University of Idaho
2017-2018 FACULTY SENATE AGENDA

Meeting #2

3:30 p.m. - Tuesday, August 29, 2017
Brink Hall Faculty-Staff Lounge & Zoom

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2016-17 Faculty Senate Meeting #27, May 9, 2017 (vote)
   • Minutes of the 2017-18 Faculty Senate Meeting #1, May 9, 2017 (vote)

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.

VI. Committee Reports.

   Commencement
   • FS-18-001: FSH 4930 – Honorary Degrees (Brandt)(vote)

VII. Special Orders.

   • Summer Graduates (vote)
   • Secretary to the Faculty Senate – FSH 1520 V Section 3 (see FAQs)(Hrdlicka)(vote)
   • Election to Specific Senate Committees (Hrdlicka)(vote)

VIII. Unfinished Business and General Orders.

IX. New Business.

   • FS-18-002: FSH 4400 – College Level Examination Program (Hubbard)(vote)
   • 2016-17 Senate Annual Report (Brandt)(FYI)
   • Retreat follow-up

X. Adjournment.

Professor Patrick Hrdlicka, Chair 2017-2018, Faculty Senate

Attachments:  Minutes of 2016-2017 FS Meeting #27
               Minutes of 2017-2018 FS Meeting #1
               Summer Graduates
               FS-18-001 and 002
               Election Memo
               Senate FAQs
University of Idaho  
Faculty Senate Meeting Minutes  
2016-2017 Meeting #27, Tuesday, May 9, 2017

**Present:** Adekanmbi, Anderson (Mike), Anderson (Miranda), Boschetti, Brandt, Brewick, Brown, Cannon (Boise), Caplan, Chung, Crowley (w/o vote), Folwell, Foster, Hrdlicka, Johnson, Markuson, Morrison, Nicotra, Sixtos, Vella, Wiencek (w/o vote), Wilson, Wright. **Absent:** Barbour, Donohoe, Fisher, Godfrey (Coeur d’Alene), Ostrom (Idaho Falls), Payant, Pregitzer, **Guests:** 8

**Minutes:** The Chair called meeting #27 to order at 3:30. A motion (Folwell/Johnson) to approve the minutes from the April 25th meeting passed without objection.

**Chair’s Report:** Chair Brandt requested nominations for a group to review the context statements to assess “centrality” as part of the program prioritization. Those nominated should have a broad perspective of the University. The time factor is critical so she suggested that Senators should not worry about contacting those nominated since they will seek their approval. Please email the names to Ann or her right away. The Chair also announced that the UI Alumni Association is looking for a faculty member to be member of their board. This might be a fun assignment and there are only three meetings a year. The Chair confessed that she (and Ann) had suffered a senior moment at the reception last week and forgot to bring the card and UI gift certificate for Professor Crowley. Professor Crowley thanked the Senate for the card, the UI gift certificate and the Seattle Mariner gift certificate that arrived in the mail last week. He was very appreciative and promised to make good use of the gift certificates.

**Provost’s Report:** The Provost noted that Program Prioritization was entering the home stretch. Various survey tools would be launched soon. Although he realized that most faculty would not be on contract during the summer, he hoped that faculty would find the time to participate in the surveys. If someone is out of town this summer, there will be opportunities to participate when they return. The process will play out and we will learn some things and have the opportunity to fix them. The Provost expressed the hope that we will get more comfortable with the process and it will become a normal part of our yearly business. The Provost also noted that the search for a new Vice Provost for Academic Initiatives is winding down and he has received a verbal acceptance. A formal announcement should be forthcoming. The search for a Faculty Secretary is also concluding and he anticipates a successful outcome. Provost Wiencek also noted that Professors Rula Awwad-Rafferty and Ro Afatchao met with the Vice Presidents today to present a draft of a report regarding faculty and staff responses to the “Great Colleges to Work For” Survey. This Report should be available in the fall.

**Faculty Affairs Committee (FAC) — Annual Evaluation and Position Description.** The Chair introduced Professor Brian Ellison as Chair of FAC to present the results of the survey on annual evaluations.

Professor Ellison stated that after FAC conducted this survey, they had many discussions about the results, which could be viewed in a variety of ways. Ultimately, they decided to forward the simplist report they could. The survey was completed by 183 faculty members. The survey demonstrates general support for the faculty evaluation process that was piloted in the 2016-17 academic year. A majority of respondents supported the narrative form over the numerical format. There was a concern that 17 respondents stated that they were not given the opportunity to meet their supervisors during the evaluation process. Professor Ellison noted that 3 of the 17 were assistant professors and suggested that some portion of the others might have been on sabbatical or out of town. The FAC Report also recommends that pre-tenure faculty fill out a Position Description (PD) every year and post-tenure faculty be given the option to fill out a PD only if significant changes arise. There was a motion passed by FAC to add check boxes to all responsibility categories. This motion was not acted on by the Senate.

A Senator raised a point about the FSH containing separate processes for those not meeting expectations and those with unacceptable performance. He noted that the Senate passed an amendment to the pilot form to deal with those not meeting expectations, but it was ambiguous about how to deal with the more serious issues of unacceptable performance. The Chair stated that the amendment dealt with the use of the pilot form and agreed
that FAC and the Senate will need to look closer at revisions to the FSH if the narrative form is adopted. Professor Ellison added that it is always a mistake to let the form drive the policy. Another Senator asked about the FAC motion to add check boxes and whether there would still be an overall check box. Professor Ellison stated that this was a confusing part of the FAC discussion. Professor Crowley read the motion as retaining the check box for meeting expectations overall while adding check boxes for each category. Chair Brandt added that many department chairs wanted to be able to have a “meets expectations box” for each category as a tool in completing the evaluation. She reiterated that this issue is one that will also need to be addressed next year. A Senator wondered if we could “digitize” the forms and the feedback. The Chair noted there might be advantages to this and it should be looked into. A Senator asked whether FAC had discussions about the use of the narrative form for purposes other than tenure and promotion. Professor Ellison that the discussions tended to focus on tenure and promotion, although the evaluation form also applied to those for whom tenure and promotion was no longer the issue. He expressed the hope that evaluations not be entirely focused on tenure and promotion.

