University of Idaho
2018-2019 FACULTY SENATE AGENDA

Meeting #7

3:30 p.m. - Tuesday, September 18, 2018
Paul Joyce Faculty-Staff Lounge & Zoom

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2018-19 Faculty Senate Meeting #6, September 11, 2018 (vote)

III. Consent Agenda.

IV. Chair’s Report.

V. Provost’s Report.

VI. Other Announcements and Communications.

VII. Committee Reports.
   
   Commencement Committee
   • FS-19-004 – FSH 4930 – Honorary Degrees (Hendrix)

   University Budget and Finance (Woolley/Scruggs)

VIII. Special Orders.
   
   Position Description Form Implementation (Lawrence)

IX. Unfinished Business and General Orders.

X. New Business.

XI. Adjournment.

Professor Aaron Johnson, Chair 2018-2019, Faculty Senate

Attachments: Minutes of 2018-2019 FS Meeting #6
FS-19-004
UBFC Report edited
PD PowerPoint
University of Idaho  
Faculty Senate Meeting Minutes  
2018-2019 Meeting #6, Tuesday, September 11, 2018

Present: Benedum, Brandt (w/o vote), Cannon (Boise), Caplan, Chopin, Dezzani, Ellison, Grieb, Jeffrey, Johnson, Keim, Kern (Coeur d’Alene), Kirchmeier, Laggis, Lambeth, Lee, Lee-Painter, Luckhart, McKellar (Idaho Falls), Morgan, Raja, Seamon, Schwarzlaender, Tibbals, Vella, Watson, Wiencek (w/o vote). Absent: DeAngelis, Foster. Guests: 4

Call to Order and Minutes. The chair called the meeting to order at 3:30 p.m.

A motion to approve the minutes (Morgan/Vella) passed unanimously.

Chair’s Report:

1. Chair noted that the Runstad Lecture with author Tara Westover was excellent. He encouraged senators to read Westover’s book, Educated, if they have not already done so, and to stream the lecture online, if possible. He also encouraged senators to be engaged and active in events going on across campus.

2. September 10-14 is Suicide Awareness Week. A number of activities will be taking place throughout the week. Senators are encouraged to participate. A schedule of events is available on the Suicide Awareness Week webpage. In particular, the chair pointed out that if faculty must miss a class they can Question/Persuade/Refer (QPR) QPR Suicide Prevention Training rather than cancelling class.

3. All faculty and staff are entitled to participate in the university’s digital subscription to the New York Times. ASUI was instrumental in initially securing the program for the university community.

4. A review of General Education is underway. Director of General Education, Dean Panttaja is reviewing the university’s general education requirements and considering the effectiveness of the university’s general education program. He has organized sessions entitled “What is an Educated Person”. The next session will be held September 12 at 2:00 in the Summit Conference Center in the Commons. Senators are encouraged to join the conversation and to look for additional events. Information is available from Director Panttaja (panttaja@uidaho.edu).

5. President Staben will give the State of the University address on Tuesday 9/25 at 3:00 pm PDT at the Pitman Center. Off campus viewing locations will be announced. There will be no Senate meeting. Rather, senators are encouraged to attend the State of the University Address.

6. The CALS Speaker Series will be screening of the documentary “Food Evolution” at 6:00 on September 11, preceded at 5:30 by a keynote address by Extension Specialist Allison Van Eenennaam from the University of California, Davis.

A senator commented on the importance and effectiveness of the QPR Suicide Awareness Training and encouraged senators to help publicize the program and to utilize it when appropriate.

Provost Report: The provost commented that the Runstad lecture with Tara Westover was an outstanding event. Since joining the University he has had the opportunity to attend three events organized around the university’s Common Read. They have all been excellent. He especially thanked those on the book selection committee lead by the director of General Education.

The search for the next president of the university is proceeding. State Board of Education (SBOE) member Emma Atchley is chairing the search committee. SBOE member Don Soltman will be a member of the committee. The SBOE will be identifying additional committee members. Their goal is to keep the size of the committee to 12 members.

