

GENERAL POLICY REPORT #34
December 2, 2005

The items listed below will be considered to have the necessary faculty approval unless a petition requesting further consideration of it is signed by five faculty members and submitted to the chair of the Faculty Council within 14 calendar days after the December 2, 2005, date of circulation. As a rule, if no petition is received within 14 days or by December 16, 2005, the report will be submitted to the president for approval and transmittal to the regents, if regents' action is required. If a petition is received, the report will be referred to the Faculty Council. On items referred to it, the council may: (1) affirm the action and report it to a meeting of the university faculty, (2) amend the action and report it to a meeting of the university faculty, or (3) rescind the action.

The following items are presented in the policy report that begins immediately below:

1. **FC-06-002/002b:** Regulation D-5. Continuing Education Unit.
2. **FC-06-003/003b:** FSH 4250: Continuing Education and Correspondence Study.
3. **FC-06-010:** FSH 3070: Employment Procedures to Comply w/ Immigration & Naturalization Laws
4. **FC-06-011:** Regulation C. Changes in Registration.
5. **FC-06-012:** Regulation M-5. Drop for Non-Attendance.
6. **FC-06-013:** FSH 1565 K-5: Postdoctoral Fellow.
7. **FC-06-014:** College of Natural Resources: Minor in Aquaculture
8. **FC-06-015:** College of Natural Resources: Fire Ecology, Management & Technology Certificate
9. **FC-06-018:** FSH 3270: Membership Dues and Licensing Fees
10. **FC-06-019:** College of Education: Restructure from Three Divisions to Four Departments

FC-06-002b

TO: University Curriculum Committee
FROM: The Associate Deans Group
RE: Proposed Changes to Regulation D [Effective: Summer 2006]
DATE: September 27, 2005

D-5. Continuing Education Unit. Short learning activities may also be evaluated by a system of uniform continuing education units. Such units are granted in accordance with the following guidelines, which are set forth by the (national) Task Force on the Continuing Unit: A continuing education unit is expected to require 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instructors. Continuing education, as used in this definition, includes all instructional and organizational learning experiences in organized formats that impart noncredit education to post-secondary-level learners. These properties of continuing education may be applied equally under the system regardless of the teaching-learning format, program duration, source of sponsorship, subject matter, level, audience, or purpose. The number of units to be awarded is determined by considering the number of contact hours of instruction, or the equivalent, included in the educational activity. Reasonable allowance may be made for activities such as required reports, lab assignments, field trips, and supervised study. A student may not receive academic credit and continuing education units for the same learning activity.

FC-06-003b

TO: University Curriculum Committee
FROM: The Associate Deans Group
RE: Proposed Change to Faculty Staff Handbook 4250 [Effective: Summer 2006]
DATE: September 27, 2005

CONTINUING EDUCATION AND CORRESPONDENCE STUDY

PREAMBLE: This section outlines UI policies and procedures with regard to continuing education and correspondence study. See the sections on continuing education and summer session in the catalog for general information on this subject; see [3420 D](#) and [E](#) for information on participation by faculty members in these programs and on their remuneration. A section on this topic appeared in the 1979 Handbook; unless otherwise noted, the current text dates from November, 1991. For further information, contact the Independent Study Office (208-885-6641). [ed. 7-00]

A. Continuing-Education Policy. The regents have adopted the following statement: "Higher education in Idaho is committed, as part of its responsibility to the people of the state, to serving the needs of part-time students and adults requiring continuing education. Societal change, technological advances, and certification and licensing requirements are but a few of the reasons why all institutions are committed to providing opportunities for citizens to continue their education regardless of location, age, and job responsibilities."

B. Administration of Continuing-Education Activities. Continuing education is an integral part of UI's total commitment, and all continuing education activities must be consistent with UI's official mission and role [see [1240 B](#)]. The provost is responsible for the coordination of all continuing-education programs and activities.

B-1. Credit-generating continuing-education courses, either on- or off-campus, are part of the programs of the colleges and departments responsible for resident instruction in the subject areas involved and are administered by the respective academic units. In particular, they coordinate registration for such courses with the registrar, so that the student FTEs generated are included in the department and college FTEs. Instructors who are not members of the resident faculty must have scholarly and professional qualifications equivalent to those required of regular faculty members.

B-2. Participation by resident faculty in continuing-education activities should be considered in salary, promotion, and tenure evaluations, and recognition should be given to these instructional and service activities at the time of such evaluations.

