2014-2015
Committee on Committees
Agenda

Meeting #3

11:30 a.m.
Wednesday, February 11, 2015
Brink Hall Faculty-Staff Lounge

Order of Business

Call to Order.

Minutes.

- Approval of the minutes of meeting #2 of 2014-2015, January 28, 2015.

Business.

- Clery Act Compliance Committee
- UCGE – Function change and creation of Sub-committee on Assessment
- Committee Appointment Process

Unfinished Business.

Adjournment.

Professor Randy Teal, Chair 2014-2015

Attachments:
Minutes of 2014-15 ConC Meeting #1
Clery Act Compliance Committee
UCGE documents
Worksheets
Committee on Committees Meeting
Brink Lounge
2014-2015 Meeting #2 Minutes, Wednesday, January 28, 2015

Present: Kenton Bird, Don Crowley (w/o vote), Chuck Morrison, Sarah Nelson, Nancy Sprague, Jeanne Stevenson, Randy Teal (chair), Ann Thompson (w/o vote) Absent: Indrajit Charit, Nate Fisher, Jack Miller, Guests: 1

Chair Teal convened the meeting at 11:36 a.m. a quorum present. It was moved and seconded (Bird, Morrison) to approve the minutes from the October 2, 2014 meeting of 2014-15 Committee on Committee (ConC) with one minor edit regarding who made the motion to adjourn (Sprague/Bird) Motion carried unanimously.

The committee then proceeded to a discussion of possible replacements for two vacancies created by retirement and a sabbatical. It was decided to approach Ken Cain for the vacancy on Intellectual Property and Bahman Shafii for Committee on Committees, both for the Spring 2015 term. Ann Thompson will contact candidates and report back to ConC.

Judicial Committees (Dismissal Hearings & Faculty Appeals): The committee then addressed issues brought forward with regard to these committees. A concern has been brought to Senate Leadership that the General Counsel’s involvement at hearings can be perceived as creating an environment tilted against the faculty member. Comments included that these committees are not a court of law and General Counsel’s involvement is not crucial. Chairs that are uncomfortable or lack knowledge may rely too heavily on counsel when this is a faculty committee. The discussion included whether General Counsel should be present and who else the Chair might rely on for advice. It was thought that the Faculty Secretary’s Office and/or the Ombuds might be sources of advice although it was also pointed out that in some situations the Ombuds might have already been consulted and thus may have a conflict. The Faculty Secretary agreed to work on a draft of possible changes for these committees.

Facilities Space Committee/Classroom Working Group: There was also a discussion seeking to make sure that there was appropriate faculty involvement in decisions regarding classroom renovations. After a brief history of the committees that have (or might have) been involved in such decisions, it was agreed that Chair Teal would follow-up with the appropriate parties that might play a role in decisions involving space/planning/scheduling on campus. The people and committee’s that might be important to this discussion include:

Heather Chermak (Registrar Chair of Facilities Space Committee)
Miranda Anderson, Sharon Stoll, Stephan Flores (Classroom Working Group)
Diane Armprist (Chair of Campus Planning)
Brian Johnson (VP of Facilities)

Clergy Act Compliance Committee and University Committee for General Education (UCGE): The committee then briefly discussed these two committees with Chair Teal assigning homework to the ConC to review the documents as distributed for in depth discussion at its next meeting two weeks from today, February 11, 2015.

Adjournment: It was moved and seconded (Morrison, Sprague) to adjourn at 12:27 p.m. Motion carried.

