University of Idaho  
2019 – 2020 Faculty Senate Agenda  
Meeting #27  
Tuesday, April 14, 2020 at 3:30 pm  
Zoom Only

I. Call to Order

II. Approval of Minutes (Vote)
   - Minutes of the 2019-2020 Faculty Senate Meeting #26 (April 7, 2020) Attach. #1

III. Chair’s Report

IV. Provost’s Report

V. Committee Reports
   Faculty Affairs (Vote)
   - FSH 1565 Emeriti (Alexandra Teague) Attach. #2

   University Curriculum Committee (Vote)
   - UCC-20-064 PEP 495 as Senior Experience (Matthew Smitley) Attach. #3
   - UCC-20-069 COGS Continuing Registration, Finishing Status, Provisional Admission Policy, and Probation, Disqualification, and Reinstatement (Jerry McMurty) Attach. #4
   - UCC-20-071 MS Dietetics and Related Courses (Hydee Becker) Attach. #5
   - UCC-20-014 Honors Policy (Lindsey Brown) Attach. #6
   - UCC-20-054 v2 Replacing a Grade by Repeating a Course (Lindsey Brown) Attach. #7

VI. Special Orders
   - Rescinding Friendly Amendment regarding “general” for UCC-20-032. (Terry Grieb)
   - APM 40.23 Municipal Waste Disposal (Diane Whitney) Attach. #8

VII. New Business

VIII. Adjournment

Attachments:
   - Attach. #1 Minutes of the 2019-2020 Faculty Senate Meeting #26 (April 7, 2020)
   - Attach. #2 FSH 1656 Emeriti
   - Attach. #3 UCC-20-064 PEP 495 as Senior Experience
   - Attach. #4 UCC-20-069 COGS Continuing Registration, Finishing Status, Provisional Admission Policy, and Probation, Disqualification, and Reinstatement
   - Attach. #5 UCC-20-071 MS Dietetics and Related Courses
   - Attach. #6 UCC-20-014 Honors
   - Attach. #7 UCC-20-054 v2 Replacing a Grade by Repeating a Course
   - Attach. #8 APM 40.23 Municipal Waste Disposal
University of Idaho
2019 – 2020 Faculty Senate – Approved
Meeting # 27
Tuesday, April 14, 2020 at 3:30 pm
Zoom only

Present: Bridges, Carter, Caplan, Chapman, Chopin, Cosens, DeAngelis, Dezzani, Fairley, Grieb (Chair), Hanigan, Hill, Jeffery, Keim, Kirchmeier (Vice-Chair), Lee-Painter, Meeuf, Paul, Raja, Rashed, Sammarruca (w/o vote), Schwarzlaender, A. Smith, R. Smith, Tibbals, Wiencek (w/o vote), Kern, McKellar, Tenuto

Absent:

Guest Speakers/Presenters: Lindsey Brown, Alexandra Teague, Matthew Smitley, Jerry McMurtry, Hydee Becker, Diane Whitney, Charles Zillinger

Call to Order: Chair Grieb called the meeting to order at 3:33 pm.

Approval of Minutes (vote):
There was a motion (Lee-Painter/Hanigan) to approve the minutes of the 2019-2020 Faculty Senate Meeting #26 (April 7, 2020). The motion to approve the minutes passed unanimously.

Consent Agenda: None.

Chair’s Report:

- The next University Faculty Meeting (UFM) will be on May 6th, 2020, 2:30-4:00 (PT).
- Chair Grieb expressed gratitude to the chairs of all standing committees, in particular: Alexandra Teague (Faculty Affairs Committee), Lori Baker-Eveleth (University Curriculum Committee), and Barb Kirchmeier (Senate Vice-Chair and chair of the Committee on Committees). While all chairs deserve equal appreciation, these three committees had an especially large volume of items to address. Thanks are also due to Aaron Johnson (Teaching and Advising committee), Cassidy Hall, who chaired both the IT committee and the University Committee on General Education, and Ralph Neuhaus, chair of Admissions Committee.
- FSH and Catalog items must be approved by next Tuesday, April 21st, in order to be presented at the May 6th UFM.
- Discussion on the Vandal Gateway Program (VGP) will be on the agenda next week.
- We have 3 more meetings, April 14th, 21st, and 28th. Based on what is typically done, on the 28th the 2019-20 Senate will retire, and the new Senate will hold their first meeting. We still have additional discussions/updates on the Academic Prioritization Program (APP) whose final report is currently with President Green for approval, the Sustainable Financial Model Working Group, and outsourcing. Therefore, we may need a meeting of the 2019-20 Senate on May 5th to wrap up any unfinished business.
- Many thanks to Joana Espinoza for her extensive and innovative work with the Committee on Committees.
- Lastly, an issue of continuity of Senate operations in the summer, see FSH 1580.VII which prescribes the function of an Executive Committee. If anything requiring a formal response from Senate cannot
be addressed via Emergency Policy FSH 6990, the 2019-20 Senators may need to meet during the summer.

Provost’s Report (delivered by Torrey Lawrence):

- The report from the APP Taskforce was provided to the Institutional Planning and Effectiveness Committee (IPEC). IPEC will forward its recommendation to the President for final decisions.
- Two new COVID-19 emergency policies have gone to FSL and other groups for comments and are about to be submitted. They concern: 1) extension of Promotion and Tenure timelines, which is not automatic but can be requested; and 2) course evaluations for Spring and Summer 2020. This created an implementation challenge because we were in the middle of moving from the current system (Banner) to Campus Labs. Due to COVID-related delays, we will stay with Banner for this spring and move to the new system in the summer.
- Three dean searches are underway, for the College of Education, Health and Human Sciences, where the search for an interim dean is being prepared, the College of Law, and the College of Arts and Architecture (for which finalists have been identified).
- The President’s budget memo from the end of last week contains information on the challenges still ahead of us.
- COVID-19 update: The university’s current plan is to be open in the Fall, pending state/federal orders and public health guidance.

