Call to Order.

Minutes.

- Approval of the minutes of meeting #1 of 2017-2018, September 25, 2017.

Business.

- Committee Preference Form 2017-18
- FSH 1620 – Committee appointments made by staff/students
- FSH 1640.41 – Faculty-Staff Policy Group (Brandt)
- FSH 1640.86 – Teacher Education Coordinating Committee (Raney)
- FSH 1640.87 – Teaching & Advising Committee (Flores)

Unfinished Business.

Adjournment.

Professor Miranda Anderson, Chair 2017-2018

Attachments:
- Minutes of 2017-18 CoC Meeting #1
- FSH 1620
- FSH 1640
- Preference Form
Present: Anderson (Chair), Brandt (w/o vote), Choudhury, MacDonald, Nelson, Spence, Thompson (w/o vote), Zadehgol
Absent: Morrison, Ramirez, Stevenson

Chair Anderson convened the first meeting of the Committee on Committees at 2:00 p.m. The committee began with introductions and continued to approval of minutes shortly thereafter having reached a quorum. A motion (Ingrid, Anderson) to approve the minutes as distributed were approved with one abstention.

The Chair then briefly went over the function and structure of the committee and asked Thompson to speak to the timeline. During the fall semester, the committee primarily addresses any proposed changes to university committees as well as review/approval of the committee preference forms. (Thompson explained that the bulk of the work will be in the spring beginning late January/early February and we will then begin meeting weekly. A time for this would be set later this semester when everyone knows his or her spring schedule. The chair then noted we would need to meet one more time and would like to determine a late October/early November time. She would send out a communication to determine this time.

Summer/early Fall Vacancies: The Chair then addressed the list of summer appointments distributed with the packet. She explained that per FSH 1640.28 Senate Leadership has authority to fill vacancies during the summer and early fall to ensure committees can convene with a full membership as soon as the semester begins. Chair Anderson noted this did require the confirmation of ConC and Senate. A motion (Spence/Anderson) was approved with one abstention.

Student Conduct Board (SCB): The Chair then asked Faculty Secretary Liz Brandt to explain this new committee. Brandt explained that the Student Code of Conduct Disciplinary Process (FSH 2400) has been in a task force for several years with final changes scheduled before Faculty Senate tomorrow, September 26, 2017. This new committee that comes from this task force is a collapsing into one of the current Student Disciplinary Review Board (FSH 1640.93) and Student Appeals Committee (FSH 1640.83) which number in the FSH it will take. She explained that the training (including Title IX) will remain the same, but that panels of 3-5 members will be formed from this larger body. There will be hearing panels and appeal panels as needed. She stressed that no one who serves on a hearing panel, will be able to sit on an appeal panel for the same case. She noted new to this process arranged by General Counsel through the Idaho Attorney General’s Office is a Hearing Officer. The Hearing Officer could also be someone who has specialized training, such as a professor in Law. The only type of case that would not go to a hearing officer but remain with faculty, are academic dishonesty.

She went on to explain the revised structure in the hearing and appeal process will reduce the demand on faculty, staff and students. Our office will contact members of SAC and SDRB to see if they will serve on this new committee. Some expressed desire to serve only on SAC or on the SDRB and we need to honor their request. A member asked, with both hearings and appeals handled by the SCB, was there danger of SCB members discussing specifics of cases. His concern was that we needed to ensure members of the SCB understood the confidential nature of these cases. Perhaps including language that addresses confidentiality was in order. Brandt explained that the SCB did not meet as a group, but as panels. However, she agreed, confidentiality language was an important statement that should be included. She explained to keep to a minimum the delicate nature of this body and the process, it was best this language be put in FSH 2400 and not the committee function/structure in FSH 1640.83. Another member suggested
that a reference to the confidentiality statement be added to FSH 1640.83 referring to the specific sections in FSH 2400 (believed to be in D, E, and F). It was moved (Nelson/Spence) to approve this newly consolidated committees of SAC and SDRB to SCB, as amended and was unanimously approved. The new committee would take the SAC number in the FSH, 1640.83.

