University of Idaho
2017-2018 FACULTY SENATE AGENDA
Meeting #15
3:30 p.m. - Tuesday, January 16, 2018
Brink Hall Faculty-Staff Lounge & Zoom

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2017-18 Faculty Senate Meeting #14, December 5, 2017 (vote)

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • Legislative Session Report (Stegner - Boise)

VI. Committee Reports.

   Faculty Affairs (vote)
   • FS-18-017 – FSH 1570 - Faculty Secretary (Hrdlicka)

   University Curriculum Committee (vote)
   • FS-18-020 (UCC-18-026b): Education - Movement Science: Exercise Science & Health emphasis Pre-Physical Therapy; Fitness, Health, and Human Performance; Pre-Athletic Training; Physical Education Teacher Certification; Community Health Education and Promotion (Scruggs)
   • FS-18-025 (UCC-18-013): CLASS – Women’s and Gender Studies to Women’s, Gender, and Sexuality Studies (Hormel)

VII. Special Orders.
   • FS-18-026 - FSH 5200 – Human Participant (Subject) Research (Inge/Walker/Harris)(FYI)

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Patrick Hrdlicka, Chair 2017-2018, Faculty Senate

Attachments: Minutes of 2017-2018 FS Meeting #14
Handouts
University of Idaho  
Faculty Senate Meeting Minutes  
2017-2018 Meeting #1, Tuesday, December 5, 2017

Present: Anderson (Miranda), Anderson (Mike), Arowojolu, Baird, Brandt (w/o vote), Brown, Caplan, De Angelis, Dezanni for Foster (w/o vote), Ellison, Grieb, Hrdlicka, Jeffrey, Johnson, Kern (Coeur d’Alene), Morgan, Morrison, Nicotra, Panttaja, Seamon, Wiencek, Tenuto for Cannon (w/o Vote) (Boise), Tibbals, Vella. Absent: Barbour, Bugingo, Cannon (Boise), Foster, Leonor, Mahoney, Watson, Zhao (Idaho Falls). Guests: 12

Call to Order and Minutes: The chair called the meeting to order at 3:31. A motion (Seamon/Tibbals) to approve the minutes passed with 4 abstentions.

Consent Agenda. The following items were approved via the Consent Agenda.
- Fall 2017 Graduates
- Sabbatical 2018-19

Chair’s Report.
- Committee preference forms are still being accepted
- Fall Commencement is on December 9
- Fall semester grades due by noon on December 19

A senator asked how many more nominees are needed for committee service. The chair deferred to Anna Thompson, UI Policy Assistant and Faculty Secretary Assistant. She indicated that 108 preference forms had been received. A number of those expressed the desire not to serve on a committee. There are approximately 470 committee appointments. Many assignments have specific qualifications to ensure that the particular committee is representative, or has the expertise necessary, to support its work. [NB: Committee on Committees Chair, Miranda Anderson indicated that approximately 75 committee positions are open this year.]

The chair invited Vice President Dan Ewart to speak to a new task force that will explore a move toward a chosen or preferred name system at the UI. Faculty, staff, and students may use their chosen or preferred name, as opposed to their legal name, for institutional purposes. VP Ewart asked for volunteers saying he estimated the time commitment will likely involve 8-10 meetings over the coming semester. The first meeting is planned for Wednesday, December 13. In response to questions, Ewart explained that the committee would not be addressing gender identification issues at this time. Senator Jodie Nicotra volunteered.

Provost’s Report.
- The administration is in the final phase of completing the mid-year raise process. Deans will be sharing data with chairs. Faculty can expect to receive information regarding mid-year compensation from their dean, or chair, in the near future. The process of implementing the market compensation model for mid-year compensation has uncovered several issues. First, the system used for determining clinical faculty market compensation has led to results that are not consistent with external market information in some areas. Second, similar issues have arisen for faculty with joint appointments. The Faculty Compensation Task Force will follow up on these issues.
- Institutional Planning and Effectiveness Committee (IPEC) has begun discussion of how cascaded plans will be used as part of the Program Prioritization process. IPEC will be reaching out to various constituencies as it examines how to move forward.
- Changes are taking place in undergraduate admissions. In the past, applicants have completed a specific University of Idaho application. This year, the State Board of Education has moved to a
unified application for all state colleges and universities. This unified application system does not contain the same questions as are included on UI’s specific application. In particular, the UI asks applicants to disclose whether they have a criminal record. This question is not included in the unified application. Strategic Enrollment Management (SEM) has decided that it will admit applicants based on the unified application. However, at the time of admission, these applicants will be asked to log into VandalWeb to provide additional information, including whether they have a criminal record. The provost also shared copies of the admission letters that will go out to students. He concluded by noting that the good news is that the number of applications received to date is significantly higher than in past years. He cautioned that we still must be careful about how to interpret these numbers, because we do not have a full understanding of how the new unified application has impacted the application rate. Even so, these larger numbers give the UI an opportunity to make direct contact with a larger group of applicants to convince them to attend UI.

In response to a question from a senator, the Provost indicated that market compensation information should be available very soon.

University Curriculum Committee Report.

- **FS-18-019 (UCC-18-026a):** Education - Movement Science: Exercise Science & Health to Exercise, Sport, and Health Sciences. This is a proposal to change the name of a degree. Phillip Scruggs, Chair of Movement Science, explained that the Movement Science Department is restructuring its offerings. The proposed name will align more closely with the developing curriculum and with the new name of the college to the College of Health, Human Services and Education. The proposal passed unanimously.

- **FS-18-021 (UCC-18-019a):** Engineering - Mechanical Engineering. Discontinue Manufacturing Engineering minor. Michael Anderson, a senator and faculty member in the Department of Mechanical Engineering explained that the minor was being dropped because no students have completed it in a number of years. A senator pointed out that perhaps lack of interest is found on the College of Engineering’s website which indicates that the minor is not accredited. The change passed unanimously.

- The senate considered three proposed curriculum changes from Statistical Science and Math departments as a group.
  - **FS-18-022 (UCC-18-030a):** Science - BS Statistics
  - **FS-18-024 (UCC-18-030c):** Science - Discontinue Applied-Statistics option in Mathematics

Professor Chris Williams, Chair of the Department of Statistical Science and Department of Mathematics explained that the Statistical Science Department is creating a completely new major and in doing so the Math Department will be eliminating two options that will be folded into the new major in Statistics. The courses comprising the options will be absorbed in the new statistics major. This change will facilitate better advising and mentoring for students interested in statistics. The Statistical Science Department is also seeking a small amount of funding to support the creation of a capstone course for the Statistics major.

