

**GENERAL POLICY REPORT #35**  
**March 10, 2006**

The items listed below will be considered to have the necessary faculty approval unless a petition requesting further consideration of them is signed by five faculty members and submitted to the chair of the Faculty Council within 14 calendar days after the March 10, 2006, date of circulation. As a rule, if no petition is received within 14 days the report will be submitted to the president for approval and transmittal to the regents, if regents' action is required. However, due to the university's spring break, the deadline is extended to March 31, 2006. 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:*

***Faculty Staff Handbook:***

**FC-06-020:** FSH 1640.72 Research Council (revision of function and structure)

***Catalog Changes:***

**FC-06-023:** Catalog: Fall/Spring 2006-2007 Final Examination Schedule (minor amendment)

***Notice of Intent:***

**FC-06-021:** NOI: College of Letters, Arts, and Social Sciences, Department of English,  
Certificate of Completion in Professional Writing

**FC-06-024:** NOI: Discontinue Agribusiness (B.S. Ag. Econ) in Idaho Falls

**FC-06-025:** NOI: Discontinue distance program in Plant Science

**A. FUNCTION.** The Research Council is the faculty's standing committee that oversees the implementation of discovery, creativity, and research policies [see 5100 and 5200] and resolves disagreements about the interpretation or implementation of those policies. The Human Assurances Committee (HAC) is a standing subcommittee of the Research Council. For information on its function, structure, and membership, call the Research Office. [See also 5200 D and E.]

**B. STRUCTURE. B. STRUCTURE.** One faculty member from each of the colleges, four members appointed by the president to ensure adequate representation from faculty constituencies that are most active in discovery, creativity, and research policies while ensuring that faculty engaged in multidisciplinary activities are represented, and (without vote) vice president for research and dean of library services (or the latter's designee). The representatives from the colleges are designated in accordance with procedures determined by their respective faculties. The vice president for research serves as chair of the Research Council. [*ed. 7-97, rev. 7-06*]

**FC-06-021**  
UCC-06-019

**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 Letters, Arts, and Social Sciences  
Name of Department(s) or Area(s): Department of English

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:

Certificate of Completion in Professional Writing  
(degree or certificate)

Proposed Starting Date: May 15, 2005

**For New Programs: NO**

**For Other Activity: NO**

\_\_\_\_\_  
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

_____ 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 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 Certificate of Completion in Professional Writing will offer a chance for students in various majors to receive certification of their expertise in writing and producing documents for the business, technical, and professional world. To complete the certificate, students will take courses from a variety of disciplines dealing with technical or professional communication, practice, theory, and ethics.

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 will offer students a “value added” means of marketing themselves when searching for jobs. The University of Idaho offers no other certificate in writing or professional communication.

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

To receive the Certificate of Completion in Professional Writing students will need to receive a grade of B or higher in each of the courses taken for certification. All the courses are already staffed by trained, qualified professors or instructors and are offered through five accredited departments. (The requirements are attached.)

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 University of Idaho Certificate in Professional Writing is unique to the State of Idaho higher education system in that it includes courses in a broad range of disciplines. Boise State University offers a Certificate of Completion in Professional Writing, but its focus is different and it is not available to University of Idaho students.

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).
  - *Direct efforts to continuously improve the quality of Idaho's education, training, rehabilitation and information/research services to gain program competitiveness, high levels of achievement, and a well-informed citizenry.* (8-Year Plan for Delivery of Academic Programs, 2004, p.13)
  - *Ensure education, training, rehabilitation and information/research services are relevant to the needs of Idaho's citizens, workforce, business, industry, and local, state, and federal government.* (8-Year Plan for Delivery of Academic Programs, 2004, p. 13)
6. Is the proposed program in the 8-year Plan? Indicate below.  
Yes      X      No

This is a first step towards developing a degree program in professional writing (*8-Year Plan for Delivery of Academic Programs, 2004 p.70*)

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

This proposed Certificate of Completion in Professional Writing requires **negligible** funding

Estimated Fiscal Impact	FY <u>2006</u>	FY <u>2007</u>	FY <u>2008</u>	<u>Total</u>
<b>A. Source of Funds</b>	Dept. of English	Dept. of English	Dept. of English	Dept. of English
1. Appropriated-reallocation	0	0	0	0
2. Appropriated – New	0	0	0	0
3. Federal				
4. Other:				
<b>TOTAL:</b>				
<b>B. Nature of Funds</b>				
1. Recurring *	0	0	0	0
2. Non-recurring **	0	0	0	0
<b>TOTAL:</b>	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.**

### **Explanation of the Costs of the Certificate of Completion in Professional Writing**

The cost of implementing the Certificate of Completion in Professional Writing will not be zero, but the costs are so negligible that they can be easily absorbed by the Department of English in the future. We have deliberately designed the certificate so that these costs would be kept to an absolute minimum.