**Staff and Student Appointments**: The committee was briefed on the idea that appointments from these groups need not require ConC or Senate’s approval. The process was put in place back in the 1960’s when these were faculty committees, later students were added and later yet staff. These bodies have their own election processes, which we should honor. Having reached the bewitching hour, the Chair noted we would take this proposal up at the next meeting.

**Adjournment**: A motion (Zadehgol/Nelson) to adjourn was unanimously approved at 2:02 p.m. Chair Anderson indicated she would send out a communication to determine the next ConC meeting [N.B. November 2nd, 2 p.m.]

Respectfully submitted,
Liz Brandt, Faculty Secretary
To: Deans, Unit Administrators and Faculty  
From: Committee on Committees  
Subject: University-Level Committee Assignments Beginning Fall 2018  
Date: November 3, 2017

Faculty governance at the University of Idaho depends on faculty participation in university-level committees. The function and structure of these committees are described in Faculty-Staff Handbook 1620 & 1640.

Return completed form by Friday, December 1, 2017 to Faculty Secretary Office (Zip 1106) or email to annat@uidaho.edu

Instructions: Enter top five choices in order of preference (1st, 2nd, 3rd, 4th and 5th) – some committees have set meeting times (see notations below). Those currently serving on a committee should verify their term of service here.

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<th>Typical appointments = three (3) years.</th>
<th>Choice 1-5</th>
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<th>Typical appointments = three (3) years.</th>
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<td>Parking Committee²</td>
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<td>71</td>
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<td>Sabbatical Leave Evaluation Committee</td>
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<td>Borah Foundation Committee</td>
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<td>Scientific Misconduct Committee (tenured faculty only)</td>
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<td>Safety and Loss-Control Committee</td>
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<td>University Curriculum Committee⁴</td>
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<td>University Multi-Campus Communications</td>
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<tr>
<td>54</td>
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<td>Institutional Review Board⁵, ¹</td>
<td>95</td>
<td></td>
<td>University Security &amp; Compliance Com.</td>
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</table>

*Notations: ¹ Summer meetings (as required) ² Meets Thursdays at 2:30 p.m. ³ Meets Thursdays at 3:30 p.m. ⁴ Meets Mondays at 3:30 p.m. ⁵ Meets Wednesday at 2:30 p.m. ⁶ Meets 1st Tuesday of month 9:00 am.

**President Appointed Committees: Nominations are submitted to the President's Office.

- [ ] I will serve on ANY committee. Exceptions:
- [ ] I am asking to be appointed to the following committee(s) that I previously requested but to which I was not appointed. Previous:
- [ ] I will serve on more than one committee.
- [ ] I do not wish any NEW committee assignment that begins Fall of 2018.

| Faculty or Administrator Name | Department & Zip | Phone | Email |
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy) [3/09]

<table>
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<th>Faculty/Staff Handbook [FSH]</th>
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<td>1620 University Level Committees</td>
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<td>Chapter &amp; Title:</td>
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</table>

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)
Telephone & Email:

Policy Sponsor: (If different than originator.)
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.

This change simplifies the process of staff and student appointments to senate committees and appointments will be informational only to ConC and Senate. This empowers staff and students with the decision-making ability over their respective bodies to choose who they appoint to senate committees.

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.

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]
UNIVERSITY-LEVEL COMMITTEES

PREAMBLE: This section outlines the regulations governing university-level committees (Part B). It also includes a section on guidelines for committee chairs (Part C). In 2007 this section was substantially revised to reflect current process, in 2008 minor changes were made to B-2, 13 and C-13, and in 2010 Faculty Council was changed to Faculty Senate and B-7 was revised to address chair appointments. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 1-07, 7-08, 7-10]

CONTENTS:

A. Function, Structure, and Membership of Committees
B. Regulations Governing Committees
C. Guidelines for Committee Chairs

A. FUNCTION, STRUCTURE, AND MEMBERSHIP OF COMMITTEES. See 1640 for the function and structure of each university-level standing committee. The list of members appointed to serve on these committees is published on the Faculty Senate website at [link to website] after the beginning of the academic year by the Committee on Committees. [rev. 1-07, ed. 7-10, 12-13, 1-17]