In response to a question, Vice Provost Lawrence clarified that course evaluations will be collected as usual, but faculty will be able to “opt-out,” in the sense that they can look at those evaluations and choose to have them dropped from their records. The deadline to opt-out may be sometime in September, but that needs to be confirmed.

Committee Reports:

- Faculty Affairs Committee (Voting item)
  FSH 1565 Emeriti – Alexandra Teague, attachment #2.
  Alexandra Teague gave a brief overview on how these revisions came to be. Francesca Sammarruca, Faculty Secretary, asked FAC to look at 1565 E-1 (now E-3-b) to consider clarifying the term “exceptional circumstances.” Once FAC began to look at the policy, they realized that not only did that terminology need clarification (which was done by referencing FSH 3910 A-1), but that the process for becoming Emeritus also needed to be clarified, as did the possibility that emeritus status could be revoked in exceptional circumstances (which current policy left no mechanism for). The committee also realized that information in E-2 through E-4 was sometimes unclear, redundant, and/or no longer accurate. The revised policy does not substantively change the privileges or employment opportunities of emeritus status; it only brings those into alignment with current employment policies in HR and helps to clarify policy—e.g. requiring 60 days’ notice for revoking office or lab space allocation—to protect both emeritus faculty and the full university community.

  Discussion:
  A Senator raised the issue of whether Emeriti can serve as (non-chair) members at graduate committees. Dean of COGS Jerry McMurtry noted that engagement of Emeriti is encouraged. There was general agreement that this would be a great topic for Graduate Council to undertake in the Fall. It was noted that it had been practice for Emeriti (who were approved as graduate faculty prior
to retirement) to be able to serve on graduate student committees and anyone needing a waiver prior to Graduate Council addressing this oversight should contact the Dean of the College of Graduate Studies.

Senator A. Smith proposed a first amendment, which consisted of adding the language underlined below to the opening paragraph of section E-3 as approved by FAC:

“Faculty must request consideration for emeritus status. This request may be made in the notice of resignation or in a request made directly to the provost. This request may be made along with or at any point following the submission of the letter of resignation. If a faculty member who is eligible for emeritus status under section E-2 does not request consideration for emeritus status in their resignation letter, then their college or department will send a notice to the faculty member asking if they wish to request emeritus status. The college or department will send a similar notice to any eligible faculty who receives a terminal contract due to program closure or similar circumstances. [rev. 2-20]” This addition would prevent eligible faculty from “falling through the cracks”. The motion to amend was seconded by Senator Fairley. The chair of FAC noted that this is a great addition to the policy. The motion carried.

There was a second amendment. Senator A. Smith proposed to amend section E-3-b as approved by FAC to read as follows, where underlines and deletions represent changes to the section that was approved by FAC: “In exceptional circumstances, the provost may suspend the above eligibility rules and award, deny, or revoke a faculty member’s emeritus status, with a written notification to the faculty member stating the reasons for the decision and notifying them of the ability to appeal. A faculty member may appeal this decision to the Faculty Senate Chair, Faculty Senate Vice Chair, and Faculty Secretary, where the provost’s decision must be upheld by a unanimous vote in order to be enacted, to be affirmed or denied based on a majority vote. Examples of exceptional circumstances include the reasons outlined in FSH 3910 A-1. [add. 1-12, rev. 2-20]” The reason for this second amendment, which replaces “majority vote” with “unanimous vote,” as it was in the original policy, is to provide stronger protection to the prospective emeritus in the identification of exceptional circumstances. Chair Teague observed that FAC had chosen not to go that direction to avoid giving too much power to a single person. Both Chair Grieb and Secretary Sammarruca made comments in support of Senator A. Smith’s amendment. The motion was seconded by Senator Fairley. The motion carried.

A Senator moved back to the issue of Emeriti serving on graduate committees. This Senator is about to become Emerita and is currently serving on 7 such committees, for which it would be very difficult to find replacements for her. She will follow up with Dean McMurtry, who reiterated that Graduate Council does support Emeriti serving. Chair Grieb noted that we can come back to this should an additional vote be required. It was also noted that Emeriti can serve on UI committees per FSH 1565. Are graduate committees not included because they are not standing committees? Graduate Council will look into this question.

The vote was called on FSH 1565 as amended. The motion carried.

- University Curriculum Committee (Voting items)
  - UCC-20-069 COGS regarding Continuing Registration, Finishing Status, Provisional Admission Policy, and Probation, Disqualification, and Reinstatement – Jerry McMurtry, Attachment #4. All these items will be voted as a package.
Dean McMurtry explained the rationale for the changes in the definition of “current” graduate student, which allows better consistency with many other institutions. There were no questions or comments on this item.

Moving to the second item, the new language sets some parameters around “Provisional Admission,” which was done informally up to this point. Provisional admission is available to students who are academically eligible but lack departmental requirements or are deficient in coursework necessary for full admission to the program. Their progress is monitored, and the students can then be moved to regular admission, if appropriate. Typically, this happens within one or two semesters.

The changes to Probation, Disqualification, and Reinstatement procedures have the advantage of streamlining the process, as there is no longer the need to search for reversion grades (a very time-consuming task).

Discussion:
There was a brief discussion on the meaning and consequences of disqualification, and under which circumstances it can occur. A student’s GPA must fall below 3.0 for two consecutive semesters. A grade of “P” which the student may earn doing research over the summer does not count towards raising the GPA to 3.0 during the second semester. However, even when disqualified, the student is still part of the university. They can be reinstated with the recommendation of the major professor and their department chair. After disqualification, they can petition so that they don’t have to sit out for one semester.

Back to Provisional Admission, a Senator asked why this option is not available to international students. Dean McMurtry explained that this is mandated by Homeland Security.

Another Senator suggested to look into regulation L11 to verify consistency of language with regard to Reinstatement.

Vote: The motion carried.

