University of Idaho  
Faculty Senate Meeting Minutes  
2017-2018 Meeting #23, Tuesday, April 3, 2018

Present: Anderson (Mike), Anderson (Miranda), Arowojolu, Baird, Brandt (w/o vote), Brown, Cannon (Boise), Caplan, De Angelis, Ellison, Grieb, Howard, Hrdlicka, Jeffrey, Johnson, Kern (Coeur d'Alene), Morgan, Morrison, Nicotra, Panttaja, Schwarzaender, Seamon, Stevenson (for Wiencek, w/o vote), Vella, Watson, Zhao (Idaho Falls). Absent: Foster, Leonor, Mahoney, Tibbals, Wieneck. Guests: 6

Call to Order and Minutes: The chair called the meeting to order at 3:31. A motion (Panttaja/Morgan) to approve the minutes was made. The minutes were approved with two abstentions.

Chair’s Report:

- On March 6th, President Staben released the initial notice regarding the university’s FY2019 Student Fees and Tuition request to the student groups and others including the chair of Faculty Senate. The university proposes an 8% increase in the resident tuition rate ($600 increase for undergraduates; proposed new tuition $8,088/yr). Students and other University of Idaho community members will have the opportunity to comment on these proposed changes at an open forum on April 5th at 3:30 in the Commons Horizon/Aurora Rooms and comments can also be submitted via email to studentfees@uidaho.edu. This proposal will be presented to the SBOE at the April 19th meeting.
- A memo was distributed on March 20th to the UI community from Provost Wiencek and Yolanda Bisbee, who is the chair of the “Great Colleges to Work For” task force. The task force has analyzed survey responses from 2016 and 2017, and recommendations from the Campus Culture and Climate subcommittee of the President’s Council on Diversity and Inclusion, to draft an action plan how to address some of the workplace environment challenges that we are facing. Members of the university community are invited to read and provide improvements to the report via email to provost@uidaho.edu by April 4, 2018.
- The deadline for Faculty and Staff to participate in the 2018 Great Colleges to Work for survey is April 6. Senators are encouraged to remind their constituents to participate in this anonymous survey which is our primary instrument for evaluation of our workplace environment.
- The names of Newly Elected senators are due to the Faculty Secretary by April 15, 2019.

A senator commented that due to the timing of the ASUI elections, the names of the new ASUI Senators would not be available on the 15th.

The Chair deferred to Senator Katie Brown who announced that the Margaret Ritchie Distinguished Speaker will be alumna and Olympic Gold Medalist Kristin Armstrong. Armstrong’s speech will be Wednesday, April 11th at 6:00 pm in the Ag Sciences Auditorium.

Provost’s Report: Jeanne Stevenson did not have any items to report for the Provost.

Faculty Affairs Committee (FAC) Report: FS-18-050: FSH 3050 - Position Description Policy & Form and FSH 3320 - Annual Evaluation Policy. Professor Marty Ytreberg, Chair of the Faculty Affairs Committee, was present to discuss the committee’s report. Revisions to the position description (PD) policy and form and to the policy on annual evaluations (AE) by faculty were initially presented at the senate meeting on March 27, 2018.

A senator began the discussion by conveying that several colleagues in the School of Music commented that their responsibilities change frequently. They did not think the new form contained sufficient narrative to
explain these changes and that the process did not accommodate their need to change responsibilities regularly. Ytreberg explained that the new process will allow a faculty member to change the PD as often as needed. He also explained that the vision of the committee was that the new PD would be a higher-level document that would not necessarily reflect small changes in responsibilities. The details of what each of us do change often – we get new grants, teach new classes, and work on new projects. The sense of the committee was that usually these changes in detail do not change the general nature of our position expectations. A senator commented that many faculty appreciated the simplification of the form and the elimination of the annual PD meeting. Department chairs in her college expressed the concern that the 250-word limit on the PD narrative was not sufficient to capture enough detail to support annual evaluations and promotion and tenure. She asked whether the character limit could be increased? Ytreberg responded that the committee would be open to increasing the characters. Their goal was to set a character limit that would support the purpose of the form, but discourage too much detail. The committee recognized that more information might well be needed. It was moved (Grieb/Morgan) that the character limit on the PD form be increased to 500. The motion passed with one abstention and one negative vote.