B-3. The granting of credit must be consistent throughout the institution. A semester credit is expected to require a total of three hours (50 minutes each) of scholarly activity a week [see regulation D-1 in the catalog]. Therefore, the standard of at least 45 hours of such activity (normally, 15 contact hours and 30 hours of additional work) for each credit must be maintained. For workshops and similar short courses, one semester credit is granted for each week of full-time (i.e., 45 hours) scholarly activity required. When such a class is to be in session for less than a full calendar week for each credit, the course outline must specify the way in which the student will be expected to engage in the required amount of scholarly activity. These special arrangements must be approved in each instance by the University Curriculum Committee (and, for graduate courses, by the Graduate Council), included in promotional materials, and explained to the student before registration.

B-4. Noncredit postsecondary-level courses and programs may be offered for "continuing-education units" (CEUs) as defined in regulation D-5 in the General Catalog. Arrangements must be made with the academic department before CEUs may be offered. The Continuing Education Unit (CEU) was designed to award credit for short programs of education. The CEU is often considered by professional organizations as an indicator that the participating professional is pursuing continuing education within their chosen discipline. Although CEUs and university academic credit may be offered for the same learning event NO participant can be awarded both CEUs and university academic credit. A separate syllabus is required for each type of offering clearly outlining requirements for completing the course. The differences between the CEU and academic credit hour are indicated below.

ACADEMIC SEMESTER CREDITS FROM UI	Continuing Education Units (CEU)
Characteristics:	Characteristics:
Accomplish credit requirements	Units record hours of attendance in a conference, short course or seminar
1 classroom hour per week for each semester credit (see <i>General Catalog Regulation D</i>)	10 contact hours required per unit
Academic work/evaluation required	Academic work or evaluation not required
Academic grade and credit are earned	No academic grade or credit earned
Grade recorded on University transcript	Units are recorded by the UI on the CEU transcript with grade of S (Satisfactory) [some courses may also provide a certificate of completion]
Course approval requires prior University Curriculum Committee approval	Course approval requires prior departmental approval

B-5. Provision must be made for laboratory and other required facilities, and, if necessary, special arrangements for adequate library support must be made. Courses requiring resources not generally available to the off-campus student should not be offered off campus.

C. Conferences and Enrichment Program. The responsibilities of this office include:

C-1. Conferences and Workshops. Providing services requested by colleges and departments offering conferences and workshops, such as advertising, publication, brochures, registration and fee collection, hosting, transportation, and coordination of all other conference activities (room arrangements, food service, audiovisual assistance, etc.).

C-2. Noncredit Community Enrichment Courses. Offering a full range of community enrichment courses throughout the year; defining the need for programs and courses, and arranging for scheduling, location, registration and fee collection, instructional appointments, advertising, and promotion.

D. Correspondence Study. College-level correspondence study in Idaho is administered by UI in cooperation with ISU, BSU, and LCSC. Courses offered for credit from a particular institution are written and graded by faculty members of that institution. No correspondence-study course may be offered for college credit unless it is approved for listing in the institution's catalog, thus signifying both institutional and board approval. Different procedures apply to high-school-level courses; these are prepared and approved through the Independent Study Office at UI.

E. Procedures for Correspondence-Study Offerings. Discussion with the coordinator of correspondence study concerning the desirability of offering a particular correspondence course is the first step in the preparation of such a course. If it is decided to offer the course, written approval must be secured from the appropriate departmental administrator and dean and the correspondence-study coordinator. The writer, under a contract with the Independent Study Office, then prepares the course syllabus and study guide. The syllabus and related examinations must be approved by the departmental administrator, dean, and coordinator of correspondence study before final payment is made to the writer. The course then becomes the property of the State Board of Education. Persons grading correspondence-study lessons must also be approved by the departmental administrator. [For authorization of and compensation for this service, see [3420 F-1](#).]

FC-06-010

3070

EMPLOYMENT PROCEDURES TO COMPLY WITH
IMMIGRATION AND NATURALIZATION LAWS

PREAMBLE: This section outlines procedures by which UI complies with immigration and naturalization laws. This section appeared in the 1979 Handbook and has been revised from time to time since so as to keep it abreast of current federal regulations. Further information may be obtained from Human Resources (208-885-3609). [ed. 7-97, 7-06]

A. POLICY. It is UI's policy to comply fully with the requirement of the United States Citizenship and Immigration Service that all employers complete a copy of Form I-9 for each employee hired after November 6, 1986 (and for employees initially hired before that date who have been terminated and rehired).