Respectfully submitted,
Don Crowley, Faculty Secretary
UNIVERSITY SECURITY COMPLIANCE COMMITTEE - Proposal

Background

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education. Possible consequences for an institution’s non-compliance with the Clery Act include:

- A suspension or limiting of the institutions Title IV funding
- The Department of Education may issue a civil fine up to $38,500 per violation
- The institution may suffer reputational loss due to negative media attention
- Failure to comply with the Clery Act can be used in various litigation matters

Justification/Rationale for establishment of the University Security Compliance Committee

In 2014, the University of Idaho, Office of Internal Audit conducted a review of Clery compliance activities and recommended that UI establish a Clery Compliance Committee.¹ This recommendation is consistent with the general recommendation made by the Clery Center for Security on Campus² that institutions formally charter Clery Compliance committees to ensure full compliance with the Clery Act. The formation of such a committee at University of Idaho would both ensure Clery Act compliance and aid the University Office of Public Safety’s commitment to creating and maintaining a safe environment for the UI Community and those who visit. Establishing the Security Compliance Committee would also help broaden awareness of security issues facing the University of Idaho, provide oversight for compliance with future federal or state safety and security regulations, and help enhance policies and programs that support a secure campus environment.

Proposed Charter

The Security Compliance Committee is charged with ensuring University compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and planning and facilitating activities that support a safe and secure living, learning and working experience. This committee will focus on (but not be limited to) accurate disclosure (reporting of Clery crime statistics) and implementation of best practice safety policies and procedures. At a minimum, the Security Compliance Committee will conduct an annual review of all reportable crimes prior to submitting crime statistics data to the U.S. Department of Education and perform a thorough review of the Annual Security and Fire Safety Report (ASFR) prior to the report being published.

The committee shall meet a minimum of three times each year. Meeting agendas will include, but not be limited to the following:

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¹ Currently, Clery Act compliance at the University of Idaho is monitored and administered by the Office of Public Safety & Security
² The Clery Center for Security on Campus a nonprofit dedicated to preventing violence, substance abuse and other crimes on college and university campuses across the United States
• Review updates to the law, review policies and procedures related to security and Clery Act compliance
• Ensure timely collection of Clery Crime statistics from applicable jurisdictions
• Recommend enhancements to security policies
• Identify programming efforts (e.g. Campus Crime Procedures, Crime Prevention, Drug and Alcohol-Abuse education) and recommend improvements.
• Review crime and disciplinary data to avoid duplication of the same incident.
• Conduct a final review of the data elements for the ASFR, make any final policy updates, and confirm revised procedures for distributing of the ASR.

**Proposed Membership**

Office of Public Safety & Security  
- Executive Director, Permanent Chair – Voting  
- Clery Act Coordinator, Secretary – Voting [CUT?]

Human Resource Services - Voting  
Athletic Department - Voting  
Staff Affairs - Voting  
General Counsel - Voting  
Dean of Students Office- Voting  
Moscow Police Department- Non-Voting [VOTING?]  
Faculty members (X 2) - Voting  
Title IX Coordinator - Voting  
Admissions- Voting  
EHS Fire Safety Specialist - Voting  
Women’s Center- Voting  
Information Technology Services- Voting  
Executive Vice President/Provost’s Office- Voting  
Resident Life- Voting  
Greek Life – Voting  
Office of Human Rights, Access, and Inclusion – Voting
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 1640.89 – UCGE

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): Rodney Frey 4 December 2014
(Please see FSH 1460 C)
Telephone & Email: 885-6268 rfrey@uidaho.edu

Policy Sponsor: (If different than originator.) Rick Fletcher (Chair UCGE) 4 December 2014
Telephone & Email: 885-6021 fletcher@uidaho.edu

Reviewed by General Counsel _X_ Yes _No  Name & Date: ________________________________________

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
1. To acknowledge the additional function that UCGE has in reviewing and approving SBOE “GEM” transfer courses.
2. To establish the formation of the General Education Assessment Committee, a sub-committee of UCGE. Its function is to work with the Director of General Education and Assistant Director of Institutional Research and Assessment or designee, assisting in the implementation of general education assessment. This sub-committee annually reports assessment findings to UCGE.