- UCC-20-064 PEP 495 as Senior Experience – Matthew Smitley, attachment #3.
  Matthew Smitley introduced himself as the Director of the MS in the Athletic Training program, which is housed in CEHHS. This is an 84-credit, two-year, six-semester MS degree that prepares for a national certification exam both for health care workers and athletic trainers. Within the degree pathway, no class was offered that would be suitable as a Senior Experience. After extensive discussion with UCGE and UCC, they proposed PEP 495, a one-unit practicum course. In this class, students gain experience in exercise science or a health science field. It requires 40 hours of participation in assigned sites and allows students to apply the knowledge they have acquired in their degree pathway while obtaining real-world experience. Thus this course meets the standards of a Senior Experience as students utilize what they have learnt in their coursework. Activities include active reflection, goal setting, and real-time participation at clinical sites.
  Vote: the motion carried.

- UCC-20-071 regarding MS Dietetics and Related Courses – Hydee Becker, attachment #5.
  Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a
minimum of a master’s degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). The School of Family and Consumer Sciences (FCS) is proposing to offer a new degree program called the Master of Science in Dietetics (MS D). This degree will include 59 credit hours (33 credits of 500-level courses) and at least 1,200 hours of supervised experiential learning in nutrition and dietetics settings culminating in the successful completion of a comprehensive final exam. The purpose of the degree is to meet the requirements needed for graduates to take the credentialing exam to become RDNs (previously referred to as registered dietitians, RDs). Currently, FCS offers a Bachelor of Science in family and consumer sciences (BS FCS) with a major in Foods and Nutrition. The current undergraduate enrollment of students in food and nutrition is expected to grow, as students will seek a seamless transition from the undergraduate to graduate degree. In fact, University of Idaho students will be encouraged to apply for the MS in their junior year and begin the MS D in their senior year. Current students accepted into the program will complete the BS and MS within five years in this 3 + 2 program. Students who already have a BS degree in another major or from another institution who wish to work as RDNs may apply for the two year (four semesters) ACNED-accredited MS D.

Discussion:
There was some discussion regarding how the program differs from the one at ISU. Hydee Becker explained that Dietetics is a field in transition. Historically, ISU offered an undergraduate degree to provide course work and a separate internship in dietetics. At U of I, both of these aspects will be coordinated. By going for an MS in Dietetics, they are moving to a new model, thus giving students more options. To meet accreditation requirements, ISU has now changed their internship into a master’s degree. Thus it is similar to what we do, yet different.

A Senator asked whether the closure of the UG program was part of the Program Prioritization done this year. Hydee Becker noted that already some time ago they had taken the Dietetics option out of their UG degree, leaving the BS in Food and Nutrition.

Vote: the motion carried.

- UCC-20-014 regarding Honors Policy – Lindsey Brown, attachment #6.
  With these revisions, academic honors are based solely on U of I GPA (not GPAs from other institutions). Also, a chart is included in the Catalog which will make it easier to understand the requirements for the various levels of academic honors.
  Vote: the motion carried.

- UCC-20-054 v2 Replacing a Grade by Repeating a Course – Lindsey Brown, attachment #7.
  Currently, a student who has received a D or F in a course at UI may repeat the course at the UI provided credit has not been earned in a more advanced vertically related course in the same subject area. Although all grades remain on the record, the first repeat will replace the grade and credit earned initially in the course. The second and subsequent repeats of the same course will be averaged in the student’s institutional GPA. The proposed policy would change this to keep all grades on the student’s records, but the most recent grade received will be calculated within the student’s GPA and credit earned in the course. See the College of Law section for the exception to this regulation applicable to students in that college.

Discussion:
A Senator said that the best grade should count as it applied to the credit earned in the course and was not supportive of UCC’s choice. Chair Grieb proposed to postpone the possible presentation of an amendment until next week, after the interested parties have had a chance to discuss it.
Motion to postpone: Tibbals/Schwarzlaender. The motion carried.

Special Orders:

- Rescinding Friendly Amendment regarding “general” for UCC-20-032. (Terry Grieb)
The friendly amendment from Meeting #26 to replace “Sociology” with “General” was due to a misunderstanding and should be revoked before presentation to UFM. The intent was to reflect that the Sociology major had two emphases as follows: Inequalities and Globalization, and General Sociology. There were no objections.

- **APM 40.23** Municipal Waste Disposal – Charles Zillinger, attachment #8.
  These changes were actually made an implemented in 2013. Thus, this is just to formalize what is already being applied. The current policy is cleaner and simplified, and only deals with solid waste and no other kind of waste.
  There were no questions or comments.

New Business:

- Senator Hanigan reported that some students who use the Center for Disability Access and Resources (CDAR) as a resource asked for more visibility on campus as part of our diversity mission. ASUI is working to bring more light on that fraction of our student body as a diversity aspect. They are preparing a survey for faculty and students. Information on a survey (for which approval is pending) will be included in the Senate Talking Points as soon as it becomes available.

- A reminder that election results for 2020-2021 Senators must be in by Monday April 20th (later corrected to Tuesday April 21st.)

**Adjournment:** A motion to adjourn was made by Kirchmeier. The meeting was adjourned at 5:03pm.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate
Call to Order: Chair Grieb called the meeting to order at 3:31 pm.

Approval of Minutes (vote):
There was a motion (A. Smith/Tibbals) to approve the minutes of the 2019-2020 Faculty Senate Meeting #25 (March 31, 2020). The motion to approve the minutes passed unanimously.

Consent Agenda: None.

Chair’s Report:

- Chair Grieb thanked Mary Stout, Joana Espinoza, and Carlos Vazquez for the valuable support they provide to Senate. He also extended thanks to the Faculty Secretary for her service during a year of transition. He acknowledged Vice provosts Cher Hendricks and Torrey Lawrence, Policy Coordinator Diane Whitney, and Registrar Lindsey Brown for the hard work they do, often “behind the scenes.” Last but not least, he thanked and wished all the best to Provost John Wiencek and congratulated him on his new position.

- Senators were asked to remind the faculty in their colleges to fill out the COVID-19 timesheets so that we can maximize our federal support for this emergency. Instructions for doing this will be included in the talking points.

- Senators who are completing their term on Senate were reminded that the results of their college elections need to be communicated to Senate Leadership no later than April 21st.