A senator asked what steps had been taken by the Statistical Science Department to obtain funding for the capstone course. Professor Williams stated that they have just begun exploring the possibilities for funding. The funding is not necessary to move ahead with the major.
A senator asked whether the department would be providing additional support for students wishing to take the actuary qualifying examinations. Williams responded that they haven’t addressed that at this point in time. He added that the new major has been constructed to make it an attractive second major for students. The proposal passed unanimously.

**Multi-factor Authentication (MFA):** Dan Ewart, Vice President for Infrastructure, and Mitch Parks, Chief Information Security Officer, answered questions regarding the new multi-factor authentication (MFA) system being implemented by the University. The Faculty Senate webpage contains a [powerpoint](#) with useful information about the MFA system. Officer Parks addressed the shortage of hardware tokens stating that the experience of other universities has been that less than 10% of the users have opted for the hardware key. In response to the unexpected demand here, Information Technology Services (ITS) has identified a cost-effective hardware key that will be made available free to faculty and staff starting in mid-December. VP Ewart added that individuals who already purchased a key will be entitled to a refund of the purchase price. ITS will be offering drop-in sessions for assistance with enrolling in MFA for faculty, staff, and students in January. [NB: Flyers advertising these sessions are posted on the Faculty Senate webpage.]

A senator asked about the available backup methods for employees to ensure they have access. Ewart responded that users may install the ‘Duo App’ on multiple devices (phones, tablets, home computers, etc.), they may use a hardware key, or they may generate a software key using the ‘Duo App’ even if not connected to the internet. A senator commented that faculty and staff who enrolled in MFA early experienced a number of “bugs.” She wanted to know whether these have been worked out. Parks commented that most of the problems were related to the use of older email and calendar software. ITS has worked to resolve these issues. Employees using older email software should choose the “legacy email” option when enrolling. The senator described several other issues. Parks indicated he would follow up on these after the meeting.

In response to a question, Parks indicated that computer support technicians have participated in additional training on implementation of MFA. In addition, ITS is working to foster fast communication and collaboration by the support staff. They also have provided techs with support documents.

A senator asked what will happen on January 31 if students have not enrolled? Parks responded that students would see a prompt requiring them to enroll in ‘Duo’ when they seek to access the UI network. ITS anticipates that the “go live” date will be the most demanding day for the support staff. They are preparing for this increased demand. Lynn Baird, Dean of the Library, who is also a faculty senator, offered to sponsor drop in support at the Library on the 31st.

**UI Brand Refresh.** Stefany Bales, Executive Director of Communications and Marketing (UCM), updated senate on a refresh of the UI Brand. The refresh was undertaken in response to a statewide poll regarding how well Idahoans perceive the University of Idaho. Bales underscored that the core identity of the university would not change. The logo will be changing and additional color options, descriptive terminology and visual effects will be added to the brand. The refreshed brand will focus on an explorer archetype. The objective is to bolster the prominence of the institution. Information on the new brand is available on the [UCM website](#).

A number of senators were pleased with the refresh. A senator asked about whether UCM had considered that the university is experiencing “brand fatigue” and also whether there was room for individual departments and units to personalize their message. Others commented on the need for flexibility to highlight the individuality of each program. Bales stated that it is important for the UI to portray a consistent message. She offered to work with units who may have needs to personalize the brand for their
unit message. A senator also suggested that, consistent with the “explorer” prototype, the university should establish a series of talks by well-known explorers and schedule these talks across the state. Another senator stated that the brand refresh seems to be focused very tightly on Idaho and on undergraduate education. Bales responded that this is just a first step in establishing our refreshed brand. It will be expanded from this initial rollout.

Having completed the meeting’s business, a motion to adjourn (Morrison/Baird) was made and the meeting was adjourned at 5:12.

Respectfully Submitted,

Liz Brandt, Faculty Secretary & Secretary to the Faculty Senate
POLICY COVER SHEET

See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy

[March 9, 2009]

Faculty/Staff Handbook [FSH] □ Addition ■ Revision* □ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: FSH 1570 – Secretary of the Faculty

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):
Senate Leadership, Chair Hrdlicka & Liz Brandt, Faculty Secretary
(Please see FSH 1460 C)

Telephone & Email: hrdlicka@uidaho.edu & ebrandt@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Reviewed by General Counsel ___Yes ___No Name & Date: __________________________

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.

Update policy to reflect current roles and responsibilities of the Faculty Secretary, including oversight of policy process and the role this position plays in achieving positive outcomes.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
None

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change. FSH 1460

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.

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]
SECRETARY OF THE FACULTY

PREAMBLE: This section outlines the appointment, responsibilities, and duties of the Secretary of the Faculty. The faculty secretarship is a position of long standing in the university and this section appeared first in the 1979 edition of the Handbook. The first substantial revision was that of November, 1991, where the faculty secretarship was redefined as a half-time position (allowing for the creation of a half-time ombudsman position) and the responsibilities of the office were substantially changed. The second substantial revision was done in 2003 to reflect current practice and responsibilities. In 2009 responsibility for vita preparation was removed from the Office of the Faculty Secretary and placed with the faculty. Except where noted, the text remains as it was in 1996. For further information, contact the Office of the Faculty Secretary [208-885-6151]. [ed. 7-00, 7-03, rev. 7-11]

CONTENTS:
A. Appointment
B. Responsibilities and Duties
C. Nomination Process for Secretary of the Faculty

A. APPOINTMENT.

A-1. The secretary of the faculty (aka faculty secretary, policy coordinator see FSH 1460) is appointed on a fiscal-year basis by the president from among the tenured members of the university faculty or faculty emeriti [see 1520 II-1 and III-2]. The president appoints the secretary of the faculty from a list of candidates recommended by a nominating committee and ratified by the Faculty Senate [see C below]. [rev. 7-02, ed. 7-09]

A-2. Release time for the faculty secretary will be at least one-half time and may be greater, at the discretion of the president, depending on the circumstances, the needs of the Faculty Senate, and the needs of the faculty member appointed. [ed. 7-09]

A-3. The term of service is three years and is renewable. [rev. 7-02]

A-4. The faculty secretary serves at the pleasure of the president and reports to the chair of the Faculty Senate and to the provost. The provost, in consultation with the chair and vice chair of the Faculty Senate, conducts an annual review of the faculty secretary. Early in the third year of service, an in-depth evaluation is conducted by the provost and the chair of the Faculty Senate. Included are evaluations by the senate as a whole, by other appropriate administrators and faculty, and by the incumbent. A confidential evaluation report is given to the president for review and discussion with the incumbent by the first week in October in the third year of service. [rev. 7-02, ed. 7-09]

B. RESPONSIBILITIES AND DUTIES. The Secretary of the Faculty shall: [rev. 7-02]

B-1: Serve as a significant source of information for UI administrators, faculty, staff, and students concerning policies, regulations, and procedures; serve as a channel of communication to the members of the university faculty concerning administrative and regents' actions; work with the administration and Faculty Senate in achieving positive outcomes to university policies and procedures; serve as a liaison with the President’s Office to facilitate maintenance and publication of the policy and procedures handbooks (ed FSH 1460).

