

**2009-2010  
Committee on Committees  
Agenda**

**Meeting #1**

**2:30 p.m.  
Wednesday, September 23, 2009  
Brink Hall Faculty Lounge  
Order of Business**

**Call to Order.**

**Minutes.**

- Approval of the minutes of the meeting #5 of 2008-2009 committee, February 25, 2009

**Business.**

- Committee Preference Memo 2010-2011
  - Confusion of faculty who finish other's terms. Most believe they are on for 3 years but term years are not changed. Perhaps a new entry on the preference form allowing them to state they served only 1, 1.5, 2 years and would like to continue.
- Administrative Hearing Board – add rep from Registrar and Student Accounts
- Admissions Committee – include Student Support Services as voting member
- Campus Planning – chair senior member of Faculty Senate (only two senate members)
- Teacher Education Coordination Committee – add Certification Officer
- UCGE – Chair
- University Multi-Campus Communications Committee

**Unfinished Business.**

**Adjournment.**

**Professor Dan Eveleth, Chair 2008-2009**

**Attachments:**

Minutes of 2008-09 CoC Meeting #5  
Preference Memo

**University of Idaho**  
**Committee on Committees Meeting**  
**Minutes**  
**2008-09 Meeting #5 Wednesday February 25, 2009.**

**Present:** Adams, Battaglia, Cheng, Christiansen, Cronk, Hill (w/o vote), Pulakos, Shirts (for Crump, ASUI, w/o vote), Thompson (w/o vote).

**Absent:** Eckwright, Miller (Chair)

The Secretary of the Faculty acting as Chair called the meeting to order at 2:30 p.m. in the Brink Hall Faculty Lounge.

**Minutes:** It was moved and seconded (Adams, Cronk) to accept the minutes of the February 18, 2009 meeting. The motion carried unanimously.

**Recommended Appointments of New Committee Members:**

Safety and Loss Control Committee: Waits, L. (CNR). For the following vacancies, ask non-listed faculty – Law – request nomination from Law dean; CALS, ask Mahler, R.; A & A, ask Awwad-Rafferty, R.

Teaching and Advising Committee: For one vacancy, Sanyal, N. will serve for the fall of 2009 and Kappler-Crookston, I. will serve for the remaining term through 2012. Storrs, D. (college-level adviser). For the additional vacancy, ask Woolley, D.

University Curriculum Committee: ask Corry, S. (A & A).

University Judicial Council: ask Duvall, E. with the alternative Shook, S.

Parking Committee: Johnson-Leung, J.

Chair nominations were agreed, with first and second preferences. C o C members will be allocated to request faculty to serve as chairs. Assignment will be in alphabetical order of C o C member to distribute the work-load equitably. As most of the business of the committee has been dispatched, the next meeting will be at the call of the Chair.

**Adjournment:** It was moved to adjourn at 3:30 p.m. (Pulakos/Battaglia).

Respectfully submitted,

Rodney A. Hill  
Faculty Secretary.

Among many emails between me and Maggie in Education they are basically asking to add a member to the TECC. I indicated this was a structure change and needed CoC approval and asked that she send some sort of justification, it is below:

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Ann:

The College of Education, Certification Officer has extensive knowledge on the teacher certification process and is aware of new and current policy changes for teacher certification. The Certification Officer will help support the TECC by continuing review of teacher-education policies and to help promote quality teacher preparation. Please let me know if you need additional justification.

I have changed Lauren's title to Certification Officer on the attached membership structure.

Thanks,  
Maggie

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## MEMORANDUM

Date: August 26, 2009

To: Faculty Council

From: Todd Thorsteinson, Chair, Administrative Hearing Board (2008-09)



Re: End of year report

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The Administrative Hearing Board (AdHB) received 99 petitions in 2008-09. Eighty-one petitions were for fees and 18 petitions involved residency. Of the fee petitions, 65% (53 out of 81) received a partial or full refund. We granted 61% (11 out of 18) of the residency petitions.

I recommend the following changes to improve the functioning of the committee (I realize it may be too late to make these changes for the upcoming year).

1. We receive petitions throughout the year, but the committee preference form does not indicate that the committee meets during the summer. I would suggest changing the committee preference form to reflect the need for summer meetings.
2. It has been difficult to schedule face-to-face meetings. I would recommend establishing a meeting time on the committee preference form so potential members can determine if they will be able to serve on the committee (I think a meeting twice a month during the academic year and once a month during summer would be sufficient).
3. I would recommend adding a representative from the Registrar's Office and a representative from the Student Accounts Office to help address questions involving the petitions (these members could be non-voting to ensure that the committee is independent of those offices).

To: Deans, Unit Heads/Chairs and Faculty  
 From: Committee on Committees  
 Subject: University-Level Committee Assignments for 2010-11  
 Date: October 23, 2009

The effective operation of **faculty governance** at the University of Idaho depends on the willingness of faculty members to take an active role in university-level committees. The function and structure of each of the committees are described in the *Faculty-Staff Handbook*, Sections 1620 & 1640, and can be located at <http://www.webs.uidaho.edu/fsh>.