There were some requests of clarification concerning the COVID-19 timesheets, as exempt employees are usually unfamiliar with time reporting. Faculty who can work at home full-time can report a maximum of 40 hours per week.

Provost’s Report:

- Provost Wiencek has accepted an offer at the University of Akron in Ohio, where he will be closer to his family. He enjoyed the time at U of I, where he leaves many friends and dear colleagues. He hopes to stay in touch with all of them. Torrey Lawrence was just appointed Interim Provost. Provost Wiencek will prepare to leave during the month of May.
Discussion:
A Senator brought up an ITS issue. ITS has changed their rules about “sponsored accounts”, which could be used, for instance, by post-doctoral fellows to continue collaborations when they leave U of I to take a permanent position. Apparently, the policy was changed without any communication. Both Provost Wiencek and Vice Provost Lawrence were not aware of this change but will ask Dan Ewart about it.

Committee Reports:

- **Committee on Committees (Voting items)**
  FSH 1640.89-90 regarding UCGE and GEAC -Barb Kirchmeier and Dean Panttaja (attachment #2). The two committees are being combined because: 1) General education assessment informs general education curriculum selection and should not be separated; 2) Many members serve on both committees so this is an efficiency of resources move; and 3) The institutional representatives to SBOE statewide general education should be part of both the assessment and the selection processes.
  Discussion:
  There was a friendly amendment to replace in Section B the old name “College of Education” with the current name of “College of Education, Health, and Human Sciences”.
  Vote: motion carries.

- **Multi-Campus Communication Committee (Voting item)**
  FSH 1540 UFM participation rules – Francesca Sammarruca (attachment #3).
  Per current FSH 1540 A-1, full participation (that is, with vote) in university faculty meetings (UFM) is possible if off-campus faculty join one of 4 approved locations (typically in Boise, Coeur d’Alene, Twin Falls, Idaho Falls). Already last Fall, the idea came up to allow full participation remotely to any eligible voter from anywhere. The rationale is: 1) to encourage broader participation and 2) to increase the probability of having a quorum.
  Discussion:
  Following a comment from Chair Grieb, Sammarruca confirmed that the next UFM, on May 6th, 2020, will take place via Zoom because COVID-19 Temporary Emergency Policy FSH 6990 allows suspension of current FSH 1540 A-1.
  Vote: motion carries.

- **University Curriculum Committee (Voting item)**
  - **UCC-20-53 Upper-Division Credit Requirements** – Lindsey Brown (attachment #4).
    This was discussed last week. There are no changes and the Registrar’s Office is ready to move forward.
    Discussion:
    A Senator noted that we are lowering the number of required credits while our peers have higher requirements. Lindsey Brown replied that this choice allows for greater flexibility, particularly when providing instruction to other campuses.
    Vote: motion carries.
  - **UCC-20-013 Posthumous Degrees** – Lindsey Brown (attachment #5).
    The purpose is to have a fully vetted and approved policy. It went through UCC, Graduate Council, and the College of Law. It also provides for an appeal process.
    Vote: motion carries.
  - **UCC-20-55 Independent Study Courses** – Sherrie Metlen (attachment #6).
    The discussion continued from the previous week. Senator Tibbals was invited by Chair Grieb to propose the amendments which he was considering last week. The amendments are as follows:
1. In section B-4, replace “independent study” and “correspondence study” with “Independent Study in Idaho”.

2. Motion to amend the proposed language in Regulation E-4 to replace the struck language with the following: “…non-U of I sponsored independent study courses,…”

3. Motion to amend the proposed language in Regulation J-2 to replace the struck language with the following: “…or non-U of I sponsored independent study courses…”

4. Motion to amend the proposed language in Regulation J-9-c to replace the struck language with the following: “…non-U of I sponsored independent study courses,…”

Rationale for the amendments: Readers may not fully realize that we are making a distinction between ISI courses offered by the U of I and those offered by BSU, ISU, and LCSC for the purposes of grades and residency. Added clarity may help prevent confusion for students and advisors. The motion by Tibbals to approve all 4 amendments was seconded by DeAngelis. The motion to approve the amendments carries. The motion to approve the language as amended carries.

- UCC-20-60 First-Year Admission Requirements – Melissa Goodwin (attachment #7).
  When new SAT scores were introduced, they did not get into the Catalog. Thus, this proposal is just to enter in the Catalog changes that were actually made already in March 2016. The proposal went smoothly through UCC.
  Vote: motion carries.

- UCC-20-63 GenEd catalog changes – Dean Panttaja (attachment #8).
  UCC-20-63-(b, d, e, f, g) will be presented and voted as a packet.
  Starting with Catalog J-3-b, English requested that ENGL 317 and 313 be removed primarily because it was really difficult to adjust to State Board (SB) learning outcomes for Communication classes.
  Catalog item J-3-d concerns “Mathematical Ways of Knowing”. Because we have separate Mathematics and Statistics departments, MATH 153/STAT 153 was added as a cross listed class to be consistent with SB course indexing. Changes to J-3-e “Humanistic and Artistic Ways of Knowing”, J-3-f “American Diversity and International Courses”, and J-3-g “Senior Experience,” were presented next.
  There was some discussion on the fact that ENGL 317 and ENGL 313 (Technical Writing and Business Writing), although still offered, will no longer count towards Oral Communication requirements. They now have a much stronger writing focus. Degrees and programs can still have them in their curriculums designated as Communication classes. Another Senator expressed discontent with this change, as some students will now have to take an additional course to cover both the oral and writing communication requirements.
  The discussion moved to Senior Experience and Capstone. A Senator inquired whether there had been any talk about eliminating the Senior Experience, following the removal of the ISEM. Dean Pantaja said it would be a very bad idea for the institution to move away from the Senior Experience or Capstone. Those are the greatest opportunity an institution has to capture the students’ success and what they have actually learned. It is not only a profound experience for the student and a great benefit towards their future professional lives, but also a unique opportunity to capture data to report back on. Discussions on Capstones have been about UCC wanting to move them back to the programs rather than having them considered as part of General Education. It is most important to continue to have that “touch” with the students before they leave. We also use it as a matter of accreditation and assessment. Discussions have been about where Senior Experience belong, not whether it should be removed.
Friendly amendment on J-3-b: drop the word “four” from “…one of the following four courses…”.
Vote: motion carries.