A Senator asked about the possible discrepancy between the responses to Question #3 and Question #9. Professor Ellison stated that this is why the committee summarized the survey as expressing general support for the new narrative form. The Provost noted that perhaps the way to read this was that faculty preferred the new form, but were not completely dissatisfied with the old form. The Faculty Secretary questioned whether there was really a disparity between the responses to Question #3 and Question #9. He suggested the responses were similar. A Senator expressed the importance of training for administrators in filling out the forms. Professor Ellison stated that this is why the committee summarized the survey as expressing general support for the new form. Professor Crowley read the motion as retaining the check box for meeting expectations overall while adding check boxes for each category. Chair Brandt added that many department chairs wanted to be able to have a “meets expectations box” for each category as a tool in completing the evaluation. She reiterated that this issue is one that will also need to be addressed next year. A Senator wondered if we could “digitize” the forms and the feedback. The Chair noted there might be advantages to this and it should be looked into. A Senator asked whether FAC had discussions about the use of the narrative form for purposes other than tenure and promotion. Professor Ellison that the discussions tended to focus on tenure and promotion, although the evaluation form also applied to those for whom tenure and promotion was no longer the issue. He expressed the hope that evaluations not be entirely focused on tenure and promotion.

Faculty Compensation Task Force. Vice Chair Hrdlicka provided an update on the Faculty Compensation Task Force. He noted that given the possibility of a midyear salary increase the task force had been encouraged by the Provost to agree on some guiding principles. Thus, the task force, at its last meeting, had reached consensus on some guiding principles.

These guiding principles do not constitute a full-scale model. HR Executive Director Wes Matthews will work with these principles to begin building a model. These principles do not include merit since the task force has not had the opportunity to discuss merit considerations in sufficient detail. The task force will look at merit issues in the fall. The guiding principles are:

- Longevity shall be defined as years in rank plus total years at UI.
- The longevity component should avoid salary compression between ranks.
- Only faculty who “meet expectations” on annual evaluations should be eligible for progression.
- The target salary of assistant professors should be described as: Incoming/early in rank salary should be very close to the market average (~95%). End of rank salary should be slightly above their market average (~105%). (Percentages are only for illustrative purposes).
- The target salary of associate professors should be described as: Incoming/early in rank salary should be very close to their market average (~95%) with a shallow salary progression. End of rank salary should be slightly above the market average (~105%). (Percentages are only for illustrative purposes).
- The target salary for full professors should be described as: Incoming/early in rank salary close to the market average (~90%) with a moderate salary progression. End of rank salary somewhat above the market average (~110%). (Percentages are for illustrative purposes).
- The salary progression of assistant professors should be constant throughout rank.
- The salary progression of associate professors should be steeper until approximate rank midpoint, then shallower.
- The salary progression of full professors should be steeper until approximate rank midpoint, then shallower.
- Assuming an equitable merit system, there should be a merit component to the compensation model.
- Promotion raises should remain in place.
• Promotion raises should be adjusted relative to current levels to reflect the predicted increases in target salary according to the compensation model, with a minimum promotion raise of no less than the current levels.
• In the immediate future, funds available for salary increases should be distributed to progressively adjust the actual/target salary ratio. In other words, provide increases for most faculty, but give larger relative salary adjustments to those with the lowest actual/target salary ratios.
• Faculty members should not see salary decreases even if market rates dictate this.

The Chair thanked Professor Hrdlicka for his impressive performance in leading the task force on this difficult and important issue. She was very appreciative of the multiple roles he has engaged in during the year.

Acknowledgements: Chair Brandt went on to pass out certificates of appreciation to those whose terms on the Senate are expiring this year. These Senators (in reverse alphabetical order) are:

• Cooper Wright
• Miranda Wilson
• Kurt Pregitzer
• Caroline Payant
• Lauren Markuson
• Robert Hiromoto
• Bruce Godfrey
• James Foster
• Annette Folwell
• Nate Fisher
• Greg Donohoe
• Yun Chung
• Alan Caplan
• Andrew Brewick
• Luigi Boschetti
• Christine Bervin (served as a replacement)
• Ezekiel Adekanmbi

Faculty Secretary Crowley presented Chair Brandt with her certificate as a Senator whose term had expired and also presented Chair Brandt with various gifts from the Senate in appreciation of her efforts this year. Chair Brandt thanked the Senate and stated that working at the UI has been a great privilege. Serving as Chair has been a great opportunity to learn about the University and meet wonderful people. She also thanked Ann Thompson for keeping the Senate Leadership on track and her constant efforts to remind us what we are supposed to be doing and when we needed to have it done. Faculty Secretary Crowley, taking editorial privilege at his last meeting, expressed appreciation for the three years he has been Faculty Secretary and particularly thanked Chair Brandt, Vice Chair Hrdlicka and Ann Thompson for many fascinating discussions and for an interesting and productive year. He also emphasized his belief in the importance of the Senate and its role in faculty governance. He urged everyone to stay involved.

Adjournment: The Chair reminded those who will be on the Senate that they are meeting to conduct elections at 4:30. She then accepted a motion (Brewick/Folwell) to adjourn at 4:17. This motion passed with one dissenting vote.

Respectfully submitted,
Don Crowley, Faculty Secretary and Secretary to the Faculty Senate
University of Idaho  
Faculty Senate Meeting Minutes  
2017-2018 Meeting # 1, May 9, 2017

Present: Anderson (Mike), Anderson (Miranda), Baird, Brandt, Brown, Cannon, Caplan, Crowley (w/o vote), De Angelis, Ellison, Foster, Grieb, Zhao, Hrdlicka, Johnson, Kern, Morgan, Morrison, Nicotra, Sixtos, Tibbals, Vella, Watson, Wiencek (w/o vote), Wright. Absent: Arowojolu, Barbour, Bugingo, Jeffery, Panttaja

Provost Wiencek called the meeting to order at 4:30 for the purpose of nominating Faculty Senate Officers for the 2017-2018 academic year. The Provost explained that FSH 1580 allows the Senate to suspend the rules and vote today for officers if there is a unanimous vote to do so. If not, the Senate will have to reconvene no earlier than three days from today.

Nominations for Chair and Vice Chair were obtained by secret ballot. Several people were nominated for Chair and Vice Chair, but all withdrew their names except for current Vice Chair Patrick Hrdlicka (for Chair) and Miranda Anderson (for Vice Chair). A motion (Foster/Morrison) to suspend the rules and vote for Chair and Vice Chair passed unanimously. A motion (Brandt/Nicotra) to confirm Patrick Hrdlicka as Chair and Miranda Anderson as Vice Chair passed unanimously.

Adjournment: With the elections completed, a motion (Nicotra/Johnson) to adjourn passed unanimously at 4:49.

