

**REGULAR MEETING OF THE  
FACULTY OF THE UNIVERSITY OF IDAHO**

Monday, April 28, 2008 - 3:30 p.m., Janssen Engineering 104 - President Tim White Presiding

- **Call to Order**
- **Minutes**      Meeting of November 26, 2007
- **Announcements**
- **Special Orders**

**Report of the Faculty Council**

[Hardcopies of all pertinent documents for this meeting can be accessed at the Faculty Council Website at [http://www.webs.uidaho.edu/facultycouncil/General%20Faculty%20Meetings/univ\\_faculty\\_meetings.htm](http://www.webs.uidaho.edu/facultycouncil/General%20Faculty%20Meetings/univ_faculty_meetings.htm)]

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**I. Proposed Changes/Additions to the *Faculty-Staff Handbook* (FSH).**

- **FC-08-006:** FSH 2700: Student Evaluation of Teaching
- **FC-08-029, FC-08-041:** FSH 1620: University Level Committees
- **FC-08-030, FC-08-032, FC-08-040:** FSH 1640: Committee Directory  
(includes changes to FSH 2400, 3230, 3840 and 3910)
- **FC-08-045:** FSH 1470 (New): University Archives
- **FC-08-047:** FSH 1800: Staff Affairs By-Laws

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**II. Proposed Changes to the University of Idaho Catalog.**

- **FC-08-022:** Regulation J-3 – Core Proposal
- **FC-08-049:** NOI: College of Education, Human Resource Development Certificate

➤ **President's Remarks**

➤ **Adjournment**

- President Tim White invites faculty and staff to a reception in the Brink Hall Faculty Lounge from 5:00-6:30 p.m. following the meeting.

Douglas Q. Adams, Secretary of the Faculty,  
<http://www.webs.uidaho.edu/facultycouncil>, (885-6151)

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117 faculty members constitute a quorum. Those who are recognized by the president for the purpose of speaking should identify themselves by name and discipline or position.

**NOTICE:** Off campus faculty will be receiving a separate email with a URL to access the meeting live. Also, streaming media access of the meeting will be accessible at the Faculty Council website after the meeting for those unable to attend.

University of Idaho  
University Faculty Meeting  
November 26<sup>th</sup>, 2007

President White called the meeting to order at 3:35 p.m. in the University Auditorium. As there were only some sixty to sixty-five faculty members present, there was no quorum and thus no official business could be transacted. There being no additions or corrections offered to the minutes of the university faculty's August meeting, they were deemed to be approved as distributed.

The president reminded those present that, in the absence of a quorum, the actions taken by Faculty Council were considered to have faculty approval and would be forwarded as such to him for his formal consideration. However, it was important to have a discussion of the agenda items and to raise questions or issues. He turned the meeting over to Professor Don Crowley, chair of Faculty Council, for that discussion.

**Discussion:** There were no questions raised by any of the items grouped as "Miscellaneous" on the agenda. Concerning the retirement policy, FSH 3730 Retirement Privileges and Programs (FC-08-010), the president noted that section C-1-d which in the draft passed by Faculty Council read:

*Active Health Plan Enrollment. For purposes of determining eligibility for the retiree health program, years of active health plan enrollment will be counted for each fiscal plan year in which the employee has been enrolled as the primary subscriber for dental, life and disability benefits.*

Should be amended to read:

*Active Health Plan Enrollment. For purposes of determining eligibility for the retiree health program, years of active health plan enrollment will be counted for each fiscal plan year in which the employee has been enrolled as ~~the~~ a primary subscriber for dental, life ~~and~~ or disability benefits.*

The faculty secretary agreed explicitly and the rest of those present implicitly that this change did not in any way change the intention of Faculty Council when they approved this section and were entirely editorial clarifications.

With regard to the leave policy, FSH 3710: Leave Policy for All Employees (FC-08-013), Professor Crowley recounted the history of the discussion of the possibility of including domestic partners among those enjoying benefits. The text presented to this meeting was a compromise between the Faculty Council's strong desire to explicitly include domestic partners and the "defense of marriage" clause of the Idaho State constitution, adopted last year with a strong majority by the voters of Idaho, which explicitly forbade doing so. A member of Faculty Council rose to speak against the compromise language, arguing that domestic partners should be included. The university's general counsel responded with analysis of the new changes in the state's constitution that bear on this issue; any mention of eligibility of domestic partners in the context of benefits was unconstitutional under the state's constitution. There was no indication that those present were any happier with the current wording of the policy than the Faculty Council which had reluctantly approved it.

With regard to those changes grouped as “ethical guidance and oversight issues” a faculty member rose to ask whether the requirement to disclose possible conflicts of interest was not a disguised loyalty oath to the university. Senior Associate General Counsel Sharyl Kammerzell responded that the two were very different and the university had a long-standing policy that explicitly prohibited any sort of loyalty oath. Also with regard to this set of policies, Professor Crowley noted, with intended irony, that proposed FSH 6241 Nepotism (FC-07-052) explicitly recognized domestic partnerships as a nepotic relationship.

Concerning those proposals grouped as “annual evaluations, promotions and tenure,” the president noted that proposed FSH 3560 H-1 (FC-08-004) referred to “closed personnel files” but that the university no longer had any such closed files. The problem could be obviated by deleting the sentence in which the reference occurred. The faculty secretary agreed that, under the circumstances, this was an editorial change only. Professor Crowley and the provost noted that the proposed changes to FSH 3520 H-3 (FC-08-016) were to clarify and enshrine the current practice of requirements for a third-year review.

There were no questions raised about any of the proposed changes to the catalog.

**President’s Remarks:** The agenda items having been discussed, Professor Crowley returned the presidency of the meeting to President White. President White noted that the proposed changes to policies on this agenda will go into effect January 1<sup>st</sup>, 2008. The one exception is FSH 3730, Retirement Privileges and Programs which would go into effect on his signing of it. The president thanked Faculty Council for its work over the semester and broadened his thanks to all faculty and staff for their efforts during the past few months. Looking toward the end of the semester he urged broad faculty participation in the December commencement.

He noted that the Northwest Commission of Colleges and Universities had made its second focused interim site visit since its full-scale accreditation visit in the fall of 2004. The exit interview he had had with the visiting team had been encouraging. The final report would not be public until January but he could say that of all the issues the original accrediting team had noted in fall 2004 the subsequent site visits had found almost all to have been corrected before their subsequent visits. The two areas that remained as needing further improvement were assessment (e.g., completing the loop from assessment to curricular improvement) and one area of the state board’s function (e.g. self-evaluation that is anticipated in the summer or fall of 2008).

Finally he noted that, as of 10:00 that morning, only 51% of the university’s employees had logged on and signed up for health insurance benefits. He urged everyone to sign up soon because the open enrollment period would end at 9:00 p.m. this Friday and, if one had made no selection, the default would be the minimums within each category of Plan A.

**Adjournment:** The meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Douglas Q. Adams, Faculty Secretary



## POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions.)

[1/08]

**Faculty/Staff Handbook [FSH]**  Addition  Revision\*  Deletion\*  Emergency  
 Minor Amendment   
**Chapter & Title:** FSH 2700 – Student Evaluation of Teaching  
**Administrative Procedures Manual [APM]**  Addition  Revision\*  Deletion\*  Emergency  
 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](mailto:apm@uidaho.edu) or [fsh@uidaho.edu](mailto:fsh@uidaho.edu) respectively.  
 \*Note: If revision/deletion request original document from [apm@uidaho.edu](mailto:apm@uidaho.edu) or [fsh@uidaho.edu](mailto:fsh@uidaho.edu), all changes must be made using "track changes."

**Originator(s):** \_\_\_\_\_  
 (Please see FSH 1460 C) Name Date  
**Telephone & Email:** 885-7941 jeannec@uidaho.edu

**Policy Sponsor:** (If different than originator.) \_\_\_\_\_  
 Name Date  
**Telephone & Email:** 885-7657 hpitman@uidaho.edu

**Reviewed by General Counsel** \_\_\_ Yes \_\_\_ No Name & Date: \_\_\_\_\_

**I. Policy/Procedure Statement:** Briefly explain the purpose of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

FSH 2700 Student Evaluation of Teaching, Section C.5 Review included a provision for the policy to be reviewed after the fourth consecutive semester of implementation of the online process for student evaluations of teaching. The Teaching and Advising Committee reviewed the process for online evaluations of teaching and provided a report in 2007; the committee reviewed the report in fall 2007 and recommended revisions to the policy.

**II. Reason/Rationale:** Reason this addition, revision, and/or deletion is necessary, if different than above? The recommended revisions to FSH 2700 were recommended to 1) up-date the policy with some changes in wording, timelines, and options and 2) remove Section C, a section that includes implementation procedures rather than policy statements.

**III. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have? There is no fiscal impact as a result of the recommended revisions.

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

There are no related policies. Procedures for effective use of the system are available on the Office Institutional Research and Assessment web site (<http://www.webs.uidaho.edu/studentevals/>).

**V. 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  
 Appr. & Date: \_\_\_\_\_  
 [Office Use Only]

APM  
 F & A Appr.: \_\_\_\_\_  
 [Office Use Only]

*FSH*

Appr. \_\_\_\_\_ FYI \_\_\_\_\_  
 FC \_\_\_\_\_  
 GFM \_\_\_\_\_  
 Pres./Prov. \_\_\_\_\_  
 [Office Use Only]

Track # UP-08-041  
 Date Rec.: 3/14/08  
 Posted: t-sheet \_\_\_\_\_  
           h/c \_\_\_\_\_  
           web \_\_\_\_\_  
 Register: \_\_\_\_\_  
 (Office Use Only)

## UI FACULTY-STAFF HANDBOOK

## CHAPTER TWO:

## STUDENT AFFAIRS POLICIES

2007 (editorial)

2700

## STUDENT EVALUATION OF TEACHING

*PREAMBLE: This section discusses the purposes of student evaluation of teaching and the procedures by which that evaluation is carried out. It first appeared in the 1979 Handbook and was amended in July, 1992, to reflect the removal of student evaluations to the Office of Academic Affairs. Following a period of testing in 2001, a paperless web-based evaluation system was given formal approval in 2002. This made the original Handbook section obsolete, and thus it was completely revised. For further information, contact the Provost's Office (208-885-6448). [rev. 7-01, 7-02]*

## CONTENTS:

- A. Purpose
- B. Policies and Procedures
- ~~C. Procedures for On-line Evaluations (Beginning Spring 2002 and Running for Four Consecutive Semesters)~~

**A. PURPOSE.** Student evaluation of teaching has two purposes. First, student evaluations assist individual instructors in improving their own teaching ("instructor," as used in this section, refers to any teaching member of the faculty or staff). Second, they assist academic administrators in counseling instructors about their teaching and they are carefully weighed as a factor in judging the teaching component in tenure, promotion, and salary determinations. To achieve the first of these purposes instructors are urged to provide their students mechanisms for evaluation throughout the semesteracademic term. To assist academic administrators in evaluation, the following policy and procedures have been adopted.

**B. POLICIES AND PROCEDURES.**

**B-1.** All students will have the opportunity ~~every full semester~~ to evaluate each of their instructors in all sections of all courses during every academic term. ~~Thus student evaluation of teaching is required in all sections of all courses during Fall and Spring semesters.~~

**B-2.** The standard university form, as approved by the faculty, will be used by all instructors in all of their classes, except in the College of Law which will use an evaluative device which it has tailored to its needs.

**B-3.** The Office of Academic Affairs has the responsibility of oversight in the administration of the evaluations, except those in the College of Law.

**B-4.** The evaluation shall take place during the last three weeks of ~~instruction in each of Fall and Spring semesters~~ the semesteracademic term (excluding final exam week) or the proportion thereof for courses of less than a semester duration.

**B-5.** Instructors will be able to view the student responses for their courses ~~shall not see the evaluation results until~~ after final grades have been submitted.

**B-6.** A system for mid-semesterterm formative evaluation of instruction will be available to encourage student input for faculty seeking to improve teaching. The faculty member is the only one with access to the electronic data generated through the formative evaluation process shall be for evaluative use by the faculty member. The data are not considered part of the faculty member's record, and are not to be used in an evaluation of the

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Section 2700: Student Evaluation of Teaching  
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faculty member by another, unless-but may be included in the record at the discretion of the faculty member.

**B-67.** The Office of Academic Affairs shall see that a database of evaluation results for at least the last five academic years is maintained. These results shall be made available to colleges and academic units as needed, and the numerical summaries of an instructor's evaluations shall be made available to students or other members of the university community upon request.

B-8. The Office of Academic Affairs, in conjunction with the Teaching and Advising Committee, will review the student evaluation of teaching forms and processes periodically, at least every five years.

~~C. PROCEDURES FOR ON-LINE EVALUATIONS (Beginning Spring 2002 and Running for Four Consecutive Semesters). At the university faculty meeting held on May 8, 2001, on the recommendation of Faculty Council, adopted the following set of temporary evaluation procedures so as to test the feasibility of on-line evaluation of teaching:~~

~~C-1. Students will the evaluation by logging on to the Student Information System any time during last three weeks of instruction for the semester.~~

~~C-2. The following measures can be used to encourage student participation:~~

~~C-2-a. Instructors will be encouraged to remind their students to complete the on-line form, and discuss the importance of the evaluation process.~~

~~C-2-b. A reminder will be sent to students via email. (This email might even contain a hyperlink to the appropriate web address for the evaluations.)~~

~~C-2-c. A drawing will be conducted from among the names of students completing the evaluations of all courses in which they are enrolled. Five gift certificates of \$100 at the University of Idaho Bookstore will be awarded in this drawing. The drawing will be advertised in the email reminder to students, and publicity might also be sought through the student newspaper.~~

~~C-2-d. A program may be undertaken to educate students on the importance of the teaching evaluation.~~

~~C-2-e. Instructors may, at their discretion, include in their course syllabus the requirement that students complete the evaluation as a requirement to receive a grade for the course. (The system should be set up so as to allow instructors to obtain a list of those students from their course who have completed the evaluation.)~~

~~C-3. Results of the evaluation will be reported by the following process:~~

~~C-3-a. Instructors will be able to view the student responses for their courses after final grades have been submitted. They would access these responses through the Employee Information System.~~

~~C-3-b. Unit administrators responsible for annual evaluations of instructors will be given permission to view the responses for all courses taught within the unit.~~

~~C-4. Additional Possibilities:~~

~~C-4-a. The system should allow some degree of customization of the evaluation form to fit the needs of instructors. (Implementation of such customization is contingent on Faculty Council recommending a suitable form.)~~

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~~C-4 b. The system should be available for instructors to use earlier in the semester for a formative evaluation.~~

~~C-4 c. Such an early evaluation would be optional; only the semester-end evaluation would be mandatory.~~

~~C-4 d. Instructors wishing to use the early semester evaluation would be able to customize several questions with essay responses.~~

~~C-4 e. Responses to the early semester evaluation would, as with the other evaluation, be available to instructors through the Employee Information System.~~

~~C-4 f. The system may be programmed to give improved student demographic data with the evaluation, such as breakdowns of results by class standing or GPA range.~~

~~C-5. Review. This on line system for evaluations will be reviewed after its fourth consecutive semester of use. During this review it will be decided whether or not to make the on line system permanent, or what if any adjustments should be made. (For instance, it may be determined that the random drawings for student incentive are no longer needed.)~~



**UI FACULTY-STAFF HANDBOOK**

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

January 2007-July 2008

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1620

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. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 1-07]*

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 Council website at <http://www.webs.uidaho.edu/facultycouncil/> under the UI Committees link after the beginning of the academic year by the Committee on Committees, and copies of the booklet can be downloaded and printed from the website. [rev. 1-07]

**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, or similar body.

**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 Council only. [rev. 1-07, 7-08]

**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 Council, members of standing committees of the university faculty. The chair of Faculty Council establishes special Faculty Council committees and appoints their members.

**B-5.** In selecting staff members to serve, the Committee on Committees seeks nominations from the Staff Affairs Committee, which considers expressions of interest by employees 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 the Staff Affairs Committee itself, it is expected that the employee will first secure the consent of his or her supervisor before becoming a candidate.)

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Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1620: University-Level Committees

~~January 2007~~July 2008

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**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.** The chairs of faculty standing committees generally are rotated so that no committee comes to be identified with one person.

**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 Council, the president or the president's designee serves without vote.

**B-9.** The chair of the Faculty Council is a member ex officio without vote of all committees under the jurisdiction of the university faculty or of the council.

**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 Council, the Committee on Committees receives nominations from the ASUI, GPSA and SBA to fill positions 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]

**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 Faculty Council.

**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, 7-08]

**B-14.** Proxy votes are not permitted in committees under the jurisdiction of the university faculty or of the Faculty Council. [ren. 1-07]

**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

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~~January 2007~~July 2008

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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.** Establish the best means of getting in touch with each student member.

**C-4.** 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*]

**C-5.** Send an agenda with the call of a meeting to all members and post it to the committee's web page at <http://www.webs.uidaho.edu/facultycouncil/committees.htm>. [*rev. 1-07*]

**C-6.** Read the minutes of each meeting carefully to make certain that the intent of the committee is accurately represented.