B-2: Serve as Policy Coordinator (FSH 1460 B-5) with oversight the edition of the Faculty-Staff Handbook (FSH) and Administrative Procedures Manual (APM) to ensure their the timely and orderly adoption of policies and procedures including, but not limited to: 1) consulting and collaborating with the administration to identify and address policy issues; 2) keeping upper administrative officials informed of policy proposals being developed by university committees and others; 3) advising on the development and drafting of policy; 4) identifying policies in need of revision; and ensuring that such revisions are addressed; 5) ensuring that institutional processes for

Commented [AT1]: This first part is from B-10.
Commented [TA(2]: This middle sentence was part of original B-1.
Commented [TA(3]: The Fac. Sec. works with Counsel, Provost, FAC, CUC, and is part of Sam. Leadership who work through items of concern that arise from changes submitted by a policy sponsor (HR, Research, Infrastructure, DOS, et al). This role is crucial to ensure everyone’s work to-date is not lost and to avoid presidential disapproval.
Commented [AT4]: Last sentence here was in original B-8 moved to B-2 below.
Commented [TA(5]: Was B-8, everything that follows below is linked to this and the above role, including the UFM which is the last Faculty Governance approval process before the President.

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Page 1 of 2
the timely development of policies and procedures are followed, and 6) keeping the university community informed.

University Faculty, the President and Regents. Serve as a major resource to the faculty and administrators with respect to the contents of the handbook and participate in keeping it up-to-date. Serve as a liaison with the President’s Office to ensure proper maintenance and publication of the handbook. [ren. and rev. 7-02, ed. 7-09]

B-13. Prepare, with the president’s approval, the agenda and supporting documents for each meeting of the university faculty, for review and approval by the president; record and publish the minutes of meetings; ensure that forward reports of actions of the university faculty are forwarded to the president, and the Department of Special Collections and Archives in the University Library, and other interested parties with copies of the minutes of the university faculty meetings. [add 7-02, 7-11]

B-3. Oversee the placement of Faculty-Staff Handbook sections and keywords on the UI policy and regulations website. [add 7-02]

B-19. Prepare. Ensure the accurate and timely preparation and distribution of General Policy Reports for publication and distribution to the policy review and approval. [add 7-02, 7-11]

B-45. Serve as an ex-officio nonvoting member of the Faculty Senate, work closely with and advise the chair and vice chair of Faculty Senate on policy matters and on the conduct of senate business; and, as his or her primary responsibility, provide services related to shared governance on request from the Faculty Senate and other faculty bodies, faculty, staff, students, and administration. [ren. 7-02, ed. 7-09]

B-56. Serve as secretary to an ex officio nonvoting member of the Committee on Committees. Oversee the process for solicitation of faculty members to serve on university-wide standing committees and the publication of committee function statements and membership lists. [ren. and rev. 7-02]

B-67. Serve as an ex-officio nonvoting member of the University Curriculum Committee, and cooperate work closely with UI officials to facilitate the accuracy of all published academic information. [ren. and rev. 7-02]

B-78. Serve as chair of the University Multi-campus Communications Committee, 1640.94. [add 1-10]

B-29. Oversee and ensure the accuracy of the Faculty Senate, Faculty Secretary, Faculty-Staff Handbook, Administrative Procedures Manual and University Policy websites. Oversee the placement of material on those websites and historical records. [add 7-02, ed. 7-09, rev. 7-17]

B-11. Perform such other duties related to faculty governance as may be assigned by the president or the president’s designee or the university faculty. [ren. 7-02]

C. NOMINATION PROCESS FOR SECRETARY OF THE FACULTY.

C-1. The chair of the Faculty Senate appoints a five-member nominating committee, with the approval of the Faculty Senate. The committee is composed of the provost and four other members of the senate, one of whom shall be the Faculty Senate Chair, or his/her designee, who shall serve as the committee chair. [ed. 7-09, rev. 7-17]

C-2. The nomination committee should seek out and give preference to nominees who have the following qualifications: (1) attained the rank of full professor or are faculty emeriti, (2) communication skills, (3) supervisory experience, (4) extensive experience in university service, and (5) excellent understanding and commitment to the role and mission of the University of Idaho. [add 7-02, rev. 7-17]

C-3. The committee advertises the position, solicits and accepts applications and nominations, and screens candidates. The committee functions in a confidential manner. [ren. 7-02]
C-4. The committee recommends a list of candidates for ratification by the Faculty Senate. The senate may meet in executive session to discuss candidates recommended by the nominating committee. The senate may not add names to those recommended by the nominating committee but may choose to delete any of the candidates nominated by the committee. [ren. and rev. 7-02]

C-5. The Faculty Senate forwards the names of nominees ratified by the Faculty Senate to the president. The president selects the faculty secretary from that list or requests that a new group of nominees be selected following the procedures outlined in C-1 through C-4. [ren. 7-02, ed. 7-09]
PROGRAM COMPONENT (Group B) OR NON-SUBSTANTIVE MINOR REQUEST FORM

Short Form

Instructions: Please use one form for each request/action. Clearly mark all changes using Track Change or strikethroughs for deletions and underlines for additions. Following the approval of the appropriate college curriculum committee, a single representative for the college will e-mail the completed form to the Office of the Provost and Executive Vice President, provost@uidaho.edu for approval and then submission to the Academic Publications Editor in the Registrar’s Office for review by the University Curriculum Committee (UCC).

Deadline: This form must be submitted to the Office of the Provost and Executive Vice President by December 15th for inclusion in the next available General Catalog and to be available for scheduling beginning with the next summer session.

When applicable a Curriculum Change Form and Course Approval Forms must accompany the short form when submitted to provost@uidaho.edu

Submission Information
This section must be completed

<table>
<thead>
<tr>
<th>College:</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Unit:</td>
<td>Movement Sciences</td>
</tr>
<tr>
<td>Dept/Unit Approval Date:</td>
<td>August 30, 2017</td>
</tr>
<tr>
<td>College Approval Date:</td>
<td>September 29, 2017</td>
</tr>
</tbody>
</table>

CIP code (Consult Institutional Research):
1. Pre-Physical Therapy  CIP Code: 26.0908
2. Fitness, Health, and Human Performance  CIP Code: 26.0908
3. Pre-Athletic Training  CIP Code: 31.0505
4. Physical Education Teacher Education  CIP Code: 13.1314

Primary Point of Contact (Name and Email):
Philip Scruggs, pwscruggs@uidaho.edu

Rationale and Overview of Program Component Request or Name Change
This section must be completed

Provide the rationale and overview of this request. Include an explanation of how the department will manage the added workload for a new program component; describe whether the program component curriculum and admissions requirements remain the same; describe the rational for a name change or degree designation change if applicable.