Respectfully submitted,

Don Crowley, Faculty Secretary and  
Secretary to the Faculty Senate
# POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: [www.webs.uidaho.edu/uipolicy](http://www.webs.uidaho.edu/uipolicy))

### Faculty/Staff Handbook [FSH]
- □ Addition
- □ Revision*
- □ Deletion*
- □ Emergency
- **Minor Amendment** ☑

**Chapter & Title:** FSH 4930 – Honorary Degrees

### Administrative Procedures Manual [APM]
- □ Addition
- □ Revision*
- □ Deletion*
- □ Emergency
- **Minor Amendment** ☐

**Chapter & Title:**

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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):** Beth Hendrix, Chair of Commencement Committee

(See FSH 1460 C)

**Telephone & Email:**

**Policy Sponsor:** (If different than originator.)

**Telephone & Email:**

Reviewed by General Counsel _____Yes_____ No Name & Date: _____________________________

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**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.

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

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

**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: __________________________________________

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**Policy Coordinator**

**Appr. & Date:**

[Office Use Only]

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**FSH**

Appr. ____________

FC _________

GFM ______________

Pres./Prov. ____________

[Office Use Only]

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**APM**

F&A Appr.: _______

[Office Use Only]

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**Track #**

Date Rec.: 4/27/17

Posted: t-sheet ______

h/c ________

web ________

Register: ______________

(Office Use Only)
HONORARY DEGREES

PREAMBLE: This section outlines UI's policy and procedures with regard to the granting of honorary degrees. Original to the 1979 Handbook, subsection A-1 was revised in February of 1991 for clarification purposes. The procedures were amplified and clarified a bit in a revision of January 1996. A more substantial change was made in 2003. For more information, contact the Faculty Secretary's Office (208-885-6151). [see also 4910 A] [ed. 7-03, 2-10]

HONORARY DEGREES.

A-1. General Criteria. UI awards degrees honoris causa (i.e., for the purpose of honoring) to honor outstanding persons. Honorary degrees may be awarded to a person deserving of honor by virtue of scholarly distinction, noteworthy public service resulting in significant contributions to the University of Idaho, the State of Idaho, the Nation or the world. In the selection of candidates for honorary degrees, preference is given to those who are Idaho residents or UI graduates, the University is pleased to honor persons who have made significant contributions to national and international scholarship or public service that advance the principles of academic excellence and public education upon which the University of Idaho was founded. [rev. 7-03]

A-2. Restriction. No person who is employed by UI, is a member of the affiliate or adjunct faculties, is a member of the Board of Regents or of the board's staff, is an incumbent elected governmental official, may be granted an honorary degree until after he or she has ceased to hold that position. [rev. 7-03]


a. All aspects of the nomination process are confidential.

b. Nominations may be submitted by any person or organization. However, each nomination must be endorsed by the Dean of an appropriate college or and Chair or Head of an academic department. [rev. 7-03]

c. Each nomination must be accompanied by a biographical sketch of the candidate, a summary of the accomplishments or deeds for which the nominee would be honored, and supporting documents.

A-4. Schedule.

a. Each year announcements inviting nomination of candidates for honorary degrees are published in the issues of the Idaho Register which are published nearest February 15 and September 15. [rev. 7-03]

b. The deadline for receipt of the nominations by the Commencement Committee [see FSH 1640.26] are April 15 and November 15. [rev. 7-03, ed. 2-10]

c. The Commencement Committee makes its recommendations to the President before May 15 and December 15. [rev. 7-03, ed. 2-10]


a. The Commencement Committee shall return a nomination packet to the nominator, [ed. 2-10]

(1) If the packet is incomplete or
(2) If the nomination is not forwarded to the president.

b. The president shall return nomination packets to the nominator if the person nominated is not chosen to receive an honorary degree.

c. Nomination packets of persons selected to receive honorary degrees become part of the official record of the university to be preserved in the Alumni Office. [rev. 7-03]

A-6. Conferring of Honorary Degrees.

a. Scheduling of conferring of an honorary degree depends on the convenience of the university and of the person being honored. The president has complete discretion in scheduling.

b. Typically, an honorary degree is conferred at the spring or fall commencement in the school year the candidate was nominated or at the spring or fall commencement following that. [rev. 7-03]
Nomination/Election of Chair & Vice Chair FSH 1580 Article IV:
Section 1. Nomination. Each spring, as soon as practicable following the appointment and election of new members of the senate, the president of the university or the president's designated representative calls and presides at a meeting of those who will be members during the ensuing year for the purpose of nominating candidates for the offices of chair and vice chair. Nominations are by secret ballot, and no other official business is transacted at this meeting. [ed. 7-10]
Section 2. Election. Not less than three days following the nominating meeting referred to in section 1, above, the president or the president's designated representative calls and presides at a second meeting of the same group for the purpose of electing the chair and the vice chair for the ensuing term. No other official business is transacted at this meeting. The requirement that there be no less than three days between the two meetings may be suspended only by the unanimous consent of the members in attendance. The procedures for the election are as follows:
Clause A. Additional Nominations. Before balloting begins for each office, additional nominations may be made for that office.
Clause B. Procedure for Balloting. Elections for officers of the senate are by secret ballot, and a majority of all votes cast is necessary for election, a quorum being present [see V-3]. In the event that more than two candidates are nominated for either office and none receives a majority of the votes cast on the first ballot, balloting continues with the name of the candidate receiving the fewest votes being dropped from the ballot after each vote. In the event that there is no candidate with the fewest votes, balloting continues with all names included until such time as a candidate receives a majority of votes (in which case he or she is declared elected) or until a candidate receives the fewest votes (in which case his or her name is dropped from the ballot and the balloting continues). [ed. 7-97, 7-10]

Appointment of Secretary - FSH 1520, Article V: Section 3. Officers. Each year the senate elects a chair and a vice chair from among the elected faculty members of the senate. Also, each year a secretary is appointed by the chair, subject to confirmation by the senate, from among the members of the senate or from the membership of the university faculty. The appointment of a person who is not a member of the senate to serve as secretary does not carry with it membership on the senate. [ed. 7-09]

When and who oversees the elections for senate members? Current senate members from each respective college/group consult and assign someone who will handle the process. Check your respective college/group by-laws for procedures. It is fine for faculty senate members to solicit assistance from the dean's office in sending out and receiving secret ballots. Faculty should oversee the process and count votes received. All faculty within the college are given the opportunity to be involved and vote.
FSH 1520, Article V, Section 6. Elections. Regular elections for senators in the senate are held before April 15 of each year in which an election is to be held. All elections for members of the senate are by secret ballot. Appropriate procedures for nominations and elections are developed and approved by a majority vote of the faculty of the college or other unit. [ed. 7-09]