**C-7.** Post approved minutes of each meeting of the committee on the committee's webpage at <http://www.webs.uidaho.edu/facultycouncil/committees.htm> 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;

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Section 1620: University-Level Committees

~~January 2007~~July 2008

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e.g., “minutes#1\_mmddyy.” *[rev. 1-07]*

**C-8.** 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]*

**C-9.** Inform those who are affected by the committee’s actions of such actions. *[ren. 1-07]*

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

**C-11.** 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]*

**C-12.** Prepare a brief year-end report for submission to the Faculty Council in care of the Office of the Faculty Secretary for distribution. *[ren. & rev. 1-07]*

**C-13.** 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]*

**C-14.** Call on the Office of the Faculty Secretary for information and assistance concerning points not fully covered in these guidelines. *[ren. 1-07]*



## POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions.)

[1/08]

**Faculty/Staff Handbook [FSH]**  Addition  Revision\*  Deletion\*  Emergency  
 Minor Amendment   
**Chapter & Title:** FSH 1640 –Committee Directory  
**Administrative Procedures Manual [APM]**  Addition  Revision\*  Deletion\*  Emergency  
 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](mailto:apm@uidaho.edu) or [fsh@uidaho.edu](mailto:fsh@uidaho.edu) respectively.

\*Note: If revision/deletion request original document from [apm@uidaho.edu](mailto:apm@uidaho.edu) or [fsh@uidaho.edu](mailto:fsh@uidaho.edu), all changes must be made using "track changes."

**Originator(s):** Committee on Committees Jan. 2008, appr. Fac. Council 2/5/08  
 (Please see FSH 1460 C) Name \_\_\_\_\_ Date \_\_\_\_\_  
**Telephone & Email:** Fac. Sec., 885-6151 annat@uidaho.edu

**Policy Sponsor:** (If different than originator.) See above  
 Name \_\_\_\_\_ Date \_\_\_\_\_  
**Telephone & Email:** \_\_\_\_\_

**Reviewed by General Counsel** \_\_\_ Yes \_\_\_ No Name & Date: \_\_\_\_\_

**I. Policy/Procedure Statement:** Briefly explain the purpose of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

Clarification, publish established meeting times, and minor edits, plus consolidation of committee structures found elsewhere in the FSH into this main committee directory.

Substantive changes:

Faculty Affairs: removing restrictive language - that the chair is appointed from among the faculty members without administrative responsibilities to allow more flexibility in selecting a chair.

Fine Arts: A complete restructure and renaming to reflect current times.

UCC: Address quorum and alternate issues.

Campus Planning: Address difficulty in appointing 3 faculty council reps and to address a desire by other faculty to serve on this committee.

Juntura: Recommendations by Chair to include additional diversity groups.

**II. Reason/Rationale:** Reason this addition, revision, and/or deletion is necessary, if different than above?  
 See above

**III. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?  
 none

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

2400, 3230, 3840, and 3910

**V. 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. **July 1, 2008**

If not a minor amendment forward to: \_\_\_\_\_

Policy Coordinator  
 Appr. & Date:  
 \_\_\_\_\_  
*[Office Use Only]*

*APM*

F&A Appr.: \_\_\_\_\_  
*[Office Use Only]*

*FSH*

Appr. 2/5/08: FC-08-030 & FC-08-032  
 GFM \_\_\_\_\_  
 Pres./Prov. \_\_\_\_\_  
*[Office Use Only]*

Track # UP-08-039  
 Date Rec.: \_\_\_\_\_  
 Posted: t-sheet \_\_\_\_\_  
           h/c \_\_\_\_\_  
           web \_\_\_\_\_  
 Register: \_\_\_\_\_  
*(Office Use Only)*

**UI FACULTY-STAFF HANDBOOK**

## CHAPTER ONE:

## HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

January 2007 July 2008

1640

## COMMITTEE DIRECTORY

*PREAMBLE: This section contains statements of the function and structure of each university-level standing committee. The names of persons appointed to serve on each such committee are published at the beginning of each academic year by the Committee on Committees, and copies of this publication are available from the Office of the Faculty Secretary (208-885-6151). This section, dating to the 1979 edition of the Handbook, has been frequently revised as necessitated by the changing mission or membership of existing committees or the deletion of obsolete committees or the addition of new ones.*

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## ONLY COMMITTEES THAT HAVE HAD A CHANGE ARE PROVIDED IN THIS DOCUMENT

### 1640.04

#### ACADEMIC PETITIONS COMMITTEE (APC)

##### A. FUNCTION.

**A-1.** To act on petitions for exceptions to the academic requirements and regulations printed in part 3 of the General Catalog and to the requirements of the SBOE core printed in part 2. APC is the body with original jurisdiction over such petitions [rev. 7-05].

**A-2.** To observe the effects of university-level academic requirements, regulations, and policies and to report its findings and recommendations to the Faculty Council.

**A-3.** This committee traditionally meets on Thursdays at 2:30 p.m. and during the summer. [add. 7-08]

**B. STRUCTURE.** Five faculty members, at least one from the Counseling and Testing -Center and include two assistant or associate deans, and (~~without~~w/o vote) the registrar or that officer's designee. To assure a quorum a Alternates are appointed for the dean and faculty positions by the chair of the APC from a list of those who have previously served on the committee. [ed. 7-03, 7-06, rev. 7-08]

##### C. ASSUMPTIONS AND PROCEDURES.

**C-1.** APC must be careful not to establish the petition process as an alternative to being governed by the faculty's legislated academic requirements. There are not two sets of requirements--one for those petitioning and another for those following the catalog.

**C-2.** All academic work undertaken should be accurately reflected in the student's record. The faculty expects APC to ensure that the record is faithful to the actual experience (cosmetic adjustments or "corrections" are not sanctioned) and that the record is properly interpreted in relation to academic requirements.

**C-3.** The responsibility for complying with deadlines specified in the academic calendar belongs to the student.

**C-4.** The decisions of APC should be focused on the academic consideration involved that caused the student to petition, rather than on the consequences, either real or imagined, that may face the student.

**C-5.** Petitions are presented to APC by a representative of the student's college.

**C-6.** APC reports its decisions to the registrar and to the student via his or her dean.

**C-7.** Procedures for appeals from decisions of this committee are as provided in 2500.

### 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 a 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]

#### 1640.12

### ANIMAL CARE AND USE COMMITTEE

**A. FUNCTION.** To recommend policies and procedures to the vice president for research regarding care of experimental animals, allocations that will ensure accreditation of UI as an agency using experimental animals, and criteria for the allocation of resources in the Laboratory Animal Research Facility. *[ed. 7-06]*.

**B. STRUCTURE.** A member of the faculty or staff of the College of Agricultural and Life Sciences, one from the College of Natural Resources, one from the College of Science, one member-at-large (these college representatives must have responsibilities involving the utilization of animals in teaching or research); one person who holds the D.V.M. degree and is trained and experienced in the proper care, handling, and use of the species being maintained or studied; one person who is not employed by UI and is not a scientist; the supervisor of the Laboratory Animal Research Facility; and the following without vote: vice president for research, or designee, and head of the Department of Animal and Veterinary Science. Members are nominated by the vice president for research and, to provide necessary expertise and continuity, may serve successive terms. *[ed. 7-00, 7-03, 7-06]*

#### 1640.22

### CAMPUS PLANNING ADVISORY COMMITTEE

#### A. FUNCTION.

**A-1.** To advise the Faculty Council and the president concerning campus planning, including such areas as the following:

- 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 Council 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.

**B. STRUCTURE.** ~~Eight-Five faculty~~ members, ~~two~~three of whom are elected by and from Faculty Council. ~~The committee's chair will be selected from one of the two council members. Normally the term of such members is three years, concurrent with the Faculty Council term (and thus normally elected in the member's freshman year). The committee's chair will usually be the third-year member from the council.~~ 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]*

#### 1640.28

### COMMITTEE ON COMMITTEES

#### A. FUNCTION.

**A-1.** To appoint members to and fill vacancies on all university-level faculty standing committees, subject to confirmation by the Faculty Council.

**A-2.** To conduct a continuing study of UI's committee structure and of the function and structure of individual standing committees, and to make recommendations to the Faculty Council.

**A-3.** This committee traditionally meets on Wednesdays at 2:30 p.m. [add. 7-08]

**B. STRUCTURE.** Six faculty members, vice chair of the Faculty Council (chair), Faculty Secretary (w/o vote) and the following or their designees: provost and executive vice president and ASUI president. *[rev. 7-05, ed. 7-06]*

#### 1640.36

##### DISMISSAL HEARINGS COMMITTEES

*[This section was removed from FSH 3910 D-3.b. and placed here in July 2008]*

*[See 3910 D-3 and 3920 D for the function and structure of these committees.] [ed. 7-06]*

**A. FUNCTION.** This committee will conduct a hearing at the request of a faculty member who has been terminated to determine whether their termination was properly based on the grounds stated (see FSH 3910 D-3 and 3920 D.)

**B. b. STRUCTURE AND MEMBERSHIP:** The DHC is composed of ~~five employees, including~~ four faculty members and one administrator at the departmental level or above, ~~appointed by the Committee on Committees.~~ Six faculty members and three administrators are also appointed as alternates. Committee members, including alternates, are chosen on the basis of their objectivity and competence and the high regard in which they are held in the UI community. In appointing members the Committee on Committees should attempt to reflect the diversity of the UI faculty. The term of membership is three years. The committee elects its own chair.

**C. SELECTION:** The faculty member requesting a hearing has the right to substitute up to two members appointed with two others from the alternate list. The provost also has the right to substitute two members appointed with two others from the alternate list. If as a result of substitutions and conflicts of interest there are an insufficient number of faculty members or administrators on the alternate list, the Committee on Committees will be asked to appoint more members to the alternate list as needed. ~~Committee members are chosen on the basis of their objectivity and competence and the high regard in which they are held in the UI community. In appointing members of the DHC the Committee on Committees should attempt to reflect the diversity of the UI faculty. The term of membership on the Committee is three years, with initial terms staggered to form a rotation pattern. The committee elects its own chair. [rev. and renumbered 7-99, rev. 7/06]~~

#### 1640.42

##### FACULTY AFFAIRS COMMITTEE (FAC)

###### A. FUNCTION.

**A-1.** To conduct a continuing study of salaries, professional problems, welfare, retirement options and benefits (including 403b plans), and working conditions of faculty members.

**A-2.** To call the attention of the Faculty Council or the president, as appropriate, to matters concerning faculty affairs in any college or other unit that the committee believes should be of concern.

**A-3.** To serve as a "court of first instance" in matters of dispute involving the interpretation and application of policies affecting the welfare of faculty members.

**A-4.** To cooperate and make joint recommendations with the Staff Affairs Committee for the solution of problems common to the faculty and the staff.

**B. STRUCTURE.** Nine faculty members, not more than two of whom are departmental administrators (administrators above the departmental level are not eligible for membership on this committee). ~~The chair is appointed from among the faculty members without administrative responsibilities. [rev. 7-08]~~

#### 1640.43

##### FACULTY APPEALS HEARING BOARD

*[This section was removed from FSH 3840 C & D and placed here in July 2008]*

*[See 3840 for the function and structure of this board.] [ed. 7-97]*

**A. FUNCTION.** This board will conduct a hearing at the request of a faculty member who wishes to appeal an institutional decision, see FSH 3840 B. In each case referred to it, the board has the following responsibilities:

**A-1.** To review all documentary evidence submitted by the parties prior to the hearing and all evidence submitted by the parties at the hearing. The board may require the parties to submit evidence deemed relevant by the board.

A-2. To determine whether there has been any (1) failure to comply with prescribed procedures, (2) application of inappropriate considerations, (3) abuse of discretion, or (4) abuse of the appellant's academic rights and privileges.

A-3. To make recommendations to the president.

**B. STRUCTURE AND MEMBERSHIP:** ~~The Committee on Committees appoints, subject to confirmation by the Faculty Council, a Faculty Appeals Hearing Board. The board consists of five~~ faculty members, one of whom is a departmental administrator, ~~as are~~ principal members. In addition, five other faculty members, two other departmental administrators, and three off-campus faculty members are appointed as alternate members of the board. In appointing members, including alternates, the Committee on Committees must ensure that the majority of the members are tenured and each of them have been employed at the UI for longer than two years. The term of membership is three years, with initial terms staggered to form a rotation pattern. The committee elects its own chair who presides at hearings or designates another member to do so. The off-campus alternates will serve, in place of principal faculty members chosen by lot, when an appeal by an off-campus faculty member is to be heard. The other alternate members will serve, as appropriate, when a principal member is deemed to have a conflict of interest. [rev. 7-99]

~~C-2. A majority of the members of the hearing board must be tenured and each of them must have had employment at UI for longer than two years.~~

~~C-3. The chair presides at hearings or designates another member to do so.~~

**C-4. SPECIAL CONSIDERATION:** Faculty members serving on the Faculty Appeals Hearing Board (FAHB) should take careful note of the following additional considerations and conditions for service: 1) appeals usually occur following tenure, promotion, and salary decisions in the middle of the Spring semester, 2) appeal hearings usually require a 2-4 hour time block which will require meeting on a weekday evening or Saturday to accommodate the schedules of all of the parties involved in a hearing, and 3) the term of office of a member of the FAHB ends when the last active case final report is submitted. Faculty members not willing to abide by these conditions should not apply for service on the Faculty Appeals Hearing Board. [add. 7-02]

1640.46

### **FINE ARTS COMMITTEE**

[rev. 7-99, extensively revised 1/08]

#### **A. FUNCTION:**

~~A-1. To coordinate the interaction of the university's campus-wide commitment to the arts.~~

~~A-2. To foster cultural growth throughout the University of Idaho and the community at large.~~

~~A-3. To search for, acquire, and administer additional funding resources for the arts.~~

**B. STRUCTURE AND MEMBERSHIP.** ~~Five faculty members representing at least four colleges, one staff member, one representative from the Office of Financial Affairs, two students (including a representative from the ASUI Fine Arts Committee when possible), one administrator designated by the president, a representative of the Laboratory of Anthropology, and a representative from Facilities Management. [ed. 7-00]~~

#### **A. FUNCTION:**

A-1. To advise the university administration regarding the management of the university arts, including, but not limited to: acquisition, deaccession, maintenance, and display of works of visual and performing art at the University of Idaho.

A-2 To serve in an advisory capacity for future needs and developments regarding the arts, including, but not limited to: expenditures, inclusion of the arts in new construction, fundraising, and the direction of the arts on campus.

A-3 To serve as a liaison on arts issues between colleges, departments, faculty, staff, student body, local community and the university administration.

A-4 To advocate for the arts through endeavors that advance arts education on campus and community outreach and enrichment in the effort of increasing the University of Idaho's reputation as a leading cultural center in the Northwest.

**B. STRUCTURE AND MEMBERSHIP.** The committee is composed of eight voting members consisting of five faculty members representing at least four units, one staff member, two students (including a representative from the ASUI Fine Arts Committee when possible), and four ex-officio (non-voting) members to include one administrator

designated by the president, a representative of the Laboratory of Anthropology, a representative from Facilities Management, and the Moscow Arts Commission Art Director, or designee.

#### 1640.54

### HUMAN ASSURANCES COMMITTEE

**A. FUNCTION.** The Human Assurances Committee, which functions as a committee of the Research Council, has the responsibility of ensuring that, for each activity planned or conducted: (a) the rights and welfare of human subjects are adequately protected; (b) the risks to the subjects are outweighed by the potential benefits, either to the subject directly or to scientific understanding in general; and (c) the informed consent of all subjects is obtained through methods that are both adequate and proper. [See 5200 D and E.]

**B. STRUCTURE AND MEMBERSHIP.** The members of the HAC represent a variety of disciplines, such as law, medicine, sociology, psychology, social sciences, and zoology, and include ~~one~~two non-UI member who serves as community representative (one serving as an alternate), and one prisoner advocate, when necessary, to review all applications that have prisoners as human subjects. The vice president for research, or designee, is a member of HAC. [ed. 7-06, rev. 7-08].

#### 1640.55

### INFORMATION TECHNOLOGY COMMITTEE

*[created 7-00, replacing Instructional Media Services Advisory and University Computing Advisory Committees]*

**A. FUNCTION.** To advise and recommend university policies regarding the planning, implementation, and maintenance of information technology in the areas of teaching, research, outreach, and management.

**A-1.** To make recommendations to the Faculty Council, the president, the provost, and other appropriate administrators concerning policies and procedures affecting university-wide information technology.

**A-2.** To solicit recommendations from the faculty, staff, students, and administration concerning present and proposed policies and procedures related to university-wide information technology.