B. PROCEDURES.

B-1. Each person being hired (faculty, staff, and students, including those on work study) completes and signs part 1 of Form I-9. The employer, after examining one document from list A [see copy of form on pages 2 and 3] or one document from list B and one from list C, completes and signs part 2 of the form. The Payroll Office is responsible for this procedure except for employees identified in B-2.

B-2. The responsible administrator at the place of employment completes and signs the form for irregular-help employees hired off-campus. The administrator may retain a copy of the form and forwards the original, along with Form W-4, to the Payroll Office.

B-3. Section 1 of the Form I-9 must be completed on the first day of work. Section 2 of the Form I-9 must be completed within three days of hiring (or, in the case of hiring for less than three days, before the end of the first day of work). If it cannot be completed within the required time, employment of that person must be terminated.

B-4. No employee is to be paid at off-campus locations by sight draft or through the UI payroll system until the Form I-9 has been completed.

B-5. It is important that prospective employees be advised to view the list of acceptable documents so they are able to complete the Form I-9 within the required time.

B-6. The employer is not required to verify the authenticity of documents presented. It is only necessary to ensure that they appear to be genuine and that a good-faith effort has been made to

comply with the INS requirements. If a document is obviously not genuine, the employee should be required to provide an alternative one. If there is any question at all about the employee's status, he or she should not be employed.

B-7. The employer must keep an employee's Form I-9 three years after his or her initial employment or one year after the employment is terminated, whichever is later.

(Please see the U.S. Citizenship and Immigration Service website at uscis.gov for the official form.)

FC-06-011
UCC 06-015

TO: University Curriculum Committee
FROM: Registrar's Office
RE: Proposed Changes to Regulation C [Effective: Summer 2006]
DATE: September 22, 2005

C – Changes in Registration

C-1. Students may change their registration as provided in the "Semester Schedule for Changes in Registration" accompanying this regulation. All registration changes are effective on the date they are filed with the registrar. Students may not drop a course by simply staying out of class.

C-2. Adding a Course. As shown in the chart accompanying this regulation, a course may be added on-line during the first six days of classes. Beginning with the seventh day of classes, the student must file a form with the registrar that includes the signature of the instructor. After the fourth week of the semester an undergraduate student must have the advisor's signature as well as the instructor's to add a course. A course may be added with permission through the end of the second week following midterms.

C-3. Dropping a Course. As shown in the chart accompanying this regulation, a course may be dropped on-line without a grade of W (withdrawal) being recorded on the student's permanent record through the fourth week of the semester. Beginning with the fifth week of the semester and ending the second week of the semester following midterms, a student must file a form with the registrar to drop a course (undergraduate students are required to have the signature of their advisor). During this period a grade of W will be recorded on the student's record and will count against their 20-credit withdrawal limit (see regulation C-4).

C-4. Credit Withdrawal Limitation.

C-4-a. The number of credits that may be dropped and recorded on the student's permanent record is limited to 20 credits during a student's undergraduate career at UI. Petitions must be submitted to the Academic Petitions Committee to drop more than 20 credits during a student's undergraduate career at UI.

C-4-b. If a student attempts to drop a course that would bring the total credits he or she has dropped above 20, the student will not be allowed to do so. If a student attempts to drop two or more courses simultaneously and together they would bring his or her total credits dropped above 20, the student will be asked, through the dean's office, to submit a revised request to drop only one course or a combination of courses that would not cause the limitation to be exceeded. If the student cannot be reached or fails to submit a revised request, the registrar will record dropping the course or combination of courses that bear the highest course numbers and not cause the limitation to be exceeded; the dropping of the remainder will not be allowed.