The BS Exercise Science and Health currently has four emphasis areas (Pre-Physical Therapy; Pre-Athletic Training; Fitness, Health, and Human Performance; Physical Education Teacher Certification) and we are concurrently requesting a fifth emphasis area in a separate application. Currently, the emphasis areas are not transcripted. Therefore to simplify the advising process and make the degree audits simpler for students to understand, we would like to transcript the tracks.

Name or Degree Change Only Requests
Leave blank if not making a name and/or degree change only request

This section to be completed ONLY for changes to the name of: degree, major, minor, option, emphasis, certificate, teaching endorsement. If there are accompanying curriculum or course changes, complete the next section and attach the curriculum and/or course forms. **Note: a substantive change to a program degree, major, or program component may require a program proposal form.

Current Name: Exercise Science and Health

New Name:
**Program Component Request**

Leave blank if not adding, discontinuing, or modifying a program component. Program components consist of option, emphasis, minor, academic certificate less than 30 credits, or teaching endorsement.

Clearly mark all changes to existing program components by using Track Change or strikethroughs for deletions and underlines for additions. A curriculum change form and/or course approval forms associated with this request are required to be submitted with this short form.

<table>
<thead>
<tr>
<th>Create New:</th>
<th>Modify:</th>
<th>x Discontinue:</th>
<th>Implementation Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Level:</td>
<td>Undergraduate Level:</td>
<td>x Law Level:</td>
<td>Credit Requirement:</td>
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</tbody>
</table>

Are new courses being created: No x Yes
If yes, how many courses will be created: 

If the request is for an option or emphasis enter the associated major and degree:

<table>
<thead>
<tr>
<th>Major:</th>
<th>Degree:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Science and Health</td>
<td>BS ESH</td>
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</table>

Enter the name of the program component in the appropriate row:

<table>
<thead>
<tr>
<th>Option:</th>
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<tbody>
<tr>
<td>Emphasis:</td>
</tr>
<tr>
<td>Pre-Physical Therapy; Fitness, Health, and Human Performance; Pre-Athletic Training; Physical Education Teacher Certification; Community Health Education and Promotion (Proposed)</td>
</tr>
<tr>
<td>Minor:</td>
</tr>
<tr>
<td>Academic Certificate less than 30 credits:</td>
</tr>
<tr>
<td>Teaching Endorsement (Major/Minor):</td>
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**Learning Outcomes and Assessment Information**

This section must be completed if program component request section is completed.

1. List the intended learning outcomes for the program component, using learner centered statements that indicate what will students know, be able to do, and value or appreciate as a result of completing the program:

   Learning outcome #1: To understand the biological, sociological, and psychological contributions and consequences of health and exercise behavior. Learning outcome #2: To be able to critically evaluate current trends, information, sources, and research related to exercise science and health. Learning outcome #3: To be able to integrate and apply knowledge, skills, and critical thinking to (assess and plan for) individual and community exercise, health, and wellness. Learning outcome #4: To demonstrate personal growth and professional development.

2. Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program component:

   1. Course assessments will evaluate how students will achieve the intended learning outcomes from; a) lecture exams and quizzes, b) journal reflections, c) laboratory assignments, d) research projects and presentations, e) project assessment assignments.
   2. As a program capstone, students will complete and internship experience that is assessed by; a) journal reflections, b) supervisor evaluations, and c) project.
   3. A program assessment survey completed by graduating students.
   4. How will you ensure that the assessment findings will be used to improve the program?
1. ESH faculty meet multiple times per year to discuss assessment results and implement changes if necessary.

4. What direct and indirect measures will be used to assess student learning?
1. Direct measures include: a) Lecture quizzes and exams, b) laboratory assignments, c) journal logs and reflections, d) course objective evaluations, e) group research projects and presentations, f) health assessment assignments
2. Indirect measures include: a) UI student evaluations, b) graduating student survey

5. When will assessment activities occur and at what frequency?
1. Direct measures will be conducted every semester in each class.
2. Indirect measures will be conducted every semester.

Financial Impact
This section must be completed if program component request section is completed

<table>
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<tr>
<th>Greater than $250,000 per FY:</th>
<th>Less than $250,000 per FY:</th>
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Brief Description of financial impact: Limited financial program impact as we are simply requesting transcription of the degree.

Distance Education Availability
This section must be completed if program component request section is completed

To comply with the requirements of the Idaho State Board of Education (SBOE) and the Northwest Commission on Colleges and Universities (NWCCU) the University of Idaho must declare whether 50% or more of the curricular requirements of a program may be completed via distance education. **If the program component is to be offered via distance education, additional or different formwork may be required.** Contact provost@uidaho.edu for assistance.

The U.S. Department of Education defines distance education as follows:
Distance education means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include--

(1) The internet;
(2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
(3) Audio conferencing; or
(4) Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

<table>
<thead>
<tr>
<th>Can 50% or more of the curricular requirements of this program component be completed via distance education?</th>
<th>Yes*</th>
<th>No</th>
</tr>
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<tr>
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*If Yes, can 100% of the curricular requirements of this program component be completed via distance education? | Yes | No |
|                                                                                                         |     |    |

Geographical Area Availability
This section must be completed if program component request section is completed

Identify the geographical area(s) this program component can be completed in:
<table>
<thead>
<tr>
<th>Location</th>
<th>Location(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moscow</td>
<td>x</td>
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<tr>
<td>Coeur d'Alene</td>
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<tr>
<td>Boise*</td>
<td></td>
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<tr>
<td>Idaho Falls*</td>
<td></td>
</tr>
<tr>
<td>Other**</td>
<td>Location(s):</td>
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</table>

*Note: Programs offered in regions 3, 4, and/or 5 may require additional formwork from the State Board of Education. Contact the Office of the Provost and Executive Vice President for additional information.