**A-3.** To review, in an advisory capacity, short-term and long-term plans related to university-wide technology.

**A-4.** This committee traditionally meets on Mondays at 3:30 p.m. [add. 7-08]

**B. STRUCTURE AND MEMBERSHIP.** Six faculty members broadly representative of disciplines in the university including one from the library, the Vice-President for Research, or designee (w/o vote), the Executive Director of Information Technology, or designee (w/o vote), the Registrar, or designee (w/o vote), the Director of the Center for Teaching Innovation, or designee, a representative of the off-campus faculty, the student chair of the Student Computing Advisory Committee, or designee. The voting members of the committee (including the committee chair but excluding the student member) are selected by the Committee on Committees, giving special attention to appointing faculty members who are active in and have a great interest in the general area of information technology and its application to teaching, research, outreach, and management. [ed. 7-05, rev. 7-06]

#### 1640.56

### INTELLECTUAL PROPERTY COMMITTEE

**A. FUNCTION.**

**A-1.** To consider, investigate, and make recommendations toward resolution of disputes concerning (1) ownership of maskworks and copyrightable and patentable materials, and (2) allegations of unauthorized use of copyright infringement of UI sponsored materials.

**A-2.** To present annually to the Faculty Council and the president a report on any problems regarding intellectual property at UI and to make recommendations.

**B. STRUCTURE AND MEMBERSHIP.** The committee consists of five faculty members, one of whom is a departmental administrator, and at least a majority of whom are from disciplines which historically have given rise to substantial numbers of copyrights, maskworks, and patents. In addition, two faculty members are appointed as alternates from a list of those who have previously served on the committee, to serve, as appropriate, when a principal member is deemed to have a conflict of interest and the director of the Idaho Research Foundation, or designee (w/o vote). The chair

of the committee is chosen by the Committee on Committees. [rev. 7-06, 7-08].

**1640.58  
JUNTURA**

**A. FUNCTION.** To review university policies and programs affecting under-represented and/or under-served students in consultation with various representatives from student services and programs; to recommend changes and additions in university policies and programs that enhance student academic success; and to promote the values of respect, understanding, and equality within a diverse university experience. [See also 4340.] [rev. 9-02]

**B. STRUCTURE.** ~~Three~~Four faculty ~~and~~two ~~one~~ staff members (one of ~~these six~~whom serves as chair), three students (~~at least two of whom~~are belong to an under-represented and/or under-served student populations and ~~the third one of whom~~is the ASUI Director of Diversity Affairs), ~~and the following without vote or their designees:~~ Coordinator of Student Support Services, or designee (w/o vote), the Director of Multicultural Affairs, or designee (w/out vote), the Director of the Women's Center, or designee (w/out vote), and the Human Rights Compliance Officer, (w/out vote) and the following ex officio members or their designees: The Director of Diversity & Community, the Director of the International Programs Office, the GLBT advisor, and the Director of the Native American Office. [rev. 9-02, 7-04, 7-05, 7-06, 7-08]

**1640.64  
OFFICER EDUCATION COMMITTEE**

**A. FUNCTION.** [See also 1565 G.] [ed. 7-06].

**A-1.** To be concerned with the academic integrity of the Officer Education Program (OEP).

**A-2.** To advise the president, the faculty, and the Departments of Aerospace Studies (WSU), Military Science, and Naval Science on academic matters concerning OEP.

**A-3.** To review and recommend to the University Curriculum Committee courses to be offered by the above-named departments.

**A-4.** To carefully review and evaluate the academic credentials of proposed OEP instructional appointments and to report these evaluations and recommendations to the vice provost of academic affairs and enrollment management. [rev. 7-06].

**A-5.** To assist the OEP to integrate effectively within the UI community.

**B. STRUCTURE.** Heads of the Departments of Aerospace Studies (WSU), Military Science, and Naval Science, three other members of the faculty, (one of whom serves as chair), the ~~university representative to NROTC~~Vice Provost for Academic Affairs, or designee (ex officio), and two students (one ROTC and one non-ROTC). [rev. 7-03, 7-06, 7-08]

**1640.76  
SAFETY AND LOSS-CONTROL COMMITTEE**  
[created 7-00, replacing previous Safety Committee]

**A. FUNCTION.** The responsibilities and purposes of the committee are as follows: **a.** to promote policies and programs that will provide a safe and healthy working and living environment for university students, employees, and members of the public, and that will protect public property from injury or damage; **b.** to promote the principles and associated benefits of an effective Safety and Loss-Control Policy; **c.** to endorse and systematically promote university employee safety training; **d.** to encourage the campus community to identify, correct, and report potential hazards and/or unsafe work practices; **e.** to monitor and review University of Idaho accident and loss summarized reports and statistics; and; **f.** to report annually to Faculty Council and the President's Executive Council on campus-wide safety initiatives and program development.

**B. STRUCTURE.** The committee is composed of 17 voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; Director of University Residences or designee; Director of Student Health Services or designee; Assistant VP of Facilities or designee; Assistant Vice-President of Human Resources, or designee; Staff Affairs Committee (SAC) Representative; one undergraduate student; one graduate student; Commander, Moscow Police Department, campus subdivision (ex-officio); Occupational Safety Specialist (ex-officio); the Director, Environmental Health & Safety (ex-officio), and the University of Idaho's Risk Management Officer or designee. The Safety and Loss-Control Committee is governed by a chair and vice-chair, with the vice-chair assuming responsibilities of the chair after one-year rotation. The committee elects its own chair and vice-chair from among the voting members.

Committee members representing colleges are appointed by the University's Committee on Committees and serve a three-year period. The college representatives are ex officio members of their college unit safety committees. ~~with s~~ Students members of the committee will serve ~~servin~~g terms as recommended by the ASUI and GPSA. [rev. 7-05, 7-06, 7-08]

#### 1640.77

### SCIENTIFIC MISCONDUCT COMMITTEE

[See FSH 3230]

~~[See 3230 for the function and structure of this faculty committee.]~~

**A. FUNCTION.** An inquiry board (FSH 3230 E-3) formed from the members of this committee is charged with making a preliminary evaluation of the evidence and testimony of the respondent, complainant, and key witnesses to determine whether there is sufficient evidence of possible scientific misconduct to warrant an investigation. The purpose is not to determine whether scientific misconduct definitely occurred or who was responsible.

**B. STRUCTURE AND MEMBERSHIP.** The vice president for research will nominate, with appointment by the Committee on Committees and confirmation by the Faculty Council, six tenured faculty members to a Scientific Misconduct Committee (SMC) with one member appointed as chair. The vice president will initially nominate two tenured faculty members to one-year terms, two tenured faculty members to two-year terms, and two tenured faculty members to three-year terms. Thereafter, tenured faculty members will be nominated for three-year terms. A departmental administrator may not chair the SMC.

#### 1640.78

### SHARED LEAVE REVIEW COMMITTEE

[Removed 7-05 no longer exists.]

~~**A. FUNCTION.** To allocate leave from the shared leave pool and otherwise review and resolve issues relating to the donation or use of shared leave. This committee is created by administrative policy on shared leave described in 3710 K.~~

~~**B. STRUCTURE AND MEMBERSHIP.** The director of benefit services (chair without vote), the chair and the preceding chair of the Faculty Affairs Committee, or designee, the chair and the preceding chair of the Staff Affairs Committee, or designee. If both faculty members are on less than 12 month appointment, a designee should be asked to serve during the times when no faculty members are available.~~

#### 1640.86

### 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: ~~(1)~~ two from ~~the Division of Teaching, Learning, and Leadership~~ Curriculum and Instruction, ~~(2)~~ one from the Division of Adult, Career Counselor, and Technology Education, and ~~(3)~~ one from the ~~Department~~ division 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: ~~(1)~~ communication, ~~(2)~~ humanities, ~~(3)~~ social sciences, ~~(4)~~ mathematics, and ~~(5)~~ 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 (~~without w/o~~ vote), who serves as chair. [rev. 7-08]

#### 1640.87

### TEACHING AND ADVISING COMMITTEE

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

**A. FUNCTION.** This committee will serve in an advisory capacity to the Vice Provost of Academic Affairs ~~and Enrollment Management~~. The specific functions of this committee are:

**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 Council, Deans, Unit Leaders, and Faculty.

**A-5.** To oversee 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-9.** ~~Finally, t~~To work in conjunction with Faculty Council's Information Technology Committee to advise CTI and the Director of IT on electronic hardware and software needs to support teaching, advising, and mentoring. ~~- [ed. 7-08]~~

**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 core director, an undergraduate or graduate student, non-voting members from the Office of Instructional Research Assessment, ~~Center for Academic Advising Center~~, and the VP for Academic Affairs, ~~and Enrollment Management~~ or ~~their~~ designee. ~~[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 Council, and Registrar.

(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 Council and to the Provost Council on the status of the core curriculum. ~~[ed. 7-06]~~.

**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 ~~and Enrollment Management~~ (w/o vote), Registrar, or designee (w/o vote), three faculty members selected by the Committee on Committees, one of whom serves as chair, ~~three-one~~ faculty members who ~~has~~ taught or ~~is~~are 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].

#### 1640.91

### UNIVERSITY CURRICULUM COMMITTEE

**A. FUNCTION.** [See 1540 B and C and also 4110 and 4120.] [ed. 7-98]

**A-1.** To act on catalog changes involving the curriculum, including changes in the general requirements and academic procedures, and to coordinate curricular matters among UI's major academic divisions.

**A-2.** To recommend policies and procedures concerning the matriculation, advising, and registration of students.

**A-3.** This committee traditionally meets on Mondays at 3:30 p.m.

**B. STRUCTURE.** One faculty member from each college except Law and Graduate Studies, of whom at least one must be a member of the graduate faculty and at least one of whom must have experience in an interdisciplinary area; one faculty member at large, one faculty member from the library, two upper-division undergraduate students; one graduate student; and the following without vote: vice provost of academic affairs ~~and enrollment management~~, registrar, secretary of the faculty (or their designees), and the Core Director as a non-voting member of the University Curriculum Committee. To assure a quorum alternates for the faculty positions are appointed by the chair of the University Curriculum Committee from a list of those who have previously served on the Committee from that college. Alternates for the faculty positions are chosen by the individual faculty member from a list of those who have previously served from his or her college on the committee. [rev. 7-98, 7-06, 7-08]

#### 1640.93

### UNIVERSITY JUDICIAL COUNCIL (UJC)

[This section was removed from FSH 2400 and placed here in July 2008]

~~[See 2400 B-2 for the function and structure of this council.]~~

**A. FUNCTION.** UI's student judicial system is established and maintained for the prosecution and handling of disciplinary matters concerning UI students (as "student" is defined in the preamble to the Statement of Student Rights [2200]). Any and all matters consistent with the Student Code of Conduct [2300] and the Statement of Student Rights are handled by the system under the rules and regulations set out in FSH 2400.

**B. STRUCTURE AND MEMBERSHIP.** This committee is broadly representative of the academic community. The council consists of eleven members (five faculty members, five undergraduate students and one graduate student). The faculty members are selected by the Committee on Committees. The five student members are appointed by the ASUI president with the advice and consent of the ASUI Senate and the graduate student is appointed by GPSA. To allow members to gather a greater history of and confidence in the administrative process, a two year term is recommended.

**C. Quorum.** Five members, at least two of which must be students, constitute a quorum and a majority of those present shall decide a case. In case UJC is unable to convene a quorum as defined above, the ASUI president or the chair of the Faculty Council may appoint persons to fill the designated student or faculty positions on a temporary basis.

## FSH 3910:

### D-3. Dismissal Hearings Committee Process. *[renumbered 7-99]*

**a.** If the faculty member requests a hearing to determine whether the termination is properly based on the grounds stated, one will be conducted by a Dismissal Hearings Committee (DHC) at a specified time and place. See FSH 1640.36 for the function and structure of the DHC. The faculty member must file a written request with the provost for a hearing within seven working days of receipt of the provost's communication of particulars. If the faculty member has not requested a hearing, the statement of particulars constitutes the dismissal recommendation, which the provost may communicate to the president without further delay. *[rev. and renumbered 7-99]*

**b.** ~~The DHC is composed of five employees, including four faculty members and one administrator at the departmental level or above appointed by the Committee on Committees. Six faculty members and three administrators are also appointed as alternates. The faculty member has the right to substitute up to two members appointed with two others from the alternate list. The provost also has the right to substitute two members appointed with two others from the alternate list. If as a result of substitutions and conflicts of interest there are an insufficient number of faculty members or administrators on the alternate list, the Committee on Committees will be asked to appoint more members to the alternate list as needed. Committee members are chosen on the basis of their objectivity and competence and the high regard in which they are held in the UI community. In appointing members of the DHC the Committee on Committees should attempt to reflect the diversity of the UI faculty. The term of membership on the Committee is three years, with initial terms staggered to form a rotation pattern. The committee elects its own chair. *[rev. and renumbered 7-99, rev. 7/06]* [moved to FSH 1640.36]~~

## FSH 3840:

### B. PROCEDURES FOR INITIATING AN APPEAL.

**B-3.** The request for a hearing is addressed to the chair of the Faculty Appeals Hearing Board (FAHB) (see FSH 1640.43). The FAHB chair will forward copies of the request to the provost, and other administrators concerned. The provost, or another administrator designated by the provost, will furnish the FAHB chair and the faculty member a written statement of the reasons for the administrative decision. *[rev. and renumbered 7-99, ed. 7-02]*

### ~~C. THE FACULTY APPEALS HEARING BOARD. (see 1640.43)~~

~~**C-1.** The Committee on Committees appoints, subject to confirmation by the Faculty Council, a Faculty Appeals Hearing Board. The board consists of five faculty members, one of whom is a departmental administrator, as principal members. In addition, five other faculty members, two other departmental administrators, and three off-campus faculty members are appointed as alternate members of the board. The off-campus alternates will serve, in place of principal faculty members chosen by lot, when an appeal by an off-campus faculty member is to be heard. The other alternate members will serve, as appropriate, when a principal member is deemed to have a conflict of interest. *[rev. 7-99]*~~

~~**C-2.** A majority of the members of the hearing board must be tenured and each of them must have had employment at UI for longer than two years.~~

~~**C-3.** The chair presides at hearings or designates another member to do so.~~

~~**C-4.** Faculty members serving on the Faculty Appeals Hearing Board (FAHB) should take careful note of the following additional considerations and conditions for service: 1) appeals usually occur following tenure, promotion, and salary decisions in the middle of the Spring semester, 2) appeal hearings usually require a 2-4 hour time block which will require meeting on a weekday evening or Saturday to accommodate the schedules of all of the parties involved in a hearing, and 3) the term of office of a member of the FAHB ends when the last active case final report is submitted. Faculty members not willing to abide by these conditions should not apply for service on the Faculty Appeals Hearing Board. *[add. 7-02]*~~

### ~~D. THE BOARD'S RESPONSIBILITY. In each case referred to it, the board has the following responsibilities:~~

~~**D-1.** To review all documentary evidence submitted by the parties prior to the hearing and all evidence submitted by the parties at the hearing. The board may require the parties to submit evidence deemed relevant by the board. *[rev. and renumbered 7-99, ed. 7-02]*~~

~~**D-2.** To determine whether there has been any (1) failure to comply with prescribed procedures, (2) application of inappropriate considerations, (3) abuse of discretion, or (4) abuse of the appellant's academic rights and privileges. *[rev. and renumbered 7-99]*~~

~~**D-3.** To make recommendations to the president. *[renumbered 7-99]*~~

## FSH 3230:

## C. RIGHTS AND RESPONSIBILITIES.

### C-1. Research Integrity Officer.

a. The vice president for research will serve as the Research Integrity Officer with primary responsibility for implementation of the procedures set forth in this document.

~~b. The vice president for research will nominate, with appointment by the Committee on Committees and confirmation by the Faculty Council, six tenured faculty members to a Committee on Scientific Misconduct (CSM) with one member appointed as chair. The vice president will initially nominate two tenured faculty members to one year terms, two tenured faculty members to two year terms, and two tenured faculty members to three year terms. Thereafter, tenured faculty members will be nominated for three year terms. A departmental administrator may not chair the CSM. (moved to FSH 1640.77)~~

~~cb.~~ The Research Integrity Officer will assist the inquiry and investigation boards and all institutional personnel in complying with these procedures and with applicable standards imposed by government or external funding sources. The Research Integrity Officer is also responsible for maintaining files of all documents and evidence and for the confidentiality and the security of the files.

**E-3. Appointment of the Inquiry Board.** When the Research Integrity Officer determines that an inquiry should proceed, he or she informs the respondent and the chair of the ~~CSMC~~ (see FSH 1640.77) that a complaint of scientific misconduct has been received. The ~~CSMC~~ chair appoints three faculty members from the ~~CSMC~~ to conduct an inquiry. No member of this Inquiry Board may have a primary appointment in the respondent's department. This board conducts an inquiry to determine whether an investigation is warranted. The Inquiry Board should consist of individuals who do not have real or apparent conflicts of interest in the case, are unbiased, and have the necessary expertise to evaluate the evidence and issues related to the allegation, interview the principals and key witnesses, and conduct the inquiry.