Another senator asked whether the pie chart on the form could be changed to a bar chart. Ytreberg commented that there will be no chart on the new form because the system on which the new electronic form will reside does not accommodate charts.

A senator asked for clarification on whether syllabi with learning assessments will be required with the new PD. Dale Pietrzak, Director of Institutional Assessment and Accreditation, who was attending the meeting as a guest, responded that the university needs to collect and archive this information for accreditation. Ytreberg responded that this information did not need to be collected as part of the PD process and could be done in some other manner.

A senator asked what FAC intended in proposing that the PD be amended in the case of a substantial change in responsibilities. Other senators asked whether FAC might provide guidelines on what constituted a substantial change. Ytreberg responded that the committee didn’t want to be prescriptive and dictate what constituted a substantial change. It discussed several scenarios. For example, a position would not necessarily need to be changed if a faculty member is asked to teach a different course, even a course that is a new prep. Likewise, the committee did not think taking on a temporary teaching overload necessitated a change in the PD. On the other hand, where the faculty member assumes a long-term increase in teaching expectations, or assumes major administrative responsibilities, the PD should likely be updated. Secretary Brandt, who is an ex officio member of FAC, added that the committee also thought that a change might be substantial for a faculty member in the tenure process, while the same change might not warrant a revision of the PD for a more senior faculty member. Ytreberg stressed that the committee believes the decision to change the PD should rest with the faculty member, with the approval of the unit administrator and dean.

A senator noted that the changes that were made during the fall 2017 semester are related to the proposed changes in the PD. She asked how FAC envisions that the PD and AE will work in the future. Ytreberg stressed again that the PD is intended as a high-level view of a faculty member’s responsibilities; FAC assumes that most faculty will not have to make frequent changes in the PD. The committee envisions that faculty would have a single evaluation meeting with unit administrator. This meeting would be both reflective and forward thinking. He pointed out that the new AE form has a space specifically for forward-looking comments labeled “Commentary/recommendations on progress toward tenure, promotion, and/or continued satisfactory performance.” The committee also hopes that the AE discussion will include goal setting.

A senator encouraged in-depth training for unit administrators to support the new system. He expressed concern that without such training, the revisions might lead to a very uneven and possibly unstructured and unhelpful evaluation process. Ytreberg expressed his confidence that the Vice Provost for Faculty has begun and will continue a detailed process of supporting unit administrators in carrying out the AE process.
A senator asked where the detail that was formerly in the PD would be recorded. Ytreberg responded that departments would be free to develop procedures to capture the data if this was deemed necessary.

Based on the concern expressed by several senators regarding the short time for gathering input from colleagues, it was moved (De Angelis/Morgan) to postpone the vote on the proposed policy changes to April 10, 2018. After the initial vote on this matter, a Senator raised a point of order requesting clarification on whether passage of the motion requires a majority of those attending the meeting or a majority of those voting. The faculty secretary consulted the Senate Bylaws and Roberts Rules of Order. She clarified that passage of the motion requires a majority of those voting. She also stated that she may have earlier miscounted the votes and suggested that the vote be repeated. On repeating the vote, the motion to postpone passed with 14 votes in favor and 6 against.