**Note: If Other is selected identify the specific area(s) this program component will be offered.

### Office of the Registrar Information

<table>
<thead>
<tr>
<th>Information</th>
<th>Date/Number/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation Effective Date:</td>
<td></td>
</tr>
<tr>
<td>Date Received by the Office of the Provost and Executive Vice President:</td>
<td></td>
</tr>
<tr>
<td>Date Received by Budget Office, if applicable:</td>
<td></td>
</tr>
<tr>
<td>Date Received by Institutional Research and Assessment:</td>
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<td>Date Received by UCC Secretary:</td>
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<tr>
<td>UCC Item Number:</td>
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<td>UCC Approval Date:</td>
<td>Vote Record:</td>
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<tr>
<td>Faculty Senate Item Number:</td>
<td></td>
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<tr>
<td>Faculty Senate Approval Date:</td>
<td>Vote Record:</td>
</tr>
<tr>
<td>General Policy Report Number or Faculty Meeting Date:</td>
<td></td>
</tr>
<tr>
<td>Office of the President Approval Date:</td>
<td></td>
</tr>
<tr>
<td>State Board of Education Approval/Acknowledgement Date:</td>
<td></td>
</tr>
</tbody>
</table>
PROGRAM COMPONENT (Group B) OR NON-SUBSTANTIVE MINOR REQUEST FORM (Short Form)

Instructions: Please use one form for each request/action. Clearly mark all changes using either (1) Track Change or (2) strikethroughs for deletions and underlines for additions. Following the approval of the appropriate college curriculum committee, the department chair will e-mail the completed form to gracemiller@uidaho.edu.

Deadline: This form must be submitted by October 1 for inclusion in the next available General Catalog and to be available for scheduling beginning with the next summer session.

When applicable, a Curriculum Change Form and Course Approval Forms must accompany the short form.

Submission Information

<table>
<thead>
<tr>
<th>Dept Chair Name:</th>
<th>Leontina Hormel, Director of Women's &amp; Gender Studies</th>
<th>Email:</th>
<th><a href="mailto:lhormel@uidaho.edu">lhormel@uidaho.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>College:</td>
<td>CLASS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Women’s and Gender Studies (interdisciplinary minor program, not governed by department)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept/Unit Approval Date:</td>
<td>August 29, 2017</td>
<td>Vote Record:</td>
<td>16 yes/1 abstention</td>
</tr>
<tr>
<td>College Approval Date:</td>
<td>9/27/17</td>
<td>Vote Record:</td>
<td>7 yes/0 no/abstention</td>
</tr>
<tr>
<td>Primary Point of Contact:</td>
<td>Leontina Hormel</td>
<td>Email:</td>
<td><a href="mailto:lhormel@uidaho.edu">lhormel@uidaho.edu</a></td>
</tr>
<tr>
<td>Briefly describe the change you are requesting:</td>
<td>We wish to change the current name for our minor “Women’s and Gender Studies” to “Women’s, Gender, and Sexuality Studies.” Attached forms indicate change of subject prefix and course titles for WGSS courses, as well as updated curriculum and description of minor program.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What is the financial impact of the requested change?

- Greater than $250,000 per FY: X
- Less than $250,000 per FY: 

**Note: If financial impact is greater than $250,000, you must complete a Program Proposal form.

Describe the financial impact: None

Rationale for Program Component Request or Name Change

Explain the change you are requesting, and provide a rationale for this request. Include an explanation of how the department will manage the added workload for a new program component; describe whether the program component curriculum and admissions requirements remain the same; describe the rational for a name change or degree designation change, if applicable.

Adding Sexuality to our program’s title allows us to feature a subject area faculty have already been building into existing course curricula and courses that are being entered into our curriculum next year. This will not add workload or any other additional resources, since this is an interdisciplinary program relying mostly on multiple departments’ existing courses.

Name or Degree Change Only Requests

Leave blank if not making a name and/or degree change only request

This section to be completed ONLY for changes to the name of: degree, major, minor, option, emphasis, certificate, teaching endorsement.

| Current Name: | Women’s and Gender Studies |
| New Name: | Women’s, Gender, and Sexuality Studies |
| Current Degree: | Minor Program |
| New Degree: | |
| Other Details: | |
Effective Date: Summer 2018

Please indicate if any course or curriculum changes are occurring as a result of this name or degree change request: X Yes □ No

If there are accompanying curriculum or course changes, complete the next section and attach the curriculum and/or course forms.

**Note: A substantive change to a program degree, major, or program component may require a program proposal form.**

Please indicate whether 25% or more of the program learning outcomes are changing: □ Yes X No

**Note:** If you answered YES to this question, complete the table below:

<table>
<thead>
<tr>
<th>SLO#</th>
<th>List Old Learning Outcomes</th>
<th>New Learning Outcome, if changed (if no change, write N/A and move to next outcome)</th>
<th>New Direct Measure (list student work product and explain how it will be evaluated)</th>
<th>Have you updated the assessment cycle to include this change? (yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLO2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SLO3</td>
<td></td>
<td></td>
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<tr>
<td>SLO4</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SLO5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Program Component Request

Leave blank if not adding, discontinuing, or modifying a program component. Program components consist of option, emphasis, minor, academic certificate less than 30 credits, or teaching endorsement.

Clearly mark all changes to existing program components by using either (1) Track Change or (2) strikethroughs for deletions and underlines for additions. A curriculum change form and/or course approval forms associated with this request are required to be submitted with this short form.

<table>
<thead>
<tr>
<th>Create New</th>
<th>Discontinue</th>
<th>Implementation Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Level</td>
<td>Undergraduate Level</td>
<td>Law Level</td>
</tr>
<tr>
<td>Credit Requirement:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are new courses being created: (circle your response) No Yes If yes, how many courses will be created:

If the request is for an option or emphasis, enter the associated major and degree:

Major: CIP Code: Degree:

Enter the name of the program component in the appropriate row:

Option:

Emphasis:

Minor:

Academic Certificate less than 30 credits:

Teaching Endorsement (Major/Minor):

Provide a summary/description of the program component using 50 words or less:

Learning Outcomes and Assessment Information

This section must be completed if program component request section is completed.

1. List the intended learning outcomes for the program component. Use learner centered statements that indicate what will students know, be able to do, and value or appreciate as a result of completing the program:
2. Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program component:

3. How will you ensure that the assessment findings will be used to improve the program?

4. What direct and indirect measures will be used to assess student learning?

5. When will assessment activities occur and at what frequency?

### Distance Education Availability

To comply with the requirements of the Idaho State Board of Education (SBOE) and the Northwest Commission on Colleges and Universities (NWCCU), the University of Idaho must declare whether 50% or more of the curricular requirements of a program may be completed via distance education. **If the program component is to be offered via distance education, additional or different formwork may be required.** Contact provost@uidaho.edu for assistance.

The U.S. Department of Education defines distance education as follows: *Distance education means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include—*

1. The internet;
2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
3. Audio conferencing; or
4. Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

<table>
<thead>
<tr>
<th>Can 50% or more of the curricular requirements of this program component be completed via distance education?</th>
<th>Yes*</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>*If Yes, can 100% of the curricular requirements of this program component be completed via distance education?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### Geographical Area Availability

Identify the geographical area(s) this program component can be completed in:

<table>
<thead>
<tr>
<th>Moscow</th>
<th>Coeur d’Alene</th>
<th>Boise*</th>
<th>Idaho Falls*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other**</td>
<td>Location(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>--------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Programs offered in locations other than Moscow may require additional formwork from the State Board of Education. Contact the Office of the Provost and Executive Vice President for additional information.