## FSH 2400:

### B-2. University Judicial Council. (see 1640.93)

~~a. Composition. UJC is broadly representative of the academic community. The council consists of eleven members (five faculty members, five undergraduate students and one graduate student). The faculty members are selected by the Committee on Committees. The five student members are appointed by the ASUI president with the advice and consent of the ASUI Senate and the graduate student is appointed by GPSA. To allow members to gather a greater history of and confidence in the administrative process, a two year term is recommended. [rev. 7-05, 7-06] moved to 1640.93~~

~~b. Quorum. Five members, at least two of which must be students, constitute a quorum and a majority of those present shall decide a case. In case UJC is unable to convene a quorum as defined above, the ASUI president or the chair of the Faculty Council may appoint persons to fill the designated student or faculty positions on a temporary basis. (moved to 1640.93)~~

#### ca. Jurisdiction.

(1) UJC has original jurisdiction in the following instances:

(a) Any violation of the Student Code of Conduct that may not be appropriately handled within the living-group disciplinary body. [See B-1-b.]

(b) Any violation of ASUI rules and regulations not specifically designated to be heard elsewhere.

(c) Any matter that a living-group disciplinary body declines to hear. [See B-1-b.]

(2) UJC has appellate jurisdiction over decisions of living-group disciplinary bodies and decisions of the ASUI Judicial Council. (The ASUI Judicial Council is an internal council of the ASUI. Please refer to ASUI governing policies for further information.)

**db. Range of Sanctions.** The UJC has the full range of sanctions set forth in the Student Code of Conduct.



The task force on preserving the university's history was formed in fall of 2006 in response to the difficulty, at times amounting to an impossibility, of locating historically important documents in the university's history. The dearth of material is characteristic not only of the institution's earliest years but lasts well into the 1960s. The task force was chaired by the faculty secretary and had representatives from the Library, Records Management, General Counsel's Office, and UIRA. The task force's twin goals were (1) to locate as much historical documentation as possible and (2) to propose a policy for the university concerning the preservation of historically significant material, whether in paper or electronic form, for the future.

Our first task has met with some success: significant troves of historic documentation were found in the archives of CALS, CLASS (the old L&S archives), COMER (now housed in the College of Science), and even heretofore uncatalogued material in the Library's Special Collections. Our most significant find was a complete run of the *Staff Newsletter*, a predecessor of today's *University Register*.

The second task has resulted in a proposed policy which attempts to formalize the institution's expectations concerning preserving historically significant material, whether it be in paper or electronic form. Once selected for preservation, the process of preserving paper documents is well known. Preserving electronically generated documents for the long term remains much chancier and will require careful monitoring and updating as technologies evolve. In any case, the university needs to be much more intentional about preservation than it has in the past and must create a more history-conscious culture for itself. It is striking in this regard that the library has never been designated the University Archives, although it acts as such and language in policy manuals implies this status.

The policy envisions the creation of an on-going advisory body to make recommendations concerning preservation. It will also require a modest investment on the university's part.

**FC-08-045**

## **FSH 1470 - UNIVERSITY ARCHIVES**

**A. General Policy.** It is the university's policy that all records of significant value for understanding the university's history and the history of its subunits are permanently retained, appropriately stored, and made accessible. Such records may be on paper or in some sort of digital format. They include, but are no means limited to: all official publications of the university or unit (these documents are also subject to the State of Idaho's state depository law), pictures documenting the people or activities of the university or unit, records documenting significant changes in people or activities of the university or unit. These documents provide primary source material relating to the administrative, academic, legal, fiscal, social, and cultural interaction of individuals, departments, and programs of the university since its inception.

**B. Designated Depository.** Except where the originating unit maintains its own archives, the university library's Special Collections and Archives is the unit designated as the custodian of archival material.

**C. Types of University Records and Files.** A fuller, but still not exhaustive, list of university records that should be preserved archivally:

**C-1.** External executive correspondence documenting basic university operation such as planning, policy, decision making, or interdepartmental relations.

**C-2.** Campus correspondence documenting relationships with non-university agencies and individuals.

**C-3.** Documentation of ASUI, GPSA, Student Bar Association and other student groups and clubs and affiliated entities.

**C-4.** Annual reports.

**C-5.** Organizational information such as organization charts and delegation of responsibility.

**C-6.** Documentation of departmental development.

**C-7.** Committee records, minutes, agenda, reports, position papers, recommendations, and related correspondence.

**C-8.** Subject files, concerning single issues or special programs.

**C-9.** Documentation of conferences, conventions, institutes, and symposiums held on the University campus or in conjunction with university units.

**C-10.** Funded grant proposals and final reports.

**C-11.** Certain records that document compliance with laws and rules.

**C-12.** University and departmental publications such as catalogs, bulletins, yearbooks, directories, handbooks, calendars, newsletters, and brochures (see also State of Idaho's depository law).

**C-13.** Webpages of the university, its colleges, departments, and other major units.

**C-14.** Tape recordings, films, and videotapes documenting university activities.

**C-15.** Photographs of personnel and facilities.

**D. Storing Documents.** These records should be appropriately and securely stored (e.g., in locked file cabinets in climate-controlled, vermin-free areas) in the originating unit or, preferably, as a part of the library's Special Collections and Archives.

**D-1.** If stored in the originating unit, that unit should seek the advice of the Special Collections and Archives' staff concerning appropriate storage.

**D-2.** If transferred to Special Collections and Archives, the originating unit should follow the guidelines of the Records Transfer Form. The form may be obtained from Special Collections and Archives (5-7951).

**D-3.** Whether stored in the originating unit or in Special Collections and Archives provision is to be made for controlled access and reference both to the campus and to the public, except as specifically restricted by state or federal laws.

**D-4.** Material housed in Special Collections and Archives becomes the property of Special Collections and Archives.

**E. Copying to Other Media.** In Special Collections and Archives, in the interest of increasing access and for reasons of preservation, digital copies may be made of paper documents and paper copies or microform copies made of digital documents.

**F. Migration to New Media.** With University of Idaho designated archival depositories, digital documents are migrated to newer technologies and media as appropriate for the purposes of preservation and continued accessibility.

**G. Faculty and Staff Papers.** As faculty members and professional staff retire they are asked if they would like to deposit their professional papers in the library's Special Collections and Archives. As part of the retirement process each faculty member or professional staff person is sent a letter soliciting such materials by the library's archivist. Faculty and professional staff who are not contacted should contact the archivist. These papers document the academic and administrative life of the university as reflected in the careers of individuals. These collections offer insight into the history and operation of the university that would otherwise be lost by relying only on official administrative records. Retiring faculty or staff are encouraged to work with the archivist in deciding which professional papers to archive, as all acquisitions are subject to the approval by the archivist and to normal collections management procedures.

**H.** Under the direction of the library's archivist inventories of all archival materials, wherever located in the university, are kept by designated depositories.

See also APM 65.02



# POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions.)

[1/08]

**Faculty/Staff Handbook [FSH]**  Addition  Revision\*  Deletion\*  Emergency  
Minor Amendment

**Chapter & Title:** FSH 1800-Bylaws of the Staff Affairs Committee

**Administrative Procedures Manual [APM]**  Addition  Revision\*  Deletion\*  Emergency  
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](mailto:apm@uidaho.edu) or [fsh@uidaho.edu](mailto:fsh@uidaho.edu) respectively.

\*Note: If revision/deletion request original document from [apm@uidaho.edu](mailto:apm@uidaho.edu) or [fsh@uidaho.edu](mailto:fsh@uidaho.edu), all changes must be made using "track changes."

**Originator(s):**

(Please see FSH 1460 C)

**Telephone & Email:**

Daniel Noble 4-2-08  
Name Date  
885-6841 dnoble@uidaho.edu

**Policy Sponsor:** (If different than originator.)

**Telephone & Email:**

\_\_\_\_\_  
Name Date

**Reviewed by General Counsel** \_\_\_Yes \_\_\_No Name & Date: \_\_\_\_\_pending\_\_\_\_\_

**I. Policy/Procedure Statement:** Briefly explain the purpose of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

The changes to FSH 1800 is a normal part of our review of the ByLaws and how we operate as a committee. We are now known as Staff Affairs. Formerly we have been known as SAC (Staff Affairs Committee). We have removed the SAC references. Other substantive changes:

Article III, Section 1 Constituencies: Changed the categories to reflect changes in employment classification (removal of Classified Exempt and rename Non-Faculty Exempt to Exempt)

Article III, Section 2 Representation: We have specified the need to have both on-campus representatives (section a) and we have added off-campus representatives. They are part of the On-Off Campus Committee. We have given the off campus sites 5 positions. We have also helped to formalize the roles of off campus representatives.

**II. Reason/Rationale:** Reason this addition, revision, and/or deletion is necessary, if different than above?

The rationale was through many discussions as to the role that the off-campus sites play in the advocacy efforts of Staff Affairs. In addition, it is helpful to articulate what their role is specifically such that we can utilize these positions to their utmost effectiveness.

Please note that these changes have been fully vetted through the ByLaws Subcommittee of Staff Affairs. We have also worked with our current representatives on Staff Affairs whom are off-campus for this proposal. In addition, it has had mention in the Staff@Idaho monthly newsletter sent to all staff from the Chair of Staff Affairs. We have received no negative feedback, only positive suggestions as to inclusion of all the off campus sites. Debate centered on the breakdown of the State of Idaho and which configuration made sense.

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

No fiscal impact.

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

The only policy change would be the change to employee classification.

V. **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 Appr. & Date: _____ <i>[Office Use Only]</i>
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<i>APM</i> F&A Appr.: _____ <i>[Office Use Only]</i>
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<i>FSH</i> Appr. _____ FC _____ GFM _____ Pres./Prov. _____  <i>[Office Use Only]</i>
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Track # __UP-08-044__ Date Rec.: __4/2/08__ Posted: t-sheet _____ h/c _____ web _____ Register: _____ <i>(Office Use Only)</i>
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**UI FACULTY-STAFF HANDBOOK**

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

January 2007

1800

**BYLAWS OF THE STAFF AFFAIRS COMMITTEE**

*PREAMBLE: The Staff Affairs Committee was created on the recommendation of the Faculty Council and the director of personnel services and with the approval of President Ernest Hartung in the summer of 1971. The current version of the Staff Affairs Committee's bylaws were amended in September 2002 and again in January 2007.*

**CONTENTS:**

- Article I. Name
- Article II. Purpose
- Article III. Members
- Article IV. Elections
- Article V. Officers
- Article VI. Annual Reports
- Article VII. Staff Affairs Committee Meetings
- Article VIII. Meetings of the University Staff
- Article IX. Subcommittees
- Article X. Parliamentary Authority
- Article XI. Amendments

**ARTICLE I--NAME.** The organization shall be named the University of Idaho Staff Affairs Committee ~~(SAC)~~.

**ARTICLE II--PURPOSE.**

**Section 1. General.** SACStaff Affairs represents the staff of the University of Idaho. The staff is defined as board-appointed employees at the University of Idaho who do not have faculty status.

Staff Affairs members shall be released from normal work duties for the purpose of attending Staff Affairs meetings, and performing related Staff Affairs responsibilities. This release time shall not be charged against their accrued leave.

**Section 2. Specific.** Specific purposes of SACStaff Affairs are:

- a. To study issues, problems, welfare, and working conditions of staff;
- b. To call to the attention of the president matters concerning staff affairs in any division or department that SACStaff Affairs believes should receive special attention;
- c. To work with the university administration in the development and/or revision of university policies, employment benefits, and other matters where staff are directly affected;
- d. To cooperate with the Faculty Affairs Committee and Faculty Council and participate in the formulation of joint recommendations concerning issues common to the staff and the faculty;
- e. To advise on salary and promotion matters pertaining to staff;
- f. To form subcommittees, as required, to study special or continuing issues;
- g. To serve as a communication link between university administration and staff;
- h. To work with the president's designee, who will serve as a liaison with university administration.

**ARTICLE III--MEMBERS.**

**Section 1. Constituencies.** For the purpose of selecting SACStaff Affairs members, the UI staff is divided into the following groups:

- a. ~~Non-Faculty-Exempt;~~
- b. ~~Classified-Exempt;~~

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- ~~e~~.b. Secretarial/Clerical;
- ~~d~~.c. Technical/Paraprofessional;
- ~~e~~.d. Skilled Crafts;
- ~~f~~.e. Service/Maintenance.

**Section 2. Representation.**

**a. On-Campus.** Each group listed in Article III, Section 1 is represented on [SACStaff Affairs](#) by one member for every 50 employees or any fraction thereof in the group, provided that each group has at least one representative member on [SACStaff Affairs](#).

**b. Off-Campus.** Permanent positions will represent the campus sites and surrounding extension sites. The five permanent positions would be for (1) Coeur d'Alene/Post Falls/Sandpoint; (2) Boise; (3) Idaho Falls/Tetonia/Dubois/Aberdeen; (4) Twin Falls/Kimberly/Hagerman; and (5) at large (Parma, Caldwell, Caine Center, McCall/Taylor Ranch, Salmon, etc.). These positions would be permanent members of the On-Off Campus Committee, which currently exists as an ad-hoc standing subcommittee. Their roles would be:

- Information Distribution. The Staff Affairs representative for each Center would collect information, report, and attend Staff Affairs meetings via teleconference.
- Staff Appreciation Fair. Each Center (in collaboration with Staff Affairs) would hold a Staff Appreciation Fair at their location during Staff Appreciation month.
- Information Liaison. For any information items that are needed, the representative would be the contact for his/her location. Examples of responsibilities could include: information gathering and dissemination, Human Resources visit coordination (for benefits-related purposes, training, etc.), communication about Staff Affairs activities (Staff Appreciation Fair, War on Hunger, policy issues, etc.), and communication/efforts in other areas.

The Assistant Vice President of Human Resources serves on [SACStaff Affairs](#) in an advisory capacity, without vote.

**Section 3. Term.** [SACStaff Affairs](#) members are elected to serve a term of three years. No ~~SAC~~ member may be elected to more than two consecutive terms.

**Section 4. Eligibility.** All staff, as defined in Article II, Section 1, are eligible for membership on [SACStaff Affairs](#).

**Section 5. Vacancies.**

**a.** The Chair of [SACStaff Affairs](#) must declare a position vacant if a member is absent from four (4) consecutive meetings unless the member has informed the Chair and the absence is considered excused. Excused absences include approval of accrued leave and professional obligations. [SACStaff Affairs](#) will fill the vacancy in the method described in Article III, Section 5, Paragraph b.

**b.** Vacancies are filled as quickly as possible by appointment of the candidate who, at the most recent election for the position vacated, had the next highest number of votes. If the vacancy cannot be filled in this way, the [SACStaff Affairs](#) media coordinator gives notice of the vacancy as soon as possible in official UI communications and/or publications (i.e., The Register, Today@Idaho, [SACStaff Affairs](#) website), as well as via [SACStaff Affairs](#) email listservs, giving staff an opportunity to volunteer for [SACStaff Affairs](#) service. The chair will appoint a person from the same group to complete the unexpired term from those responding to the vacancy notice; the appointment is subject to [SACStaff Affairs](#) approval. A person appointed is eligible for election to the succeeding term.

**Section 6. Change of Constituency.** A [SACStaff Affairs](#) member who changes job classifications, which then results in a change of constituency, may finish the remaining portion of that year of the term of office. Any remaining portion of the term will be filled by election at the next election of [SACStaff Affairs](#) members; a [SACStaff Affairs](#) member so elected is eligible for election to the succeeding term.

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The member, whose new job classification puts them in a different category, should run for election on the next regular election ballot if a vacancy exists for the new classification. If a vacancy exists after a regular election, this person may be appointed to the new classification term.

**ARTICLE IV--ELECTIONS.**

**Section 1. Continuity.** To provide continuity of membership on [SACStaff Affairs](#), approximately one-third of the member positions are filled by election each year. As far as possible, terms of members representing the same group are staggered.

**Section 2. Election Date.** Elections of [SACStaff Affairs](#) members are held such that the election results are presented at the April regular [SACStaff Affairs](#) meeting. The election date is announced in official UI communications and/or publications (i.e., The Register, Today@Idaho, [SACStaff Affairs](#) website), as soon as possible.

**Section 3. Nominations.** Appropriate procedures for nominations and elections are developed by the Elections Subcommittee and approved by [SACStaff Affairs](#) (see Article IX).

**Section 4. Seating of Members.** Those elected are seated as [SACStaff Affairs](#) members at the first regular [SAC](#) meeting in June.

**ARTICLE V--OFFICERS.**

**Section 1. Election and Appointment of Officers.** At the May regular meeting, [SACStaff Affairs](#) elects a chair and a vice chair to serve for the year beginning with the first meeting in June. The new chair appoints a secretary, treasurer, off-campus representative, and media coordinator to serve the same term; these appointments are subject to the approval of [SACStaff Affairs](#).