The provost reported that the SBOE is developing a new funding allocation model. In the past, state funding was allocated to the different institutions based on enrollment. Under this past model, known as the
Enrollment Workload Adjustment (EWA), funds would be allocated based on the number of students attending the institution and on the relative costs of educating students depending on their major. During the Great Recession the EWA was set aside for a time and then was re-instated unevenly. More recently the SBOE has determined that the EWA does not match with SBOE goals and objectives for the different institutions. It has begun studying an outcome-based funding model. As the name indicates, the new model will focus on outcomes not simply enrollment. Key outcome indicators will likely include the number of graduates at all levels (associate, bachelor and graduate degrees). The inclusion of graduate degrees is a positive factor for the UI. The new outcome-based model will also consider 4-year graduation rates. While the UI has positive outcomes on both measures, the university outcomes on 4-year graduation rates are particularly positive. The shift to outcome-based funding allocations will be carefully monitored so the university is aware of the impact of this new policy on the amount of base funding.

A senator asked whether Staff Council was consulted regarding membership on the presidential search committee. The provost responded that the SBOE was in the process of reaching out to many groups including Staff Council and Faculty Senate. He also indicated the SBOE may seek representation from a number of constituencies, including alumni and athletics. The chair emphasized that the presidential search committee is an SBOE committee. They have reached out and we are working to identify folks to consider, but the search committee selection is determined by the Board’s preference. The SBOE has issued a press release describing the process.

FS-19-003: FSH 4700. Erin Agidius, the Director of Civil Rights and Investigations presented a small change to Faculty-Staff Handbook 4700. The change clarifies that students may record classes pursuant to an Americans with Disabilities Act (ADA) accommodation and with appropriate notification to the faculty member. The change is considered editorial because it is part of the university’s responsibility to comply with federal law. It was presented to senate for information.

Honors Program. Professor Sandra Reineke, Director of the Honors Program gave senators a brief overview of the program. She is leading a campus-wide study of whether the university should restructure the program by creating an honors college. The honors program has scheduled open sessions to begin the discussion of restructuring on Monday, September 24th, at 3:30-4:30 p.m. and Tuesday, September 25th, at 8:30-9:30 a.m. both in the Clearwater room at the Commons. The discussion will be framed around the honors program criteria developed by the National College Honors Council (NCHC). The university has had an honors program for 35 years. The program has three arms -- curriculum, living and learning communities, and extra and co-curricular activities. Students report that participation in the honors program is instrumental in their success at UI. One of the challenges UI experiences is that, because we do not have an honors college, it can be more difficult to convey the quality of our program to prospective students. Out of 12 northwest institutions, 4 have honors programs and 8 have honors colleges, including Boise State University (BSU) and Washington State University (WSU). The NCHC reported that 23 universities announced or launched honors colleges in the last year. As part of the study process, the honors program has hired a consultant in 2018 who is assisting in evaluating the honors program. Director Reineke has submitted two of three planned reports to the consultant and is currently preparing the third report. There will also be a Qualtrics survey to gather information and feedback. Feedback regarding the honors program can be sent to honors@uidaho.edu.

A senator asked for clarification on what an honors college does. For example, does the college offer its own courses and designate its own faculty? Director Reineke explained that there are three models for honors programs. The first is the Program model, run by a director, and similar to UI’s current program. In this model the director works with units and coordinates the program. The other two models both involve the creation of an honors college. In the first version of the college model, the college administrator coordinates with the administrative units of the other college to provide courses and coordinate a curriculum. More leverage to the college administrator. In the second version of the college model, the honors college administrator coordinates with the administrative units of other colleges, but the other colleges also have independent honors tracks.
within the college. If the UI transitions to the honors college model, a decision would have to be made regarding how the college would be structured and would interface with other colleges and programs on campus.

**Graduate Enrollment/Recruitment.** Jerry McMurtry, Dean of the College of Graduate Studies (COGS) reported to senate on graduate enrollment and recruitment. Dean McMurtry works closely with Vice Provost for Strategic Enrollment Management (SEM) Dean Kahler to align graduate admissions with undergraduate admissions whenever possible. The two units share information and data. They are currently working to train existing recruiters on graduate issues, so the recruiters can do “double duty” and carry the university’s message to potential graduate students as well as prospective undergraduate students.