How long is my term on Faculty Senate?
FSH 1520, Article V, Section 4. Terms of Office. Elected faculty members of the senate serve for three years. The academic dean shall serve one year, the staff representatives shall serve for staggered two year terms. The terms of office for student members are as established by the senate. [See 1580 VI.] Newly elected members take office each year on September 1 or on the official opening date of the academic year, whichever is earlier. To carry out the requirement that approximately one-third of the elected faculty members are to take office each year, the senate may shorten the initial term of office of faculty senators elected to fill new positions in the senate to conform to a balanced
rotation plan. When members are elected to fill a vacancy, they take office at the first meeting after the election and serve for the unexpired term of the vacancy. A faculty member elected to the senate may serve two consecutive terms. After serving two consecutive terms the faculty senate member must wait one full year before they are again eligible for election [see also FSH 1580 III-3]. [ed. 7-09, rev. 7-12, 7-15]

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

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

**Clause A.** If it is necessary for a member of the senate to be absent temporarily (more than a month, but less than four months), the candidate who received the next highest number of votes in the most recent election in the college or unit acts as his or her alternate in the senate with full vote. If it is necessary for a member to be absent for more than four months, but less than one year, a special election is held to fill the temporary vacancy. When the senate member returns, he or she resumes the position in the senate. If it is necessary for a member to be absent for more than one year, or if the member is unable to complete the term of office for any reason, a special election is held to fill the unexpired term. [See 1580 VI for procedures covering student vacancies.] [ed. 7-09]

**Clause B.** The chair of the Faculty Senate must declare a position vacant if a member is absent from three consecutive meetings unless the member has informed the chair of the senate in writing that he or she intends to participate fully in the activities of the senate in the future. When a position is declared vacant, the chair must notify the constituency concerned. [ed. 7-09]

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

**1520 Article V. Section 2. Structure. A (2). University Centers.** The resident faculty of the university centers in Boise, Coeur d'Alene and Idaho Falls each elects one senator from among its number. Those senators shall have the right to participate and vote in faculty senate meetings by means of available two-way video-audio technology located at the centers. If the available technology fails, telephone conferencing will be used. Senators elected to represent a center have a unique role on senate, which is to provide a voice and vote from the perspective of their centers. That perspective is not intended to be college and/or discipline specific. [add. 7-09, rev. 7-12]

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

**1580 Article III, Section 3. Members Completing Unexpired Terms.** A member who has been elected or appointed to complete the unexpired term of another member and has served more than half of that term will be considered to have served one full term (see FSH 1520 V-4 - Terms of Office). [ed. 7-10, rev. 7-15]

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

**FSH 1580, Article V, Section 7. Alternates.** Alternates participate in meetings of the Senate only as permitted by the constitution of the university faculty [see 1520 V-7]. This rule does not preclude a member from having another person attend the meeting in his or her stead as an auditor. [ed. 7-10]

**Are proxy votes allowed?** No

**How are abstentions handled?**

**FSH 1580, Article V, Section 11. Voting.** Voting on motions is by raising a hand. Proxy votes are not allowed. (According to a standing rule of the senate, the chair does not ask how many members abstained from voting on a particular motion, and abstentions are not recorded in the minutes unless a member requests that his or her abstention be recorded.) [ed. 7-10]
MEMORANDUM

TO: Faculty Senate
FROM: Liz Brandt, Faculty Secretary
DATE: August 17, 2017
RE: Election of Senate Members to Committees

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

**Benefits Advisory Group**

**Campus Planning Advisory Committee:**
- Vacancy (2020)
- Dean Panttaja (2019)

Eligible Senators: First year faculty senator preferred

**Student Appeals Committee:**
- Vacancy (2020)
- John Cannon (2019)

Eligible Senators: First year faculty senator preferred

**University Budget & Finance Committee:**
- Mike Anderson (2019)

**President’s Athletics Advisory Council:**
- Vacancy (2020)

Eligible Senators: First year faculty senator preferred
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Faculty/Staff Handbook [FSH]  □ Addition □ Revision*  □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: 4400 College-Level Examination Program (CLEP)

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): Dwaine Hubbard 07/12/17
(Please see FSH 1460 C)
Name Date
Telephone & Email: 208-885-9460 dhubbard@uidaho.edu

Policy Sponsor: (If different than originator.)
Name Date
Telephone & Email: _______________________________________________________

Reviewed by General Counsel  ___Yes  _X_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.
I am proposing to have this section of the Faculty Staff Handbook deleted. Information on CLEP exams and other exams that the University awards credit for can be found in academic regulation I - Alternative Credit Opportunities in the University’s General Catalog.

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.

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.
Summer 2018

If not a minor amendment forward to: ____________________________________________

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

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

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

Track # ____________
Date Rec.: ____________
Posted: t-sheet ____________
  h/c ____________
  web ____________
Register: ____________
(Office Use Only)
COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

PREAMBLE: This section discusses UI policy concerning CLEP exams. It has been revised from time to time since its appearance in the 1979 Handbook. For further information, contact the Registrar’s Office (208-885-6731).

CONTENTS:

A. General
B. Specific
C. UI Policy on CLEP Credit
D. UI Standards for CLEP Credit

A. GENERAL. The Educational Testing Service administers two types of CLEP examinations, “general” and “subject.” Scores obtained on the examinations are reported in standard-score form; for the general examinations, the scores have a mean of 500 and a standard deviation of 100; for the subject examinations, the mean is 50 and the standard deviation is 10; this helps the reader distinguish between the two types of test. In either case, the mean corresponds to the 50th percentile and about 68 percent of the scores are within one standard deviation of the mean.

B. SPECIFIC. Further information about the nature of the tests, when and where they are given, how to apply, and the fees is available from the registrar.

C. UI POLICY ON CLEP CREDIT. The minimum acceptable scores on CLEP general and subject examinations and amount of credit granted are listed in K-4. Applicability of the credits toward satisfaction of requirements and limitations on further credit in related courses are stated below. These guidelines are determined by UI departments responsible for the respective subjects. UI periodically sends to ETS its statement of policy concerning these tests so that the information can be furnished to anyone who requests it from ETS.

C-1. UI does not grant credit on the basis of the CLEP general examinations in English composition or mathematics or subject examinations in English composition or freshman English.

C-2. Students who are granted six credits on the basis of the social science-history general examination will not thereby receive credit in sociology or anthropology, and they may not receive credit for Hist 111-112 or PolSc 101-102. These students will not receive additional credit on the basis of the subject examinations in American government and American history; therefore, students are cautioned not to take both types of tests in these subjects.

C-3. Students who are granted six credits on the basis of the natural science general examination will not thereby receive credit in chemistry. The credits may be used to satisfy science elective requirements but will not fulfill the laboratory science requirement that is stipulated by most UI colleges.