**Library Affairs Report. FS-18-053: FSH 6920 – University Library.** Professor Robert Perret, Chair of the Library Affairs Committee, presented the committee’s report. The committee’s proposal streamlines and updates the language of the library policy. A senator commented in his view that the introductory language in the proposed policy was a statement of purpose and not truly policy. Perret responded that the committee believed it was important to set forth a broad statement of the library’s role in the university. The dean of the University Library, Lynn Baird (a member of senate) commented that the proposed language is taken directly from the library’s mission statement. Another senator asked about the enforcement of the fees for books that were checked out for so long that they are declared lost. Her concern was that the fees were not enforced. Another senator questioned why faculty should be exempt from overdue charges. Dean Baird responded that borrowing library materials for extended periods of time is a longstanding privilege of faculty. However, the library has experienced problems when faculty have attempted to assert the extended loan privilege as to interlibrary loans and other materials to which extended periods of time does not apply. The proposed language provides more enforcement than does the present policy. Finally, a senator commented that, in his opinion, certain descriptive provisions could be removed from the proposed policy. Perret responded that the committee intended the policy to be comprehensive. Regarding one of the provisions, Perret also pointed out that the language creates a faculty privilege to request library materials. The proposed revisions passed 22-0.

**Strategic Plan Update.** Director of Institutional Assessment and Accreditation, Dale Pietrzak updated senate on the status of the university’s strategic plan in preparation for the mid-cycle visit by the Northwest Commission on Colleges and Universities (NWCCU). Director Pietrzak reminded senate that President Staben first presented the updated strategic plan at his State of the University Address last fall. As the university’s processes were reviewed in preparation for the visit, it was determined that a presentation of the update to Faculty Senate also would be appropriate. Pietrzak noted that while the university is behind on meeting several of its aspirational goals, it has made progress in implementing its plan. He also pointed out that since the president’s update last fall, some of the metrics in the plan have been further updated as data has become available. The primary concern of the NWCCU reviewers is that the university is assessing its operations and that the assessment activities (such as the University Budget and Finance Committee process and Program Prioritization) are tied to our strategic plan.

A senator asked whether there was any data faculty should be particularly aware of? Pietrzak explained that NWCCU wants to know whether the university is regularly collecting information and updating the evaluation of our strategic plan. They are focused on whether we are doing what we said we would do. The upcoming visit is a mid-cycle visit that focuses on student and program learning outcomes and on the ad hoc report issued at the NWCCU’s last mid-cycle visit 18 months ago. NWCCU is sending only two reviewers instead of three or four – these reviewers will review both areas of focus. The NWCCU has given them latitude on how to proceed in order to accommodate the paucity of reviewers. Pietrzak also elaborated on the reason for this particular mid-cycle review. The NWCCU reviewers who visited the university in the fall of 2017 liked what the university was doing on strategic planning and wanted to see that we are consistently doing what we say we were going to do over time. A senator commented on several metrics in the update – we have had a decrease in terminal
degrees, we haven’t met our enrollment goals and we have experienced an understandable dip in International enrollment.

**Update on Parking and Transportation (PTS).** Director of Parking and Transportation Services Rebecca Couch. Couch indicated that PTS is introducing parking changes and permit price increases. She stated that the PTS’ vision is to keep UI moving and to focus on good customer service. The PTS Strategic Plan is on the PTS website and was provided to senators. Couch stated that while the university has available parking spaces to meet our current needs, the open spaces are not in desired areas. This is beginning to place increasing pressure on the parking system. In preparation for the strategic plan, PTS conducted a campus-wide survey. They received almost 2000 responses including significant responses from faculty, staff and students. As a result, they were able to segment the responses to different groups, so they could compare priorities. The survey asked participants to rank sixteen different priorities based on four criteria -- availability, affordability, sustainability and fairness. Most participants believed that parking policy should emphasize availability and affordability. Sustainability and fairness were lesser considerations for most participants. As a result of the information obtained from the survey, PTS has renewed its focus on reducing the number of vehicles brought to campus. Reducing vehicles is the most cost-effective way to provide affordable parking access. The plan is particularly focused on reducing the need of students to bring personal vehicles to campus. PTS plans to enhance existing alternative transportation options and to add some new options. She particularly mentioned improved shuttle service from parking lots in peripheral areas. Another plan is to increase the convenience of public transportation options by bringing them into the core of campus. PTS plans to start a bike share program. Such programs are booming across the country. Users do not have to worry about purchasing a bike or getting one to campus. Another idea is to provide incentives to people who don’t buy a parking permit. The ultimate plan is to focus the parking system on those who need to drive to campus. PTS also hopes to improve availability, enhanced technology, improve lot conditions and better maintain lots.