The university has implemented a new online, streamlined admissions system. The university is receiving a higher number of completed applications. Applications are up 4.9%. Although final numbers are not yet available it appears that Idaho’s graduate school enrollment will be up approximately 9%. Interestingly, enrollment of the youngest age cohort of applicants (below age 24) is up 32%. COGS is analyzing whether there is a shift to younger students attending graduate school. Other states are also experiencing increases in graduate school enrollment and may be shifting to a younger student going to graduate school. Looking at increases in other states, COGS is seeing increased enrollment in both resident and foreign applicants. Also, diversity among graduate students has increased.

The university has strong retention rates for graduate students. Approximately 82% of masters students complete their degrees and approximately 94% of doctoral students complete their degrees. It is possible that the retention rate for masters students is low because it does not account for students in professional masters programs who often have a more episodic enrollment pattern.

COGS attends many recruitment and enrollment meetings each year. They try to focus on national meetings and meetings that are not oriented toward a particular discipline. COGS tries to go to the large national meetings to increase our presence. They also evaluate each program to ensure they are spending resources in a way that yields increased graduate student enrollment for the university. The university currently participated in an Alliance for Graduate Education and the Professoriate (AGEP) Grant through the National Science Foundation (NSF). Also participating in the AGEP alliance are the University of Montana, Montana State University and Washington State University.

COGS provides the Graduate Record Exam (GRE) search service to departments. This service allows departments to mine the data set of all students who have taken the GRE in search of prospective students. They also participate in the Murdoch STEM Research Fair, the National Council on Undergraduate Research Meeting and career and graduate fairs at other universities in Idaho (BSU, Brigham Young University – Idaho (BYU-Idaho), and Idaho State University). The McNair Scholars program was recently re-funded at the university and, as a result, COGS is participating in the McNair Scholars recruitment program. In addition, COGS is partnering with the Salish tribe through the Lewis Stokes Alliances for Minority Participation (LSAMP).

In the area of international recruitment, representatives of COGS will travel to Taiwan, China, India and the United Kingdom to recruit students. COGS has had success partnering with the International Programs Office (IPO) to recruit international students. As part of these efforts, they are working to eliminate difficulties for international students in the enrollment process. For example, they have streamlined the process for students to obtain an I-20 immigration document. Now general international student applicants can finalize their I-20 form within one week and students in the Navitas program can finalize within 24 hours.

COGS has also designated Directors of Graduate Studies (DGS) in individual departments. This allows COGS to direct graduate school inquiries directly to a departmental contact. The DGSs meet regularly to discuss strategy for increasing enrollment and to share information. The new application system has allowed COGS to track applications, so they do not get lost. The system is all electronic so it reduces paperwork and routing difficulties.
COGS also sponsored a campus visit day. 70% of the students who participated enrolled at the university. They are working to increase participation in this event and are following up with those students who did not enroll.

McMurtry noted that within a particular discipline faculty are the best recruiters. He encouraged faculty to take recruitment materials to disciplinary meetings and conferences. Through the AGEP grant, COGS may be able to provide support for faculty attending events. Brochures are available. A new COGS viewbook is also currently in production.

International enrollment remains a challenge. Some international students are discouraged by the current political climate in the U.S. Also, prospective students are experiencing up to a 50% rate of visa denials. The highest rates of denials are for Nigeria and Pakistan. Taiwan and China have lower rates. In addition, the visibility of Idaho generally is an issue. COGS is working to “put Idaho on the map.”

COGS is also studying trends in the demand for graduate programs. At the doctoral level the university they have seen both declines and significant increases, depending on the program. They are working on how to use this trend information effectively.

McMurtry also addressed the new TA support system. There are currently 300 TAs on campus. Through the new system, the amount of TA stipends has increased by an average of approximately $2,000. In-state tuition waivers also adds significant value to our TA support packages. Approximately 1/3 of the TAs on campus received in-state tuition waivers through COGS. Some colleges were able to offer additional waivers. When in-state waivers are considered, the university’s TA support package is consistent with the national average. When out-of-state tuition waivers are considered the average TA support package is approximately $41,000. This system has helped graduate student recruitment and retention efforts.

COGS is also undertaking some new initiatives including developing fellowship programs, improving orientation and professional development initiatives for graduate students, and focusing on non-academic career development initiatives. COGS is working to refresh and reinvigorate the Professional Science Masters (PSM) degree. Nationally, PSM programs are successful and appear to meet industry needs. COGS is investigating 3+2 and 4+1 programs with a number of undergraduate institutions including BYU Idaho. They are looking forward to the new fully functional and integrated Constituent Relationship Management (CRM) software. McMurtry concluded his presentation by showing one of the recruitment videos developed by COGS.