The department will not be teaching any additional courses in support of this certificate. Most of the students who would try to earn such a certificate will already have taken several of these courses already. For example, it would be possible for students to earn a writing minor (which we already offer) and a Certificate of Completion in Professional Writing if they were to select their courses more narrowly. Not all writing minors would be interested in doing this, of course, but the number of additional students in the required courses as a result of this certificate will be negligible. Furthermore, we always offer multiple sections of English 207, 208, 313, and 317, the courses that are required for categories 1 and 2 of this certificate.

The other expense will be administrative: in order to actually receive their certificate, students will need to apply by the procedure that we describe. This procedure will require the director of writing or the assistant director of writing to verify that students have taken five courses that fit the requirements to the certificate. The department will then need to print out a certificate and mail it to the students who have earned it. We are confident that the number of students interested in this certificate will not exceed the capacity of the English department to meet the demands of this application process.

Final Examination Schedule  
**FALL 2006-07**

Regular classrooms will be used for the exam unless the instructors make special arrangements through the Registrar's Office. In order to avoid conflicts, rooms must be reserved in the Registrar's Office for "common final" exams. Instructors will announce to their classes rooms to be used for all sectioned classes having common final exams. No quizzes or exams shall be given in lecture-recitation periods during the week before the final examination week. Exams in lab periods and in physical education activity classes, final in-class essays in English composition classes, and final oral presentations in speech classes are permitted that week. Announcements of time and room should be made by the instructor for all exams. Instructors must meet their classes during the exam period for which they are scheduled in the final exam week, either for an exam or a final class session. **Instructors may deviate from the approved schedule only upon recommendation of the college dean and prior approval of the Provost.**

EXAMINATION DAY AND HOUR FOR CLASSES MEETING:

<u>Examination</u>	<u>Monday</u> December 11	<u>Tuesday</u> December 12	<u>Wednesday</u> December 13	<u>Thursday</u> December 14	<u>Friday</u> December 15
7:30 a.m. to 9:30 a.m.	7:30 a.m. MTWRF MTRF MWF MW MF	7:30 a.m. TR T R	9:30 a.m. TR T R	8:30 A.M. TR T R	8:30 a.m. MTWRF MTRF MWF MW MF
10:00 a.m. to 12:00 noon	11:30 a.m. MTWRF MTRF MWF MW MF	11:30 a.m. TR T R	9:30 a.m. MTWRF MTRF MWF MW MF	10:30 a.m. MTWRF MTRF MWF MW MF	10:30 a.m. TR T R
12:30 p.m. to 2:30 p.m.	2:30 p.m. TR T R	12:30 p.m. TR T R	1:30 p.m. MTWRF MTRF MWF MW MF	1:30 p.m. TR T R	12:30 p.m. MTWRF MTRF MWF MW MF
3:00 p.m. to 5:00 p.m.	4:30 p.m. MTWRF MTRF MWF MW MF	3:30 p.m. TR T R	4:30 p.m. TR T R	2:30 p.m. MTWRF MTRF MWF MW MF	3:30 p.m. Conflicts MTWRF MTRF MWF MW MF
7:00 p.m. to 9:00 p.m.	COMMON	COMMON	COMMON	COMMON	

Students with more than two finals in one day are permitted, at their option, to have the excess final(s) rescheduled to the conflict period or at a time arranged with the instructor of the course. Evening classes, those starting at 5:00 p.m. or later, will have the final examinations during the final exam week at the regular class time. Web based classes, which have in person finals, will have the final examination the Saturday following the final exam week. For courses starting on the hour, final examinations should be scheduled using the earlier half-hour start time.

## Final Examination Schedule

### SPRING 2006-07

Regular classrooms will be used for the exam unless the instructors make special arrangements through the Registrar's Office. In order to avoid conflicts, rooms must be reserved in the Registrar's Office for "common final" exams. Instructors will announce to their classes rooms to be used for all sectioned classes having common final exams. No quizzes or exams shall be given in lecture-recitation periods during the week before the final examination week. Exams in lab periods and in physical education activity classes, final in-class essays in English composition classes, and final oral presentations in speech classes are permitted that week. Announcements of time and room should be made by the instructor for all exams. Instructors must meet their classes during the exam period for which they are scheduled in the final exam week, either for an exam or a final class session. **Instructors may deviate from the approved schedule only upon recommendation of the college dean and prior approval of the Provost.**