SEMESTER SCHEDULE FOR CHANGES IN REGISTRATION				
See Academic Calendar in the front of the catalog for dates. The schedule for changes in enrollment in accelerated or short courses during summer session is prorated, based on the number of class meeting hours (see notes below). The calendar in the Summer Bulletin lists the dates for Summer Session.				
DESIRED CHANGE	First 6 days of semester*	7th day of class through 4th week*	5th week to end of 2nd week following midterms**	After end of 2nd week following midterms***
Drop course	Drop course on-line, if permitted (see regulation C-3). No grade recorded and		Signature of advisor required for undergrad students. File	For compelling reasons only, upon successful petition to the

	credits do not count in 20-credit limit for withdrawal.****	form with registrar. Grade recorded as W (withdrawal) and counted in 20-credit limit for withdrawal.****	Academic Petitions Committee (file petition through dean's office). Grade recorded as W (withdrawal) and counted in 20-credit limit for withdrawal.****
Add course (for regular credit or audit)	Add course on-line.	Signature of instructor required. File form with registrar.	For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).
Change course section	Change section on-line.	Permission of instructor of new section is required. File form with registrar.	

DESIRED CHANGE	First 2 weeks of classes*	3 rd and 4 th weeks*	5 th week to end of 2 nd week following midterms**	After end of 2 nd week following midterms***
Change from regular credit to audit.	Signature of the instructor required. File form with registrar. No grade recorded.		Signatures of instructor and advisor required for undergrad students. Signature of instructor required for grad, law, and non-degree students. File form with registrar. Grade recorded as W and counted in 20-credit limit for withdrawal.	For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).
Reduce number of credits in course.	Signature of the instructor required. File form with registrar.		For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).	
Change from regular grading to pass-fail.	Signature of the advisor/major professor required. File form with registrar.		For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).	
Change from audit to regular credit.	Signature of the instructor required. File form with registrar.	Signatures of instructor and advisor required for undergrad students. Signature of instructor required for grad, law, and non-degree students. File form with registrar.		
Change from pass-fail to regular grading.	Signature of advisor/major professor required. File form with registrar.	For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).		
Register late.	Register on-line. Pay late-registration service charge.	File form with registrar. Pay late-registration service charge and fee.	For compelling reasons only, upon successful petition to Academic Petitions Committee (file petition through dean's office). Pay late-registration service charge and fee.	
Withdraw from university. (see regulation G)	Obtain form from Dean of Students, academic deans, or Registrar's Office. File form in academic dean's office or Registrar's Office. No grade recorded.		Obtain form from Dean of Students, academic deans, or Registrar's Office. File form in academic dean's offices or Registrar's Office. Dean's signature required for law students. Grade recorded as WU (withdrawal from university) and credits do not count in 20-credit limit for withdrawal.****	For compelling reasons only; complete medical withdrawal or petition the Academic Petitions Committee (file petition through dean's office). Grade recorded as WU (withdrawal from university) and credits do not count in 20-credit limit for withdrawal.****
Change undergraduate curriculum/major. (Grad students consult the College of Graduate Studies section in Part 4)	Anytime. File form with registrar. The request to change must be approved by the department in which the new curriculum is offered. If the new curriculum is in a different college, students must meet the admission requirements of that college. Students must also see the department they are transferring out of for counseling and information purposes (not for permission to transfer). A UI cumulative grade-point average of 2.00 or better is normally required to transfer from one UI college or another; however, any student may transfer to the General Studies Program by consulting the (signatures certify that the student's academic records have been forwarded). The change of curriculum is official when the student files the completed form with the registrar.			

DESIRED CHANGE	First 2 weeks of classes*	3 rd and 4 th weeks*	5 th week to end of 2 nd week following midterms**	After end of 2 nd week following midterms***
<p>* For accelerated or short courses, the deadline is when no more than 12.5% of the class-meeting hours have been completed.</p> <p>** For accelerated or short courses, the deadline is after 12.5% but less than 60% of the class-meeting hours have been completed.</p> <p>*** For accelerated or short courses, the deadline is after 60% of the class-meeting hours have been completed.</p> <p>**** In the College of Law, consult the dean's office for information concerning grades assigned when students withdraw from law courses after the 2nd week of classes.</p>				

FC-06-012
UCC-06-018

TO: University Curriculum Committee
FROM: The Associate Deans Group
RE: Proposed Changes to Regulation M-5 [Effective: Summer 2006]
DATE: September 27, 2005

M-5. Drop for Non-attendance. Students are responsible for notifying their instructors through the Registrar when extenuating circumstances not covered as an officially approved absence as defined in M-1 prevent their attendance during the first week of the semester. Instructors may drop students who have not attended class or laboratory meetings nor notified the instructor through the Registrar by the end of the sixth business day following the start of the class. Valid reasons for missing classes do not relieve the student of making up the work missed.