C-4. Students who are granted three credits on the basis of the introductory macroeconomics examination may not receive credit for Econ 100, 151, or 272. Those who are granted three credits on the basis of the introductory microeconomics examination may not receive credit for Econ 100, 152, or 272. Those who receive four credits for the combined micro- and macroeconomics examination may not receive credit for Econ 100, 151, 152, or 272.
### D. UI STANDARDS FOR CLEP CREDIT.

<table>
<thead>
<tr>
<th>General Examinations</th>
<th>Minimum Acceptable Standard Scores</th>
<th>Amount of Credit Awarded</th>
<th>Essay Stipulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td></td>
<td>Not approved for credit</td>
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Following is the 19th annual report showing the items of discussion and accomplishments of the 2016-2017 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 2016-2017 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](http://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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<th>Board (appr./notice)</th>
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<td><strong>FS-17-036</strong>: New program in Marketing Analytics</td>
<td>2/7/17 #16 appr.</td>
<td>GP#64 3/8/17 appr.</td>
<td>4/6/17 appr.</td>
<td>5/11/17</td>
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<tr>
<td>Catalog</td>
<td>UCC-17-022a</td>
<td>Education</td>
<td><strong>FS-17-037</strong>: College name change to “College of Education, Health and Human Sciences”</td>
<td>2/14/17 #17 appr. 15-2-3</td>
<td>GP#64 3/8/17 appr.</td>
<td>4/6/17 appr.</td>
<td>5/11/17</td>
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<td>Catalog</td>
<td>UCC-17-022b</td>
<td>Education</td>
<td><strong>FS-17-038</strong>: Movement Sciences – Athletic Leadership Certificate</td>
<td>2/14/17 #17 appr.</td>
<td>GP#64 3/8/17 appr.</td>
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<tr>
<td>Catalog</td>
<td>UCC-17-022c</td>
<td>Education</td>
<td><strong>FS-17-039</strong>: Movement Sciences - Degree name change from Recreation to a BS in “Recreation, Sport, and Tourism Management”</td>
<td>2/14/17 #17 appr.</td>
<td>GP#64 3/8/17 appr.</td>
<td>4/6/17 appr.</td>
<td>5/11/17</td>
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<tr>
<td>Catalog</td>
<td>UCC-17-006</td>
<td>Education</td>
<td><strong>FS-17-040</strong>: Curriculum &amp; Instruction – new emphasis area for M.Ed.</td>
<td>2/14/17 #17 appr.</td>
<td>GP#64 3/8/17 appr.</td>
<td>4/6/17 appr.</td>
<td>5/11/17</td>
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<td>Catalog</td>
<td>UCC-17-020a</td>
<td>Natural Resources</td>
<td><strong>FS-17-041</strong>: Change Rangeland Ecology &amp; Management to Rangeland Conservation</td>
<td>2/21/17 #18 appr.</td>
<td>GP#64 3/8/17 appr.</td>
<td>4/6/17 appr.</td>
<td>5/11/17</td>
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<td>UCC-17-034a</td>
<td>CALS &amp; Education (FCS/C&amp;I)</td>
<td><strong>FS-17-042</strong>: Career &amp; Technical Education - Secondary Teacher Certification</td>
<td>2/21/17 #18 appr.</td>
<td>GP#64 3/8/17 appr.</td>
<td>4/6/17 appr.</td>
<td>5/11/17</td>
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<td>UCC-17-034b</td>
<td>Education</td>
<td><strong>FS-17-043</strong>: Teaching Minor in Literacy</td>
<td>2/21/17 #18 appr.</td>
<td>GP#64 3/8/17 appr.</td>
<td>4/6/17 appr.</td>
<td>5/11/17</td>
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<td>FSH</td>
<td>UP-17-025</td>
<td>FAC</td>
<td><strong>FS-17-044</strong>: FSH 3520 F-9 – Tenure Extension</td>
<td>3/28/17 #22 appr. with minor edit</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>6/26/17 appr.</td>
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<td>FSH</td>
<td>UP-17-019</td>
<td>Human Resources/ FAC/Senate Leadership</td>
<td><strong>FS-17-045</strong>: FSH 3710 – Leave Policy</td>
<td>2/28/17 #19 postponed</td>
<td>3/7/17 #20 appr. with edits</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>6/26/17 appr.</td>
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<td>FSH</td>
<td>UP-17-023</td>
<td>Faculty Senate Leadership</td>
<td><strong>FS-17-046</strong>: FSH 1640.41 – Faculty and Staff Policy Group</td>
<td>2/28/17 #19 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
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<td>Catalog</td>
<td>UCC-17-028a</td>
<td>Engineering</td>
<td><strong>FS-17-047</strong>: Civil Engineering to Civil and Environmental Engineering</td>
<td>3/7/17 #20 appr. 18-0-1</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
<td>6/19/17</td>
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<td>Catalog</td>
<td>UCC-17-028b</td>
<td>Engineering</td>
<td><strong>FS-17-048</strong>: Civil Engineering – Fire Safety Certificate</td>
<td>3/7/17 #20 appr. 18-0-1</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
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<td>Catalog</td>
<td>UCC-17-028c</td>
<td>Engineering</td>
<td><strong>FS-17-049</strong>: Civil Engineering – Fire Prefix</td>
<td>3/7/17 #20 disapp. 4-11-4</td>
<td>n/a</td>
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<td>Catalog</td>
<td>UCC-17-028d</td>
<td>Engineering</td>
<td><strong>FS-17-050</strong>: Computer Science in Coeur d’Alene</td>
<td>3/7/17 #20 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
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<td>Catalog</td>
<td>UCC-17-027a</td>
<td>Art &amp; Architecture</td>
<td><strong>FS-17-051</strong>: New Urban Design Program</td>
<td>3/21/17 #21 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
<td>6/19/17</td>
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<tr>
<td>FSH</td>
<td>UP-17-030</td>
<td>CoC</td>
<td><strong>FS-17-052</strong>: FSH 1640 – Judicial Committees</td>
<td>3/21/17 #21 appr. 23-0-2</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
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<td>FSH</td>
<td>UP-17-031</td>
<td>CoC</td>
<td><strong>FS-17-053</strong>: FSH 1620 – University-Level Committees</td>
<td>3/21/17 #21 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>6/26/17 appr.</td>
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<td>APM</td>
<td>UP-17-027</td>
<td>ITS</td>
<td>FS-17-054: APM 30.12 – Acceptable use of Technology Resources</td>
<td>3/21/17 #21 (FYI)</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>3/10/17 appr.</td>
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<td>APM</td>
<td>UP-17-028</td>
<td>Infrastructure</td>
<td>FS-17-055: APM 40.10 – University Space</td>
<td>3/21/17 #21 (FYI)</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
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<td>APM</td>
<td>UP-17-026</td>
<td>Sponsored Programs</td>
<td>FS-17-056: APM 45.15 – Subawards and Subcontracts</td>
<td>3/21/17 #21 (FYI)</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
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<td>FSH</td>
<td>UP-17-029</td>
<td>Faculty Senate Leadership/FAC</td>
<td>FS-17-057: FSH 1570 – Faculty Secretary</td>
<td>3/28/17 #22 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>6/26/17 Partial approved/disapproved</td>
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<td>Catalog</td>
<td>UCC-17-026a</td>
<td>Science</td>
<td>FS-17-058: Statistical Science Graduate Certificate</td>
<td>3/28/17 #22 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
<td>6/19/17</td>
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<td>Catalog</td>
<td>UCC-17-035a</td>
<td>Business</td>
<td>FS-17-059: PGA Golf Management &amp; Human Resources</td>
<td>3/28/17 #22 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
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<td>Catalog</td>
<td>UCC-17-035b</td>
<td>Business</td>
<td>FS-17-060: PGA Golf Management - Business Economics</td>
<td>3/28/17 #22 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
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<td>Catalog</td>
<td>UCC-17-035c</td>
<td>Business</td>
<td>FS-17-061: PGA Golf Management - Finance</td>
<td>3/28/17 #22 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
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<td>UCC-17-035e</td>
<td>Business</td>
<td>FS-17-063: PGA Golf Management - Information Systems</td>
<td>3/28/17 #22 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
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<td>APM</td>
<td>UP-17-024</td>
<td>Research Assurances Office</td>
<td>FS-17-064: APM 45.35 - Unmanned Aircraft Systems</td>
<td>4/4/17 #23 (FYI)</td>
<td>FYI UFM 5/2/17</td>
<td>11/7/16 appr.</td>
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<td>Catalog</td>
<td>UCC-17-033</td>
<td>CLASS</td>
<td>FS-17-065: New Sociology/Anthropology Prefix</td>
<td>4/4/17 #23 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
<td>6/19/17</td>
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<td>Catalog</td>
<td>UCC-17-033a</td>
<td>CLASS</td>
<td>FS-17-066: Africana Studies minor</td>
<td>4/4/17 #23 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
<td>6/19/17</td>
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</table>
### II. The Faculty Senate Received Reports/Updates, Presentations, and Engaged in Discussions:

