Call to Order and Minutes. In the chair’s absence, the vice chair called the meeting to order at 3:30 pm. A motion to approve the minutes (Dezzani/Tibbals) passed unanimously.

The vice chair welcomed Clayton King as a new senator representing ASUI.

Chair’s Report.

- The vice chair reminded senators that ISEMs will be offered as part of the general education curriculum next year. In the meantime, the Vice Provost for Academic Initiatives and the Director of General Education are assembling a taskforce to review UI’s general education curriculum including ISEMs and how to assess them. Faculty interested in serving on the taskforce should contact the faculty secretary (facsec@uidaho.edu).
- Sabbatical Applications for the 2020-21 academic year are due by March 29th. For information see FSH 3720 and the Provost Office webpage.
- Nominations for Honorary Degrees for December 2019 Commencement due April 15. Nomination instructions are in FSH 4930. Nominations must be submitted to provost@uidaho.edu.
- A number of events are being sponsored by the Office of Multicultural Affairs for Black History Month. On February 13 at 6:00 p.m. Dr. Ty-Ron Douglas will give the keynote address at 6:00 p.m. PST in the Vandal Ballroom.

Provost Report. The provost updated senate on the UI’s student recruitment efforts. He focused on the number of applications and on the number of students who have been accepted. The UI’s biggest challenge is to convert admitted students to registered students. Our primary vehicles for this are the UIdaho Bound events. At the moment, our applications for first year resident students are up 2% and our applications for first year non-resident students are up 7% and applications from transfer students are even. The provost pointed out that transfer students usually apply later in the admissions cycle. This year, as last year, UI is taking advantage of the automated admissions process instituted by the State Board of Education (SBOE). Currently we have admitted 8% more students than were admitted at this time last year. Registration for the first UIdaho Bound event is up 47%. While it is too early to make projections of next year’s enrollment, these numbers are encouraging. Once prospective students apply and are admitted, UI has a greater ability to communicate with these students. The provost stressed that we have to continue to engage with prospective students until they arrive on campus.

In the past, we have experienced “summer melt” – that is, students who have registered, but who do not end up attending UI. Wiencek stressed that one of the major ways to avoid this is to get information regarding financial aid to students promptly. This year, UI will include students eligible for the Idaho Opportunity Scholarship along with the rest of their financial aid package as opposed to waiting until August when the state makes its Opportunity Scholarship determinations. The provost acknowledged that
enrollment discussions have been difficult. However, he is optimistic and encouraged faculty to stay tuned for more information and to stay engaged.

A senator asked whether students must pay an application fee when they apply. Wiencek replied that there is no application fee for residents of Idaho. He added that residents may complete the SBOE-sponsored short or easy application. This streamlined application provides enough information for UI to make an admissions decision, but not quite enough information to determine financial aid. Wiencek indicated that the UI is working with the SBOE to address this issue. He stressed that while the SBOE online application process for residents is good, it has meant that the number of applications is not as predictive of eventual enrollment as in the past. Last year when the state-wide automated application process started, the number of applications to UI soared, but enrollment was down. Hopefully, the numbers he provided at the meeting are more reliable than last year’s numbers because they are comparisons to the last year (which also involved the automated application process). The senator followed up indicating that she was working with a group of non-resident tribal members. Wiencek indicated that they would be subject to the application fee as non-residents, but encouraged the senator to work with the Office of Tribal Relations and Strategic Enrollment Management regarding possible waiver of the application fee.

A senator commented that he was excited to hear that the number of admitted students was up. He asked for clarification regarding the Idaho Opportunity Scholarship program. Wiencek explained that last year the state appropriated $7 million dollars to fund Opportunity Scholarship. This year the governor has announced his intention to increase this funding by 50%. The Opportunity Scholarship is typically awarded by the state in August when students matriculate at a state institution. Awards are based on a combination of a student’s academic qualifications and financial need. Because UI knows the state’s formula for determining awards, we generally know which students will qualify for the Opportunity Scholarship. This year, UI is committing in advance to offer the Opportunity Scholarship amount in a student financial aid package so that students have a complete picture of their financial situation should they attend UI. When the state makes its awards of Opportunity Scholarships in August, the funds will be released to the students. The UI is assuming some risk if the state does not follow past practices regarding awards of the Opportunity Scholarship. However, we believe the risk is low and that we have the capacity to meet these commitments.

A senator asked whether Idaho residents applying to graduate school must pay an application fee. Wiencek was not certain and suggested that the senator discuss the issue with Jerry McMurtry, Dean of the College of Graduate Studies.

Faculty Staff Policy Group.

- **FS-19-052 – FSH 3730 – Retirement Privileges and Programs.** Director of Human Resources Brandi Terwilliger presented the proposal. She explained that Human Resources (HR) proposed the changes to align the policy with current UI practice and to remove outdated and inaccurate information. She stressed that HR continues its efforts to communicate with employees regarding benefits at retirement. A senator asked about changed cross references to other UI policies. Terwilliger explained that the prior cross-reference was incorrect. Another senator pointed out that the revisions will necessitate re-numbering. Terwilliger explained that this was an editorial matter that would be addressed by Ann Thompson, the Assistant to the Policy Coordinator. The proposed revisions were approved unanimously.