Only seated [SACStaff Affairs](#) members are eligible to vote in the election. Only those persons who have been seated on [SACStaff Affairs](#) are eligible for the office of chair. *[rev. 1-07]*

[SACStaff Affairs](#) members who know they are going to be absent from officer and new member elections may cast an absentee vote in writing or email. The member's absentee vote must be received by the [SACStaff Affairs](#) chair prior to the election. *[add. 1-07]*

**Section 2. Chair.** The chair:

- a. Presides at all meetings of [SACStaff Affairs](#);
- b. In consultation with [SACStaff Affairs](#), appoints required subcommittee chairs;
- c. Maintains lines of communication between [SACStaff Affairs](#) and the president, the Faculty Affairs Committee, the Faculty Council, and staff;
- d. Performs all other duties pertaining to the office of chair.

**Section 3. Vice Chair.** The vice chair:

- a. Assumes the duties and responsibilities of the chair in the absence or disability of the chair;
- b. Works closely with, and attends [SACStaff Affairs](#) related meetings with the Chair; prepares reports of recommendations on policy actions for presentation to the president
- c. Is Chair of committees, convening meetings of standing and ad hoc committees, assuring procedures are followed and that specific charges of each committee are carried out;
- d. Performs such other duties as may be assigned by the chair or by [SACStaff Affairs](#).

**Section 4. Past Chair.** The past chair is:

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- a. a valuable resource and is thus considered an ex officio member of Staff Affairs (with vote).
- b. thereby also a member of the Officers Committee, whether or not his/her term has expired.

**Section 5. Secretary. The secretary:**

- a. Maintains an accurate record of all meetings of [SACStaff Affairs](#);
- b. Submits a summary of the minutes to the media coordinator for publication in official UI communications and/or publications (i.e., The Register, Today@Idaho, [SACStaff Affairs](#) website) as soon as possible after each meeting;
- c. Maintains a notebook for the official record for the year. This notebook shall be turned in to the notebook library located in the [SACStaff Affairs](#) office each year. The notebook shall include, but is not limited to:
  - 1) Approved minutes of all meetings;
  - 2) All handouts from all meetings;
  - 3) Letters of resignation or requests to serve on the committee;
  - 4) All committee election results;
  - 5) Annual Reports;
- d. Performs such other duties as may be assigned by the chair or by [SACStaff Affairs](#).
- e. Shall send all annual reports and minutes of meetings to the UI library for official archiving
- f. Maintains responsibility for the [SACStaff Affairs](#) website.

**Section 6. Treasurer. The treasurer:**

- a. Maintains an accurate record of all the budgets and monetary transactions of [SACStaff Affairs](#);
- b. Reports to [SACStaff Affairs](#) at all regular meetings;
- c. Performs such other duties as may be assigned by the chair or by [SACStaff Affairs](#).

**Section 7. Communications On/Off Campus. The Communications representative:**

- a. Helps promote better, consistent, and increased communication with the University of Idaho's on/off-campus staff;
- b. Finds a contact person for each off campus site;
- c. Mails all [SACStaff Affairs](#) materials meeting handouts to off-campus locations;
- d. Creates an e-mail distribution list for all off-campus contact people and sends "staff" e-mail to them for distribution;
- e. Addresses issues and concerns that on/off-campus staff may have, including bringing the information to Staff Affairs Committee meetings;
- f. Performs such other communications duties as may be assigned by the chair or by [SACStaff Affairs](#).

**Section 8. Media Coordinator. The media coordinator:**

- a. Serves as a consistent contact person for information to be published or released to various media sources;
- b. Gathers information from the chair, vice chair, secretary, and subcommittee chairs to be distributed for publication;
- c. Ensures all articles or releases are approved by the chair;
- d. Distributes information to the appropriate media organizations, such as The Register, KUID TV, local newspapers and radio stations, in a timely manner;
- e. Reports to [SACStaff Affairs](#) at all regular meetings;
- f. Maintains a record of all releases;
- g. Performs such other duties as may be assigned by the chair or by [SACStaff Affairs](#).

**Section 9. Filling Officer Vacancies.**

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- a. In the case of the position of Staff Affairs Committee chair being vacant, the vice chair shall become the acting chair until the next regular meeting of [SACStaff Affairs](#), at which time any unexpired portion of the term shall be filled by a special election. If the vice chair becomes the chair at the special election, a new vice chair will also be elected at this meeting.
- b. In the case of the position of Staff Affairs Committee vice chair being vacant, at the next regular meeting of [SACStaff Affairs](#) a special election will be held to fill any unexpired portion of the term of vice chair.
- c. In the case of the positions of secretary, treasurer, off-campus representative, or media coordinator being vacant, at the next regular meeting of [SACStaff Affairs](#) the chair will appoint a secretary, treasurer, off-campus representative, or media coordinator to fill any unexpired portion of the term of that office. The appointment will be subject to the approval of [SACStaff Affairs](#).

**ARTICLE VI--ANNUAL REPORTS.**

**Section 1. Annual Reports.** [SACStaff Affairs](#) will compile an annual report. A preliminary report is to be presented at the June meeting of every year. The final copy of the Annual Report shall be submitted to the membership at the September meeting. Copies of the report will be sent to the President's Office, Provost's Office, Faculty Secretary's Office, and UI library archives.

**Section 2. Contributors.** The report will be composed of year-end summaries from each of the following members:

- a. the chair;
- b. the vice chair;
- c. the secretary;
- d. the treasurer;
- e. the on/off-campus communications representative;
- f. the media coordinator;
- g. the chairs of all standing subcommittees;
- h. the chairs of all ad hoc subcommittees;

**Section 3. The Official Record.** The annual report will constitute the official record for the year for [SACStaff Affairs](#). The final copy will be kept in the yearly Official Record Notebook maintained by the secretary.

**ARTICLE VII--STAFF AFFAIRS COMMITTEE MEETINGS.**

**Section 1. Regular Meetings.** [SACStaff Affairs](#) will hold at least six regular meetings each calendar year. [SACStaff Affairs](#) designates the time and place for regular meetings.

- a. Quorum. A quorum of [SACStaff Affairs](#) consists of half of the voting members of Staff Affairs.
- b. Agenda. The chair is responsible for the preparation of the agenda and distributes it to the members of [SACStaff Affairs](#) (and all staff, if electronic mail permits) at least one week before each regular meeting.
- c. Record of Attendance. The minutes of each meeting will show the names of the members present and of those absent.

**Section 2. Executive Committee Meetings.** The function of the Executive Committee meetings is to act for [SACStaff Affairs](#) on emergency matters when [SACStaff Affairs](#) will not have a regular meeting for a period of two weeks or more, and an issue pertinent to [SACStaff Affairs](#) requires an immediate response. The Executive Committee reports to [SACStaff Affairs](#), and [SACStaff Affairs](#) retains the authority to review actions of the Executive Committee.

- a. Structure and Quorum. The Executive Committee is made of such members of [SACStaff Affairs](#) as are present at a meeting called upon 24 hours written, electronic, or oral notice. Five voting members of [SACStaff Affairs](#) constitute a quorum for the meetings of the Executive Committee.
- b. Officers. The officers of [SACStaff Affairs](#) also serve as the officers of the Executive Committee. In the absence or incapacity of both the chair and the vice chair, the members of the Executive Committee attending the

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Executive Committee meeting will designate a chair pro tempore. Minutes of Executive Committee meetings will be kept and presented in written form at the next regular meeting of [SACStaff Affairs](#).

c. Call of Meetings. Executive Committee meetings may be called on 24 hours' notice by the chair or vice chair or by the president of the university or the president's designee.

**ARTICLE VIII -- MEETINGS OF THE UNIVERSITY STAFF.**

**Section 1. Meetings.** A meeting of the UI staff will be called when requested by four or more members of [SACStaff Affairs](#) or upon the written petition of at least 20 staff members. Notice of such a meeting must be given to the staff at large two weeks before the proposed meeting via official UI communications and/or publications (i.e., The Register, Today@Idaho, [SACStaff Affairs](#) website). Notice will also be given via the [SACStaff Affairs](#) email list serves. The president or the president's designee may call a meeting at any time. The chair of [SACStaff Affairs](#) presides at meetings of the staff.

**Section 2. Quorum.** Those staff members present at a meeting properly called in accordance with this article constitute a quorum.

**Section 3. Agenda.** An agenda listing all substantive items to be acted upon must be published in official UI communications and/or publications (i.e., The Register, Today@Idaho, [SACStaff Affairs](#) website), and sent via [SACStaff Affairs](#) email listservs, at least one week before the meeting.

**ARTICLE IX--SUBCOMMITTEES.**

**Section 1. Standing Subcommittees.** The standing subcommittees will be appointed at the first regular meeting of [SACStaff Affairs](#) in June. Each subcommittee is responsible for maintaining a list of standing rules, policies and procedures which must be approved by [SACStaff Affairs](#). The [SACStaff Affairs](#) chair will appoint a chair of each standing subcommittee. The chair shall be an ex officio (with vote) member of all standing subcommittees, except the Officer Nomination Subcommittee. The standing subcommittees of [SACStaff Affairs](#) are:

- a. Election Subcommittee. The Election Subcommittee manages two tasks:
  1. The Election Subcommittee manages the nomination and election process for new members of [SACStaff Affairs](#) by:
    - (a) Submitting a statement to the Media Coordinator stating which member positions are to be filled by election, for publication in official UI communications and/or publications (i.e., The Register, Today@Idaho, [SACStaff Affairs](#) website), during the month of February. Notice will also be sent via [SACStaff Affairs](#) email listservs. Nominations must be in writing and signed by the nominator.
    - (b) Confirming the eligibility and availability of each nominee;
    - (c) Preparing and distributing ballots, ensuring that each eligible staff employee has an opportunity to vote;
    - (d) Collecting and counting the ballots;
    - (e) Reporting the election results to [SACStaff Affairs](#) at the April regular meeting. The election results are validated and the winning candidates named. The [SACStaff Affairs](#) secretary records the order in which all candidates finished in the election.

In the event the number of candidates and vacancies are equal in any category – the election shall be considered non-contested. These positions shall be elected by voice vote at the April [SACStaff Affairs](#) meeting.
  2. The Election Subcommittee monitors the vacancies and filling of staff positions on all UI standing committees.
- b. Officer Nomination Subcommittee. The Officer Nomination Subcommittee manages the process for electing new officers for [SACStaff Affairs](#) in May. Nominations for new officers may be made from the floor or submitted to the chair of the subcommittee.
- c. Staff Educational Awards Subcommittee. The Staff Educational Awards Subcommittee solicits contributions to the Staff Educational Endowment Fund, invites nominations for awards, ensures that

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information is provided to all staff and faculty regarding donations to the scholarship fund, and conducts the selection process. The nomination process is governed by these bylaws and states that a name shall be entered into nomination only once each year. The selection process is governed by the Endowment Fund criteria. The chair of the subcommittee must present the final number of awards and award amounts for the year to [SACStaff Affairs](#) for approval. The results are presented at the annual Staff Awards Reception.

**d.** Staff Awards Reception Subcommittee. The Staff Awards Reception Subcommittee coordinates the annual Outstanding Employee Award nominations, selection, and award process and plans the annual Staff Awards Reception. The Awards Subcommittee works closely with the President's office and other administrators to coordinate the awarding of the awards.

**e.** Staff Appreciation Fair Subcommittee. The Staff Appreciation Fair Subcommittee plans and produces the annual Staff Appreciation Fair.

**f.** Staff Forum Subcommittee. The Staff Forum Subcommittee plans the annual Staff Forum.

**g.** Benefits and Compensation Subcommittee. The Benefits and Compensation Subcommittee addresses issues directly related to benefits and compensation for staff.

**h.** Bylaws Review and Revision Subcommittee. The Bylaws Subcommittee oversees the bylaws to make sure they are up to date and accurate for the times. The Bylaws Subcommittee shall review and initiate revisions to the bylaws and facilitate presentation of amendments to [SACStaff Affairs](#) and UI Staff for recommendation of approval by vote as required. The chair of the Bylaws Subcommittee will also serve as parliamentarian during [SACStaff Affairs](#) meetings. *[rev. 1-07]*

**i.** Communications Subcommittee. The Communication Subcommittee is responsible for maintaining and updating the [SACStaff Affairs](#) website, assisting with the creation of print material for other subcommittees, distribution of a "Welcome to [SACStaff Affairs](#) letter" to new members, distributing information to UI staff members via the [SACStaff Affairs](#) listserv, and serving as a communication bridge between staff and administration; researching issues/ideas and presenting this information to the committee to include those items that are submitted via the website, at committee meetings or by email inquiries. *[add 1-07]*

**j.** Officers' Subcommittee. The Officer's Subcommittee is responsible for setting agenda items for the monthly [SACStaff Affairs](#) meetings. Members of this committee are the chair, past chair, vice chair, secretary, treasurer, on-off campus communications representative, media coordinator, chairs of all standing subcommittees, and chairs of all ad hoc subcommittees. *[add 1-07]*

**Section 2. Ad Hoc Subcommittees.** Ad Hoc Committees will be appointed as needed. The [SACStaff Affairs](#) chair will appoint a chair of each ad hoc subcommittee. [SACStaff Affairs](#) must approve a motion to form an Ad Hoc committee.

**ARTICLE X--PARLIAMENTARY AUTHORITY.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern [SACStaff Affairs](#) in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order [SACStaff Affairs](#) may adopt.

**ARTICLE XI--AMENDMENTS.** These bylaws may be amended either by a majority vote of the members of the staff voting at a duly called University Staff Meeting or by a majority vote of the members of the staff voting on a mail or electronic ballot. The notice of proposed bylaw amendments must be published at least two weeks prior to the vote in official UI communications and/or publications (i.e., The Register, Today@Idaho, [SACStaff Affairs](#) website). These bylaws and amendments thereto are subject to review and approval by the president of the university or the president's designee.

**TO: University Curriculum Committee**

**FROM: University Committee for General Education**

**RE: Proposed Change Regulation J-3 [Effective: Summer 2008]**

**DATE: October 05, 2007**

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**Rationale:** For the past year, in response to faculty concerns that the clusters portion of the Core Curriculum is confusing to students and advisers, UCGE has been working on a revision to that portion. What comes now to UCC is the result of that deliberation. **This proposal does not affect the total number of credits in the general education requirement:** that remains at 33 (or 34, if a student takes two lab science courses). **The proposal also does not affect the total number of credits within the General Core Studies portion:** that remains at 18. What is different is that students will now choose from concise lists of courses fulfilling humanities, social science, international, and capstone requirements, without reference to connections among them. All Core Discovery courses beginning fall 2008 will give a student 4 social science credits and 3 humanities credits. Students then will fulfill their remaining humanities/social science requirement by taking courses from these lists, as specified in the proposed change.

Most of the courses on the lists appeared within one or more of the clusters. The new lists were generated by asking all departments across campus to re-propose these courses or to propose new ones to fit slightly new guidelines (e.g., guaranteeing that the course would be offered frequently enough, with sufficient space to accommodate general education students, without prerequisites, and taught by well-credentialed faculty). UCGE carefully reviewed all proposed courses and (through three separate invitations to faculty, deans, directors, and department heads) tried to make sure that all departments were aware of the intention to change this section of the general education requirements. Many faculty responded to the proposed change with tremendous enthusiasm. As is the case with all catalog requirements, these lists will undoubtedly change over time. But UCGE is satisfied that the currently-proposed lists offer a wide range of choice to students and also adequately accommodate college and departmental curricular strictures. There can be no doubt that this proposal will simplify advising.

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**J-3. Subject Requirements (Core Curriculum).** A university education is a preparation both for living and for making a living. It offers an opportunity not only to lay the foundations of a career, but also to develop the mind to its highest potential, to cultivate the imagination as well as the power to reason, and to gain the intellectual curiosity that makes education a life-long enterprise. A central component of this preparation is the requirement that a student working toward a baccalaureate degree must complete the necessary course work in the four categories described below. This requirement is to be satisfied by earning the minimum number of credits specified for each category. (Transfer students have two options for fulfilling this requirement; these are described under "General Education Requirements for Transfer Students" in the Undergraduate Admission section in Part 2 of this catalog). **Courses that fulfill requirements in each category are reviewed each year and the list is updated in the Spring. Students and advisors are encouraged to check the list when it is published in the Spring to be aware of any additional courses that have been added to meet specific requirements.** Courses that are approved to satisfy a core requirement can be used to satisfy those requirements even if the course is completed prior to being approved as a core course.

Note: Remedial courses may not be used to satisfy any of these requirements. **Degree-seeking students must be enrolled in Engl 090, 101, or 102 in their first semester in residence and in each subsequent semester until they have passed Engl 102. They must also be enrolled in Math 108 or in a course that meets the core requirement in mathematics, statistics, or computer science in their first year in residence and in each subsequent semester until the core requirement in mathematics, statistics, or computer science has been satisfied.**

**J-3-a. Communication (5-7 cr).** The purpose of this requirement is to develop the ability to organize one's thoughts, to express them simply and clearly, to observe the standards and conventions of language usage, and to suit tone to audience. The requirement is proficiency in written English equal to that needed for the completion of UI course Engl 102 and the completion of one additional course in this category.

**Public Speaking.** Students who receive a passing grade in Comm 101, Fundamentals of Public Speaking, are expected to develop and demonstrate the ability to make oral presentations in one-on-one settings, small groups, and large groups. Students should be able to demonstrate basic competency in (1) organization and preparation, (2) oral language use and presentation, and (3) addressing audience needs and interests.