- UCC-20-032 Changes to B.A. and B.S. in Sociology – Leontina Hormel (attachment #9).
  Rationale: The changes to the Sociology major curriculum are a response to Criminology becoming a separate major starting in July 2020. We removed the Criminology emphasis and removed “General” from our third emphasis so it is now “Sociology.” All courses draw on the expertise of our current faculty and thus no additional resources are needed. Courses will be assessed as part of regular departmental assessment.
  Discussion:
  There was a friendly amendment to strike “general” and leave “Sociology”.
  Vote: motion carries.

Special Orders:

- APM 20.23 Payment Card Processing – Linda Campos (attachment #10).
  These sections of the APM have been updated to reflect changes in the PCI compliance rules and best practice policy language from peer institutions.
  A brief discussion followed. There are no fundamental changes nor additional costs to vendors or to the university. Chair Grieb thanked Linda Campos for presenting this advisory item.

- CETL & Online Delivery – Brian Smentkowski (attachment #11).
  Before starting his presentation (the slides are attached to this binder), Brian Smentkowski acknowledged the amazing way faculty have made the transition to different teaching strategies. He showed “snapshots” of BbLearn usage on campus at any given time before and after Spring Break, revealing, most recently, a greater concentration of student usage outside of business hours. It was interesting to see how BbLearn usage in Moscow dropped by 50%, as students log on from other locations. A break-down by states, nationally, was also displayed.

  The focus moved to U of I faculty surveys concerning faculty use of Zoom, BbLearn, or other teaching strategies. Use of Zoom for meeting, advising, or mentoring has been overwhelmingly large. Faculty seem to feel very confident using BbLearn, but they are also willing and able to find “cool” and creative ways to connect with students. They are talking to students to get a sense of what works for them. They listen and communicate in order to find a path forward.

  There has been a large volume of email communication from CETL. Workshops have often made use of faculty’s creative ideas and suggestions. There is good bonding between students and faculty. At CETL, they have heard many success stories of faculty connecting, engaging, and demonstrating flexibility about students’ needs.

  Brian Smentkowski wanted to end his presentation as he started it, namely by thanking the faculty. He encouraged faculty to reach out and let CETL know how they can help.

  Chair Grieb thanked Brian Smentkowski and opened the space to discussion.
  A Senator asked whether there are data about how many students do not have easy access to technology while away from campus. To Brian Smentkowski’s knowledge, such data is not available. ITS may have that information.
Chair Grieb brought up the issue of “Zoom bombing.” This disruption can be difficult and demoralizing to faculty. Should we require that students sign in in order to access a zoom class? Brian Smentkowski noted that it is best to observe protocol and restrict our students’ space to make it safe, comfortable, and free of incivility. Again, faculty are strongly encouraged to contact CETL if they encounter this or other problems. There are resources available on zoom protection.

Chair Grieb thanked Brian Smentkowski again and CETL’s great work since they started, in August 2017. A number of helpful links appeared on the Zoom “chat space” of which Senators were encouraged to take note.

**New Business:** None

**Adjournment:** Motion to adjourn (Tibbals/Fairley). The meeting was adjourned at 4:55pm.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate
POLICY COVER SHEET

For instructions on policy creation and change, please see [www.uidaho.edu/governance/policy](http://www.uidaho.edu/governance/policy).

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<td>Chapter &amp; Title: <strong>Section 1565: Emeritus Status, Section E</strong></td>
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*Note: If revision or deletion, request original document from uofi-policy@uidaho.edu. All changes must be made using “track changes.”

Originator (see FSH 1460 C) Alexandra Teague, Chair, Faculty Affairs Committee

415-702-7104 / ategue@uidaho.edu / 24 February 2020

Policy Sponsor, if different from Originator

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Reviewed by General Counsel X Yes ____No Name & Date: Kim Rytter 3/31/20

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

Francesca Sammarruca, Faculty Secretary, asked FAC to look at 1565 E-1 (now E-3-b) to consider clarifying the term “exceptional circumstances” in “In exceptional circumstances the provost, with the concurrence of Senate Chair, Vice Chair and Faculty Secretary, may suspend the above eligibility rules and award or deny emeritus status to a faculty member” because in a case brought to Senate Leadership, this had been hard to define. Once FAC began to look at the policy, we realized that not only did that terminology need clarification (which we did by referencing FSH 3910 A-1), but that the process for becoming Emeritus also needed to be clarified, as did the possibility that emeritus status could be revoked in exceptional circumstances (which current policy left no mechanism for). We also realized that information in E-2 through E-4 was sometimes unclear, redundant, and/or no longer accurate. The revised policy does not substantively change the privileges or employment opportunities of emeritus status; it only brings those into alignment with current employment policies in HR and helps to clarify policy—e.g. requiring 60 days’ notice for revoking office or lab space allocation—to protect both emeritus faculty and the full university community.

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

none

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

none
4. **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: ________________________________

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<th>FSH</th>
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CHAPTER ONE:
HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1565

ACADEMIC RANKS AND RESPONSIBILITIES

E. EMERITUS STATUS. (FSH 1520 II.-2)

E-1. PURPOSE. Emeritus status benefits both the university and emeriti by providing opportunities for emeriti to maintain ties with faculty members and continue service to the university and community. [add. 2-20]

E-2. ELIGIBILITY. A board-appointed, benefit-eligible member of the university faculty who holds one of the ranks described in 1565 D and who leaves the university and has a minimum of 8 years of service, has attained 55 years of age, and attained the rule of 65 (age plus years of service is at least 65), is designated eligible for emeritus status.