**Note: If Other is selected, identify the specific area(s) this program component will be offered.
Memo

To: Office of the Registrar
From: Leontina Hormel, Director, Women’s and Gender Studies

RE: Program Name Change and Subsequent Prefix Change for 2018-2019 catalog and beyond

Affiliate faculty have voted to change the name of the Women’s and Gender Studies minor program to Women’s, Gender, and Sexuality Studies. To avoid confusion when students seek opportunities to enroll in minor program courses, I request the courses currently attached to the former Women’s Studies minor program (prefix WMST) be updated to WGSS (Women’s, Gender, and Sexuality Studies). This would require changes to seven existing courses in our minor program, which are documented in this memo and necessary catalog revisions are attached to this memo to assist the process of applying consistent language and revisions that will be reflected in the 2018-2019 catalog.

The name change for the minor was approved September 27, 2017 by the CLASS Curriculum Committee.
PROGRAM IN WOMEN’S AND GENDER STUDIES:

1. Change the following courses:

   WmSt 201 Introduction to Women’s, and Gender, and Sexuality Studies (3 cr)
   Gen Ed: Humanities, American Diversity
   Survey of and introduction to the study of women’s lives and the social construction of gender and sexuality across times and cultures. Thematic examination of the diversity of women’s experiences in families, at work, with the law, in health care, in literature, in the media, in language; exploration of differences and similarities, including ethnicity, sexuality, class, and age. Examination of ideals of femininity and masculinity in the US and elsewhere.

   WmSt 367 (s) Topics in Women’s, and Gender, and Sexuality Studies (3 cr, max arr)
   Topical examination of issues in women’s, and gender, and sexuality studies.

   WmSt 498 (s) Internship in Women’s, and Gender and Sexuality Studies (1-6 cr, max arr)
   Directed student internship in approved setting relevant to women’s, and gender, and sexuality studies with campus, local, national, or international organizations or offices. Various credits depending on the length and type of internship.
   Prereq: WGSS 201, Permission of the Coordinator of Women’s, Gender, and Sexuality Studies

Available via distance: No
Geographical Area: Moscow
Rationale: Affiliate faculty have voted to change Women’s and Gender Studies minor program title to Women’s, Gender, and Sexuality Studies. All titles in earlier titled program must be revised to reflect the new program title.

2. Make the following curricular changes to the Women’s and Gender Studies Minor:

   WMST 201 Introduction to Women’s and Gender Studies 3 cr

   Elective Courses
   Select Chosen from a minimum of three different subject prefixes from the list of courses below two disciplines (15 cr):

   ANTH 428 Social and Political Organization 3 cr
   COMM 432 Gender and Communication 3 cr
   ENGL 382 Queer Literature 3 cr
   ENGL 481 Women’s Literature 3-6 cr - Max 98 cr
   FCS 240 Intimate Relationships 3 cr
   FCS 340 Parent-Child Relationships in Family and Community 3 cr
   FCS 346 Personal and Family Finance and Management 4 cr
   FCS 436 Theories of Child and Family Development 3 cr
   FCS 440 Contemporary Family Relationships 3 cr
   FCS 445 Issues in Work and Family Life 3 cr
   FCS 462 Eating Disorders 2 cr
   HIST 357 Women in Pre-Modern European History 3 cr
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 420</td>
<td>History of Women in American Society</td>
<td>3 cr</td>
</tr>
<tr>
<td>JAMM 340</td>
<td>Cultural Diversity and the Media</td>
<td>3 cr</td>
</tr>
<tr>
<td>JAMM 441</td>
<td>Women in the Media</td>
<td>3 cr</td>
</tr>
<tr>
<td>Phil 405</td>
<td>Feminism and Philosophy</td>
<td>3 cr</td>
</tr>
<tr>
<td>POLS 423</td>
<td>Politics, Policy and Gender</td>
<td>3 cr</td>
</tr>
<tr>
<td>PSYC 315</td>
<td>Psychology of Women</td>
<td>3 cr</td>
</tr>
<tr>
<td>PSYC 320</td>
<td>Introduction to Social Psychology</td>
<td>3 cr</td>
</tr>
<tr>
<td>SOC 240</td>
<td>Global Sociology: Gender, Race, and Class Around the World</td>
<td>3 cr</td>
</tr>
<tr>
<td>SOC 301</td>
<td>Introduction to Diversity and Stratification</td>
<td>3 cr</td>
</tr>
<tr>
<td>SOC 325</td>
<td>Family, Violence, and Society</td>
<td>3 cr</td>
</tr>
<tr>
<td>SOC 327</td>
<td>Sociology of the Family</td>
<td>3 cr</td>
</tr>
<tr>
<td>SOC 342</td>
<td>Gender and Science</td>
<td>3 cr</td>
</tr>
<tr>
<td>SOC 421</td>
<td>Gender and Crime</td>
<td>3 cr</td>
</tr>
<tr>
<td>SOC 424</td>
<td>Sociology of Gender</td>
<td>3 cr</td>
</tr>
<tr>
<td>SOC 427</td>
<td>Racial and Ethnic Relations</td>
<td>3 cr</td>
</tr>
<tr>
<td>SOC 424</td>
<td>Sociology of Gender</td>
<td>3 cr</td>
</tr>
<tr>
<td>WGSS 367</td>
<td>Topics in Women’s, Gender, and Sexuality Studies</td>
<td>3 cr</td>
</tr>
<tr>
<td>WGSS 404</td>
<td>Special Topics</td>
<td>cr arr</td>
</tr>
<tr>
<td>WGSS 410</td>
<td>Feminist Theory and Action</td>
<td>3 cr</td>
</tr>
<tr>
<td>WGSS 498</td>
<td>Internship in Women’s, Gender, and Sexuality Studies</td>
<td>1-6 cr</td>
</tr>
<tr>
<td>WMST/WGSS</td>
<td>Directed Study</td>
<td>1-16 cr</td>
</tr>
<tr>
<td>WGSS 502</td>
<td>Directed Study</td>
<td>1-16 cr</td>
</tr>
</tbody>
</table>

**Courses to total 18 credits for this minor**

With prior approval of the Women’s and Gender Studies committee, a student may also include credit from survey courses, special topics courses, or seminars meeting the guidelines for inclusion of courses in a Women’s and Gender Studies minor. No more than 3 credits may count toward both the student’s major and minor.

**Distance Education:** 50% or more of curricular requirements cannot be completed via distance

**Geographical Area:** Moscow

**Rationale:** Minor Program Title Change and Course Prefix: A majority of Affiliate Faculty for Women’s and Gender Studies voted in favor of changing the Minor Program Title to expand the program’s inclusivity for University of Idaho students and to reflect courses and course content that are increasingly available at University of Idaho.

