges. He also wondered whether the FSH was the proper place for specific processes. The *Administrative Procedures Manual* (APM) might be a more flexible place to contain the specific processes, while the FSH provides general oversight. We might consider outsourcing this to the professionals who know how to do it. This area should be a high priority.

• **Teaching Center.** Formation and implementation of a new center supporting excellence in teaching.

Next, Provost Wiencek discussed areas where we might engage in more thought, some might not be ready for prime time.
Do more research on additional adjustments to the leave policy. We began this discussion last year, although there were some disagreements about how to proceed. There will be a new person in General Counsel’s Office specializing in employment law. When this person arrives we might engage this person in a discussion on the costs and risks associated with certain expansions of leave policy.

Promotions and Tenure Standards. Having gone through this for the first time, Provost Wiencek stated that he is concerned about the disparate standards across the University. We might want to look at the FSH standards which set the floor and see if it is sufficient.

Total rewrite of FSH. We might be past due to look at a total rewrite.

Faculty Career Tracks. Many universities have utilized multiple career tracks. A research-track, a teaching-track, a tenure-track. We already have extension faculty and clinical faculty. We might look at considering various career-tracks.

Academic Integrity Policy. We might need a Student Honor Code asking students to self-police.

Evaluation of Academic Administrators. Last year he was concerned when evaluating administrators that he couldn’t account for staff views and could only look at faculty. This is something we might consider.

Major Events to Consider:

- **Jazz Festival:** There are changes being planned for the Jazz Festival. Years ago the Jazz Festival brought in many students for competitions. There will be a push to get us back to our roots in this regard. This could create a challenge in terms of classroom utilization.

- **Cascaded Plans:** This is part of our strategic plan process. Each unit will need to develop its own strategic plan that fits into the general plan. The goal is to get these cascaded plans done before the end of the semester so they will be available for the UBFC process.

- **Program Prioritization** to generate resources for UBFC process. We will need to develop the rules and assure transparency for this process.

- **Completion of Re-organization of Provost Office.** The search for a Vice Provost of Strategic Enrollment Management is near completion. He will talk about this reorganization with the Faculty Senate early in the semester.

- **Incentive based budget models.** The State Board is considering moving towards “outcomes based funding”. This involves everyone’s base remaining the same while new funds flow towards units meeting certain goals.

- **Better Financial Management.** We will redo how we organize financial management within Banner. This is probably a two year project which will help us have a better understanding of how our funds are distributed.

- **New Deans.** The College of Science will have an interim Dean and we will launch a national search for a new dean. The College of Art & Architecture will be having discussions about the future direction of the college.

Work Plan for Fiscal Year 2017

- **Institutional Planning and Effectiveness Committee.** This committee will be charged with the overall implementation of integrated planning, programming and budget. The first task of this committee will be to make sure the program prioritization model is more transparent.

- **Cascaded Strategic Plans.** We will need to develop unit level goals and metrics.

- **Incentive Based Funding Model** to help grow enrollment.

- **Program Prioritization Improvements.** We should make this less labor intensive, more quantifiable, and the linkage to resource allocation more transparent. Not all information
relevant to this process will be quantifiable. Any position that comes open will be evaluated to
determine if the position should be filled. This should apply to both academic and non-academic
programs. If a unit is in the top quintile, the position will be filled. If they are not in the top
quintile, they will have to provide a plan as to why the position should be filled to UBFC which
will determine the position’s fate.

Provost Wiencek concluded his remarks on things to look for in the coming year and invited questions
from the participants in the retreat. The first question asked about faculty salaries and the move
towards market based compensation. The Provost commented that the plan was to get salaries up to
100% of market. He elaborated that there would need to be further discussions about how to determine
what the market rate is and we would also have to take other things into consideration such as years
and quality of service.

The Provost was asked about his vision and strategy for distance education. He noted his priority this
year for any funds he has available in the Provost Office was to promote a teaching/learning center.
After that he would like to promote distance education. He is concerned about whether he has the
available funds to do both this coming year. He further noted that we needed some help in determining
where the markets in distance education are and how we can encourage colleges to offer new programs
that address market demands. They are looking at a vendor who might be able to offer the type of
services we need.

A question was asked about the possibility of increasing TA/RA stipends. The Provost responded that he
hadn’t addressed this in part because he tried to focus on issues that the faculty senate hasn’t
addressed. The issue of tuition waivers for TA’s was brought forward in the UBFC process last year and
was highly rated. The resources did not exist to fully fund that proposal. This proposal needs to come
back this year. In order to obtain the resources to fund proposals of this nature we need to increase
enrollment. He is optimistic that new student enrollment will be up this year. Part of the short term
problem is that we are still suffering from a smaller size of the incoming classes over the last several
years.