2015-16 Senate Annual Report (3)
Advancement, University (16)
- Athletic Conference Change
- Fundraising
- Idaho Arena
- WWAMI

Alternative Credits (11)
Animal Control Task Force (6,9,18)
Annual Faculty Evaluation Form (pilot) (5,6,7,8)
Annual Faculty Evaluation Form Survey (16,27)
Athletics (6,24)

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<tr>
<th>Catalog</th>
<th>Department</th>
<th>Course Title</th>
<th>Approval Date</th>
<th>Approval Status</th>
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<th>Date Appr.</th>
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<td>UCC-17-039a</td>
<td>Education</td>
<td>FS-17-067: Basic Math minor</td>
<td>4/4/17 #23 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
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<td>UCC-17-027b</td>
<td>Art &amp; Architecture</td>
<td>FS-17-068: Architecture in Boise</td>
<td>4/11/17 #24 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
<td>6/19/17</td>
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<td>UCC-17-36a</td>
<td>Natural Resources</td>
<td>FS-17-069: Environmental Education &amp; Science Communication name change</td>
<td>4/11/17 #24 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
<td>6/15/17 appr.</td>
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<td>UCC-17-038</td>
<td>Natural Resources</td>
<td>FS-17-071: Discontinue Restoration Ecology Certificate</td>
<td>4/11/17 #24 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
<td>6/19/17</td>
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<td>UCC-17-029</td>
<td>Engineering</td>
<td>FS-17-072: New Critical Infrastructure Certificate</td>
<td>4/25/17 #26</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
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<td>UCC-17-042</td>
<td>CLASS</td>
<td>FS-17-073: Regulation J-3</td>
<td>4/11/17 #24 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>5/11/17 appr.</td>
<td>6/19/17</td>
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<td>UP-17-034</td>
<td>CoC/GEAC</td>
<td>FS-17-074: FSH 1640.90 General Education Assessment Committee</td>
<td>4/18/17 #25 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>6/26/17 appr.</td>
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<td>UP-17-035</td>
<td>CoC/UBFC</td>
<td>FS-17-075: FSH 1640.20 – University Budget &amp; Finance Committee</td>
<td>4/18/17 #25 appr.</td>
<td>UFM 5/2/17 appr. (no quorum)</td>
<td>6/26/17 appr.</td>
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</table>
Benefits Advisory Group (9)
Brink Lounge Usage (10,11)
Change in Employee Compensation (CEC) (14)
Chronicle of Higher Education Survey (8)
Committees, University-level (21)
Communications, Statewide Opinion Poll (10)
Community College Credit (15)
Compensation Task Force (2)
  • Faculty Compensation Task Force (3,5,7 - members,26,27)
Computer Use Policy (Acceptable use of Technology Resources) (21)
Credit Limitations (11)
Curriculum Changes, deadlines (26)
Data Classification/Technology Security (11)
Drones (23)
Economic Development and Research (13)
Efficiencies and Effectiveness Centralization Subcommittee (15)
Employee Educational Assistance Policy (5)
Enrollment (3,14)
Faculty Secretary position (22)
Final Exam Formula (18)
FLSA Regulation Change (8,13)
General Education Assessment Committee (25)
General Education Requirements (14,24)
Graduate Admissions (12)
Human Trafficking (11)
Infrastructure changes, Division of (8)
Immigration (4,15,16,18,19)
  • Main Discussion (19)
  • Task Force (Brewick, Crowley, Brandt, Evans, Dallas)(15,16,18)
Jazz Festival, Lionel Hampton (3,4)
Judicial Committees (21)
Law, 3+3 BA/BS, JD (15)
Leave Policy (19,20)
Marketing and Communications (10)
Ombuds Annual Report (10)
Payment Card Processing (13)
Plus/Minus Grading (26)
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Program Prioritization (17, 20)
Research, Economic Development and (13)
Residency (11)  
Retreat Review, Senate (3,4)  
Safety & Security, Office of Public (12)  
Security Problems, data/technology (11)  
Space, University (21)  
Student Appeals Committee (12)  
Student Disciplinary Review Board (12)  
Student Evaluation of Teaching (8)  
Subawards/subcontracts (21)  
Swim Center, Campus Recreation (13)  
Teaching & Advising Committee (26)  
Teaching & Learning Excellence, Center (5,15)  
Tenure Extension (22)  
University Budget and Finance Committee (2,11,25-restructure)  
University Faculty Meeting, First Fall Meeting (5,13)  
University Promotions Committee (12)  
Unmanned Aircraft Systems (23)  
Upper-division credits (15)  
Zoom (5)  