B. REGULATIONS GOVERNING COMMITTEES. The following is a codification of the general regulations governing committees:

B-1. As used here, “committee” is a general term denoting any standing or special committee, subcommittee, council, board, senate or similar body. [ed. 7-10]

B-2. The establishment, discontinuance, or restructuring of, and the assignment of responsibilities to, standing committees of the university faculty are policy actions that require approval by the Faculty Senate. [rev. 1-07, 7-08, 7-15, ed. 7-10]

B-3. Ad hoc committees to advise the president and university-level standing committees that are composed primarily of administrators (e.g., Publications Board) are appointed by the president.

B-4. The Committee on Committees appoints, subject to confirmation by the Faculty Senate, members of standing committees of the university faculty. The chair of Faculty Senate establishes special Faculty Senate committees and appoints their members. [ed. 7-10]

B-5. In selecting staff members to serve, the Committee on Committees seeks receives names of those voted on by the nominations from Staff Council, which considers expressions of interest and qualifications of employees for appointment to serve on various committees and the qualifications of employees with reference to existing committee vacancies. Approved service by staff members on university committees is considered a valuable service to UI, within the scope and course of employment. Provided the staff employee can be released from regular duties, time spent in committee service is not charged against the employee’s annual leave or compensatory time balances, and the employee is not expected to make up time away from normal duties for committee service. (In cases where staff employees are elected to serve, e.g., on Staff Council itself, it is expected that the employee will first secure the consent of his or her supervisor
UI FACULTY-STAFF HANDBOOK
Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE
Section 1620: University-Level Committees

before becoming a candidate.) \[ed. 7-17\]

B-6. Ordinarily, no faculty committee will be chaired by an officer who is substantially responsible for implementing the policies or recommendations developed by the committee.

B-7. Unless otherwise noted within the structure of a committee in FSH 1640, chairs are selected by the Committee on Committees. The chairs of faculty standing committees generally are rotated so that no committee comes to be identified with one person. \[rev. 7-10\]

B-8. The president of the university, or the president’s designee, is a member ex officio of all UI committees, regardless of how the committees may have been established or appointed. On committees under the jurisdiction of the university faculty or of the Faculty Senate, the president or the president’s designee serves without vote. \[ed. 7-10\]

B-9. The chair of the Faculty Senate is a member ex officio without vote of all committees under the jurisdiction of the university faculty or of the Senate. \[ed. 7-10\]

B-10. Students are to be represented, if they so desire, on faculty committees that deal with matters affecting them. Except for student members of the Faculty Senate, the Committee on Committees receives names of those voted on nominations from the ASUI, GPSA and SBA to fill vacant positions to established for student members of faculty committees. \[See 1640.\] If, 21 days after the first day of classes of the fall semester, nominations have not been submitted to fill student positions, the committees on which the vacancies exist are authorized to disregard the vacant student positions in determining a quorum. \[rev. 1-07, 1-14, 7-14, ed. 7-10\]

B-11. The membership of individual members of standing committees of the university faculty may not be terminated involuntarily except for cause and with the concurrence of the Committee on Committees with the possibility of appeal by the faculty member to the Faculty Senate. \[ed. 7-10, rev. 7-17\]

B-12. UI committees meet on the call of the chair. Committees under the jurisdiction of the university faculty or any of its constituencies may be convened by at least 35 percent of the members of the committee with a three-day written notice to all members. \[rev. 1-07,\]

B-13. A quorum for any committee under the jurisdiction of the university faculty or any of its constituencies consists of at least 50% of its voting members, unless otherwise stated in the committee structure. \[add. 1-07, rev. 7-08\]

B-14. Voting:

- Proxy votes are not permitted in committees under the jurisdiction of the university faculty or of the Faculty Senate. \[ren. 1-07, ed. 7-10\]
- Email voting under some circumstances is allowable. However, it must be agreed to by all members at the meeting. There must be an explicit understanding that anyone can ask that voting be delayed until the next meeting as a group. Examples of email voting include: committee is nearing the end of a meeting and discussion has been sufficient for the secretary/chair to draft a recommendation, confirming nominees/appointments, etc. \[add. 1-17\]