The Provost was asked whether he saw the Faculty Appeals Hearing Board as independent since he
stated that the Senate was an independent body. He stated that as a senate committee the Faculty
Appeals Hearing Board was independent. The Provost further commented that while appeals boards
were independent, in our governance structure the President does have the authority to reverse the
decisions of appeals boards.

A question was asked about why our enrollment had gone down in previous years. The Provost stated
that previous decisions to eliminate WUE scholarships had affected enrollment even though this was
reasonable at the time to reduce our structural deficit. This affected our ability to attract out-of-state
students. We have now reached a more stable budget environment and we can look at the possibility of
adding some WUE scholarships. We still need to be careful to not open this up too much since it could
put us back to where we were before. A related question was asked about the potential impact of
increasing enrollment. The Provost noted that once we have an increase in enrollment it will generate
the resources to deal with some of the problems that might occur. He further commented that at one
point we did have around 14,000 students with essentially the same number of faculty and classroom
space. Once we begin to increase enrollment, we will have to be flexible in dealing with the problems.
This would be a good problem to have. The Provost was also asked whether attention was being paid to
committing more resources to freshman level courses. He commented that if we have to offer additional
sections we will. Our biggest opportunity to increase revenue with enrollment is through retention. If we can increase retention from its current level into the 85% range it will significantly aid our resource problems.

A final concern was raised over whether there have been discussions about decreasing expenses. Could we make strategic cuts? Provost Wiencek reminded everyone of the attempt to try RCM (responsibility centered management) which resulted in the decentralization of many services. There is an opportunity to centralize some services like IT where we could gain some cost efficiencies.

Provost Wiencek thanked everyone for their time and stated he looked forward to the continued partnership. Chair Brandt thanked the Provost and commented that last year we had very good communication with the Provost Office and appreciated his attention to the issues raised by the Senate.

Chair Brandt made some comments before we took a break. She emphasized that the faculty senate and its committee fulfill multiple roles on campus.

- Our governance roles are described in the FSH. These include a wide array of responsibilities.
- Faculty Senate oversees more than 30 committees. Most policy work is developed in the committees.
- It is important to keep the lines of communication between the committees and the Senate. Senate Chairs might consider making interim reports. Circulating drafts for comment is especially helpful with very complex or controversial matters.
- Committee’s should let Ann Thompson know if they want to get on the agenda. Please don’t wait until the end of the year rush.
- Senators should recognize that our job is to review, but not to re-do the work of the committees.
- Senators should be informed about what their constituents are thinking and report regularly to them.
- One of our jobs is to provide advice and assistance to the President and Provost. The Senate is an important venue for Senators to communicate issues that are arising to the Provost. The Provost also relies on the Senate as a way to get information out to the larger campus. Another reason for Senators to report back to their constituents.

Chair Brandt thanked everyone for their participation and noted that she was looking forward to the year. After a short break the committee chairs would gather in another room and the Senate would remain in Brink for a brainstorming session.

**Brainstorm Session**

**Morale:**
- Business systems, how do we get things done
- Need report on HERI & other climate surveys

**Salary**
- Faculty Taskforce on Market Salaries
- Compensation form - FAC
- How do performance evaluations fit in here, especially with the new evaluation pilot form
- If not linked, how will merit be determined
- Ask new HR Director Wes Matthews
Enrollment
  - How will $ follow this, what is the patch
  - UBFC Report
  - Enrollment strategy for other campuses, how does it fit
TAs
  - Comprehensive report on TA’s
  - how used
  - salary
  - numbers
  - allocation amount of current tuition waivers
+/- Grading system
  - look at Teaching & Advising Report
Student Evaluation of Teaching
  - current pilot 2 forms will run
Faculty Performance Evaluation – Faculty Affairs (FAC)
  - Evaluation Form – FAC
  - How is teaching evaluated
  - PD Form – FAC
Student Code of Conduct
  - FSH vs. APM
Video Conferencing/Distance Education
  - Tech Support for
  - Leadership’s view on Distance Learning
  - Registration for Distance Learning – tracking
  - Lots of mystery
  - Committee (connect to Provost & to DEE & Registrar)
Report on New Teaching Center

Respectfully prepared by Don Crowley, Faculty Secretary
and Secretary to the Faculty Senate
COMMITTEE CHAIR WORKSHOP
Faculty Senate and Committee Chair Retreat – Tuesday, August 16, 2016

Presenters: Dan Eveleth, College of Business and Economics and Marty Ytreberg, College of Science
(Both have served as Faculty Senate Chair, Vice Chair, Chair of Committee on Committee as well as other Senate committees)