To create consistency between the Minor Program Title and Course Prefixes within the Minor Program, we want to change the prefix from “WMST” to “WGSS.”

Course Additions to Curriculum update offerings, which reflect the growth of faculty and disciplinary contributions in the areas of Women’s, Gender, and Sexuality Studies.
Affiliate Faculty wish to remove the requirement that “No more than 3 credits may count toward both the student’s major and minor.” We wish to move toward a program that enables student completion of the minor, which allows them to focus on Women’s, Gender, and Sexuality Studies within their majors and receive recognition for this specialization. The program still requires that students take electives from at least three disciplines.

These changes strengthen the coherence of our program mission and improves students’ chances at successful and timely completion.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Faculty/Staff Handbook [FSH] □ Addition X Revision* □ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: Chapter Five: 5200 Human Participant Research

Minor Amendment □

Chapter & Title: _______________________________________________________

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): Jennifer Walker 11/17/2017
(Please see FSH 1460 C)

Telephone & Email: 208-885-6340 irb@uidaho.edu

Policy Sponsor: (If different than originator.) Janet E. Nelson 12/15/2017

Telephone & Email: 208-885-6689 janetenelson@uidaho.edu

Reviewed by General Counsel X Yes ____No Name & Date: Casey Inge 11/17/2017

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 U.S. Department of Health and Human Services have issued final revisions to the Federal Policy for the Protection of Human Subjects (the Common Rule). The Final Rule was published in the Federal Register on January 19, 2017 and is effective on January 19, 2018. It implements new steps to better protect human subjects involved in research, while facilitating valuable research and reducing burden, delay, and ambiguity for investigators. The revisions to the FSH are necessary for University compliance with the Final Rule.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
No impact.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
FSH 1640.54 – minor changes.

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.
January 1 since the effective date of the regulatory changes is January 19, 2018.

If not a minor amendment forward to: _______________________________________

Track # ______________
Date Rec.: ______________
Posted: t-sheet ____________________
h/c __________________
web __________________
Register: ____________________
(Office Use Only)
PREAMBLE: This section outlines the considerations, legal and ethical, that need to be taken into account in any research that involves human subjects. It was original to the 1979 Handbook and was revised in July of 1995, and again in July 2003, to reflect changes in applicable federal law. In 2009 the Human Assurances Committee (HAC) was renamed to Institutional Review Board (IRB). In February of 2010 it has been rewritten in accordance with federal law and University policies. In 2018 changes were made to bring this policy into compliance with recent federal regulation changes. For further information, contact the Research Office [208-885-6651]. [rev. 7-03, 1-09, 7-10, 1-18]

CONTENTS:

A. General Policy, Legal Authority and Ethical Principles
B. Covered Activities
C. Scope of Responsibility and Authority
D. Institutional Review Board
E. Organization and Membership of the IRB
F. IRB Standard Operating Procedures
G. Contact Information

A. GENERAL POLICY, LEGAL AUTHORITY AND ETHICAL PRINCIPLES

A-1. GENERAL POLICY. The University of Idaho, in the course of carrying out its teaching, research, and service missions, engages in human subject or participant research across a wide array of academic disciplines [and administrative functions]. Recognizing that engaging in research involving human subjects imposes responsibility for safeguarding the rights and welfare of these persons, the University of Idaho is committed to the protection of human research participant through compliance with applicable federal and state regulations and observance of ethical principles for the conduct of human research. [ed. 1-18]

A-2. LEGAL AUTHORITY. All research subject to this policy shall be conducted in accordance with federal, state, and local law.

In fulfilling its commitment to protect the rights and welfare of human research participant, the University applies the regulations promulgated by the United States Department of Health and Human Services (HHS) for Protection of Human Subjects (45 C.F.R. 46) to all federally funded research. Under the approved federal-wide assurance (FWA) provided by the University to HHS, all federally funded human research participant research, regardless of funding sources, and the oversight of such research shall be performed in a manner that complies with the applicable federal regulations or forms by HHS at 45 C.F.R. 46. The University also complies with human research participant research regulations established by the Food and Drug Administration for clinical investigations involving drugs, biologics, medical devices, and other test articles (21 C.F.R. 50; 56; 312, and 812).

University investigators may not initiate FDA-regulated human subjects research without prior approval from the Office of Research and Economic Development. [rev. 1-18]

By this policy, the University also requires that all non-federally funded and unfunded research comply with these regulations, unless otherwise specified by University policy, including but not limited to University of Idaho IRB Standard Operating Procedures (see Section F, below). [The University acts in conformance with other federal laws and regulations germane to human research participant and with applicable state and local law that serve to elucidate and supplement federal regulations for human subject research. [rev. 1-18]

A-3. ETHICAL PRINCIPLES. Consistent with its federal-wide assurance and this policy, the University shall
be guided by the ethical principles governing the evaluation and conduct of research involving human participants, whether or not such research is subject to federal regulation, as set forth in The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, and made available on the HHS website or contact Office of Research Assurances. While the principles announced in The Belmont Report serve to guide human participant research at the University, these principles are never held to or construed so as to supersede any local, state, or federal law or to supersede any regulations or policies promulgated by federal agencies.

B. COVERED ACTIVITIES.

B-1. HUMAN PARTICIPANT-SUBJECT RESEARCH ACTIVITIES. Irrespective of funding source, all activities that meet the criteria for: (i) “research” involving “human subjects,” as defined in HHS regulations, or (ii) a “clinical investigation” involving “human subjects” or “subjects,” as defined in FDA regulations, shall be subject to this policy.

b. HHS Definition of “Research” Involving “Human Subjects:”

(1) “research:” a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. This includes qualitative research methods such as constructivist, participatory, and action research that may not be considered generalizable. It also includes other methodologies that may not be considered generalizable but have the intent of adding to a body of knowledge.

Note: Certain activities by policy do not fall under the definition of research and are not subject to IRB review and approval. For example, projects carried out as part of coursework with the sole intent of teaching students research skills may be covered under the Course-Related Research Practica policy. Projects carried out as part of a University Quality Improvement or Quality Assurance project may be covered under the policy for such activities.

(2) “human subject:” a living individual about whom an investigator (whether professional or student) conducting research obtains (i) data through intervention or interaction, or (ii) identifiable private information.

(i) “Intervention” includes both physical procedures by which data are gathered (for example, venipuncture) and manipulations of the subject or the subject’s environment that are performed for research purposes.

(ii) “Interaction” includes communication or interpersonal contact between investigator and subject.