“professor emeritus/emerita,” “research professor emeritus/emerita,” or “extension professor emeritus/emerita,” as applicable. A faculty member without such rank has the designation “emeritus” or “emerita,” as applicable, added to the administrative or service title held at the time of retirement. [ed. 7-00, 7-02, 1-08, rev. 7-12, 1-14, 2-20]

In exceptional circumstances the provost, with the concurrence of Senate Chair, Vice Chair and Faculty Secretary, may suspend the above eligibility rules and award or deny emeritus status to a faculty member. [add. 1-12]

E-3. APPOINTMENT.

a. Faculty shall request consideration for emeritus status. This request may be made in the notice of resignation or in a request made directly to the provost. This request may be made along with or at any point following the submission of the letter of resignation. [rev. 2-20]

b. In ordinary circumstances, the provost will grant emeritus status if the eligibility requirements specified in E-2 are satisfied. [rev. 2-20]

c. In exceptional circumstances, the provost may suspend the above eligibility rules and award, deny, or revoke a faculty member’s emeritus status. A faculty member may appeal this decision to the Faculty Senate Chair, Faculty Senate Vice Chair, and Faculty Secretary, to be affirmed or denied based on a majority vote. Examples of exceptional circumstances may include the reasons outlined in FSH 3910 A-1. [add. 1-12, rev. 2-20]

d. A list of emeriti is maintained by the Provost’s office. [rev. 2-20]

Emeriti are responsible for updating contact information with the university. [ed. 7-12, rev. 2-20]

e. Access. They continue to have access to research, library, and other UI facilities. [rev. 2-20]

b. Participation. UI encourages the voluntary continued participation of emeriti in the activities of the academic community. Emeriti may take an active role in the service and committee functions of their department, college, and the university, as described in FSH 1520 Article II. Other activities are subject to approval by the provost. UI encourages the voluntary continued participation of emeriti in the activities of the academic community. [rev. 2-20]

c. Title. Emeriti may use the title “professor emeritus/emerita,” “research professor emeritus/emerita,” or “extension professor emeritus/emerita,” as applicable. A faculty member without such rank has the designation “emeritus” or “emerita,” as applicable, added to the administrative or service title held at the time of retirement.

d. Mail. Departmental mailboxes continue to be available to emeriti who reside locally. Emeriti who have departmental mailboxes receive full distribution of departmental notices unless otherwise requested.

e. Office supplies. Office materials and supplies are available under the same issuing procedures applicable to other faculty, as described in FSH 1520 - Article II - Section 2. Other activities are subject to approval by the provost. [rev. 2-20]

Commented [LT-V(1)]: Check with HR – any concerns? Insurance/liability covered?

Commented [LT-V(2R1)]: Implication is employment with no pay. Not allowed.

Commented [LT-V(3)]: To comply with labor law (e.g. emeriti not volunteering to teach a course)
Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1565: Academic Ranks and Responsibilities

f. Parking. Emeriti receive one non-transferable gold parking permit annually. [rev. 1-08, 2-20]
g. Discount programs. All Emeriti receive any discounts available to other faculty members of the faculty through various UI programs. [rev. 2-20]
h. Functions. Emeriti are invited to the same university, college, and departmental functions as active faculty. [rev. 2-20]
i. Travel funding. Travel funding may be used to support professional activities of Emeriti in service to the university (e.g., guest lectures, research design, consultation, etc.). Emeriti may have a lower priority for travel funding than active faculty and such funding is at the discretion of the unit administrator or dean. [rev. 2-20]
j. Office/lab space. Offices and labs for Emeriti are provided on a space-available basis as determined by the unit administrator or dean, giving higher priority to active faculty and unit needs. Office and lab space allocations to Emeriti may be revoked upon 60 days’ notice. [rev. 2-20]
k. Information technology services. Emeriti who elect to maintain an active computing account will retain access to services provided by Information Technology Services (ITS) including electronic communications (e.g., email, instant messaging, etc.), technical support, and offered software. [add. 7-99, ed. 7-12, rev. 7-15, 2-20]

E-5A. EMPLOYMENT OPPORTUNITIES [add. 1-12, rev. 2-20]

a. Emeritus faculty Emeriti may hold a temporary or permanent part-time position (0.49 FTE or less) at the University of Idaho after retirement, subject to regular employment procedures, but not a full-time one. When it is in the university’s interest, exceptions may be made and the full-time employment limitation may be waived by the president. It is the responsibility of Emeriti to consult with HR regarding impact to benefits. [fed. 1-14, rev. 2-20]

Units wanting to employ Emeritus faculty in temporary roles may appoint them through the normal process for up to three consecutive semesters.

b. Emeriti shall not serve as supervisors of other employees unless they hold a position as outlined in E-35-a herein. [rev. 2-20]

b. Units wanting to employ Emeritus faculty in a permanent part-time position without a search must request, in writing, a search waiver from the Director of Human Rights, Access & Inclusion. Search waivers granted to Emeritus faculty remain in effect for three full years. Units need only notify Human Resources if they want to continue to employ an Emeritus faculty member while the search waiver is in effect. However, a unit is not obligated to employ the Emeritus faculty member during this three year period.

E-4. SPECIFIC PROVISIONS FOR BENEFITS OF EMERITUS PARTICIPATION STATUS. [rev. 7-12]

a. Departmental mailboxes continue to be available to Emeriti who reside locally. Emeriti who have departmental mailboxes receive full distribution of departmental notices unless otherwise requested.

b. A list of Emeriti is maintained by the Provost’s office and their mailing address is maintained at each level—department, college, and university (Human Resources). [fed. 7-06, 1-08]

c. The Director of Human Resources is Emeriti are responsible for supplying, updating, and maintaining contact information with the university about Emeriti for the Campus Directory.

d. Emeriti who have campus mailboxes receive University of Idaho publications by campus mail or upon request by email. [fed. 7-12]

e. Emeriti who have departmental mailboxes receive full distribution of notices, unless special requests may be made to the departmental administrator.
Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1565: Academic Ranks and Responsibilities

f. Office materials and supplies are available under the same issuing procedures applicable to other faculty members of the department.

g. Departmental postage may be used for professional mail.

h. Offices for emeriti are provided on a space-available basis.

i. One, free, non-transferable gold parking permit annually each year. (rev. 1-08)

j. Any discounts available to other members of the faculty and staff through various UI agencies programs are available to emeriti.

k. Emeriti are included invited to appropriate university, college, and departmental faculty-staff functions on the same basis as active faculty.

l. In the appointment of committees, administrators at all levels and the Committee on Committees are encouraged to consider the availability and desire for significant service of emeriti for service on committees.

m. There are many areas of activity, professional and other, such as service to the community and special groups within the community and university, in which emeriti may have the time and the inclination to make continuing contributions (e.g., guest lectures, research design, and consultation). In connection with such services, emeriti are not excluded from the travel budget, though they may generally have a lower priority.