University Curriculum Committee.

- **FS-19-055 (UCC-19-045) – New Minor Plant Protection.** Ed Lewis presented the proposal for the College of Agriculture and Life Sciences (CALS). He explained that the new minor will bridge the gap between plant pathology and entomology. It will be attractive to both entomology and plant
sciences students as well as to students in the College of Natural Resources studying forest production. The proposal passed unanimously.

- **FS-19-057** (UCC-19-047) – Masters of Accountancy. Professor Darryl Woolley presented the proposal for the College of Business and Economics (CBE). The proposal will add an emphasis in Audit and an emphasis in Tax to the Master of Accountancy degree. He explained that these emphases should permit students to qualify for higher paid positions.

  A senator pointed out that the proposal calls for adding two new classes that are not listed in the proposal. Woolley explained that originally the proposal was to add two 504 seminars. This caused problems because the 504 seminars cannot be easily tracked. Next year, the department will come back with a proposal to create two permanent courses.

  The proposal passed unanimously.

- **FS-19-058** (UCC-19-048) – FSH 1640.91 – UCC Structure Change add Law. Prof. Liz Brandt presented the proposal for the College of Law. The proposal would create a permanent position for a law faculty member on UCC. She explained that originally UCC only dealt with the undergraduate curriculum. Because its role has expanded, there is a need for representation of the College of Law along with the other colleges on the committee. Vice Chair Grieb pointed out that the proposed change had not been considered by the Committee on Committees. A motion (Tibbals/DeAngelis) to postpone consideration until after review by the Committee on Committees passed unanimously.

- **FS-19-056** (UCC-19-046 & 018) – Agricultural Commodity Risk Management Certificate. This item was considered last to provide for the possibility that Chair Johnson might be able to join the meeting. In his absence, Vice Chair Grieb presented the proposal for CALS. The proposal will create a certificate focused on agricultural markets that is parallel to the certificate currently offered by CBE regarding non-agricultural markets. This certificate represents an effective cross-college collaboration and should be of interest to both agriculture and business students. The proposal passed unanimously.

**New Business.**

- **FS-19-053 - FSH 3340** – Performance Evaluation of Staff Employees and
- **FS-19-054 – APM 50.21** – Documenting and Addressing Unsatisfactory Performance of Classified Staff

The vice chair introduced Executive Director of Human Resources Wes Matthews, who presented both the proposed changes to FSH 3340 and revised APM 50.21. The vice chair explained that FSH 3340 comes to senate for approval and is not a seconded motion because it does not come from a senate committee. The APM comes to senate for information only.

Matthews began by explaining that when classified staff are hired at UI they must complete a six-month probation period. During the probation period, such staff are “at will” employees of the university. This means their employment can be terminated during the probation period for any reason, or no reason, so long as the reason is legal. After completion of this six-month probation period, employees are considered certified, meaning they may only be dismissed for cause after the appropriate process has been followed by the university. The proposed revisions eliminate confusion. Both FSH 3340 and APM 50.21 originally provided that if a classified staff member receives an unsatisfactory evaluation including after passing
certification, the employee could be “placed on probation.” The use of the term “probation” in this context implied that such a staff member might be unilaterally placed in an “at will” employment situation similar to the first six months of probation and might be terminated without cause or appropriate process. The revision clarifies the language to make clear that if a “certified” classified staff employee receives an unsatisfactory evaluation after completing the initial probationary period, the employee cannot again be “placed on probation.” Rather, the employee must complete a performance development plan during which the employee is still protected by cause and appropriate process protections. In addition to this revision, the proposal also contains a number of housekeeping updates.

A motion (Morgan/Lee-Painter) to approve the proposed changes was made.

A senator asked what steps the university follows once an employee is subject to a performance development plan. Matthews responded that the steps depend on the specific terms of the plan and may vary from case to case. The senator suggested that UI should adopt more formal policy regarding the handling of performance development plans to guide both employees and supervisors. Matthews agreed that such policy might be a good idea, but also emphasized the need to be flexible. The faculty secretary reminded the senator that an employee subject to a performance development plan would still be protected by the requirement for cause and appropriate process. Matthews also explained that the supervisor’s HR Business Partner would work closely to ensure that the plan is appropriate.

A senator asked why cross references to FSH 3360 and 3960 were eliminated. The faculty secretary explained that each of the cross referenced policies was still in force. She indicated that such cross references often lead to inaccuracy as policies are revised.

A senator asked if the policy applied only to situations where staff are supervised by faculty. The faculty secretary responded that the policy applies to all classified staff regardless of whether the supervisor is a faculty member. The Faculty-Staff Handbook contains all of the UI policies relating to both staff and faculty. All of these policies must be approved by senate. The proposed policy was reviewed by Staff Council. The vice chair also offered the opportunity for the senators representing staff council to comment on the policy. They did not have comments.

The proposed revision passed with one dissenting vote.

The agenda having been completed, a motion (Dezzani/King) to adjourn passed unanimously. The meeting was adjourned at 4:24 p.m.

Respectfully Submitted,

Liz Brandt, Faculty Secretary &
Secretary to the Faculty Senate