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

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: __________________________________________
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]

(Office Use Only)
UNIVERSITY COMMITTEE FOR GENERAL EDUCATION

A. FUNCTION.

A-1. University Committee for General Education serves as the curriculum body for general education by soliciting and approving proposals and courses to be included in the University’s general education and general education courses eligible for transfer to other state institutions (SBOE general education matriculation “GEM” courses). The committee is responsible for sponsoring a sub-committee, the General Education Assessment Committee, which annually reports assessment findings to UCGE. The UCGE committee also engages in program review and makes recommendations for the continuous refinement of general education in conjunction with the Director of General Education and the Assistant Director of Institutional Research and Assessment. Recommendations for change will be forwarded to UCC, Faculty Senate, and the university faculty. [rev. 4-11, rev. 11-12, rev. 12-14]

A-2. The committee reports periodically (at least once a year) to the Faculty Senate on the status of general education. [ed. 7-06, 7-09, ren. 4-11, ren. & rev. 11-12]

A-3. This committee traditionally meets on Thursdays at 3:30 p.m. [add. 7-08, ren. 4-11, 11-12]

[Information on University General Education can be accessed at the general education website: http://www.uidaho.edu/class/general-education [ed. 11-11, 11-12]

B. STRUCTURE AND MEMBERSHIP. Director of General Education (w/o vote), College of Letters, Arts and Social Sciences Dean, or designee (w/o vote), College of Science Dean, or designee (w/o vote), Registrar, or designee (w/o vote), Assistant Director of Institutional Research and Assessment, or designee (w/o vote), Director of Academic Advising, or designee (w/o vote), and 11 faculty members selected by the Committee on Committees, one of whom serves as chair, and two undergraduate students, appointed by ASUI. The faculty members shall include one member from the Colleges of Agricultural and Life Sciences, Art and Architecture, Business and Economics, Education, Engineering, and Natural Resources and from the Library, and two members from the Colleges of Letters, Arts, and Social Sciences and Science. The student members shall also be chosen to represent two different colleges. [rev. 7-06, 7-08, 7-10, 11-12, 10-14, ed. 8-12]
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 1640.XX  UCGE Sub-committee


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):  Rodney Frey  4 December  2014

(Please see FSH 1460 C)

Telephone & Email:  885-6268  rfrey@uidaho.edu

Policy Sponsor:  Rick Fletcher (Chair UCGE)  4 December 2014

Telephone & Email:  885-6021  fletcher@uidaho.edu

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.

1. To establish the formation of the General Education Assessment Committee, a sub-committee of UCGE.

2. Its function is to work with the Director of General Education, assisting in the implementation of the general education assessment strategy, including norming and scoring of assessment artifacts.

3. The GEAC membership is primarily made up of non-UCGE faculty and staff. In addition, the committee includes the Director of General Education, the Assistant Director of Institutional Research and Assessment or designee, and one other UCGE member.

4. This sub-committee annually reports assessment findings to UCGE.

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

No impact anticipated

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:  _____________________________________________

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]
GENERAL EDUCATION ASSESSMENT COMMITTEE

A. FUNCTION.

A-1. General Education Assessment Committee serves as the curriculum body for general education assessment. Director of General Education and the Assistant Director of Institutional Research and Assessment provide coordination and leadership. Recommendations for general education curriculum change will be forwarded to UCGE, UCC, Faculty Senate, and the university faculty.

A-2. The GEAC periodically (at least once a year) meets with the UCGE on the status of general education assessment, and provides curricular recommendations.

A-3. This GEAC membership meets on an ad hoc basis, once or twice a semester, to norm assessment artifacts, and to review assessment findings and propose curricular recommendations.

[Information on general education assessment can be accessed at the general education website: http://www.uidaho.edu/class/general-education]

B. STRUCTURE AND MEMBERSHIP. Director of General Education, Assistant Director of Institutional Research and Assessment, or designee, a minimum of one UCGE member, and 15 other faculty and staff members selected by the Committee on Committees, one of whom serves as chair, and two undergraduate students, appointed by ASUI. The faculty members shall minimally include one member from the Colleges of Agricultural and Life Sciences, Art and Architecture, Business and Economics, Education, Engineering, and Natural Resources and from the Library, and minimally two members from the Colleges of Letters, Arts, and Social Sciences, and Science. The student members shall also be chosen to represent two different colleges.