**Instructions:** Enter your **top five choices** in order of preference (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>) – some committees have set meeting times. Typical appointments are **three (3) years**. For faculty currently serving on university committees, a search feature has been incorporated on the web so that you can find your current membership(s) and term of service at <http://www.webs.uidaho.edu/facultycouncil/committees.htm>. Return by **December 8, 2009**, to Faculty Secretary (Zip 1106) or email to [annat@uidaho.edu](mailto:annat@uidaho.edu).

[Disregard the numbers in front of the committee names: they are for data entry purposes only.]

Choice 1-5	ID#		Choice 1-5	ID#	
	02	Academic Hearing Board		55	Information Technology Committee <sup>4</sup>
	04	Academic Petitions Committee <sup>1,2</sup>		56	Intellectual Property Committee
	06	Administrative Hearing Board		58	Juntura
	08	Admissions Committee <sup>1</sup>		60	Library Affairs Committee
	10	Affirmative Action & Disability Affairs		64	Officer Education Committee
	18	Borah Foundation Committee		66	Parking Committee
	22	Campus Planning & Advisory Committee		74	Sabbatical Leave Evaluation Committee
	26	Commencement Committee		76	Safety and Loss-Control Committee
	28	Committee on Committees <sup>5</sup>		84	Student Financial Aid Committee
	36	Dismissal Hearings Committee Panels		86	Teacher Education Coordinating Committee
	40	Facilities Scheduling Policy Committee		87	Teaching and Advising Committee <sup>3</sup>
	42	Faculty Affairs Committee		20	University Budget & Finance Committee
	43	Faculty Appeals Hearing Board		89	University Committee for General Education <sup>3</sup>
	46	Arts Committee		91	University Curriculum Committee <sup>4</sup>
	53	Honors Program Committee		93	University Judicial Council (student hearings)
				94	University Multi-Campus Communications

Notations: <sup>1</sup>Meets during the summer      <sup>3</sup>Meets on Thursdays at 3:30 p.m.      <sup>5</sup>Meets on Wednesdays at 2:30 p.m.  
<sup>2</sup>Meets on Thursdays at 2:30 p.m.      <sup>4</sup>Meets on Mondays at 3:30 p.m.

**Research Council Appointed Committees:** [Committee on Committees forwards your request to Research Council]

	12	Animal Care and Use Committee <sup>1</sup>		71	Radiation Safety Committee
	14	Biohazards Committee		77	Scientific Misconduct Committee
	54	Institutional Review Board			

**President Appointed Committees:** [Committee on Committees forwards nominations to the President's Office]

	24	Classified Position Appeal Board		51	Grievance Committee for Student Employees
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I will serve on <b>ANY</b> committee. <b>Exceptions:</b>			
I am asking to be appointed to the following committee(s) that I previously requested but to which I was not appointed.		<b>Previous:</b>	
I will serve on <b>more than one</b> committee.			
I do not wish any <b>NEW</b> committee assignment that begins Fall of 2010.			
<b>Faculty/Administrator Name</b>	<b>Department and Zip</b>	<b>Phone</b>	<b>Email</b>

**1640.08**  
**ADMISSIONS COMMITTEE**

**A. FUNCTION.** To act on applications for admission to UI in the cases of undergraduate applicants who do not meet minimum requirements for admission but who request a review (the applicant must submit additional material that reflects real promise of success in a college-level curriculum). The Admissions Committee also hears appeals from disenrollment when that disenrollment is the result of the presentation of incomplete or false information on initial application as an undergraduate at UI. Decisions of this committee may be appealed as stated in 2500. (Similar applications for admission to the College of Graduate Studies are acted on by the Graduate Council, and its decisions may be appealed as stated in 2500; those for admission to the College of Law are acted on by that college's Committee on Admissions, and its decisions may be appealed, in order, to the full faculty of the college and, when they consent to hear the appeal, to the president of the university and the regents.) *[ed. 7-00]*

**A-1.** This committee traditionally meets during the summer. *[add. 7-08]*

**B. STRUCTURE.** Three members of the faculty, director of counseling and testing center or designee, chair of Juntura or designee, and the following without vote: director of admissions (or designee), and a Student Support Services designee. To assure a quorum alternates for the faculty positions are appointed by the chair of the Admissions Committee from a list of those who have previously served on the Committee. *[rev. 7-97, 7-06, 7-08, ed. 7-05]*

**1640.22**  
**CAMPUS PLANNING ADVISORY COMMITTEE**

**A. FUNCTION.**

**A-1.** To advise the Faculty Senate and the president concerning campus planning, including such areas as the following: *[ed. 7-09]*

- a.** To recommend projects that affect the campus environment and to review such projects that originate outside of the committee.
- b.** To encourage optimal use of UI's human and physical resources in the planning of campus development.
- c.** To consider faculty and staff views concerning interrelationships between academic and support programs and their environment.
- d.** To be concerned with both short-term and long-term projects and with their immediate and future implications.
- e.** To be concerned with the coordination of campus and community planning: keeping informed on development planning in the community, taking such planning into consideration in campus planning, and informing community planners of projected campus developments.