Present: Scott Metlen (Academic Hearing Board), Shaakirrah Sanders (Administrative Hearing Board), Ralph Neuhaus (Admissions), Erin Agidius (Americans with Disabilities), Anne Marshall (Campus Planning), Kristin Henrich (Dismissal Hearings), Francesca Sammarruca (Faculty Appeals), Sharon Stoll (Institutional Review Board), Greg Turner-Rahmen (Information Technology), Sunil Sharma (Intellectual Property), Sandra Reineke (Library Affairs), Erik Coats (Scientific Misconduct), Kristin Haltinner (Student Appeals Committee) Nancy Deringer (Student Financial Aid), S.J. Jung (Ubuntu), Daryl Woolley (UBFC), Diane Prorak (UCGE), Pat Hart (University Curriculum Committee).

Absent: Martha Kitzrow (Academic Petitions), Jovanni-Rey dePedro (Arts), Jakob Magolan (Borah), Lori Enloe (Commencement), Brian Ellison (Faculty Affairs), Brian He (Honors), Bill Smith (Officer Education – late appointment), Rajung Yang (Parking), Jeff Dodge (Sabbatical), Todd Perry (Safety), Ken Cain (Scientific Misconduct), Tom Bitterwolf (Student Disciplinary Review Board – late appointment), Cheryl Wilhelmsen (Teaching & Advising), Tom Williams (Radiation Safety), Matt Dorschel (University Security and Compliance)

Guest: Kent Nelson

Context of Workshop – provide expectations, resources, tips and background history of the relationship between the University, Faculty Senate (Senate) and senate/university committees.

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.”

Dan Eveleth’s opening statement: “Shared governance is important.” Shared governance goes back a long time, Territorial Act and NWCCU. He referenced his time spent as a NWCCU reviewer visiting another university. The charge from NWCCU was to spend time interviewing faculty and the senate chair as to their role in shared governance. Today’s plan is to clearly lay out the committee’s role in shared governance.

It is important to understand that as a Senate committee, Senate is our boss. You are not off on an island by yourself. The following was presented to assist chairs in understanding a committee’s role within the University.

- Shared governance structure: your committee – Senate – university faculty as a whole, are all part of the approval hierarchy, as is the President and Regents (Territorial Act).
- Recognize that requests can come from anywhere e.g. faculty-staff-students, Senate, Senate Leadership (Liz Brandt, Chair, Patrick Hrdlicka, Vice Chair, Don Crowley, Faculty Secretary, Ann Thompson, staff support), another committee/task force, administration, SBOE.
- Know your audience and next approval levels, typically Senate, university faculty, President.
- Look ahead, anticipate problems, consult with others who might assist e.g. other committee chairs and/or members, previous chair, Senate Leadership.
- Recognize that while discussing policy changes as a committee, if there is a perceived issue and need for more feedback, request same before sending on to next approval level. This saves time and avoids an item being returned to your committee.
• Connect with Senate Leadership who may have insight into events, or other committees’ work that may impact your committee.
• A task force may cross over a senate committee’s charge, at a minimum both bodies should confer.
• The bulk of committees in Faculty-Staff Handbook (FSH) under FSH 1640 are Senate driven committees whose role is to help govern the University (Territorial Act).
• Review your function/structure in FSH 1640 to familiarize yourself with what to expect and your committee’s role within the University. Ask members to be cognizant of this throughout the year, does the committee’s work reflect the policy, is it current, should the function and/or structure change. Note the brackets with dates e.g. [rev. 7-16] in FSH 1640 indicates a revision.
• Hold a brainstorm meeting early on to identify topics of interest from all members, encourage participation from all and create an environment of fair processes.
• Committees that have set meeting times are encouraged to meet at the specified time. Members sign-up with the stated schedule in mind. However, it is possible to change (although discouraged) and all members must agree.
• Contact Committee on Committees (ConC) Chair Patrick Hrdlicka and/or the Faculty Secretary’s Office at any time about processes, structure, etc. ConC is a resource that can help with any struggles, excessive absences, committee’s work which becomes too laborious, function and structure changes, etc.
• Share any general ideas or concerns that may be of interest to the Senate, other committees, or the University, with Senate Leadership as soon as possible.

FSH 1620 outlines your responsibilities as Chair and includes committee regulations/expectations, e.g. quorum, minutes, excessive absences, annual reports, etc. In answer to a question regarding C-10, actions are typically policy changes voted on by your committee which require approval through the hierarchy Senate, University Faculty, President, occasionally Regents.