**Written English.** Students who receive a passing grade in any of the six English classes included in the core are expected to develop and demonstrate competencies in their writing in (1) organization and development, (2) sentence variety and word choice, and (3) language usage conventions.

The following specific provisions apply to the English composition component:

- (1) Students who attain a satisfactory score on the College Board English Achievement or Scholastic Aptitude (Verbal) Test or the American College Testing (ACT) English Test will be awarded credit and grades of P for Engl 101 and 102. Also, students who attain a score of 4 on the Advanced Placement Test in English will be awarded credit and a grade of P for Engl 101 and students who attain a score of 5 on the Advanced Placement Test in English will be awarded credit and grades of P for Engl 101 and 102.
- (2) Students who do not meet the conditions stated in paragraph (1) will be tentatively placed, on the basis of their scores on the tests cited above, in either Engl 101 or 102.
- (3) UI accepts credits earned in comparable writing courses taken at other accredited institutions. (See credit limitation in J-5-d.)

Comm 101 Fundamentals of Public Speaking (2 cr)  
 Engl 207 Persuasive Writing (3 cr)  
 Engl 208 Personal and Exploratory Writing (3 cr)  
 Engl 209 Inquiry-Based Writing (3 cr)  
 Engl 313 Business Writing (3 cr)  
 Engl 316 Environmental Writing (3 cr)  
 Engl 317 Technical Writing (3 cr)  
 Phil 102 Reason and Rhetoric (2 cr)

**J-3-b. Natural and Applied Science (8 cr which include two course with accompanying labs OR 7 cr which includes a CORS course and one course with lab).** The purpose of this requirement is to develop a better understanding of the physical and biological world by learning some of the principles that explain the natural phenomena of the universe, the experimental method used to derive those principles, and their applications.

Study in this area is undertaken as part of the general education requirements in order to promote scientific literacy, that is, the ability to read and understand the science issues being debated in society. Scientific literacy is essential if citizens are to make informed judgments on the wide range of issues that affect their everyday lives. Students receiving passing grades in the natural and applied science courses of the core curriculum will demonstrate competency in the following areas: (1) knowledge of scientific principles; (2) the ability to write clearly and concisely using the style appropriate to the sciences; (3) the ability to interpret scientific data; (4) the ability to analyze experimental design critically; and (5) the development of laboratory skills.

Biol 102 Biology and Society (4 cr)  
 Biol 115 Cells and the Evolution of Life (4 cr)  
 Biol 116 Organisms & Environments (4 cr)  
~~Chem 100 Chemistry and the Citizen (4 cr), OR~~ Chem 101 Introduction to Chemistry I (4 cr), OR Chem 111 Principles of Chemistry I (4 cr)  
 Chem 112 Principles of Chemistry II (5 cr)  
 CORS 205-297 Integrated Science (3 or 4 cr)  
~~Ent 211 Insect Biology (4 cr)~~  
 EnvS 101 Introduction to Environmental Science, and EnvS 102 Field Activities in Environmental Sciences (4 cr)\*  
 Geog 100 Physical Geography (4 cr)  
 Geol 101 Physical Geology (4 cr)  
 Geol 102 Historical Geology (4 cr)  
 MMBB 154, 155 Introductory Biology of Bacteria and Viruses (4 cr)\*  
 MMBB 250, 255 General Microbiology and Lab (5 cr)\*  
 Phys 100 Fundamentals of Physics (4 cr)  
 Phys 103, 104 General Astronomy and Lab (4 cr)\*  
 Phys 111 General Physics I (4 cr)  
 Phys 112 General Physics II (4 cr)  
 Phys 211 Engineering Physics I (4 cr)  
 Phys 212 Engineering Physics II (4 cr)  
 Soil 205, 206 The Soil Ecosystem and Lab (4 cr)\*

\*To be counted toward satisfaction of this requirement, the full four or five credits (that is, both the lecture course and the accompanying laboratory course) must be completed.

**J-3-c. Mathematics, Statistics, or Computer Science (3 cr).** These courses develop analytical, quantitative, and problem solving skills by involving students in doing mathematics, statistics, or computer science and by focusing on understanding the concepts of these disciplines.

Students receiving passing grades in mathematics, statistics, or computer science will have the ability to recognize, analyze, and solve problems.

CS 101 Introduction to Computer Science (3 cr)  
 CS 112 Introduction to Problem Solving and Programming (3 cr)  
 Math 123 Mathematics Applied to the Modern World (3 cr)  
 Math 130 Finite Mathematics (3 cr)  
 Math 137 Algebra with Applications (3 cr)  
 Math 143 Pre-calculus Algebra and Analytic Geometry (3 cr)  
 Math 160 Survey of Calculus (4 cr)  
 Math 170 Analytic Geometry and Calculus I (4 cr)  
 Stat 150 Introduction to Statistics (3 cr)  
 Stat 251 Statistical Methods (3 cr)

**J-3-d. General Core Studies (18 cr):** Within the requirements below, students must complete at least one upper division course, and must complete courses from at least three different disciplines. Core Discovery courses may not be counted towards the three discipline requirement.

**(1) Core Discovery (7 cr):** One course from CORE 103-149 (open to freshmen only) and one course from CORE 153-199 (open to freshmen and sophomores only).

**(2) Humanities (3 cr):** One course chosen from the approved humanities courses listed below.

**(3) Social Sciences (3 cr):** One course chosen from the approved social science courses listed below.

**(4) International Course:** One course chosen from the approved international courses listed below. Students are required to complete one International course. If a student takes a Core Discovery, Humanities or Social Science course that also appears on the list of approved International courses then this requirement is considered to be completed. This requirement may be waived if a student successfully completes an approved Summer, Fall, or Spring term abroad through the International Programs Office.

**(5) Additional Course(s) (2-5 cr):** Additional coursework to total 18 credits chosen from the approved capstone, humanities, social sciences, or international courses listed below.

~~**J-3-d. General Core Studies (GCS).** 18 credits from the following:~~

~~**(1) Core Discovery:** One course from CORE 103-149 (open to freshmen only) and one course from CORE 153-199 (open to freshmen and sophomores only).~~

~~**(2) Cluster Courses:** Three courses (minimum 8 credits) chosen from one approved core cluster (see below). (Students in the University Honors Program are not restricted to the core cluster courses, but may elect to choose Honors courses.) The three courses must include at least two different disciplines and at least one upper division course. **Note:** CORE and CORS courses may not count toward the two discipline requirement.~~

~~**(3) International Course [I]:** One approved international course with a contemporary international or global focus.~~

~~**(4) Humanities [H]/Social Sciences [S]:** 14 credits in a combination of humanities and social science courses with a minimum of six credits in humanities and six credits in social sciences.~~

~~Additional credits to total the required 18 credits may be selected from courses in any core cluster, the international course listing and the approved listing of fine arts and capstone courses.~~

~~A course may be used toward more than one of the above requirements but may count only once toward the required 18 credits.~~

Approved Humanities Courses:

AmSt 301 Studies in American Culture (3 cr)  
Art 100 World Art and Culture (3 cr)  
Art 202 Early Modern Art and Aesthetics (3 cr)  
Art 205 Visual Culture (3 cr)  
Art 213 History and Theory of Modern Design I (3 cr)  
Art 302 Modern Art and Theory (3 cr)

[Art 382 History of Photography \(3 cr\)](#)  
[Art 407 New Media \(3 cr\)](#)  
[Dan 100 Dance in Society \(3 cr\)](#)  
[Engl 175 Introduction to Literary Genres \(3 cr\)](#)  
[Engl 257 Literature of Western Civilization \(3 cr\)](#)  
[Engl 258 Literature of Western Civilization \(3 cr\)](#)  
[Engl 342 Survey of British Literature \(3 cr\)](#)  
[Engl 344 Survey of American Literature \(3 cr\)](#)  
[Engl 345 Shakespeare \(3 cr\)](#)  
[Engl 375 The Bible as Literature \(3 cr\)](#)  
[Engl 481 Women's Literature \(3 cr\)](#)  
[Engl 484 American Indian Literature \(3 cr\)](#)  
[FLEN 313 Modern French Literature in Translation \(3 cr\)](#)  
[FLEN 315 French Cinema \(3 cr\)](#)  
[FLEN 324 German Literature in Translation \(3 cr\)](#)  
[FLEN 363 Literature of Ancient Greece and Rome \(3 cr\)](#)  
[FLEN 364 Literature of Ancient Greece and Rome \(3 cr\)](#)  
[FLEN 394 Latin American Literature in Translation \(3 cr\)](#)  
[FLEN 420 International Cinema and National Literatures \(3 cr\)](#)  
[MusH 101 Survey of Music \(3 cr\)](#)  
[MusH 201 History of Rock and Roll \(3 cr\)](#)  
[Phil 103 Ethics \(3 cr\)](#)  
[Phil 201 Critical Thinking \(3 cr\)](#)  
[Phil 240 Belief and Reality \(3 cr\)](#)  
[Phil 351 Philosophy of Science \(3 cr\)](#)  
[Phil 361 Professional Ethics \(3 cr\)](#)  
[TheF 101 Introduction to the Theatre \(3 cr\)](#)

Approved Social Science Courses:

[AmSt 201 Introduction to Ethnic Studies \(3 cr\)](#)  
[Anth 100 Introduction to Anthropology \(3 cr\)](#)  
[Anth 220 Peoples of the World \(3 cr\)](#)  
[Anth 329 North American Indians \(3 cr\)](#)  
[Comm 233 Interpersonal Communication \(3 cr\)](#)  
[Comm 331 Conflict Management \(3 cr\)](#)  
[Comm 335 Intercultural Communication \(3 cr\)](#)  
[Econ 201 Principles of Economics \(3 cr\)](#)  
[Econ 202 Principles of Economics \(3 cr\)](#)  
[Econ 272 Foundations of Economic Analysis \(4 cr\)](#)  
[For 235 Society and Natural Resources \(3 cr\)](#)  
[Geog 165 Human Geography \(3 cr\)](#)  
[Geog 200 World Regional Geography \(3 cr\)](#)  
[Geog 365 Political Geography \(3 cr\)](#)  
[Hist 101 History of Civilization \(3 cr\)](#)  
[Hist 102 History of Civilization \(3 cr\)](#)  
[Hist 111 Introduction to U.S. History \(3 cr\)](#)  
[Hist 112 Introduction to U.S. History \(3 cr\)](#)  
[JS 101 Introduction to the Justice System \(3 cr\)](#)  
[PoIS 101 Introduction to Political Science and American Government \(3 cr\)](#)  
[PoIS 205 Introduction to Comparative Politics \(3 cr\)](#)  
[PoIS 275 American State and Local Government \(3 cr\)](#)  
[PoIS 338 American Foreign Policy \(3 cr\)](#)  
[Psyc 101 Introduction to Psychology \(3 cr\)](#)  
[Soc 101 Introduction to Sociology \(3 cr\)](#)  
[Soc 230 Social Problems \(3 cr\)](#)  
[Soc 250 Social Conflict \(3 cr\)](#)

Approved International Courses:

[Art 100 World Art and Culture \(3 cr\)](#)  
[Anth 220 Peoples of the World \(3 cr\)](#)  
[Anth 261 Language and Culture \(3 cr\)](#)  
[Art 202 Early Modern Art and Aesthetics \(3 cr\)](#)  
[Art 208 Italian Renaissance Art and Culture \(3 cr\)](#)

[Art 213 History and Theory of Modern Design I \(3 cr\)](#)  
[Art 302 Modern Art and Theory \(3 cr\)](#)  
[Art 303 Contemporary Art and Theory \(3 cr\)](#)  
[Art 313 History and Theory of Modern Design II \(3 cr\)](#)  
[Chin 201 Chinese Third Semester \(4 cr\)](#)  
[Chin 202 Chinese Fourth Semester \(4 cr\)](#)  
[Comm 335 Intercultural Communication \(3 cr\)](#)  
[Core 107 Cultural Encounters: The Latino Story \(4 cr\)](#)  
[Core 113 Globalization \(4 cr\)](#)  
[Core 116 The Sacred Journey: Religions of the World \(4 cr\)](#)  
[Core 117 The Movies, The World, and You \(4 cr\)](#)  
[Core 157 Cultural Encounters: The Latino Story \(3 cr\)](#)  
[Core 163 Globalization \(3 cr\)](#)  
[Core 166 The Sacred Journey: Religions of the World \(3 cr\)](#)  
[Core 167 The Movies, The World, and You \(3 cr\)](#)  
[Engl 481 Women's Literature \(3 cr\)](#)  
[FCS 419 Dress and Culture \(3 cr\)](#)  
[FLEN 307 The European Union \(3 cr\)](#)  
[FLEN 315 French Cinema \(3 cr\)](#)  
[FLEN 324 German Literature in Translation \(3 cr\)](#)  
[FLEN 391 Hispanic Film \(3 cr\)](#)  
[FLEN 392 Contemporary European Fiction Film \(3 cr\)](#)  
[FLEN 394 Latin American Literature in Translation \(3 cr\)](#)  
[FLEN 420 International Cinema and National Literatures \(3 cr\)](#)  
[FLEN 421 Women in Cinema: The International Scene \(3 cr\)](#)  
[Fren 201 Intermediate French I \(4 cr\)](#)  
[Fren 202 Intermediate French II \(4 cr\)](#)  
[Geog 165 Human Geography \(3 cr\)](#)  
[Geog 200 World Regional Geography \(3 cr\)](#)  
[Geog 350 Geography of Development \(3-4 cr\)](#)  
[Geog 360 Population Dynamics and Distribution \(3-4 cr\)](#)  
[Geog 365 Political Geography \(3 cr\)](#)  
[Germ 201 Intermediate German I \(4 cr\)](#)  
[Germ 202 Intermediate German II \(4 cr\)](#)  
[Ital 201 Intermediate Italian I \(4 cr\)](#)  
[Ital 202 Intermediate Italian II \(4 cr\)](#)  
[Japn 201 Intermediate Japanese I \(4 cr\)](#)  
[Japn 202 Intermediate Japanese II \(4 cr\)](#)  
[LArc 390 Italian Hill Towns and Urban Centers \(3 cr\)](#)  
[PolS 205 Introduction to Comparative Politics \(3 cr\)](#)  
[Russ 201 Third Semester Russian \(4 cr\)](#)  
[Russ 202 Fourth Semester Russian \(4 cr\)](#)  
[Span 201 Intermediate Spanish I \(4 cr\)](#)  
[Span 202 Intermediate Spanish II \(4 cr\)](#)

Approved Capstone Courses:

[AgEc 478 Advanced Agribusiness Management \(3 cr\)](#)  
[Art 490 BFA Art/Design Studio \(6 cr, max 12\)](#)  
[Art 491 Information Design \(3 cr, max 9\)](#)  
[Art 495 BFA Senior Thesis \(2 cr, max 4\)](#)  
[BAE 478 Engineering Design I \(3 cr\)](#)  
[BAE 479 Engineering Design II \(3 cr\)](#)  
[Bus 490 Strategic Management \(3 cr\)](#)  
[CE 493 Senior Design Project \(1-3 cr, max 4 cr\)](#)  
[CE 494 Senior Design Project \(1-3 cr, max 4 cr\)](#)  
[ChE 452 Environmental Management and Design \(3 cr, max arr\)](#)  
[ChE 454 Chemical Process Analysis and Design \(3 cr\)](#)  
[ECE 481 EE Senior Design II \(3 cr\)](#)  
[ECE 483 Computer Engineering Senior Design II \(3 cr\)](#)  
[EnvS 497 \(s\) Senior Research and Thesis \(3 cr\)](#)  
[ForP 495 Product and Process Development and Commercialization \(3 cr\)](#)  
[LArc 480 The Emerging Landscape \(3 cr\)](#)  
[ME 424 Mechanical Systems Design I \(3 cr\)](#)  
[ME 426 Mechanical Systems Design II \(3 cr\)](#)

**Core Clusters:****American Indian Experience**

~~AIST 320 The Celluloid Indian: American Indians in Popular Film (3 cr) [H]~~  
~~AIST 401 Contemporary American Indian Issues (3 cr) [S]~~  
~~AmSt 201 Introduction to Ethnic Studies (3 cr) [S]~~  
~~Anth 100 Introduction to Anthropology (3 cr) [S]~~  
~~Anth 320 North American Indians (3 cr) [S]~~  
~~Anth 422 Plateau Indians (3 cr) [S]~~  
~~Anth/Soc 427 Racial and Ethnic Relations (3 cr) [S]~~  
~~CORE 153 Race, Ethnicity, and Identity (3 cr) [H]~~  
~~Engl 484 American Indian Literature (3 cr) [H]~~  
~~Hist 111 Introduction to U.S. History (3 cr) [S]~~  
~~Hist 142 Introduction to U.S. History (3 cr) [S]~~  
~~Hist 431 History of Indian-White Relations (3 cr) [S]~~