FC-06-013

K-5. Postdoctoral Fellow. Postdoctoral fellows are persons who hold the doctoral degree or its equivalent at the time of their appointment and are continuing their career preparation by engaging in research or scholarly activity. Postdoctoral fellows are special exempt employees in the category of “temporary or special” employees recognized by the regents. [See also 3710 B-4.] Postdoctoral fellows are not members of the faculty. [ed. 7-00, 1-06]

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.).

Aquaculture is an increasingly important component of both conservation fisheries and food-fish production enterprises. Idaho leads the world in commercial (food-fish) Aquaculture of trout and there is a need for skilled students to enter this industry. In addition, there are many state, federal and tribal hatcheries in Idaho that seek qualified students.

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

The Aquaculture minor will consist of a suite of currently offered courses housed within several colleges and departments. Select courses meet the requirements for students to move directly into an entry level fish culturist position.

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.

There are no aquaculture minors within institutions in the state of Idaho. The College of Southern Idaho has a 2 year program in fish technology.

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

An Aquaculture minor focuses on central themes of the University of Idaho's missions in Natural Resources (Stewarding the Environment) and Promoting Science and Technology. The minor will use our distinctive strengths in aquaculture courses and research through cooperation of faculty in the colleges of Natural Resources and Agricultural and Life Sciences with no additional expenses. The minor enhances our curriculum to provide students a flexible yet concentrated education of highly marketable knowledge and skills. Graduates can meet professional employment needs in a major state and regional industry or with public fisheries agencies.

6. Is the proposed program in the 8-year Plan? Indicate below.

Yes _____ No x

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

Offering an Aquaculture minor will enhance the current fisheries resources program at the University of Idaho by providing the students with the knowledge and skills to successfully find employment in the Aquaculture/fish hatchery market of Idaho.

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

Estimated Fiscal Impact	FY <u>07</u>	FY <u>08</u>	FY <u>09</u>	Total
A. Expenditures				
1. Personnel	0			
2. Operating	0			
3. Capital Outlay	0			
4. Facilities	0			
TOTAL:	0			0

B. Source of Funds

1. Appropriated- reallocation				
2. Appropriated – New				
3. Federal				
4. Other:				
TOTAL:				

B. Nature of Funds

1. Recurring *				
2. Non-recurring **				
TOTAL:	0	0	0	0

* 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.

AQUACULTURE MINOR

- Biol 481 Ichthyology (4 cr)
- Fish 422 Concepts in Aquaculture (3 cr)
- Fish 424 Fish Health Management (4 cr)
- MMBB 250 General Microbiology (3 cr).
- MMBB 255 General Microbiology Lab (2 cr).
- Courses selected from the following (12 cr):
 - AgEc 278 Farm and Agribusiness Management (4 cr)
 - Fish 469 Aquaculture Systems Design (2 cr)
 - ASM 107 Beginning Welding (2 cr)
 - AVS 305 Animal Nutrition (4 cr)
 - Bus 321 Marketing (3 cr)
 - Ent 472 Aquatic Entomology (3 cr)
 - ForP 495 Biomaterial Product and Process Development (2 cr)

FC-06-015
UCC-06-023B

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 ADMINISTRATIVE/RESEARCH UNIT.

University of Idaho
Institution Submitting Proposal

College of Natural Resources/Department of Forest Resources

Indicate if this NOI is for an Academic X or Professional-Technical _____ Program

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

Proposed Starting Date: Summer 2006

FOR NEW PROGRAMS ONLY

**Undergraduate Fire Ecology,
Management and Technology
Certificate**

FOR OTHER ACTIVITY:

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

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

This Notice of Intent has been approved by:

College Dean (Institution) Date

Graduate School Dean (as applicable) Date

Chief Fiscal Officer (Institution) Date

Chief Academic Officer (Institution) Date

President Date

State Administrator, SDPTE Date

SBOE/OSBE Approval Date

Before completing this form, refer to the "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)

This curriculum is designed to provide students with an understanding of key ecological concepts, applications to fire management issues, tools for assessing and analyzing alternatives to support science-based management, and an understanding of the broad scientific, policy, and social context of fire ecology and management. This curriculum fits the needs of those seeking to satisfy GS-401 and IFPM requirements. UI has been educating leaders, working with leaders and being leaders in fire ecology and management for more than 30 years. I welcome your comments and questions:
pmorgan@uidaho.edu

Relative to the minor, this is fewer credits and targeted for natural resources professionals who are non-degree seeking. Relative to the graduate certificate, I would say that these are similar, but the target audience is different (one is undergraduate and one is graduate) as reflected in the level of courses required.