B-15. Unless otherwise provided, assignments to faculty committees begin on the official opening date of the academic year, whichever is earlier. \[ren. and rev. 1-07\]
B-16. Open Committee Meetings. [ren. 1-07]

a. Meetings of university-level committees, committees of the colleges, divisions, subdivisions, and other UI units, and ad hoc committees, however created, are open to the public with the exception of those meetings, or those parts of meetings, that deal with confidential employee or student matters, [see B-16-d]. [ed. 7-00, rev. 1-07]

b. Observers may speak only by invitation of the chair.

c. Observers may use their own tape recorders or other recording devices. Also, they will be provided a copy of any recordings made by the committee, if they request a copy through regular channels and pay the full costs involved in making the copy.

d. An exception to the exception stated in B-16-a is permitted in hearings on appeals when the appellant demands in writing before the hearing board’s first meeting that the hearing be open to the public; nevertheless, the chair of the hearing board has the power to close the hearing to the public if, in the chair’s opinion, the atmosphere becomes detrimental to the orderly conduct of the proceeding. Moreover, the chair has the power to exclude prospective witnesses from the hearing until they have testified. [ed. 1-07]

B-17. Standing committees are to keep minutes and to distribute them as provided in C-7. [ren. 1-07]

B-18. Smoking is prohibited in official meetings and hearings of UI committees. [ren. 1-07]

B-19. Rules of Order. [See 1520 VI.] [ren. 1-07]

C. GUIDELINES FOR COMMITTEE CHAIRS. These guidelines were developed by the Committee on Committees as suggestions for the effective handling of committee business and clarification of certain minimal requirements of these committees. The Committee on Committees recognized that not all items will apply equally to all committees and that some items will not be appropriate to some committees.

C-1. At the beginning of each semester, contact committee members about times they would be available for a set meeting (for committees that do not have set meeting times already established) so that the times that the committee members will be available to meet can be ascertained. [rev. 1-07]

C-2. Hold an organizational meeting as early as possible in September to discuss and review the charge of the committee (see FSH 1640), its procedures, and possible agenda items, and if desirable select a secretary. [rev. 1-07]

C-3. To ensure that committee business is not delayed when the semester begins, committee chairs are encouraged to recommend and submit names of staff and students for any vacant position to the Faculty Secretary’s Office for consideration and confirmation. All names that are recommended will be handled following the normal approval process. [add. 1-17]

C-4. Establish the best means of getting in touch with each student member. [ren. 1-17]

C-5. Issue a standing invitation to members to submit appropriate agenda items. Call a meeting when enough agenda items have accumulated to warrant it or when a particular agenda item warrants immediate attention. Alternatively, contact committee members periodically to ask if there are problems that need to
be considered. [rev. 1-07, ren. 1-17]

C-6. Send an agenda with the call of a meeting to all members at least one day (24 hours) in advance of the
meeting, if possible. [rev. 1-07, 7-17, ren. 1-17]

C-7. Read the minutes of each meeting carefully to make certain that the intent of the committee is
accurately represented. [ren. 1-17]

C-8. Send agenda and approved minutes of each meeting of the committee to the Faculty Secretary’s Office
at facsec@uidaho.edu and send copies to members of the committee. Committees that address matters with
confidential employee or student matters, shall keep such minutes confidential. All materials for these
committees will be forwarded to the Office of the Faculty Secretary for filing and archiving. Also, inform
other officers who are directly concerned with the work of the committee. To assist with record keeping,
number meetings of the committee consecutively; e.g., “minutes#1_mmddyy.” [rev. 1-07, 7-17, ren & rev.
1-17]

C-9. Hold hearings when substantive policy changes are proposed. When feasible, invite those who will be
affected by the committee’s action to present their views to the committee. [ren. 1-07, 1-17]

C-10. Inform those who are affected by the committee’s actions of such actions. [ren. 1-07, 1-17]