III. The Faculty Senate also took the Following Actions or addressed Requests for Committee/Task Force Volunteers:
  Acknowledgements (27)  
  Alumni Association seeking faculty member for board (27)  
  Benefits Advisory Group (5,9,14,16,18)  
  Brink Lounge Use Group (11,14 dedication)  
  Campus Planning & Advisory Committee – Greg Donohoe (2), Dean Panttaja (4)  
  Committee Appointments, Senate (4,7,25,26)  
  Distinguished Professor 912)  
  Elections, Chair/Vice Chair Faculty Senate, elected professors Brandt and Hrdlicka (1)  
  Executive Session, Faculty Secretary Nominations (26)  
  Faculty Annual Evaluation Narrative Form Motion (6,7)  
  Final Exam Schedule (11) Formula (18)  
  Graduates – Summer 2016 (2) Fall 2016 (12), Spring 2017 (25)  
  Institutional Planning and Effectiveness Committee (IPE) (3,4,5,6,10,11,20,23)  
    • Institutional Efficiency Workgroup (10)  
    • Institutional Incentives (10)  
    • University Budget & Finance Committee (2)  
  Paul J. Joyce Lounge Dedication (14)  
  President’s Athletic Advisory Committee (4,5)  
  Program Prioritization  
    • Criteria Workgroups (9)  
    • Senate Workgroup (22,23)  
    • Context Statements Program Prioritization Workgroup (27)
Sabbatical Leave 2017-18 (13), 2018-19 (26)
Secretary to the Faculty Senate – Don Crowley (2)
Student Appeals Committee – Caroline Payant, John Cannon (2,3,4)
University Budget & Finance Committee - Patrick Hrdlicka, Mike Anderson (2,3)
Vandal Strategic Loan (14)
Violence against Women Grant awarded to Women’s Center project, senate volunteer (21)

IV. Announcements:
Academic Regalia (7)
Administrative Positions/Changes:
• Deans: Art & Architecture (Shauna Corry, Interim), College of Graduate Studies (Jerry McMurtry), Science (Ginger Carney)(2,6,9,11,16,18,20,21,23,24,26)
• Faculty, Vice Provost (15)
• General Education, Director of (24)
• Strategic Enrollment Management, Vice Provost (Dean Kahler) (8,9)
• Academic Initiatives, Vice Provost (3,5,8,9,15,18,23,24,26,27)
• Faculty Secretary position (15,18,22,23,26,27)
• Reorganization Provost Office (9)
Athletic Deficit (18)
Brink (18)
Budget Requests, State (JFAC)(14)
• Education Week
• Computer Science Program in Coeur d’Alene
• Dairy Initiative
• Idaho CAFÉ (Center for Agriculture, Food and the Environment)
• 3% CEC (change in compensation)
Center for Teaching & Learning (15)
Climate Survey (HERI, Chronicle of Higher Education) (3,6,7,8)
Committees, Senate (preference request) (12)
Communications, Today’s Register reorganization (11)
Compensation Task Force (3)
Doceo Center (7)
Education, College Ribbon Cutting (7)
Elections to Senate 2017-18 (19,20,23,24)
Enrollment (3,8,10)
Envision Idaho Events (6)
Faculty Excellence Awards (25)
‘Go On’ rate (9)
Great Places/Colleges to Work (14,15,22,27)
Health Fair (7)
Health Insurance Open Enrollment (7,9)
Homecoming and Alumni (7)
Honorary Degrees (11)
Institutional Research Office to Institutional Effectiveness and Accreditation (4)
International Development Awards (11)
IRIC Applications (7)
Jazz Festival (18)
Navitas (16,23)
Northwest Committee on Colleges and Universities (19,25)
Program Prioritization (2,6,7,10,11,12,13,14,16,17,18,19,20,22,23,24,25,27)
Question, Persuade, Refer (training program mental health crisis)(15)
Regalia (7)
Register, Today’s (12)
Safety Week (5)
Senators, new (15,21)
Spread Pay (3,18)
Teaching & Advising Award (12)
Today’s Register reorganization, Facebook for UI employees (11,12)
Training requirements, University (12)
Tribal Nations Lounge (11)
University Address (6,7)
University Awards for Excellence (11,12,26)
University Faculty Meeting – Fall meeting (2)
University Faculty Meeting (12,13,18,24,26)
University Promotions Committee (11,12)
Vandal Ideas (VIP) Program “Engage” (9,15)

V. Resolutions:
Brink Lounge Rename, Paul J. Joyce (10)
Classroom Space (26)
Shared Governance

- Territorial Act (1889): The faculty, the president, and the regents are jointly responsible for governing the university.

- 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.
Almost anyone at the university

Shared Governance

• Structure

• Process
Timeline

Committee Proposal  →  Sponsor/Stakeholders/Faculty Secretary/General Counsel Review → Faculty Senate → University Faculty Meeting

Allow a minimum of 2 weeks for FS & GC review – longer if they have not been previously consulted on the policy!

The last Faculty Senate meeting at which policies can be approved for inclusion on the UFM Agenda is 2 weeks prior to the UFM.
2017-2018 Policy Dates & Deadlines

- FS - every Tuesday 3:30-5:00 beginning 8/29
- November 2 - last possible date to submit a policy to the Faculty Secretary’s Office for possible inclusion on the Fall UFM Agenda. Note, more than two weeks for review may be required and the policy may be returned to the committee for further consideration. Also, be aware controversial policies have taken 2+ Senate meetings to discuss.
- November 14 - Last Faculty Senate meeting to approve policies for possible inclusion on the Fall UFM Agenda
- November 29 - Fall UFM meeting - 3:00-4:30
- March 27 -- last possible date to submit a policy to the Faculty Secretary Office for possible inclusion on the Spring UFM Agenda. Note, more that two weeks for review may be required and the policy may be returned to the committee for further consideration or forwarded to others for review.
- April 10 -- Last Faculty Senate meeting to approve policies for possible inclusion on the Spring UFM Agenda
- April 25 - Spring UFM meeting - 3:00-4:30
Role of Faculty Senate

- Rely on the work of committees and avoid drafting or re-drafting policy (other than minor changes)
- Communicate with and provide feedback from constituents on pending policy changes
- Suggest and encourage productive interactions with administration and stakeholders
“Rules” of the Senate Road