At least 3 credits in Fire Ecology

FOR 426 Fire Management and Ecology (3 cr.)

FOR 434 Assessing Fire Effects and Burn Severity (2 cr.)

FOR 530 Fire Regime Condition Class (1 cr.)

Or equivalent

At least 3 credits in Ecology

FOR 330 Forest Ecosystem Processes (3 cr.)

FOR 429 Landscape Ecology (2 cr.)

Rnge 440 Wildland Restoration Ecology (3 cr)

Rnge 459 Rangeland Ecology (3 cr.)

At least 2 credits in Fuels and Fuels Management

FOR 427 Prescribed Burning Laboratory (2 cr.)

FOR 433 Science-Based Fuels Management Planning (2 cr.)

FOR 451 Fuels Inventory and Mapping (2 cr.)

FOR 452 Quantification of Wildland Fire and Fuels Analysis (1 cr.)

FOR 453 Fuels Analysis Techniques (1 cr.)

Or equivalent

At least 3 credits in Applied Tools and Technology

NR 402 GIS Applications in Natural Resources (1 cr.)

Geog 385 GIS Primer (3 cr.)

Geog 475 Geographic Information Systems (1 cr.)

FOR 472 Remote Sensing of the Environment (3 cr.)

Geog 301 Meteorology (3 cr.)

Geog 401 Climatology (3 cr.)

Or equivalent

At least 3 credits in Management, Planning, & Policy

FOR 424 Forest Dynamics and Management (3 cr.)

FOR 462 Watershed Science and Management (3 cr.)

FOR 484 Forest Policy and Administration (2 cr.)

ForP 430 Forest Engineering and Harvesting (3 cr.)

Rnge 354 Wildland Vegetation Mgmt and Restoration (3 cr.)

Rnge 456 Integrated Rangeland Management (3 cr.)

CSS 490 Wilderness Management (3 cr.)

WLF 492 Wildlife Management (4 cr.)

Or equivalent

To complete the certificate program in Fire Ecology, Management and Technology, students must earn at least 15 credits from the list above, with at least 9 credits in courses numbered 400 or above, and at least 8 credits in University of Idaho courses.

4. Other:	_____	0	_____	0	_____	0	_____
B. Nature of Funds							
1. Recurring *	_____	0	_____	0	_____	0	_____
2. Non-recurring**	_____	0	_____	0	_____	0	_____
Grand Total	_____	0	_____	0	_____	0	_____

* 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.

FC-06-018

3270
MEMBERSHIP DUES AND LICENSING FEES

PREAMBLE: This policy was removed from the Faculty-Staff Handbook in July 2002 upon the expiration of the Governor's Executive Order 96-16. A new Executive Order (2003-06) was issued in August 2003. Executive Order 2003-06 allows, but does not require, state money to be used to pay individual dues and fees when they are "part of a requirement of employment." For further information, contact the Assistant Vice President for Human Resources (885-1001).

A. POLICY. The University of Idaho recognizes that payment for licenses, certifications, memberships, and other professional and occupational requirements is a significant burden for certain employees, and that such credentials often directly benefit the University. To alleviate this burden when legally permissible and financially feasible, the University will pay for licenses, certifications, and memberships under certain limited circumstances as set forth below.

B. DEFINITIONS. For purposes of this policy, the following definitions apply:

B-1. Licenses and certifications. This category includes all licenses, certificates, permits, occupational registrations, certifications or other credentials certifying that an individual has met specific requirements and standards to practice a profession or occupation in the jurisdiction in which the license is provided or held.

B-2. Memberships. This category includes memberships in professional, occupational, or trade-based societies, organizations, or associations relating to an employee's job responsibilities or relating to a specific function of the University of Idaho. There are two types of memberships: individual and institutional. Individual memberships are held in the name of the individual, and institutional memberships are held in the name of the institution.

B-3. University of Idaho funds. For purposes of this policy, University of Idaho funds include all money or evidence of indebtedness received or held by the University of Idaho or any employee of the University of Idaho acting in his or her capacity as a University employee, regardless the source and regardless of the type of account in which it is held. This definition specifically includes money held in discretionary or "Y" accounts.