Travel funding may be used to support professional activities of emeriti in service to the university (e.g., guest lectures, research design, consultation, etc.). Emeriti may have a lower priority for travel funding than active faculty and such funding is at the discretion of the unit administrator or dean.

n. Offices and labs for emeriti are provided on a space-available basis as determined by the unit administrator or dean, giving higher priority to active faculty and unit needs. Office and lab space allocations to emeriti may be revoked upon 30-60 days notice.

Emeriti who elect to maintain an active computing account will retain access to services provided by Information Technology Services (ITS) including electronic communications (e.g., email, instant messaging, etc.) and offered software.

E-5. LISTING OF EMERITI IN THE COMMENCEMENT PROGRAM. Names of faculty members who retire after meeting the eligibility requirements stated in E-1 are listed in the program of the commencement exercises held during the fiscal year in which their UI duties end; also, those whose service obligations are to end on or before August 31 following a given commencement will be listed in the program for that commencement. (add. 7-99, ren. 1-08, ed. 7-12, rev. 7-15)

E-6. MAINTENANCE OF TIES WITH EMERITI. The Faculty Senate has urged UI units periodically to review their contacts with emeriti and to take steps to ensure that the provisions of this section—particularly b and e, above—are being carried out; moreover, the senate has urged all members of the UI community to seek additional ways of maintaining ties with emeriti and to provide opportunities and the means for them to continue to be a part of, and of service to, the university. (rev. 1-08, 7-09, ren. 7-12)

 Commented [LT-V4]: Removed bad hyperlink.

 Commented [LT-V5]: Commencement is about students. Idea: we can recognize emeriti at the last faculty meeting, excellence awards, etc.
### J-3-g. Senior Experience

One course chosen from the approved Senior Experience courses listed below.

Approved Senior Experience Courses:

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<th>Credits</th>
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<td>AGED 471</td>
<td>Senior Capstone in Agricultural Education</td>
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<td>AGED 498</td>
<td>Internship (Max 10 credits)</td>
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<td>ARCH 454</td>
<td>Architectural Design: Vertical Studio</td>
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<td>ART 410</td>
<td>Professional Practices</td>
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<td>ART 490</td>
<td>BFA Art/Design Studio</td>
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<td>ART 491</td>
<td>Information Design</td>
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<td>ART 495</td>
<td>BFA Senior Thesis</td>
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<td>AVS 450</td>
<td>Issues in Animal Agriculture</td>
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<td>BE 478</td>
<td>Engineering Design I</td>
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<td>Undergraduate Research</td>
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<td>Practicum in Anatomy Laboratory Teaching</td>
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<td>Environmental Management and Design</td>
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1. Replace the existing **Annual Enrollment** section of the **College of Graduate Studies – General Graduate Regulations** page with new **Continuous Registration** and **Graduate Finishing Status** sections:

### Annual Enrollment Policy

Annual enrollment is required for all degree seeking graduate students. Annual enrollment is defined as registering for at least one credit at the 500 or higher level every 12 months. Professional development courses do not satisfy the annual enrollment requirement.

If annual enrollment is not maintained and the absence has been five or fewer terms, a request for reenrollment in the program is required prior to any future registration by completing the Request for Reenrollment form available on the College of Graduate Studies website. The reenrollment decision is made at the program level with final approval through the College of Graduate Studies and should be requested well in advance of the requested semester of return.

If annual enrollment is not maintained and the absence has been for more than five terms, a request for readmission to the program is processed through the Graduate Admissions Office as well as reenrollment through the College of Graduate Studies. The readmission decision is made at the program level and forwarded to the Graduate Admissions Office. The reenrollment decision is made at the program level and forwarded to the College of Graduate Studies.

A student may request approval of a planned leave if the anticipated absence will be longer than one year but for no more than five terms. Approval must be given in advance of the time of absence by completing the Approval of Planned Leave form with signatures from the major professor, program administrator, and the dean of the College of Graduate Studies.

A reenrollment fee is charged each time a reenrollment application or readmission form is processed. Any appeals to this policy are to be made to the dean of the College of Graduate Studies.

### Continuous Registration

Students admitted to a graduate program at the University of Idaho are required to be continuously registered in the fall and spring semester through their degree programs. Continuous enrollment is a special course for which graduate students may register in place of credit-bearing courses any semester they are not attending the University of Idaho in order to remain admitted to their degree program. Students may request a Leave of Absence for a situation which, temporarily, will not allow them to continue in their program. A student may petition for a leave of absence for up to one year. Leave of Absence petitions are submitted to the College of Graduate Studies.

To meet the continuous enrollment requirement, students may register for any academic credit-bearing course(s) or in a continuous enrollment course. Continuous enrollment registration carries a reduced fee which is 25% of the cost of a regular academic credit. Registration in a continuous enrollment course, does not carry academic credit and therefore does not defer student loans.
Registration in a continuous enrollment course does maintain graduate student status and allows for the purchase of student health insurance — SHIP (contact the SHIP office for details on enrollment while in continuous registration status). Registration in a continuous enrollment course allows the student access to the library, laboratory, campus computer services, etc. Registration in a continuous enrollment course does not allow students access to any campus function or activity which is paid for by student fees (e.g. Rec Center). TA and RA positions are not available to students who are registered in a continuous enrollment course.