C-11. Promptly submit reports of actions requiring approval by the Faculty Senate in care of the Office of
the Faculty Secretary for placement on the Faculty Senate agenda. Be prepared to attend the Faculty Senate
meeting to answer any questions that arise. [ren. & rev. 1-07, ed. 7-10, ren. 1-17]

C-12. Inform the Office of the Faculty Secretary of any resignations from the committee and any excessive
absences. Excessive absences will be referred to Committee on Committees to determine whether cause
exists to replace the member. [ren. & rev. 1-07, ren. 1-17]

C-13. Prepare a brief year-end report for submission to the Faculty Senate in care of the Office of the
Faculty Secretary for distribution as needed. [ren. & rev. 1-07, ed. 7-10, ren. 1-17, rev. 7-17]

C-14. Prepare a transition file for next year’s chair highlighting past issues (year-end report could be used),
issues that are in progress, or issues that still need to be addressed. Plan to attend one or two meetings of
the new committee to ease transitioning. [ren. & rev. 1-07, rev. 7-08, ren. 1-17]

C-15. Call on the Office of the Faculty Secretary for information and assistance concerning points not fully
covered in these guidelines. [ren. 1-07, 1-17]
**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)*

[FH] **Addition X Revision* □ Deletion □ Emergency**

**Chapter & Title:** 1640.41 Faculty-Staff Policy Group

[APM] **Addition □ Revision* □ Deletion* □ Emergency**

**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.”

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Policy Sponsor: (If different than originator.)

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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.

Most issues coming to the committee will come from the Faculty Secretary/Policy Coordinator’s Office (Faculty Secretary) and it makes sense that the Faculty Secretary/Policy Coordinator who oversees/tracks policy changes be chair of this body. The change also clarifies an ambiguity in the policy that the Faculty Secretary is a voting member. The old language of the last sentence implies that the Faculty Secretary is a non-voting member of the committee.

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.

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]
COMMITTEE DIRECTORY

FSH 1640.41
FACULTY AND STAFF POLICY GROUP (FSPG)
[created July 2017]

A. FUNCTION.

A-1. To review non-academic policies and procedures (other than minor amendments, see FSH 1460 B-2) that affect both faculty and staff and that reside in the Faculty-Staff Handbook and/or Administrative Procedures Manual.

A-2. To ensure that both Faculty Affairs and Staff Council are informed, the chair of FSPG will communicate regularly with the chairs of Faculty Affairs and Staff Leadership.

A-3. To address and possibly resolve any perceived problems before forwarding proposed policies and procedures to Faculty Senate, the committee is encouraged to seek assistance from, or request meetings with the policy sponsor (see FSH 1460 B-6), general counsel, or others as necessary.

B. STRUCTURE. Three faculty, three staff, and the Faculty Secretary/Policy Coordinator, or his/her designee. A broad representation of faculty and staff across the university is expected and who are seen as leaders among their peers. A current member of Faculty Affairs and Staff Council is desirable, if possible. The chair of this committee will be the Faculty Secretary/Policy Coordinator selected from one of the six voting members.
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: 1640.86 Teacher Education Coordinating Committee

Minor Amendment □

Chapter & Title: 

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*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): Taylor Raney 9/12/17
(Please see FSH 1460 C) Name Date
Telephone & Email: 5-1027 tcraney@uidaho.edu

Policy Sponsor: (If different than originator.)

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.

1. adding “programs leading to” under A-2: The University of Idaho does not certify teachers. Rather, we recommend certification to the state. This is a relatively innocuous change of verbiage.

2. meeting dates under A-4: This change in specificity will allow for flexibility in scheduling as the UCC deadlines change. The committee found no reason for that level of specificity.

3. Department of Leadership and Counseling: This group is not represented on the committee, though three L&C programs fall under the purview of the TECC (principal, superintendent, special education director)

4. Director of Teacher Education: The Director of Teacher Education is a relatively new position at the University of Idaho. This places the Director on the committee and designates him/her chair.