(iii) “Private information” includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place; and information, which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record). Private information must be individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information) in order for obtaining the information to constitute research involving human subjects.

b. FDA Definition of “Clinical Investigation” Involving “Human Subjects” or “Subjects:”

(1) “clinical investigation” (deemed by the FDA to be synonymous with “research”), any experiment that involves a test article and one or more human subjects, and that either must meet the requirements for prior submission to the FDA under section 505(i) or 520(g) of the act, or need not meet the requirements for prior submission to the Food and Drug Administration under those sections of the act.
but the results of which are intended to be later submitted to, or held for inspection by, the FDA as part of an application for a research or marketing permit. [21 CFR 50.3(c); 21 CFR 102(c); 21 CFR 312.3(b); and 21 CFR 812(h)].

(i) “Test article” is defined as any drug (including a biological product for human use), medical device for human use, human food additive, color additive, electronic product, or any other article subject to FDA regulation. [21 CFR 50.3(j) and 56.102(l)].

(2) “human subject” or “subject: an individual who becomes a participant in research, either as a recipient of a test article or as a control. [21 CFR 50.3(g) and 56.102(e)]; a human who participates in an investigation, either as a recipient of the investigational new drug or as a control. [21 CFR 312.3(b)]; or a human who participates in an investigation, either as an individual on whom or on whose specimen an investigational device is used or as a control. [21 CFR 812.3].

B-2. EXEMPT HUMAN PARTICIPANT SUBJECT RESEARCH. Activities that meet the criteria for “human subject research” described in the HHS and FDA regulations above may nevertheless be exempt from compliance with federal human participant subject regulations, if the only involvement of human participants will be in one or more prescribed categories. For a list of “exempt” research categories see, [45 CFR 46.10(b)]. The IRB, or designee of the IRB, shall make the determination as to whether a particular research activity involving human participants is exempt. Even when research is determined by the IRB to be exempt, the ethical principles of The Belmont Report shall be applied by the investigator to the research activities. [ed. 1-18]

C. SCOPE OF AUTHORITY AND RESPONSIBILITY.

C-1. INSTITUTIONAL REVIEW BOARD (IRB) [see FSH 1640.54; ed. 1-18]

a. The IRB is the principle mechanism by which the University ensures that all human participant subject research activity is planned and conducted in a manner consistent with applicable law and policy and that the rights and welfare of human research participants are adequately protected. [ed. 1-18]

b. The responsibilities of the IRB include but are not limited to:

(1) reviewing, approving, requesting modifications, as well as disapproving human subject/participant research. [45 CFR 46.109(a)]; [ed. 1-18]

(i) research that has been approved by the IRB may be subject to further review and approval or disapproval by University officials. University officials may not approve research that has not been approved by the IRB. [45 CFR 46.109(a)]; [ed. 1-18]

(2) conducting continuing review of research approved by the IRB, according to federal regulations and at intervals appropriate to the degree of risk; not less than once per year, including as necessary observing, or having a third party observe, the consent process and research activity; or requesting and inspecting information related to human participant subject research activity. [45 CFR 46.109(a)]; [rev. 1-18]

(3) investigating instances of non-compliance, whether discovered during monitoring by the IRB or reported to the IRB, including unanticipated problems involving risks to research participants or others and serious or continuing noncompliance with this policy or the requirements or determinations of the IRB. [ed. 1-18]

(4) suspending or terminating approval of research activity that is not being conducted in accordance with the requirements established by the IRB for a particular research activity or has been associated with serious
harm to research participants or that is not otherwise in accordance with federal human subject research regulations or University policy; [45 CFR 46.113; [ed. 1-18]]

(5) reporting to appropriate University and, [for federally funded research, federal government officials; [45 CFR 46.113; [ed. 1-18]]

   (i) unanticipated problems involving risks to research participants or others and serious or continuing noncompliance; and [fed. 1-18]
   (ii) suspension or termination of IRB Approval; [45 CFR 46.103(b)(5); [ed. 1-18]]

(6) developing and implementing administrative policies and procedures to implement this policy.

C-2. SIGNATORY OFFICIAL. The Signatory Official is the Vice President of Research and Economic Development or designee. This individual cannot be a voting member of the IRB and shall have the legal authority to represent the University in providing assurance to the federal government that the University will comply with federal human subject research regulations and shall be responsible for ensuring that all regulatory and programmatic requirements for the conduct of human participant research at the University are met. [45 CFR 46.103(b)(2)(i).]

C-3. OFFICE OF RESEARCH ASSURANCES. The Office of Research Assurances shall provide administrative support necessary for the IRB to fulfill its duties. [45 CFR 46.103(b)(2)(ii).]

C-4. UNIVERSITY INVESTIGATORS (FACULTY, STUDENTS, AND STAFF). Any person who engages in human participant research (See B. Covered Activities, above) under the auspices of the University (including faculty, students, and staff) shall comply with applicable federal, state, and local law, with University policy, and with the requirements of the IRB. [fed. 1-18]

D. ORGANIZATION AND MEMBERSHIP OF THE IRB. The IRB shall be organized and its membership determined in accordance with federal regulations and University policy. [45 CFR 46.107; 21 CFR 56.107; and FSH 1640.53; [ed. 1-18]]

E. REVIEW OF HUMAN PARTICIPANT-SUBJECT RESEARCH. [fed. 1-18]

E-1. The IRB shall conduct initial and continuing review of human participant-subject research activity, following established procedures appropriate to the degree of risk involved in the research. IRB review of research shall be prospective, and no human participant-subject research activity may be carried out by an investigator without prior approval from the IRB. The IRB shall not provide retrospective approval of human participant-subject research. [fed. 1-18]

E-2. The IRB, or its designee, shall review all research that meets the regulatory definition for human subject research but may be eligible for exemption from further review and oversight (see B. Covered Activities above). The IRB, or its designee, shall make the final determination as to whether a particular research activity involving human participants is exempt. For activities determined to be exempt, the IRB shall provide the investigator with a certification of exemption from continuing IRB oversight. [fed. 1-18]

E-3. The IRB, or its designee, shall provide guidance to investigators as to what activities do not constitute human subject research and, therefore, do not require IRB oversight. The IRB shall provide, as necessary, certification to investigators that research activity is not human subject research.

F. UNIVERSITY OF IDAHO IRB STANDARD OPERATING PROCEDURES. The administrative policies, guidelines, and procedures developed to implement this policy shall be set forth in the University of Idaho IRB Standard Operating Procedures, which shall be maintained and made available to investigators by the Office of...
Research Assurances. The University of Idaho IRB Standard Operating Procedures shall be reviewed and approved by the Signatory Official or designee in consultation with the IRB.

G. CONTACT INFORMATION. For further information regarding implementation of this policy, you may visit the IRB website or contact the Office of Research Assurances at 208-885-6340 or irb@uidaho.edu or visit the IRB website.