- We follow (although not slavishly) Robert’s Rules of Order
- Raise your hand to speak. Each interested person gets to speak once before we take a second question (some back and forth in response to the original question is fine). Be conscious of time and other interested participants -- brevity is important!
- Represent your constituents (college reps represent college faculty (along with other reps from the same college), center reps represent the center and its employees, staff represent staff through staff council and the Dean representative and Provost provide an administrative perspective).
Senate Retreat 8/15/17


Absent: Mike Anderson, James Barbour, Danny Bugingo, John Cannon, Brian Ellison, James Foster, Penny Morgan, Irma Sixtos, Chantal Vella, Cooper Wright, Haiyan Zhao

Provost:
- Staff parallel to Faculty Senate – staff feel their voice isn’t heard
- Territorial Act – isn’t about who governs, it is about moving UI forward
- Market Based Compensation being competitive does not mean everyone will be moved to market. Criteria such as longevity will be used.
- Ctr. for Teaching & Learning – think about other assessment approaches than student evaluations
- Great Colleges to Work for – small group needed (Rula will be presenting to Faculty Senate in the near future)
- Provost’s areas of importance – compensation and support for teaching
- Marketing & Communications’ importance in attracting students, faculty, staff
- Enrollment – to be revealed/communicated second week of October (due to High School dual credit postings)
- Program Prioritization – ongoing process. Board zeroed out all institutions’ budgets, creating a level playing field. President’s Annual report is due to the Board in April. Resources gained will be put towards top two UBFC initiatives – market based compensation & support of Teaching Assistants. Programs funded by contracts/grants are restricted.
- Gainsharing 6.8% of gen ed (x budgets) to be utilized for recommended one-time (pilot) UBFC initiatives

Senator’s Role:
- **Nominate members for Taskforce/Committees:** Nomination requests for taskforce/workgroups are often needed on short notice (e.g., Institutional Planning & Effectiveness Committee (IPEC), and the two program prioritization workgroups). Typically put together at the administrative level and move fast with meetings scheduled immediately. We will try to email the charge/expectations/requests by email so you can forward to your constituents.
- **Representative and Reporting:** We are all representatives for our constituent bodies, college/center/staff/students. You were elected by your colleagues to attend and report back – that is your major role. In the past some colleges have done this well, others not. This year the Faculty Secretary will attempt to create a short bulleted list for you all to revise, as fits your constituency, so you can sent out each week following a meeting.
- **Review Policy:** Senate’s Role is to review/return or approve/disapprove items that come before it – we are not a policy making body. The worker bees are the Senate committees where most policy changes come as seconded motions. Occasionally other units, HR, VP Finance, Infrastructure etc. will send policy changes through -- Faculty-Staff Handbook (FSH) which typically go through senate committees or other bodies, but Administrative Procedures Manual (APM) are for purposes of communicating new and/or changes to policy/procedures (predominantly non-academic procedures), e.g. smoking, concealed carry, drone use, etc.
• **Proactive:** You are the boots on the ground, keep your ears open and alert Senate Leadership of any issues/concerns/positive events. Example: something that is important to you or any concerns you have please bring these forward; last year a faculty member brought forward awareness of the classroom shortage to which Senate passed a resolution; earlier in the year the handling of animals on campus situation came from an employee and local residents. You can send a private email to any of the Senate Leaders or to the Senate as a body at a meeting under Announcements and Communications. Please give the Faculty Secretary/Senate Chair a heads-up.

**Topics List:**
Communication of decisions out to staff and faculty (Great Colleges to work for survey listed this as an issue).
- Consider alternative approaches for communication (Facebook, group chats, or other to reach more)
- Alternative to emails for internal communications vs. external and marketing approaches. Liz plans to do a weekly summary email to help Senators keep up-to-date and to help Senators keep colleagues informed of ongoing developments.
- Emphasize representative role of senators.
- Provost will ask deans/VPs to support senators by arranging for some communication tool by which you will be able to send to your college and/or constituent body.

**Program Prioritization:**
- Concerns about results of PP ranking and what will be done with those rankings.
- What will we know prior to the President’s report in April?
- Fallout, lower quintile targets of opportunity? Either a plan or an OK

**Employment-related issues:**
- help people integrate well to the university/community; improve quality of life
- spousal accommodation (HR efforts have not been helpful)
- improve work/life balance, e.g., exercise release time and better communication of wellness opportunities.
- Disability Advocacy – not just compliance. Money, place in administration, committee? Ask Ubuntu to Revisit this issue.
- Quantify and make visible the unnecessary obstruction, bureaucracy → shadow work
- Culture of – yes-we-can, yes-you-may, respect and collaboration.

**Teaching/Advising:**
- Evaluations: Teaching & Advising Committee (TEAC) is working on all these issues.
  - fix the online participation rate
  - approaches and incentives vs. rigor (beyond just the form);
  - revisit process/timing
- Revisit rubric for credit hours considering online vs. face-to-face:
  - Awareness of/clarification
  - Seat time
  - Workload
  - Rigor to credit hours for online
  - Support/resources for online content (DEE)
- Help facilitate new Distance Education opportunities for all colleges. **Follow-up with Cher Hendricks on support for DE.**
- Classroom Spaces and hoarding/fractional sharing. **Outreach to Registrar and Facilities has started.**
- +/- grading system, revisit topic, survey more students (Centers; Facebook polls, other outlets). **This is on the TEAC agenda.**
- What is/will be done to help transition International students to be successful at the UI? **NAVITAS is a resource. IPO will be presenting to faculty senate on this issue.**
- What are the University’s plans if enrollment targets are met? How are resources, support, rooms, etc. to be distributed.

**Faculty Issues**
- Administration’s position on tenure (in light of forces in some states wishing to remove tenure system, e.g., Wisconsin)
- Conceal/open carry weapons law – provide support for the anxiety, concerns, fear that some employees feel
- Alternative career path – teaching or research. **FAC may consider this issue.**
- Availability of start-ups for social sciences and humanities
- Strategies to improve and facilitate faculty interdisciplinary collaboration
- Digital Measures vs. Alternatives. **For now, Senate Leadership is participating in info sessions from vendors about the possibilities. This may be a future topic for FAC.**
- New faculty evaluation form revisit/discussion, evaluation form relationship to FSH (policy). **FAC is considering small changes to the form and will update the PD and AE policies to conform.**

**Centers and Off-Site**
- Stronger representation and voice of Centers
- Opportunities for engagement for offsite faculty, staff, students. **Senate/Staff Leadership is following up with the Director of Extension to build connections there.**

**Misc.:**
- Facilities – issues with snow and ice, slow response time
- University Senate vs. Faculty Senate