Committee Chairs’ Group Tips:
• be a good communicator, communicate clearly and often what is expected of members and what can be expected of you as chair
• good/clear agenda, stay on task
• keep meeting short/concise
• start and end on time
• hold meetings standing rather than sitting (typically goes faster)
• don’t get caught up in heated exchanges, body language is crucial and will diffuse a heated exchange
• when setting up meeting times - ask members about their availability keeping in mind they have personal and other university commitments, e.g. childcare, other committees, class, etc.
• follow rule of order as noted on agenda
• begin meeting with reading minutes which allows members coming directly from another meeting or obligation time to shift gears
• recognize some members are introverts, sending material in advance allows them time to process
• send minutes out for review (minutes are important and are a record of your committee’s work)
• committees that expect long meetings (disciplinary hearings ~8 hours) ensure that all members are aware of the time commitment
• students participation/attendance issues:
  o ask them to take minutes so they feel important, or consider whether there is another important role or way to encourage students
  o thank them for coming
  o draw them out, make them feel part of the group by asking them the student’s perspective
  o subdivide work, ask them to explore, discuss with others, and report back to committee
  o be sure to call on them, some may feel hesitant to speak out in a room with mostly faculty
- set-up meetings in advance (day/hour/location) for semester/year, gets on everyone’s calendar and can be easily cancelled

Additional Advice from Presenters Eveleth & Ytreberg:
- As chair, your role is to ensure everyone’s voice is being heard as equally as possible. Become familiar with Robert’s Rules (RR), it provides guidance on running meetings fairly and well. For instance, in situations where a member dominates meetings, use RR to set a rule that a person cannot speak on a given issue twice, unless all have had a chance to speak at least once.
- Use of clock is discouraged, instead encourage members to wrap things up. You don’t want to squelch discussion, but you also don’t want a discussion to drag on. Remind members to be concise at every meeting until it appears to sink in.
- Situations may arise where controversies among guests are aired within your committee. It is okay to suggest that these groups go discuss and return after discussing. If, as chair, you anticipate this will happen, reach out to the parties before they come to the committee and see if you can assist. This is not to influence the outcome, but it is effective in saving the committee’s time.
- You have arrived at the end of a meeting and a few items remain on the agenda. Can you agree to vote electronically? Email voting is discouraged. However, sometimes committees have discussed enough and all that is needed is for someone to draft language, or edit policy, based off the discussion. You must ask whether the group wishes to remain to discuss further and vote, or whether members are comfortable with voting electronically. In this case, it is okay to send out electronically and vote, if all agree to this method. Suggestions:
  o Setting agenda ahead of time allows enough discussion time so the committee can comfortably vote by email, if it chooses.
  o A chair can be more effective with a well laid out agenda, moving things along and keeping members on task. If you notice the discussion begins to be repeated, interject indicating same and ask for a vote. The committee can then move on to the next agenda item and finish on time.

Note: Email voting is questionable. Email voting is not to be used to obtain a quorum or pass an item due to in-attendance. As chair, you should strongly encourage everyone to participate in person. Kent Nelson, General Counsel, present in the audience noted that email works if they participated in the meeting itself, e.g. Skype/Zoom or other video-audio means.

Roberts Rules states that committees and smaller organizations can have a more relaxed setting. However, *Robert’s Rules for Dummies* states: “A fundamental principle of parliamentary law is that decisions are only made by the members present in a properly called meeting at which a quorum is present. If you don’t attend the meeting you don’t benefit from information that’s presented during the discussion that precedes voting. If you haven’t been exposed to any discussion or debate on the topic, you simply can’t make a truly informed decision.”

Summary: Faculty Senate committees are an integral element to the University governance structure. Committee members respond best when they feel like their time is well spent and their input is validated - respect people’s time. People with a good experience on a committee will want to continue to serve and participate in shared governance at the university. Don’t be shy asking for help, reach out to Senate Leadership, Faculty Secretary, your senate representative, or ConC (Patrick Hrdlicka, Chair). ConC does a wonderful job helping chairs wrestle with problems.

Respectfully submitted,

Ann Thompson, Assistant to Faculty Secretary
MEMORANDUM

TO: Faculty Senate
FROM: Don Crowley
DATE: September 1, 2016
RE: Election of Senate Members to Committees

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

**Benefits Advisory Group**
Patrick Hrdlicka, (2018)

**Campus Planning Advisory Committee:**
Greg Donohoe (2017)
Vacancy (2019)

**Student Appeals Committee:**
Vacancy (2019)
Caroline Payant (2017)

Eligible Senators: Any faculty senator.

**University Budget & Finance Committee:**
Patrick Hrdlicka (to confirm)(2017)
Alan Caplan (2018)
Mike Anderson (to confirm)(2019)

**President’s Athletics Advisory Council:**
Annette Folwell (2017)