For FY19 PTS is creating a new permit tier – orange. Orange permits will be priced between gold and red permits. Many of the current high demand, red lots close to the campus core will be reclassified as orange lots. In addition, the prices for gold permits and student residential permits will increase. Gold permits will increase by 4% and premium residential permits will increase by 14%. The goal of these changes is to keep prices for each of the permit tiers about a hundred dollars apart. This provides financial options for students and employees. The increase in price for the premium student permits recognizes that these parking spaces are generally very conveniently located. Demand for these residential permits, located close to student residences, is sky-rocketing.

Late in 2019 PTS expects to begin a major capital project. This project involves paving lot 53 near the Student Health Center and changing the parking in that lot to metered parking, changing the street directions on Ash Street and Idaho Street, changing the on-street parking on these streets to gold permit parking, and adding additional permit parking south of Life Sciences where there are now meters. Finally, PTS is working with the City of Moscow to authorize more on-street parking on city streets to the east of campus. PTS expects that the direction change on Ash and Idaho Streets will make it possible for public transportation to come into the center of the campus – a bus stop will be added on Ash Street. Also, PTS has had complaints about cars driving in pedestrian-only areas. The directional change will make this more difficult. Changing the parking on Ash and Idaho Streets from long-term residential parking to day time parking will make snow removal on these streets easier. In addition, PTS plans better signage that will direct visitors to campus to the metered spots.

A senator asked whether any gold lots had changed. Couch responded that there were no changes to the locations of gold parking lots. Rather, several red lots will be re-classified to orange lots. A senator commented that it appears that the changes push students into affordable red lots further from the campus core. The senator wanted to know how many students had been involved in the process of reviewing parking policies. He stated that the proposed changes are not responsive to student input. A senator commented that the policy would push lower income employees into these more distant lots. He noted the price of the new orange permit is the equivalent of 1% of the annual compensation for some of our employees. Another senator suggested
that the parking map make clear that holders of the new orange permit can park in lots open to lower priced permits. Couch thanked the senator for pointing out this ambiguity.

A senator suggested that PTS create a more direct walkway for those who park in the blue lot on Sweet Avenue to make it more accessible to the campus core. Couch responded that PTS would follow up on this idea.

A senator asked whether parking reciprocity with WSU could be improved. Couch explained that WSU has changed their parking policies. The university plans to try to work with them for reciprocity.

A senator commented that she appreciated the need to increase revenues, but that this should not be done at the expense of employees and students. Her opinion was that while the creation of the new orange lots might be a good idea, she did not support raising permit prices. Senators also expressed frustration that spaces are constantly re-purposed in gold lots for service, delivery, Zip cars and for special uses, especially near Memorial Gym. She also did not support telling employees that they cannot park in lots during athletic events. Many senators nodded in agreement.

A senator commented that it did not appear that customer satisfaction was considered. He pointed out that there are acute shortages of parking for certain students. He suggested that PTS should decrease the price for red permits, because they will be less desirable. He also commented on the high number of parking appeals. Couch responded that PTS is proposing dropping the prices for blue permits.

**Adjournment:** Finally, a senator commented on PTS plans to reduce the number of blue lots. Couch explained that future PTS plans are to convert blue lots on Sweet Avenue to red lots. Time for meeting expired, a motion to adjourn (Morrison/Johnson) was made. The meeting was adjourned at 5:00 p.m.

Respectfully Submitted,

Liz Brandt, Faculty Secretary &
Secretary to the Faculty Senate