A senator asked whether the university plans to begin including health insurance benefits in TA compensation packages. McMurtry responded that COGS continues to study this possibility. Including such benefits would add $400,000 in costs to the TA support system. Currently the resources are not available.

A senator stated that WSU offers full tuition to Native American students within a number of tribes in the Northwest. Could the UI offer full graduate tuition to such students? McMurtry indicated that he had spoken to Yolanda Bisbee, Chief Diversity Officer and Executive Director of Tribal Relations, and will continue to explore this issue. Another senator asked whether it was possible to offer some scholarships to online graduate students. These students are often working on traditional thesis degrees, but are place bound. She suggested that the university should be developing an e-campus to support such online students. McMurtry responded that he does not have a pool of resources that can be used for scholarships or stipends for distance education graduate students. The provost responded that colleges may have resources that can be used for graduate scholarships. The senator responded that due to the online fee structure, colleges do not receive enough resources from distance students to support stipends or scholarships. Another senator responded that the issue for colleges is that their scholarship funds are often designated for specific purposes. Regarding the creation of an e-campus, the provost responded that Bob Hales, the Director of Distance and Extended Education (DEE), is working on this and related ideas already. Initially the university explored a private partnership to support online students. However, the proposals received did not meet the university’s needs and were quite costly. Most private vendors only wanted to support high enrollment programs and were not
willing to support lower enrollment programs that are deemed by UI to be mission-critical. Hales is now working on how to develop a system to support online students. The provost also commented that during this process it became clear that we were not leveraging our current resources appropriately. He noted that we need to establish a clearer relationship between the Center for Excellence in Teaching and Learning (CETL) and DEE.

The faculty secretary commented that coordinating financial aid for students in concurrent degree programs might aid recruitment by such programs. McMurtry agreed, but commented that because of requirements for the J.D. degree, such coordination with law is particularly difficult.

A senator asked how the university is identifying growing programs and target resources toward such programs. McMurtry responded that COGS does not have the authority to move resources around. Rather, he tries to bring people together so that collaboration can be discussed.

A senator asked how TAs are allocated across colleges and whether there is a process by which departments may request new TA positions. McMurtry responded that TAs were allocated using an historical formula. The College of Science (COS) and the College of Letters Arts and Social Sciences (CLASS) have the bulk of the TA’s because they are most responsible for delivering the core curriculum. Now that we have an organized system for TAs and can track them, COGS is developing a system for evaluating the placement of TAs and requests for new TAs.

A senator expressed gratitude for the new TA system and tuition waivers. She expressed concern with logistical issues regarding the implementation of waivers. Some waivers have not been approved in a timely fashion. Students are being billed for tuition and, because they have not yet received their waivers, are being dunned because their tuition is late. As a result, they are unable to access additional scholarship monies they may have been awarded. She asked whether waivers could be processed in a timelier fashion, or whether scholarship funds could be released for students who will be receiving a waiver. McMurtry indicated that while there have been some hiccups as the system is being implemented, he had not previously heard of such delays. He suggested that the senator follow up after the meeting to address the concern.

There being no further questions, the Chair thanked McMurtry. He also introduced new senator Zoie Laggis, representing the Student Bar Association.

The time for the meeting having expired, a motion (Chopin/Tibbals) to adjourn passed unanimously. The meeting was adjourned at 4:52 p.m.

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)

[3/09]

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: FSH, Chapter 4, 4930 Honorary Degrees

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):
(Please see FSH 1460 C) Name Date
Telephone & Email: ______________________________________

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.

These edits are requested because they clarify the University of Idaho honorary degree criteria.

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

N/A

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

N/A

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]
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 or 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 and Chair or Head of an academic department. [rev. 7-03, 1-18]

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]
Report of the University Budget and Finance Committee for 2017-18
to the Faculty Senate and to the Vice President for Finance of the University of Idaho
May 1, 2018 (edited by Senate Leadership 9-17-18 removed committee vote and dean feedback)

Contents
- Results Summary
- Method
- Observations
- Results by Dean/Unit head ranking
- Committee involvement

Results Summary
Proposals are classified in categories of Recommended or Not Recommended based on the vote of the voting members of the University Budget and Finance Committee. Projects either self-identified or judged as capital projects were forwarded to Division of Finance for adjustment. Footnotes to the proposals reflect comments the University Budget and Finance Committee wishes to forward with its recommendations. Recommendations are listed in order by the percentage of positive votes and proposal ID.