**A-2.** To present annually to the Faculty Senate and the president a report on the campus plan. Because of the responsibility of the vice president for administration and finance for overseeing facility planning and maintenance [see 1420 B-1], this committee regularly reports to the president through that vice president. *[ed. 7-09]*

**B. STRUCTURE.** Five faculty members, two of whom are elected by and from Faculty Senate. The committee's chair will be selected from one of the two council members. The other members of the committee will be the Vice President for Finance and Administration (or designee), the Assistant Vice President for Facilities, the Executive Director of Information Technology, one staff member, and the Coordinator of Disabled-Student Services (or designee). *[rev. 7-99, 7-06, 7-08, ed. 7-04, 7-09]*

**640.86**

**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 University Curriculum Committee proposed changes in teacher education majors and minors.

**A-3.** To function as a standing committee of the university faculty and as a subcommittee of the University Curriculum Committee.

**B. STRUCTURE AND MEMBERSHIP.** Faculty members nominated by the College of Education from each of the following groups: two from Curriculum and Instruction, one from the Division of Adult, Career, and Technology Education, and one from the Department of Health, Physical Education, Recreation, and Dance; and one from the Department of Counseling and School Psychology, Special Education, and Education Leadership; one faculty member (*in consultation with other colleges*) from each of the following groups: communication, humanities, social sciences, mathematics, and natural sciences; three students, one graduate level student in education and two junior or senior level students in education; three P-12 school personnel; and Dean of the College of Education or designee (w/o vote), who serves as chair. *[rev. 7-08]*

**1640.89**

**UNIVERSITY COMMITTEE FOR GENERAL EDUCATION**

**A. FUNCTION.**

**A-1.** To establish criteria for, solicit, approve, and assess:

- a.** Core Discovery courses (1)
- b.** Integrated Science courses (1)
- c.** Core Capstone courses (2)
- d.** Core International courses (2)
- e.** Core Fine Arts courses (2)
- f.** Core Cluster themes and courses (2)

(1) UCGE will approve new Core Discovery and Integrated Science courses and report them to the University Curriculum Committee (UCC). UCGE has approval authority for these courses, but must report changes to the UCC, Faculty Senate, and Registrar. *[ed. 7-09]*

(2) UCGE will recommend to UCC changes to the status of these courses as they relate to the core and to cluster themes.

**A-2.** Monitor, evaluate, and propose changes to the core curriculum.

**A-3.** Discuss and make recommendations on issues relating to general education at the university.

**A-4.** Report periodically (at least once a year) to the Faculty Senate and to the Provost Council on the status of the core curriculum. *[ed. 7-06, 7-09]*.

**A-5.** This committee traditionally meets on Thursdays at 3:30 p.m. *[add. 7-08]*

[Information on the University Core Curriculum can be accessed at the core website: <http://www.webs.uidaho.edu/core/>]

**B. STRUCTURE AND MEMBERSHIP.** Core Director (w/o vote), Vice Provost for Academic Affairs (w/o vote), Registrar, or designee (w/o vote), three faculty members selected by the Committee on Committees, one of whom serves as chair, one faculty member who has taught or is teaching a Core Discovery course (appointed by the Core Director), one faculty member who has taught or who is teaching an Integrated Science course (appointed by the Core Director), two faculty members who are teaching or who have taught in either core discovery or integrated

science courses (appointed by the Core Director) one faculty member (can include department administrators) from each of the following academic core areas (appointed by the Committee on Committees), communication, mathematical, statistical, and computer studies, natural and applied sciences, humanities, social sciences, two undergraduate students, appointed by ASUI, representing different colleges. [rev. 7-06, 7-08].

**1640.94**  
**UNIVERSITY MULTI-CAMPUS COMMUNICATIONS COMMITTEE**  
[created 7-09]

**A. FUNCTION.**

**A-1.** To coordinate the orderly conduct of General Faculty Meetings at multiple sites across the state.

**A-2.** To design, review and recommend for approval by Faculty Senate, operating protocols with respect to conducting faculty meetings with active participation of faculty across the state. Focus points include methods of recording and reporting of votes, recognition of members and other logistical issues.

**A-3.** To work in collaboration with the *Information Technology Committee* (see 1640.55) to review and make recommendations to Faculty Senate on appropriate communication technologies to maintain high-quality faculty meetings.

**A-4.** To report annually to the Faculty Senate on faculty satisfaction with communications during faculty meetings.

**B. STRUCTURE AND MEMBERSHIP.** Secretary of the Faculty who serves as chair, one faculty member who resides at the Moscow campus, the Executive Director of Information Technology or designee (w/o vote), and one faculty member from each designated remote site (see FSH 1540 A-1) who serves as the secretary's delegate at faculty meetings. To assure a quorum and remote site participation one alternate faculty member from each designated remote site will be selected. Committee members are appointed by the university's Committee on Committees and serve a three-year period.