5. Dean: This removes the dean from the chair role.

Note that the “Summary of TECC Membership” which is included on this document is for reference only; not to be included in the policy.
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.
   none

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: ____________________________

| Policy Coordinator | FSH | Track # ____________ |
| Policy Coordinator | Appr. & Date: | Date Rec.: __________ |
| Policy Coordinator | [Office Use Only] | Posted: t-sheet ________ |
| Policy Coordinator | | h/c ________ |
| Policy Coordinator | | web ________ |
| Policy Coordinator | | Register: __________ |
| APM | F&A Appr.: _______ | (Office Use Only) |
| APM | [Office Use Only] | [Office Use Only] |
Teacher Education Coordinating Committee

A. FUNCTION. [See also 4300.] [ed. 7-06]

A-1. To conduct a continuing review of teacher-education policies and to promote quality teacher preparation.

A-2. To act on and submit to the respective college committees proposed changes in programs leading to teacher education certifications and endorsements. [rev. 3-14]

A-3. To provide updates on state and national issues pertaining to the preparation of educators. [rev. 3-14]

A-4. TECC will meet in September, January and March, three times per year prior to UCC deadlines, in order to facilitate curriculum changes. Meeting dates/times will be posted annually by the first week of September. [add. 3-14]

B. STRUCTURE AND MEMBERSHIP. Faculty members are nominated by the College of Education from each of the following groups: four from programs within the Department of Curriculum and Instruction, including representation from the elementary program, the secondary program, the career and technical education program, and the special education program; one from the Department of Movement Science physical education teacher education program; one from the Department of Leadership and Counseling educational leadership program; one faculty member from each of the following groups: early childhood, agricultural education, music education, English education, mathematics education, social sciences, natural sciences and business; two junior or senior level students (one from the College of Education and the second annually rotating between early childhood education, agricultural education and music education); three P-12 school personnel, including a superintendent, a principal and a teacher, representing both elementary and secondary education as well as multiple districts; the Director of Teacher Education, who serves as chair; and the Director of Assessment (w/o vote) and the Dean of the College of Education or designee (w/o vote), who serves as chair. [rev. 7-08, 7-10, 3-14]

Summary of TECC Membership:

Elementary program faculty
Secondary program faculty
CTE program faculty
Special education program faculty
PETE program faculty
Educational leadership program faculty*
Early childhood program faculty
Agricultural education program faculty
Music education program faculty
English education program faculty
Mathematics program faculty

Social sciences program faculty
Natural sciences program faculty
Business program faculty
College of Education student (junior or senior)
One student from E.C., Ag.Ed., or Music
Superintendent
Principal
Elementary teacher**
Secondary teacher**
Director of Teacher Education*
Director of Assessment***
Dean***

*proposed
**must be from different districts
***without vote

Commented [TCR1]: A relatively innocuous semantics shift; we don’t certify (the state does) completers. We recommend individuals for certification.

Commented [TCR2]: To allow for flexibility in scheduling TECC meetings, given the changing deadlines by UCC

Commented [TCR3]: The Ed Leadership program falls under the purview of this committee

Commented [TCR4]: Approved in theory at the 1/22/16 meeting, never put forward.
Date: March 28, 2017
Time: 4:00 PM (Pacific)
Location: Education Building, Room 515

1. Meeting called to order by Dr. Taylor Raney
2. Members present: Jackie Bennet, Claire Murphy, Donna Wommack, Taylor Raney (w/o vote), Aleksandra Hollingshead, Anne Adams, Sydney Durk, Jonathan Madrid, John Cannon (not present, proxy via Taylor Raney), Grace Goc Karp, Jim Connors, Beth Price, Alison Carr-Chellman (w/o vote), Matthew Coulter, Erik Perryman
   a. Requirements for a Quorum met.
3. Motion to approve minutes from December 1, 2016
   a. Carries, 13-0, no abstention
4. Curriculum Changes
   a. Curriculum & Instruction
      1. CTE 415 Course Change 2-10-17
         1. Discussion
         2. Motion to approve by Taylor Raney
            a. Seconded by Grace Goc Karp
            3. Carries (13-0), no abstention
      2. EDCI 302 Course Change 2-10-17
         1. Discussion
         2. Motion to approve by Aleksandra Hollingshead
            a. Seconded by Anne Adams
            3. Carries (13-0), no abstention
5. FSH Proposed Changes
   a. Discussion on whether the Director of Teacher Education should be a voting member of the committee. It is suggested that the FSH should be amended to clarify that if the Director of Teacher Education is a faculty member they should have a vote, but if they are an administrator they should not.
      1. Motion to approve by Grace Goc Karp
         1. Seconded by Aleksandra Hollingshead
         2. Carries (13-0), no abstention
6. Dispositional Group Interviews for Admission to Teacher Education (Raney)
   a. Discussion: the idea is introduced to the group by Taylor Raney and the merits of this potential program are discussed at length.
7. TECC Attendance
   a. Discussion: Taylor Raney introduces the idea that the committee seeks out new members for the superintendent, administrator, and secondary teacher positions due to poor attendance with the current members filling these positions.