B-4. Approval Authority. For purposes of this policy, a reference to Dean, Responsibility Center Manager, or Vice President refers to the employee's specific unit director, dean or vice president in which he/she is employed.

B-5. Requirement of the position.

a. Classified Staff and Non-Faculty Exempt Employees. A license, certification or membership is a requirement of a position when it is listed on the position description as a minimum qualification. Employment Services will review non-faculty exempt and classified staff positions as requested.

b. Faculty. A license, certification or membership is a requirement of the position when either of the following conditions is met: (1) the requirement of a license, certification or membership is stated in writing in the faculty member's offer of employment; or (2) the Dean or other applicable Responsibility Center Manager (RCM) has issued a written statement that the license, certification or membership is a condition of the faculty member's continued employment.

C. PAYMENT FOR LICENSES AND CERTIFICATIONS.

C-1. Generally.

a. Requirement of the Position. University of Idaho funds may be used to pay license and certification fees *only* when the license or certification is a requirement of the position.

b. Reimbursement Only. Payment for license and certification fees from University of Idaho funds may be accomplished through reimbursement only and requires proper documentation. No direct payment or prepayment is permitted.

C-2. Classified Staff. License and certification fees for classified staff will be paid from University of Idaho funds when the license or certification is a requirement of the position.

C-3. Non-Faculty Exempt and Faculty Employees. License and certification fees *may* be paid from University of Idaho funds when the license or certification is a requirement of the position. The following guidelines apply:

a. Unit-by-Unit Determination. The RCM (e.g., Dean or Vice President) has the authority to decide whether and to what extent license and certification fees within the Responsibility Center will be paid from University of Idaho funds.

i. Consistency. The decision must apply consistently to all job titles within the Responsibility Center that require a particular license or certification.

ii. Review of Decision. The decision to pay license and certification fees should be reviewed annually and may be changed or revoked without notice.

b. Grants or Other External Funding. Regardless of the RCM's decision, if the license or certification fee is a requirement of the position and payment is permissible under the terms of a grant or contract, University of Idaho funds may be used to pay the fees, and the fees subsequently will be charged to the grant.

D. PAYMENT FOR MEMBERSHIPS.

D-1. Institutional Memberships.

a. Must be Related to Responsibilities. University of Idaho funds may be used to pay for institutional memberships *related to* the unit's or subunit's specific responsibilities. Institutional memberships need not be a requirement of a position to be eligible for payment from University of Idaho funds.

b. Unit-by-Unit Determination. The RCM has the authority to determine whether an institutional membership will be paid from University of Idaho funds.

c. Review of Decision. The decision to pay institutional membership dues should be reviewed annually and may be changed or revoked without notice.

d. Direct Payment Permissible. For institutional memberships, direct payment or prepayment from University of Idaho funds is permitted.

D-2. Individual Memberships.

a. Requirement of the Position. University of Idaho funds may be used to pay for individual memberships *only* when the membership is a requirement of the position.

b. Reimbursement Only. Payment for individual memberships from University of Idaho funds may be accomplished through reimbursement only and requires proper documentation. No prepayment is permitted.

c. All Employees. Individual membership dues *may* be paid from University of Idaho funds when the membership is a requirement of the position. The following guidelines apply:

i. Unit-by-Unit Determination. The RCM (e.g., Dean or Vice President) has the authority to decide whether and to what extent membership dues within the Responsibility Center will be paid from University of Idaho funds.

a) Consistency. The decision must apply consistently to all job titles within the Responsibility Center that require a particular membership.

b) Review of Decision. The decision to pay membership dues should be reviewed on an annual basis and may be changed without notice.

ii. Grants or Other External Funding. Regardless of the RCM's decision, if payment of membership dues is permissible under the terms of a grant, University of Idaho funds may be used to pay the dues, and the dues subsequently will be charged to the grant.

FC-06-019
UCC-06-027a

IDAHO STATE BOARD OF EDUCATION
ACADEMIC/PROFESSIONAL-TECHNICAL EDUCATION
NOTICE OF INTENT
October 24, 2005

**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): College Academic Units

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:

(Degree or Certificate)

Proposed Starting Date: Summer 2006

For New Programs:

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

For Other Activity:

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | Program Component
(major/minor/option/emphasis) |
| <input type="checkbox"/> | Off-Campus Activity/Resident Center |
| <input type="checkbox"/> | Instructional/Research Unit |
| <input type="checkbox"/> | Addition/Expansion |
| <input type="checkbox"/> | Discontinuance/consolidation |
| <input type="checkbox"/> | Contract Program |
| <input checked="" type="checkbox"/> | Other |

Janne Christensen

10-24-05

College Dean (Institution)	Date
Chief Fiscal Officer (Institution)	Date
Chief Academic Officer (Institution)	Date
President	Date

VP Research & Graduate Studies	Date
State Administrator, SDPTE	Date
Chief Academic Officer, OSBE	Date
SBOE/OSBE Approval	Date

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

- 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).