#### EXAMINATION DAY AND HOUR FOR CLASSES MEETING:

<u>Examination</u>	<u>Monday</u> May 7	<u>Tuesday</u> May 8	<u>Wednesday</u> May 9	<u>Thursday</u> May 10	<u>Friday</u> May 11
7:30 a.m. to 9:30 a.m.	8:30 a.m. MTWRF MTRF MWF MW MF	7:30 a.m. MTWRF MTRF MWF MW MF	7:30 a.m. TR T R	9:30 a.m. TR T R	8:30 A.M. TR T R
10:00 a.m. to 12:00 noon	10:30 a.m. TR T R	11:30 a.m. MTWRF MTRF MWF MW MF	11:30 a.m. TR T R	9:30 a.m. MTWRF MTRF MWF MW MF	10:30 a.m. MTWRF MTRF MWF MW MF
12:30 p.m. to 2:30 p.m.	12:30 p.m. MTWRF MTRF MWF MW MF	2:30 p.m. TR T R	12:30 p.m. TR T R	1:30 p.m. MTWRF MTRF MWF MW MF	1:30 p.m. TR T R
3:00 p.m. to 5:00 p.m.	3:30 p.m. MTWRF MTRF MWF MW MF	4:30 p.m. MTWRF MTRF MWF MW MF	3:30 p.m. TR T R	4:30 p.m. TR T R	2:30 p.m. Conflicts MTWRF MTRF MWF MW MF
7:00 p.m. to 9:00 p.m.	COMMON	COMMON	COMMON	COMMON	

Students with more than two finals in one day are permitted, at their option, to have the excess final(s) rescheduled to the conflict period or at a time arranged with the instructor of the course. Evening classes, those starting at 5:00 p.m. or later, will have the final examinations during the final exam week at the regular class time. Web based classes, which have in person finals, will have the final examination the Saturday prior to the final exam week. For courses starting on the hour, final examinations should be scheduled using the earlier half-hour start time.

**FC-06-024/UCC-06-036B**

**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 Agricultural and Life Sciences  
Name of Department(s) or Area(s): Dept of Agricultural Economics and Rural Sociology

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:  
Discontinue Agribusiness (B.S. Ag. Econ) in Idaho Falls  
(Degree or Certificate)

Proposed Starting Date: Summer 2007

**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

Signed by CALS dean	10/25/05
_____ 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).

We propose to discontinue our Agribusiness (B.S. Ag.Econ.) degree offered at University Place, Idaho Falls.

- 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.).

When the program was started roughly six years ago we drew heavily on Ricks College Associate Degree graduates to complete their B.S. degree in our Idaho Falls program. Since Ricks changed to a four-year college our enrollments have diminished. Fall semester 2005 we have two students enrolled in the program and registered for classes, two students who were previously enrolled in the degree but are not currently taking classes, and four students who have expressed interest in the degree but are not enrolled in UI classes. With the decline in teaching FTE's (we have had three faculty retire within the past three years who have not been replaced) we cannot afford to have a faculty member stationed off-campus to operate this program, nor can we afford to allocate on-campus FTE's to teaching off-campus classes in this program.

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

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.

The University of Idaho is the only university in Idaho that grants a degree in Agribusiness or Agricultural Economics. With this change, the Moscow campus will be the only campuses offering this degree.

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).

It is not consistent in that we will no longer be able to reach out to the citizens in Southeast Idaho who were served by this program.

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.

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

Estimated Fiscal Impact	FY _____	FY _____	FY _____	Total _____
<b>A. Expenditures</b>	_____	_____	_____	_____
1. Personnel	_____	_____	_____	_____
2. Operating	_____	_____	_____	_____
3. Capital Outlay	_____	_____	_____	_____
4. Facilities	_____	_____	_____	_____
<b>TOTAL:</b>	_____	_____	_____	_____
<b>B. Source of Funds</b>	_____	_____	_____	_____
1. Appropriated-reallocation	_____	_____	_____	_____



**FC-06-025/UCC-06-036A**

**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 Agricultural and Life Sciences  
 Name of Department(s) or Area(s): Plant, Soil and Entomological Sciences

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

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

Discontinue distance program in Plant Science  
 (Degree or Certificate)

Proposed Starting Date: Summer 2007

**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

<u>Signed by CALS dean</u>	<u>10/25/05</u>
College Dean (Institution)	Date
Chief Fiscal Officer (Institution)	Date
Chief Academic Officer (Institution)	Date
President	Date

<u>VP Research &amp; Graduate Studies</u>	<u>        </u>
VP Research & Graduate Studies	Date
<u>State Administrator, SDPTE</u>	<u>        </u>
State Administrator, SDPTE	Date
<u>Chief Academic Officer, OSBE</u>	<u>        </u>
Chief Academic Officer, OSBE	Date
<u>SBOE/OSBE Approval</u>	<u>        </u>
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).  
**Dropping the distance program in Plant Science**
- 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.)

**We do not have the student interest or faculty to adequately support the continuation of this program. We do not have the funds to continue offering distance courses that are not efficient.**

3. Briefly describe how the institution will ensure the quality of the program (e.g., accreditation, professional societies, licensing boards, etc.). N/A
  
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. N/A
  
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).
  
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.
  
7. Resources--Faculty/Staff/Space Needs/Capital Outlay. (Use additional sheets if necessary.):

Estimated Fiscal Impact	FY _____	FY _____	FY _____	Total _____
<b>A. Expenditures</b>	_____	_____	_____	_____
1. Personnel	_____	_____	_____	_____
2. Operating	_____	_____	_____	_____
3. Capital Outlay	_____	_____	_____	_____
4. Facilities	_____	_____	_____	_____
<b>TOTAL:</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>	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.