<table>
<thead>
<tr>
<th>ID</th>
<th>Goal</th>
<th>Title</th>
<th>Unit</th>
<th>Amount</th>
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<tbody>
<tr>
<td>8</td>
<td>Transform</td>
<td>Idaho Entrepreneurs</td>
<td>College of Business and Economics</td>
<td>$80,634 annually</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Fund Entrepreneurship faculty</td>
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<tr>
<td>11</td>
<td>Scholarship</td>
<td>Computer Science</td>
<td>College of Engineering</td>
<td>$118,167 annually $25,000 for three years</td>
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<td></td>
<td></td>
<td>Data Science Faculty</td>
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<td>Fund Computer Science Data Science Faculty</td>
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<td>14</td>
<td>Outreach</td>
<td>Expand Virtual Technology program</td>
<td>College of Art and Architecture</td>
<td>$102,393 1 year</td>
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<td></td>
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<td></td>
<td></td>
<td>1 position 1 year</td>
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<tr>
<td>16</td>
<td>Cultivate</td>
<td>Expand Virtual Technology program</td>
<td>College of Art and Architecture</td>
<td>$341,091 annually</td>
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<td></td>
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<td></td>
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<td>5 positions</td>
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<td>27</td>
<td>Outreach</td>
<td>Case managers</td>
<td>Dean of Students</td>
<td>About $190,000 annually</td>
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<td></td>
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<td></td>
<td>2 positions</td>
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<td>32</td>
<td>Compliance</td>
<td>Emergency Notification</td>
<td>Finance</td>
<td>$53,390 annually</td>
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<td>48</td>
<td>Cultivate</td>
<td>Change in funding source</td>
<td>Diversity</td>
<td>$194,149 annually</td>
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<td></td>
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<td></td>
<td>Remove positions from student fees to free up funding for programs</td>
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<tr>
<td>49</td>
<td>Transform</td>
<td>Academic Coordinator</td>
<td>Strategic Enrollment Management</td>
<td>$68,620 annually</td>
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<td></td>
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<td></td>
<td>Support student athletes</td>
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<tr>
<td>54</td>
<td>Transform</td>
<td>Writing Center</td>
<td>College of Letters, Arts &amp; Social Sciences</td>
<td>$88,838 annually</td>
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<td></td>
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<td>Provide permanent funding</td>
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<td>59</td>
<td>Transform</td>
<td>Healthy active student body</td>
<td>College of Education, Health and Human Sciences</td>
<td>$218,122 annually</td>
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<td>Instruction of physical activity courses</td>
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<td>60</td>
<td>Compliance</td>
<td>Service Center Coordinator</td>
<td>Office of Research &amp; Economic Development</td>
<td>$79,680 annually</td>
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<td>Service center support in cost accounting unit of the office of sponsored programs</td>
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<tr>
<td>65</td>
<td>Transform</td>
<td>Business Analytics major</td>
<td>College of Business and Economics</td>
<td>$107,601 1 year</td>
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<td></td>
<td></td>
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<td>Funds to establish program</td>
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<td>75</td>
<td>Cultivate</td>
<td>Staff market-based adjustment</td>
<td>Finance</td>
<td>$5,100,000 annually</td>