**Beyond the Workplace**

~~Comm 233 Interpersonal Communication (3 cr) [S]~~  
~~CORE 162 Feel the Groove: The Generations of Jazz from Blues to Hip Hop (3 cr) [H]~~  
~~CSS 287 Foundations of Conservation Leadership and Management (2 cr)~~  
~~CSS 304 Conservation Social Sciences Field Studies (3 cr)~~  
~~Dan 100 Dance in Society (3 cr) [H]~~  
~~PEP 310 Cultural and Philosophical Aspects of Sport (2 cr)~~  
~~Phil 103 Ethics (3 cr) [H]~~  
~~Psyc 101 Introduction to Psychology (3 cr) [S]~~  
~~Psyc 320 Introduction to Social Psychology (3 cr) [S]~~  
~~Rec 260 Historical Perspectives of Leisure and Society (3 cr)~~  
~~Rec 420 Experiential Education (2 cr)~~  
~~Soc 101 Introduction to Sociology (3 cr) [S]~~  
~~Soc 230 Social Problems (3 cr) [S]~~

**Conflict in Public and Private Life**

~~Anth 100 Introduction to Anthropology (3 cr) [S]~~  
~~Anth 428 Social and Political Organization (3 cr) [S]~~  
~~Bus 311 Introduction to Management (3 cr)~~  
~~Comm 331 Conflict Management (3 cr)~~  
~~CSS 486 Public Involvement in Natural Resource Management (3 cr)~~  
~~Econ 202 Principles of Economics (3 cr) [S]~~  
~~Econ 272 Foundations of Economic Analysis (4 cr) [S]~~  
~~Econ 407 Public Finance (3 cr) [S]~~  
~~Hist 458 Military History (3 cr) [S]~~  
~~Phil 103 Ethics (3 cr) [H]~~  
~~Phil 436 Philosophy of War and Peace (3 cr) [H]~~  
~~PolS 237 International Politics (3 cr) [I, S]~~  
~~Psyc 101 Introduction to Psychology (3 cr) [S]~~  
~~Psyc 320 Introduction to Social Psychology (3 cr) [S]~~

**Environmental and Natural Resource Politics**

~~AgEc 477 Law, Ethics, and the Environment (3 cr) [S]~~  
~~CORE 156 The New Wild West: People and the Environment (3 cr) [S]~~  
~~CORE 161 Fire, Myth, and Mankind: Coming to Terms with Nature (3 cr) [H]~~  
~~CORS 211 Use and Abuse of Land Resources (3 cr)~~  
~~CSS/For 235 Society and Natural Resources (3 cr) [S]~~  
~~CSS 486 Public Involvement in Natural Resource Management (3 cr)~~  
~~CSS 493 International Land Preservation and Conservation Systems (3 cr) [I]~~  
~~Econ 202 Principles of Economics (3 cr) [S]~~  
~~Econ 272 Foundations of Economic Analysis (4 cr) [S]~~  
~~Econ 385 Environmental Economics (3 cr) [S]~~  
~~For 484 Forest Policy and Administration (2 cr)~~  
~~Geog 420 Land, Resources, and Environment (3 cr) [S]~~  
~~Hist 424 American Environmental History (3 cr) [S]~~  
~~Phil 103 Ethics (3 cr) [H]~~  
~~Phil 452 Environmental Philosophy (3 cr) [H]~~  
~~PolS 101 Introduction to Political Science and American Government (3 cr) [S]~~  
~~PolS 364 Politics of the Environment (3 cr) [S]~~  
~~PolS 462 Natural Resource Policy (3 cr) [S]~~

**Faith and Reason**

~~Anth 100 Introduction to Anthropology (3 cr) [S]~~  
~~Anth 251 Introduction to Physical Anthropology (3 cr) [S]~~  
~~Anth 327 Belief Systems (3 cr) [S]~~

~~CORE 159 Religion, Science, Technology, and Cultures of Time (3 cr) [H]~~  
~~CORE 166 The Sacred Journey: Religions of the World (3 cr) [H, I]~~  
~~CORE 168 Bioethics (3 cr) [H]~~  
~~Engl 375 The Bible as Literature (3 cr) [H]~~  
~~Geol 102 Historical Geology (4 cr)~~  
~~Hist 442 The Medieval Church: Europe in the Early and High Middle Ages (3 cr) [S]~~  
~~Hist 447 The Renaissance (3 cr) [S]~~  
~~Hist 457 History of the Middle East (3 cr) [I, S]~~  
~~Phil 103 Ethics (3 cr) [H]~~  
~~Phil 240 Belief and Reality (3 cr) [H]~~  
~~Phil 305 Philosophy of Religion (3 cr) [H]~~  
~~Phil 417 Philosophy of Biology (3 cr) [H]~~

#### **Food, Resources, and Global Sustainability**

~~AgEc 101 The Business of Agriculture (1 cr) [S]~~  
~~AgEc 481 Agricultural Markets in a Global Economy (3 cr) [I, S]~~  
~~Anth 100 Introduction to Anthropology (3 cr) [S]~~  
~~CORE 163 Globalization (3 cr) [H, I]~~  
~~CORS 213 Science On Your Plate (3 cr)~~  
~~Econ 201 Principles of Economics (3 cr) [S]~~  
~~Econ 272 Foundations of Economic Analysis (4 cr) [S]~~  
~~Econ 385 Environmental Economics (3 cr) [S]~~  
~~Ent 322 Economic Entomology (3 cr)~~  
~~FCS 411 Global Nutrition (2 cr) [I]~~  
~~Geog 165 Human Geography (3 cr) [I, S]~~  
~~Geog 200 World Regional Geography (3 cr) [I, S]~~  
~~Geog 360 Population Dynamics and Distribution (3-4 cr) [S]~~  
~~Phil 103 Ethics (3 cr) [H]~~  
~~Phil 452 Environmental Philosophy (3 cr) [H]~~  
~~PlSc 407 Field Crop Production (3 cr)~~

#### **Foundations of U.S. Identities: Our Cultural Heritages**

~~AmSt 301 Studies in American Culture (3 cr) [H]~~  
~~Anth 427 Racial and Ethnic Relations (3 cr) [S]~~  
~~Anth 431 Historical Archaeology (3 cr) [S]~~  
~~CORE 154 Contemporary American Experience (3 cr) [H]~~  
~~CORE 157 Cultural Encounters: The Latino Story (3 cr) [I, S]~~  
~~Engl 380 Introduction to U.S. Ethnic Literatures (3 cr) [H]~~  
~~Hist 111 Introduction to U.S. History (3 cr) [S]~~  
~~Hist 112 Introduction to U.S. History (3 cr) [S]~~  
~~Hist 313 Red, White, and Black: The Peopling of Early North America (3 cr) [S]~~  
~~Hist 315 Comparative African-American Cultures (3 cr) [S]~~  
~~Hist 416 Rise of Modern America, 1877-1900 (3 cr) [S]~~  
~~MusH 440 Studies in American Music (3 cr) [H]~~  
~~Phil 425 Philosophy and Feminism (3 cr) [H]~~  
~~PolS 101 Introduction to Political Science and American Government (3 cr) [S]~~  
~~PolS 468 Civil Liberties (3 cr) [S]~~  
~~Span 312 Readings: Hispanic Literatures of the U.S. (3 cr) [H]~~

#### **Health and Wellness**

~~Biol 121 Human Physiology (4 cr)~~  
~~CORE 168 Bioethics (3 cr) [H]~~  
~~FCS 205 Concepts in Human Nutrition (3 cr)~~  
~~FCS 462 Eating Disorders (2 cr)~~  
~~H&S 150 Wellness Lifestyles (3 cr)~~  
~~H&S 350 Stress Management and Mental Health (2 cr)~~  
~~H&S 450 Consumer Health and Health Care Issues (2 cr)~~  
~~MMBB 154 Introductory Microbiology (3 cr)~~  
~~MMBB 155 Introductory Microbiology Laboratory (1 cr)~~  
~~PEP 201 Fitness Activities and Concepts (2 cr)~~  
~~Phil 365 Biomedical Ethics (3 cr) [H]~~  
~~Psyc 101 Introduction to Psychology (3 cr) [S]~~  
~~Psyc 470 Introduction to Chemical Addictions (3 cr) [S]~~  
~~Soc 101 Introduction to Sociology (3 cr) [S]~~

#### **Human Cultures & the Environment**

~~Anth 100 Introduction to Anthropology (3 cr) [S]~~  
~~Anth 220 Peoples of the World (3 cr) [I, S]~~  
~~CORE 156 The New Wild West: People and the Environment (3 cr) [S]~~  
~~CORE 161 Fire, Myth, and Mankind: Coming to Terms with Nature (3 cr) [H]~~  
~~CSS 489 Personalities and Philosophies in Conservation (2 cr)~~  
~~Geog 200 World Regional Geography (3 cr) [I, S]~~  
~~Geog 420 Land, Resources, and Environment (3 cr) [S]~~

~~Geol 101 – Physical Geology (4 cr)~~  
~~Geol 361 – Geology and the Environment (3 cr) [S]~~  
~~Hist 424 – American Environmental History (3 cr) [S]~~  
~~Hist 431 – History of Indian-White Relations (3 cr) [S]~~  
~~LAr 389 – History of Landscape Architecture (3 cr) [H]~~  
~~Phil 452 – Environmental Philosophy (3 cr) [H]~~

#### **Imagination into Form**

~~Arch 386 – History of Architecture II: Modern (3 cr) [S]~~  
~~Arch 486 – American Architecture (2 cr) [H]~~  
~~Art 100 – World Art and Culture (3 cr) [H]~~  
~~Art 110 – Visual Communication (2 cr) [H]~~  
~~Art 111 – Drawing I (2 cr) [H]~~  
~~Art 261 – Ceramics I (3 cr) [H]~~  
~~Art 302 – Modern Art and Theory (3 cr) [H]~~  
~~Art 382 – History of Photography (3 cr) [H]~~  
~~CORE 162 – Feel the Groove: The Generations of Jazz from Blues to Hip-Hop (3 cr) [H]~~  
~~Dan 105 – Dance (1 cr)~~  
~~Dan 384 – Dance Composition I (3 cr) [H]~~  
~~Engl 291 – Creative Writing: Poetry (3 cr) [H]~~  
~~Engl 293 – Creative Writing: Nonfiction (3 cr) [H]~~  
~~MusC 120 – Fundamentals of Music (2 cr) [H]~~  
~~MusH 419 – Studies in 20th-Century Music (3 cr) [H]~~  
~~Psyc 101 – Introduction to Psychology (3 cr) [S]~~  
~~TheF 101 – Introduction to the Theatre (3 cr) [H]~~  
~~TheF 105 – Basics of Performance (3 cr) [H]~~  
~~TheF 188 – Introduction to Film Studies (3 cr) [H]~~

#### **Living in the Global Marketplace**

~~AgEc 447 – Economics of Developing Countries (3 cr) [I, S]~~  
~~AgEc 481 – Agricultural Markets in a Global Economy (3 cr) [I, S]~~  
~~Anth 220 – Peoples of the World (3 cr) [I, S]~~  
~~Anth 462 – Human Issues in International Development (3 cr) [I, S]~~  
~~Bus 321 – Marketing (3 cr)~~  
~~Bus 482 – International Marketing (3 cr) [H]~~  
~~Comm 335 – Intercultural Communication (3 cr) [I, S]~~  
~~CORE 158 – Social Transformations-Market Myths (3 cr) [H]~~  
~~CORE 163 – Globalization (3 cr) [H, I]~~  
~~Econ 201 – Principles of Economics (3 cr) [S]~~  
~~Econ 272 – Foundations of Economic Analysis (4 cr) [S]~~  
~~Econ 446 – International Economics (3 cr) [I, S]~~  
~~FLEN 307 – The European Union (3 cr) [I, S]~~  
~~Geog 165 – Human Geography (3 cr) [I, S]~~  
~~Geog 240 – Economic Geography (3 cr) [S]~~  
~~Geog 350 – Geography of Development (3-4 cr) [I, S]~~  
~~Phil 103 – Ethics (3 cr) [H]~~  
~~Span 309 – Spanish for Business (3 cr) [H, I]~~

#### **Made in the USA: Arts, Technology, and Innovation**

~~AmSt 301 – Studies in American Culture (3 cr) [H]~~  
~~Anth 431 – Historical Archaeology (3 cr) [S]~~  
~~Arch 486 – American Architecture (2 cr) [H]~~  
~~Art 213 – History and Theory of Modern Design I (3 cr)~~  
~~Art 271 – Interaction Design I (3 cr)~~  
~~Bus 321 – Marketing (3 cr)~~  
~~CORE 162 – Feel the Groove: The Generations of Jazz from Blues to Hip-Hop (3 cr) [H]~~  
~~CORE 164 – Understanding Media: Culture, Meaning and Power (3 cr) [H]~~  
~~Dan 421 – Dance History (3 cr) [H]~~  
~~Engl 344 – Survey of American Literature (3 cr) [H]~~  
~~Hist 416 – Rise of Modern America, 1877-1900 (3 cr) [S]~~  
~~MusH 201 – History of Rock and Roll (3 cr) [H]~~  
~~MusH 410 – Studies in Jazz History (3 cr) [H]~~  
~~MusH 440 – Studies in American Music (3 cr) [H]~~  
~~MusH 540 – Studies in American Music (3 cr) [H]~~  
~~Psyc 461 – Human-Computer Interaction (3 cr) [S]~~  
~~TheF 100 – Theatre and Film Seminar (3 cr) [H]~~

#### **Making Myths, Sharing Faith**

~~Anth 327 – Belief Systems (3 cr) [S]~~  
~~Anth 329 – North American Indians (3 cr) [S]~~  
~~CORE 159 – Religion, Science, Technology, and Cultures of Time (3 cr) [H]~~  
~~CORE 166 – The Sacred Journey: Religions of the World (3 cr) [H, I]~~  
~~Engl 257 – Literature of Western Civilization (3 cr) [H]~~

~~FLEN 211 Classical Mythology (Gods) (2 cr) [H]~~  
~~FLEN 212 Classical Mythology (Heroes) (2 cr) [H]~~  
~~FLEN 363 Literature of Ancient Greece and Rome (3 cr) [H]~~  
~~FLEN 364 Literature of Ancient Greece and Rome (3 cr) [H]~~  
~~FLEN 441 Ancient Greek Civilization (3 cr) [H]~~  
~~FLEN 442 Civilization of Ancient Rome (3 cr) [H]~~  
~~Phil 240 Belief and Reality (3 cr) [H]~~  
~~Phil 306 Hindu Thought (3 cr) [H, I]~~  
~~Phil 307 Buddhism (3 cr) [H, I]~~  
~~Phil 308 Confucianism and Taoism (3 cr) [H, I]~~  
~~Phil 320 History of Ancient and Medieval Philosophy (3 cr) [H]~~  
~~TheF 468 Theatre History I (3 cr) [H]~~

#### **Professionalism, Society, and Ethics**

~~AgEc 101 The Business of Agriculture (1 cr) [S]~~  
~~AgEc 356 Agricultural and Rural Policy (3 cr)~~  
~~AgEc 477 Law, Ethics, and the Environment (3 cr) [S]~~  
~~AmSt 201 Introduction to Ethnic Studies (3 cr) [S]~~  
~~AmSt 301 Studies in American Culture (3 cr) [H]~~  
~~Anth 462 Human Issues in International Development (3 cr) [I, S]~~  
~~Art 271 Interaction Design I (3 cr)~~  
~~BLaw 265 Legal Environment of Business (3 cr)~~  
~~Bus 101 Introduction to Business Enterprises (3 cr)~~  
~~Bus 321 Marketing (3 cr)~~  
~~CORE 154 Contemporary American Experience (3 cr) [H]~~  
~~Econ 202 Principles of Economics (3 cr) [S]~~  
~~Econ 272 Foundations of Economic Analysis (4 cr) [S]~~  
~~LArC 358 Professional Office Practice in Landscape Architecture (2 cr)~~  
~~MS 101 Introduction to Military Science (1 cr)~~  
~~MS 102 Fundamentals of Leadership and Management (1 cr)~~  
~~PEP 275 Moral Reasoning in Sport (2 cr)~~  
~~Phil 103 Ethics (3 cr) [H]~~  
~~Phil 365 Biomedical Ethics (3 cr) [H]~~  
~~Phil 450 Ethics in Science (3 cr) [H]~~  
~~Phil 470 Philosophy of Law (3 cr) [H]~~  
~~Psyc 101 Introduction to Psychology (3 cr) [S]~~