Respectfully Submitted,

Steven Jewell
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 X Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: 1640.87/Teaching and Advising 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):
(Please see FSH 1460 C)

Telephone & Email: ______________________________________________________________________

Policy Sponsor: (If different than originator.)

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.

The revisions to the committee’s Functions and Structure are (1) to update to reflect changes to administrative and unit lines of reporting, oversight, and nomenclature; (2) to revise A-5 to state more clearly and to amend the committee’s role as not actually ‘hands on’ in its oversight of orientation activities but instead as parallel in function to the language of A-3; (3) to delete Functions A-7 and A-8, because these two functions have now been ‘centralized’ at the university with the advent of the Center for Excellence in Teaching and Learning (CETL), by University Advising Services, and by the work of the Classroom Strategic Planning group; (5) to revise A-9 to reflect current unit names/titles, and to re-number it now to A-7; and (6) to delete A-10 because the committee in current and recent practice has arranged to meet at a time that best suits its members.

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.

Only the overlap in ‘functions’ that prompted deleting Functions A-7 and A-8, as explained above.

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: ____________________________________________
TEACHING AND ADVISING COMMITTEE

[Substantially revised in 7-05, 7-06, 10-17]

A. FUNCTION. This committee will serve in an advisory capacity to the Vice Provost of Academic Affairs Initiatives. The specific functions of this committee are: [rev. 210-1708]

A-1. To promote a faculty and administrative culture dedicated to the enhancement of teaching and advising.

A-2. To advise and assist in organizing university-wide forums, seminars, and capacity building programs that introduce new innovations or share proven ways to promote the enhancement of teaching and advising.

A-3. To review and make recommendations concerning policies and procedures, which affect teaching, advising, and the assessment of student learning outcomes.

A-4. To monitor the processes and content of Student Teaching Evaluations and Student Learning Outcomes, and to advise on the design/content of reports to the Vice Provost, Faculty Senate, Deans, Unit Leaders, and Faculty. [ed. 7-09]

A-5. To oversee review and make recommendations concerning the annual orientation activities for new faculty, which sets out among other things the role of, and expectations for, faculty and staff that teach, advise, and mentor students.

A-6. To publicize awards, review proposals, and select recipients for the Teaching and Advising Excellence Awards.

A-7. To maintain a Web presence dedicated to the enhancement of teaching, advising, and other student mentoring activities.

A-8. To serve as an advisory resource for the Registrar to address the prioritization of the classroom use, maintenance, and improvements.

A-79. To work in conjunction with Faculty Senate’s Information Technology Committee to advise the director of CTLCETL and the Director of ITS on electronic hardware and software needs to support teaching, advising, and mentoring. [ed. 7-08, 7-09]

A-10. This committee traditionally meets on Thursdays at 3:30 p.m. [add. 7-08]

B. STRUCTURE. Six faculty members, some of whom have received university-level teaching and advising awards, an associate dean or college level advisor, a departmental staff advisor, the director of general education, an undergraduate or graduate student, non-voting members from the Office of Instructional Research, Accreditation, Academic Advising Center University Advising Services, and the Director of the Center for Excellence in Teaching & Learning VP for Academic Affairs, or designee. [rev. 7-08, ed. 8-12]