Change the organizational structure of the College of Education from three divisions to four departments as follows:

- Eliminate the Division of Adult, Counseling and Technology Education, the Division of Health, Physical Education, Recreation and Dance, and the Division of Teaching, Learning and Leadership.
- Establish the Department of Adult, Career, and Technology Education (ACTE) to

include Professional Technical and Technology Education and Adult and Organizational Learning.

Subjects: ADOL, PTTE

Industrial Technology (B.S.Ed.) (M.Ed.) (M.S.)

Adult and Organizational Learning (M.S.) (Ed.S.Ad.Ed.)

Professional-Technical and Technology Education (B.S.Ed.) (M.Ed.) (M.S.) (Ed.S.P.-T.Ed)

- Establish the Department of Counseling and School Psychology, Special Education, and Educational Leadership (CASPEL) to include Counseling and Human Services, Special Education, and Educational Leadership.

Subjects: CASP, EDAD, EDSP
Counseling and Human Services (M.Ed.) (M.S.) (Ed.S.Counsel.-Hum.Serv.)
Educational Leadership (M.Ed.) (M.S.) (Ed.S.Ed.Ldrshp.)
School Psychology (Ed.S.Sch.Psych.)
Special Education (B.S.Ed.) (M.Ed.) (M.S.) (Ed.S.Sp.Ed.)
- Establish the Department of Curriculum and Instruction to include Early Childhood Development and Education, Elementary Education, Secondary Education, and Curriculum and Instruction programs.

Subjects: EDCI (EDTE)
Curriculum and Instruction (M.Ed.) (M.S.)
Early Childhood Development and Education (B.S.Erly.Chldhd.Dev.Ed.)
Elementary Education (B.S.Ed.)
Secondary Education (B.S.Ed.)
- Establish the Department of Health, Physical Education, Recreation and Dance to include School and Community Health, Physical Education, Sport Science, Recreation, Dance and Athletic Training programs.

Subjects: Dan, H&S, PEB, PEP, Rec
Athletic Training (B.S.P.E.)
Dance (B.S.Dan.)
Physical Education (B.S.Ed.) (M.Ed.) (M.S.)
Recreation (B.S.Rec.) (M.S.)
School and Community Health Education (B.S.Ed.)
Sport Science (B.S.P.E.)
- Change the course prefix EDTE TO EDCI in the Department of Curriculum and Instruction.

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.).

The change in organizational structure from three divisions to four departments narrows the breadth and span within each unit. The proposed change provides departments with the opportunity for definition and focus to support current and developing initiatives in program design, assessment and instruction, scholarship and outreach mission of the UI. The size of each department falls within institutional guidelines for departments and will increase effectiveness and efficiency in the college.

The proposed change affects the alignment of programs in the ACTE, CASPEL, and C&I departments. There are no changes in degrees, majors, and minors within the programs or departments.

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

There is no direct effect on program quality; the proposed alignment of programs provides the potential for increased quality resulting from more focused program definition. There are no changes in program accreditation.

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.

There are no changes to existing programs within the organizational structure.

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

There are no changes in role or mission in the proposed organizational structure.

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 proposed change does not affect the 8-year plan.

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

There are no changes in resources. This is a realignment of college resources and positions using existing college funds.

Estimated Fiscal Impact	FY _____	FY _____	FY _____	Total
A. Expenditures				
1. Personnel	_____	_____	_____	_____
2. Operating	_____	_____	_____	_____
3. Capital Outlay	_____	_____	_____	_____
4. Facilities	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____
B. Source of Funds				
1. Appropriated-reallocation	_____	_____	_____	_____
2. Appropriated – New	_____	_____	_____	_____
3. Federal	_____	_____	_____	_____
4. Other:	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____
B. Nature of Funds				
1. Recurring *	_____	_____	_____	_____
2. Non-recurring **	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____

* 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.