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<tr>
<td>81</td>
<td>Scholarship</td>
<td>Library bridge funding</td>
<td>Libraries</td>
<td>$450,000 1 year</td>
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<td>Periodical subscriptions</td>
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<td>7</td>
<td>Compliance</td>
<td>OCRI funding</td>
<td>Office of Civil Rights and Investigations</td>
<td>$141,797 annually $30,000 1 time</td>
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<td></td>
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<td>Permanently fund office expansion</td>
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UBFC recommends funding fewer positions than requested and supporting efforts to recruit diverse faculty.
<table>
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<tr>
<th>ID</th>
<th>Goal</th>
<th>Title</th>
<th>Unit</th>
<th>Amount</th>
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<tr>
<td>47</td>
<td>Scholarship</td>
<td>Health insurance for teaching assistants</td>
<td>College of Graduate Studies</td>
<td>Between $255,360 and $511,840 annually</td>
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<tr>
<td>62</td>
<td>Scholarship</td>
<td>Faculty startup packages</td>
<td>Office of Research &amp; Economic Development</td>
<td>$2,500,000 annually</td>
</tr>
<tr>
<td>63</td>
<td>Scholarship</td>
<td>Aquaculture Research Institute infrastructure improvement</td>
<td>Office of Research &amp; Economic Development</td>
<td>$135,000 1 time</td>
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<tr>
<td>66</td>
<td>Support</td>
<td>Banner 9 implementation</td>
<td>Information Technology</td>
<td>$312,000 1 time</td>
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<td>82</td>
<td>Compliance</td>
<td>Comm 101 teaching assistants</td>
<td>College of Letters, Arts &amp; Social Sciences</td>
<td>$72,751 annually</td>
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<tr>
<td>33</td>
<td>Transform</td>
<td>MS Nutrition</td>
<td>College of Agricultural and Life Sciences</td>
<td>$144,785 annually</td>
</tr>
<tr>
<td>30</td>
<td>Transform</td>
<td>IGEM Security Faculty</td>
<td>College of Engineering</td>
<td>$503,600 annually</td>
</tr>
<tr>
<td>34</td>
<td>Transform</td>
<td>Support microbiology</td>
<td>College of Agricultural and Life Sciences</td>
<td>$192,400 1 time Laboratory equipment</td>
</tr>
<tr>
<td>39</td>
<td>Outreach</td>
<td>Twin Falls Director</td>
<td>Boise Center</td>
<td>$177,960 annually</td>
</tr>
<tr>
<td>2</td>
<td>Compliance</td>
<td>Data leakage protection</td>
<td>Information Technology</td>
<td>$42,000 annually, $97,875 1 time</td>
</tr>
<tr>
<td>9</td>
<td>Outreach</td>
<td>JazzFest salaries</td>
<td>College of Letters, Arts &amp; Social Sciences</td>
<td>$126,796 annually</td>
</tr>
<tr>
<td>72</td>
<td>Support</td>
<td>General Counsel position-permanent funding</td>
<td>General Counsel</td>
<td>$67,728 annually</td>
</tr>
<tr>
<td>31</td>
<td>Transform</td>
<td>Supplemental instruction</td>
<td>Strategic Enrollment Management</td>
<td>$228,716 annually</td>
</tr>
<tr>
<td>76</td>
<td>Transform</td>
<td>MarCom staff</td>
<td>Marketing &amp; Communication</td>
<td>$258,602 annually</td>
</tr>
<tr>
<td>50</td>
<td>Cultivate</td>
<td>HVAC controls technician</td>
<td>Finance</td>
<td>$75,000 annually</td>
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<tr>
<td>20</td>
<td>Cultivate</td>
<td>CoS5 salary gap</td>
<td>Provost</td>
<td>$109,533 1 time, $221,326 annually</td>
</tr>
<tr>
<td>44</td>
<td>Transform</td>
<td>Classroom technology</td>
<td>College of Law</td>
<td>$125,000 annually</td>
</tr>
<tr>
<td>56</td>
<td>Admin</td>
<td>Highway frontage</td>
<td>Finance</td>
<td>$40,000 annually</td>
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<td>3</td>
<td>Email filtering</td>
<td>Information Technology</td>
<td>$152,000 annually</td>
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<td>45</td>
<td>Transform</td>
<td>Courtroom technology</td>
<td>College of Law</td>
<td>$450,000 1 time</td>
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<tr>
<td>40</td>
<td>Admin</td>
<td>Wireless Network</td>
<td>ITS</td>
<td>$110,787 1 time, $4,080 annually</td>
</tr>
</tbody>
</table>