#### **Roots of Western Culture**

~~Anth 327 Belief Systems (3 cr) [S]~~  
~~CORE 165 Great Literature, Art and Music of the World (3 cr) [H]~~  
~~Engl 257 Literature of Western Civilization (3 cr) [H]~~  
~~FLEN 211 Classical Mythology (Gods) (2 cr) [H]~~  
~~FLEN 212 Classical Mythology (Heroes) (2 cr) [H]~~  
~~FLEN 363 Literature of Ancient Greece and Rome (3 cr) [H]~~  
~~FLEN 364 Literature of Ancient Greece and Rome (3 cr) [H]~~  
~~FLEN 441 Ancient Greek Civilization (3 cr) [H]~~  
~~Hist 101 History of Civilization (3 cr) [S]~~  
~~Hist 357 Women in Pre-Modern European History (3 cr) [S]~~  
~~Hist 442 The Medieval Church: Europe in the Early and High Middle Ages (3 cr) [S]~~  
~~Hist 443 The Medieval State: Europe in the High and Late Middle Ages (3 cr) [S]~~  
~~Hist 445 Medieval English Constitutional and Legal History: 1066-1485 (3 cr) [S]~~  
~~Phil 103 Ethics (3 cr) [H]~~  
~~Phil 302 Biblical Judaism: Texts and Thought (3 cr) [H]~~  
~~Phil 303 Early Christianity: Texts and Thought (3 cr) [H]~~  
~~Phil 320 History of Ancient and Medieval Philosophy (3 cr) [H]~~  
~~Span 305 Culture and Institutions of Spain (3 cr) [H, I]~~  
~~TheF 468 Theatre History I (3 cr) [H]~~

#### **Self and Identity**

~~Anth 100 Introduction to Anthropology (3 cr) [S]~~  
~~Anth 220 Peoples of the World (3 cr) [I, S]~~  
~~Art 205 Visual Culture (3 cr) [H]~~  
~~Comm 233 Interpersonal Communication (3 cr) [S]~~  
~~CORE 153 Race, Ethnicity, and Identity (3 cr) [H]~~  
~~CORE 157 Cultural Encounters: The Latino Story (3 cr) [I, S]~~  
~~CORE 160 Sex and Culture: Women and Men in the 21st Century (3 cr) [H]~~  
~~Dan 421 Dance History (3 cr) [H]~~  
~~Hist 357 Women in Pre-Modern European History (3 cr) [S]~~  
~~MS 101 Introduction to Military Science (1 cr)~~  
~~Phil 240 Belief and Reality (3 cr) [H]~~  
~~Phil 442 Philosophy of Mind (3 cr) [H]~~  
~~Psyc 101 Introduction to Psychology (3 cr) [S]~~  
~~Psyc 305 Developmental Psychology (3 cr) [S]~~

~~Psyc 325 Cognitive Psychology (3 cr) [S]  
 Soc 101 Introduction to Sociology (3 cr) [S]  
 Soc 314 Society and Self (3 cr) [S]  
 TheF 105 Basics of Performance (3 cr) [H]~~

#### **South American and Latino Cultures**

~~Anth 220 Peoples of the World (3 cr) [I, S]  
 Anth 462 Human Issues in International Development (3 cr) [I, S]  
 CORE 167 Cultural Encounters: The Latino Story (3 cr) [I, S]  
 FLEN 391 Hispanic Film (3 cr) [H, I]  
 FLEN 394 Latin American Literature in Translation (3 cr) [H, I]  
 FLEN 395 Culture and Institutions of Latin America (3 cr) [H, I]  
 Geog 200 World Regional Geography (3 cr) [I, S]  
 Hist 438 Modern Mexico and the Americas (3 cr) [I, S]  
 Hist 439 Modern Latin America (3 cr) [I, S]  
 Hist 440 Social Revolution in Latin America (3 cr) [I, S]  
 MusH 360 Music of the Americas (3 cr) [H]  
 Span 201 Intermediate Spanish I (4 cr) [H, I]  
 Span 307 Hispanic Film (3 cr) [H, I]~~

#### **The Asian World**

~~Anth 220 Peoples of the World (3 cr) [I, S]  
 Geog 200 World Regional Geography (3 cr) [I, S]  
 Hist 101 History of Civilization (3 cr) [S]  
 Hist 102 History of Civilization (3 cr) [I, S]  
 Hist 180 Introduction to East Asian History (3 cr) [I, S]  
 Hist 457 History of the Middle East (3 cr) [I, S]  
 Hist 482 Japan, 1600 to Present (3 cr) [I, S]  
 Hist 484 Modern China, 1840s to Present (3 cr) [I, S]  
 Japn 101 Elementary Japanese I (4 cr) [H]  
 Phil 306 Hindu Thought (3 cr) [H, I]  
 Phil 307 Buddhism (3 cr) [H, I]  
 Phil 308 Confucianism and Taoism (3 cr) [H, I]  
 PolS 383 Middle Eastern Politics (3 cr) [I, S]~~

#### **The European Renaissance**

~~Art 208 Italian Renaissance Art and Culture (3 cr) [H]  
 CORE 166 The Sacred Journey: Religions of the World (3 cr) [H, I]  
 Engl 345 Shakespeare (3 cr) [H]  
 Hist 101 History of Civilization (3 cr) [S]  
 Hist 447 The Renaissance (3 cr) [S]  
 MusH 202 Survey of European Music to 1600 (3 cr) [H]  
 Phil 321 History of Modern Philosophy (3 cr) [H]  
 TheF 468 Theatre History I (3 cr) [H]~~

#### **The Nature of Language and Meaning**

~~Anth 261 Language and Culture (3 cr) [I, S]  
 Anth 441 Introduction to the Study of Language (3 cr) [H]  
 Art 110 Visual Communication (2 cr) [H]  
 Art 222 Graphic Design II (3 cr) [H]  
 Art 271 Interaction Design I (3 cr)  
 Comm 449 Theory in Communication (3 cr) [S]  
 Dan 320 Labanotation (3 cr) [H]  
 Engl 496 History of the English Language (3 cr) [H]  
 Phil 202 Introduction to Symbolic Logic (3 cr) [H]  
 Phil 443 Philosophy of Language (3 cr) [H]  
 Psyc 101 Introduction to Psychology (3 cr) [S]  
 Psyc 325 Cognitive Psychology (3 cr) [S]~~

#### **Theory and Practice of Decision Making**

~~Bus 311 Introduction to Management (3 cr)  
 Econ 202 Principles of Economics (3 cr) [S]  
 Econ 272 Foundations of Economic Analysis (4 cr) [S]  
 Econ 352 Intermediate Microeconomic Analysis (3 cr) [S]  
 Geog 427 Spatial Decision Support Techniques (3 cr)  
 MS 101 Introduction to Military Science (1 cr)  
 MS 102 Fundamentals of Leadership and Management (1 cr)  
 Phil 103 Ethics (3 cr) [H]  
 Phil 201 Critical Thinking (3 cr) [H]  
 Phil 202 Introduction to Symbolic Logic (3 cr) [H]  
 Phil 417 Philosophy of Biology (3 cr) [H]  
 PolS 101 Introduction to Political Science and American Government (3 cr) [S]  
 PolS 360 Law and Society (3 cr) [S]~~

~~Psyc 101 – Introduction to Psychology (3 cr) – [S]~~  
~~Psyc 320 – Introduction to Social Psychology (3 cr) – [S]~~  
~~Psyc 325 – Cognitive Psychology (3 cr) – [S]~~  
~~Stat 262 – Decision Analysis (1 cr)~~  
~~Stat 271 – Statistical Inference and Decision Analysis (4 cr)~~

#### **Twentieth Century Transformations**

~~Anth 462 – Human Issues in International Development (3 cr) – [I, S]~~  
~~Art 302 – Modern Art and Theory (3 cr) – [H]~~  
~~CORE 154 – Contemporary American Experience (3 cr) – [H]~~  
~~CORE 163 – Globalization (3 cr) – [H, I]~~  
~~CORE 164 – Understanding Media: Culture, Meaning and Power (3 cr) – [H]~~  
~~Dan 421 – Dance History (3 cr) – [H]~~  
~~Engl 258 – Literature of Western Civilization (3 cr) – [H]~~  
~~Engl 426 – Modern Poetry (3 cr) – [H]~~  
~~FLEN 420 – International Cinema and National Literatures (3 cr) – [H]~~  
~~Hist 102 – History of Civilization (3 cr) – [I, S]~~  
~~Hist 112 – Introduction to U.S. History (3 cr) – [S]~~  
~~Hist 366 – Intellectual and Cultural History of Modern Europe (3 cr) – [I, S]~~  
~~Hist 484 – Modern China, 1840s to Present (3 cr) – [I, S]~~  
~~MusH 419 – Studies in 20th-Century Music (3 cr) – [H]~~  
~~Phil 417 – Philosophy of Biology (3 cr) – [H]~~  
~~Phil 425 – Philosophy and Feminism (3 cr) – [H]~~  
~~PolS 487 – Political Violence and Revolution (3 cr) – [I, S]~~

#### **Visualizing the World**

~~Art 110 – Visual Communication (2 cr) – [H]~~  
~~Art 205 – Visual Culture (3 cr) – [H]~~  
~~Art 271 – Interaction Design I (3 cr)~~  
~~Art 382 – History of Photography (3 cr) – [H]~~  
~~CORE 167 – The Movies, The World, and You (3 cr) – [H, I]~~  
~~Dan 100 – Dance in Society (3 cr) – [H]~~  
~~FCS 424 – Aesthetics for the Apparel Professional (3 cr)~~  
~~Geog 180 – Geospatial Graphics (3 cr)~~  
~~LAr 245 – Landscape Graphics I (2 cr)~~  
~~Math 390 – Axiomatic Geometry (3 cr)~~  
~~Psyc 444 – Sensation and Perception (3 cr) – [S]~~  
~~TheF 201 – Scene Design I (3 cr) – [H]~~

**IDAHO STATE BOARD OF EDUCATION  
ACADEMIC/PROFESSIONAL-TECHNICAL EDUCATION**

**NOTICE OF INTENT**

**To initiate a**

**New, Expanded, Cooperative, Discontinued, program component or Off-Campus Instructional Program or Instructional/Research Unit**

Institution Submitting Proposal: University of Idaho

Name of College, School, or Division: College of Education

Name of Department(s) or Area(s): Adult, Career and Technology Education (ACTE)

Indicate if this Notice of Intent (NOI) is for an Academic or Professional Technical Program  
 Academic X Professional - Technical \_\_\_\_\_

A New, **Expanded**, Cooperative, Contract, or Off-Campus Instructional Program or Administrative/Research Unit (circle one) leading to:

Human Resource Development Certificate  
 \_\_\_\_\_  
 (Degree or Certificate)

Proposed Starting Date: Summer 2008

**For New Programs:**

**For Other Activity:**

\_\_\_\_\_  
 Program (i.e., degree) Title & CIP 2000

- Program Component (major/minor/option/emphasis)
- Off-Campus Activity/Resident Center
- Instructional/Research Unit
- Addition/Expansion
- Discontinuance/consolidation
- Contract Program
- Other

**Dean's signature on file** 8/28/07

College Dean (Institution) \_\_\_\_\_ Date

VP Research & Graduate Studies \_\_\_\_\_ Date

Chief Fiscal Officer (Institution) \_\_\_\_\_ Date

State Administrator, SDPTE \_\_\_\_\_ Date

Chief Academic Officer (Institution) \_\_\_\_\_ Date

Chief Academic Officer, OSBE \_\_\_\_\_ Date

President \_\_\_\_\_ Date

SBOE/OSBE Approval \_\_\_\_\_ Date

**Before completing this form, refer to Board Policy Section III.G. Program Approval and Discontinuance.**

1. Briefly describe the nature of the request e.g., is this a new program (degree, program, or certificate) or program component (e.g., new, discontinued, modified, addition to an existing program or option).

The Adult, Career and Technology Program, College of Education, University of Idaho is proposing a certificate program as a new option in an already existing, approved program. The program will be comprised of a number of existing master's level courses and is intended for students who wish to develop skills in the area of human resource development but do not wish at the time to complete a full master's degree.

2. Provide a statement of need for program or a program modification. Include student and state need, demand, and employment potential. **Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests.** (Use additional sheets if necessary.)

This certificate is intended to support the University's enrollment management plan.

Currently no Human Resource Development graduate-level or degreed certificate program exists in the state.

Differing from MBA or BBA programs, HRD focuses on individual and organizational learning and development in order to improve organizational effectiveness. Students receiving an HRD certificate will be more prepared to move into higher levels of leadership and human resource development positions. The program is designed for internal and external management consultants; organizational trainers; and leaders in business, governmental and non-profit organizations. It will serve as a launching pad for students' professional growth and increased effectiveness in their current and future positions.

The certificate program is designed for working professionals and focuses on applying theory, research, and real world examples to workplace challenges. The program will also provide a preview to the Adult and Organizational Learning and Leadership program. Graduates may apply for the Master's program and, upon acceptance, will receive credit for all certificate courses toward completion of the degree.

The certificate will consist of existing courses totaling 15 hours. Proposed courses are listed below, though other existing HRD courses may be substituted as the certificate offering matures to meet the needs of working professionals.

Proposed Courses for the Human Resource Development Certificate		
Course Number	Title	Credits
ADOL 510	Foundations of Human Resource Development	3
ADOL 526	Instructional Systems Design	3
ADOL 528	Program Planning, Development, and Evaluation	3
ADOL 577	Organization Development	3
ADOL 581	Theory, Practices, and Challenges of Leadership	3
<b>Total Credits</b>		<b>15</b>

3. Briefly describe how the institution will ensure the quality of the program (e.g., accreditation, professional societies, licensing boards, etc.).

All courses are established courses in the field of Human Resource Development, and similar in nature, scope, content, and learning objectives to award-winning HRD programs recognized by the Academy of Human Resource Development, the scholarly professional society in the field.

4. Identify similar programs offered within the state of Idaho or in the region by other colleges/universities. If the proposed request is similar to another program, provide a rationale for the

duplication. This may not apply to PTE programs if workforce needs within the respective region have been established.

There are no other graduate level or degeered HRD certificate programs in the state. There is no comparable certificate program with which to compare enrollment or other numbers.

Enrollment and Graduates (i.e., number of majors or other relevant data)

By Institution for the Proposed Program – N/A

Last three years beginning with the current year and the 2 previous years

Institution	Relevant Enrollment Data			Number of Graduates		
	Current	Previous Year	Previous Year	Current	Previous Year	Previous Year
BSU						
CSI						
EITC						
ISU						
LCSC						
NIC						
UI						

Degrees offered by school/college or program(s) within disciplinary area under review

Institution and Degree name	Level	Specializations within the discipline (to reflect a national perspective)	Specializations offered within the degree at the institution
BSU			
CSI			
EITC			
ISU	Grad	Master's in Training & Development	
LCSC			
NIC			
UI	Grad	MS in Adult & Organizational Learning	<ul style="list-style-type: none"> <li>• ABE/GED</li> <li>• Human Resource Development</li> <li>• Prof. Tech. Technology Ed.</li> </ul>

- Describe how this request is consistent with the State Board of Education's policy or role and mission of the institution. (i.e. centrality).

One of the **SBOE's goals** is to ensure education and training services are relevant to Idaho's workforce, business, industry, citizens, and local, state, and federal government (SBOE 8 Year Plan).

The **University of Idaho's strategic plan** calls for the delivery of programs based upon community needs, drawing upon university expertise (Strategic Goal 3, Objective B, Strategy 2)

and, further, to cultivate key industry/business relationships (Strategic Goal 3, Objective A, Strategy 6), and to grow the university’s capacity to engage with communities and organizations (Strategic Goal 3, Objective A, Strategy 3).

The certificate program supports the **College of Education’s Vision** “to maximize human potential” via **(Goal 1)**, “preparing quality graduates for their workplace.” Too, the proposed program reinforces the **ACTE strategic plan goal #3** (Outreach and Engagement); that is: “Engage with public, private, and non-profit sectors through mutually beneficial partnerships that enhance teaching, learning, discovery and creativity.”

The proposed certificate program will facilitate relationships with the business, non-profit, and governmental communities, and draw professionals from those sectors into the university.

6. Is the proposed program in the 8-year Plan? Indicate below. Yes  No

If not on 8-year plan, provide a justification for adding the program.

The certificate program is a new option, using existing courses, within an approved and operating program, and will provide opportunities for students seeking professional and career growth in the area of HRD and leadership development who are not currently being served.

8. Resources--Faculty/Staff/Space Needs/Capital Outlay. (Use additional sheets if necessary.):

Estimated Fiscal Impact	FY <u>08</u>	FY <u>09</u>	FY <u>10</u>	Total
<b>A. Expenditures</b>				
1. Personnel				
2. Operating	\$500.00	\$500.00	\$500.00	\$1,500.00
3. Capital Outlay				
4. Facilities				
<b>TOTAL:</b>	\$500.00	\$500.00	\$500.00	<b>\$1,500.00</b>
<b>B. Source of Funds</b>				
1. Appropriated-reallocation	✓	✓	✓	✓
2. Appropriated – New				
3. Federal				
4. Other:				
<b>TOTAL:</b>				
<b>B. Nature of Funds</b>				
1. Recurring *	✓	✓	✓	✓
2. Non-recurring **				
<b>TOTAL:</b>				

\* Recurring is defined as ongoing operating budget for the program, which will become of the base.

\*\* Non-recurring is defined as one-time funding in a fiscal year and not part of the base.

**Expenditures are for dissemination of program information.**