2 The committee recommends funding upon the condition that new funding is added to the University of Idaho budget rather than reallocated.
3 The committee voted if this proposal is implemented lower cost alternatives be considered.
Method
The voting members of the committee met seven times, between two and four hours each meeting, to consider proposals. As the active voting members of the committee included seventeen people, a quorum of eight was required for each vote by committee vote. The committee chair abstained from voting unless needed to break a tie vote. Abstentions are not shown in the vote tally.
This report was approved by the voting members of the committee on May 1, 2018.

Committee Involvement
Voting committee members that participated in proposal votes include

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The committee voted to comment that this program is worth preserving but needs more extensive support than incorporated in this proposal.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Allen (CoS)</td>
<td>Faculty</td>
</tr>
<tr>
<td>Jim Alves-Foss (CofE)</td>
<td>Faculty</td>
</tr>
<tr>
<td>Mike Anderson (Faculty Senate)</td>
<td>Faculty</td>
</tr>
<tr>
<td>Allan Caplan (CALS)</td>
<td>Faculty</td>
</tr>
<tr>
<td>Kris Freitag (ORED)</td>
<td>Staff</td>
</tr>
<tr>
<td>Mary George (ITS/Finance)</td>
<td>Staff</td>
</tr>
<tr>
<td>Rachel Halverson (CLASS)</td>
<td>Faculty</td>
</tr>
<tr>
<td>Kristin Henrich (Library)</td>
<td>Faculty</td>
</tr>
<tr>
<td>Bruce Haglund (CAA)</td>
<td>Faculty</td>
</tr>
<tr>
<td>Sacha Jackson (McCall)</td>
<td>Staff</td>
</tr>
<tr>
<td>Hanna Long (Advancement)</td>
<td>Staff</td>
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<tr>
<td>Deb McIntosh (Law)</td>
<td>Faculty</td>
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<tr>
<td>Lisa Miller (Aux)</td>
<td>Staff</td>
</tr>
<tr>
<td>Phillip Scruggs (CEHHS)</td>
<td>Faculty</td>
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<tr>
<td>Kerri Vierling (CNR)</td>
<td>Faculty</td>
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<tr>
<td>Margot Vore (GPSA)</td>
<td>Student</td>
</tr>
<tr>
<td>Darryl Woolley (CBE)</td>
<td>Faculty (Chair)</td>
</tr>
</tbody>
</table>

The committee met April 6, 11, 17, 20, 24, 25 and May 1, 2018.
NEW POSITION DESCRIPTION SYSTEM

FACULTY SENATE PRESENTATION
SEPTEMBER 17, 2018
WHY ARE WE DOING THIS?

Faculty senate approved a new position description policy in spring 2018.

Changes were approved by the UI faculty on the April 25.
WHAT ARE THE GOALS OF THE POLICY?

1. To reduce workload by eliminating the need for an annual position description update.

1. Transition to an electronic system for creating and storing faculty position descriptions.

1. Create a system where new PDs are only created when there are substantive changes to the position description.

1. Create position descriptions that are focused on the position, not the planned activities of a specific faculty member.
WHO IS INVOLVED?

1. All faculty PDs will now be processed and saved within our People Admin software.

2. Unit administrators and faculty will edit PDs in the system.

3. A second process for “signing” final versions will occur in People Admin.
HOW MANY WILL BE ENTERED?

There are approximately 867 faculty who have a position description at UI.

This does not include temporary or part-time faculty.
WHAT IS THE TIMELINE?

Unit administrators will create new PDs for new faculty within People Admin in late September.

We will publish multiple deadlines according to rank.

We hope to have all PDs entered into People Admin by Dec. 14, 2018.
WHAT ARE THE CHALLENGES?

1. Faculty who are unaware of the change.

2. Navigating People Admin for those unfamiliar with it.

3. The PD is now about the position, not the individual occupying the position. Some may still try to make this an annual goal setting document.

4. Because the PD no longer includes goals for the year, the annual evaluation process also changed.

5. It will be more work this year, but much less work in future years.
WHAT TRAINING WILL BE PROVIDED?

1 Administrative Assistants were updated on Aug. 8.

1 Deans (Provost’s Council) were updated on Aug. 20.

1 Training for unit administrators and college AAC personnel is scheduled for Thursday, Sept. 27.

1 A communication will go to faculty at the end of September. It will include instructions, FAQ, etc.
WHERE CAN I FIND HELP?

- All materials will be available on the Provost’s website (www.uidaho.edu/provost/faculty)

- Provost’s Office personnel will be available for Position Description questions. (Exact contacts TBA)

- HR staff will be available for People Admin assistance.
QUESTIONS?
TORREY LAWRENCE
208-885-7941
TLAWRENCE@UIDAHO.EDU