Students who do not maintain continuous enrollment by registering for regular courses or a continuous enrollment course will be required to apply for re-enrollment into their previous academic program. If a student does not enroll in either regular coursework or a continuous enrollment course for two consecutive terms (excluding Summer) they will be required to apply for re-admission to their previous graduate program if they wish to continue their studies. Re-admission and re-enrollment decisions are made at the program level and forwarded to the College of Graduate Studies. Students are allowed a maximum of two consecutive semesters of continuous enrollment registration. Beyond two semesters, the student must register for regular credit bearing courses or petition for a Leave of Absence through the College of Graduate Studies. Students who wish to register for a continuous enrollment course must follow the same procedures and rules which apply to regular registration.

**Graduate Finishing Status**

It is expected that all graduate students using university facilities or faculty time be registered in an appropriate number of credits which reflects the amount of effort expected by the student and the faculty. Master’s degree candidates who have completed their study plan and doctoral degree candidates who have completed their study plan and passed their preliminary examination but have yet to finish their research/project/performance may register in a finishing status course. Finishing status registration carries a reduced fee which is 25% of the cost of a regular academic credit. Students can register for a finishing status course for up to two semesters. Beyond two semesters, the finishing status course is not available, and the student must register for at least one credit of regular course work per term through graduation. Graduate degree candidates must be either enrolled for at least one regular academic credit or must register in a finishing status course during the term (Fall, Spring, or Summer) they will complete their degree requirements.

Registration in a finishing status course does not carry academic credit and therefore does not defer student loans. International students who wish to remain in the country are not eligible to register in a finishing status course and must register for a regular research credit.

Registration in a finishing status course does maintain graduate student status and allows for the purchase of student health insurance — SHIP (contact the SHIP office for details on enrollment while in graduate finishing status). Registration in a finishing status course allows the student access to the library, laboratory, campus computer services, etc. Registration in a finishing status course does not allow students access to any campus function or activity which is paid for by student fees (e.g. Campus Rec). TA and RA positions are not available to students registering in a finishing status course.
Students who wish to register for a finishing status course must follow the same procedures and rules which apply to regular registration.

2. Add the following Provisional Admission section to the College of Graduate Studies – General Graduate Regulations page:

Provisional Admission

Provisional admission is available to students who are academically eligible but lack departmental requirements or are deficient in coursework necessary for full admission to the program. The program is responsible to track the provisions and communicate with COGS when the student meets the conditions. The conditions specified for a student’s advancement to regular admission are established at the time of his or her acceptance and must not be changed (i.e., either strengthened or relaxed) thereafter.

A student who is not eligible for regular admission may be considered for provisional admission (on the Master’s level only) if approved by the Director of Graduate Studies and there is evidence for success in graduate-level work as demonstrated by one of the following:

1. the student’s undergraduate GPA shows satisfactory improvement
2. the student has taken post-baccalaureate course work with A and/or B grades
3. the student has relevant post-bachelors work experience and/or has been working for at least one year in the field of the proposed graduate major
4. the student has a letter of support from a faculty member in the discipline who is willing to serve as the student’s major professor

Provisional admission is not available to International students who hold non-resident alien visas or students who are to be appointed to assistantships.

A student may not remain in provisional enrollment status for more than one academic year, or after the completion of 9 credits.

A student will be advanced to regularly admitted provided he or she maintains a GPA of at least 3.00 each semester (a higher GPA may be specified), fulfills the conditions that were specified at the time of initial enrollment, and receives no incompletes.

A student who does not meet the stated conditions for advancement cannot continue in the College of Graduate Studies or enroll in 500-level courses and is subject to normal disqualification and reinstatement procedures. It is the student’s responsibility to be in touch with the administrative unit regarding his or her progress toward meeting the conditions for regular admission.

Academic units need not require a student to make up ALL of his or her academic deficiencies while in provisional enrollment. Performance on a limited selection of courses should suffice to demonstrate whether or not the student has the ability to do satisfactory graduate work. Remaining
deficiencies, if any, can be made up after the student has been regularly admitted. The academic unit must be sure that any courses the student is required to take while provisionally admitted will, in fact, be offered during that period.

3. Make the following changes to the Probation, Disqualification, and Reinstatement section of the College of Graduate Studies – General Graduate Regulations page:

Probation, Disqualification, and Reinstatement

Graduate students remain in good standing if the semester GPA and the cumulative GPA are 3.00 or higher. A graduate student is placed on academic probation after any semester or summer session in which a GPA of less than 3.00 is earned in courses placed on the graduate transcript, regardless of the student’s cumulative GPA. Students on academic probation who attain a semester GPA of 3.00 or higher during the next or subsequent semester or summer session after being placed on probation, but whose cumulative GPA is still below a 3.00, will remain on academic probation until the cumulative GPA is a 3.00 or higher.

The student will be disqualified if a semester GPA of less than 3.00 (regardless of cumulative GPA) is earned on courses placed on the graduate transcript during the second, consecutive semester or summer session in which regular grades of A, B, C, D, or F are received.

If a graduate student who is on probation receives an Incomplete during a semester, the revert grade listed for the Incomplete will be used to calculate the GPA for that semester. If the calculated semester GPA is 3.00 or higher, the student will be allowed to register for a current or future semester. If the calculated semester GPA is less than a 3.00 GPA, the student will be disqualified and will not be allowed to register for current or future semesters or sessions. If the student has registered pending receipt of the revert grade, the student will be disenrolled. Once the work is completed and a final grade is given, the GPA will be automatically recalculated.

A graduate student may be reinstated after disqualification under the following conditions: the student may not enroll as a graduate student for at least one semester (fall or spring), must get the positive recommendation of his or her program’s administrator, must have a major professor and approved study plan, must get the positive recommendation of his or her department chair/program director and major professor, and must get College of Graduate Studies permission. Reinstatement is granted for a specific semester only. The student must receive at least a 3.00 GPA the first semester back in the College of Graduate Studies. If a student does not register for that semester, he or she must again seek College of Graduate Studies permission for reinstatement. A student will remain on probation as long as the cumulative GPA is below a 3.00.
1. Create the following **M.S. in Dietetics**:

**Master of Science in Dietetics (M.S.)**

Students seeking admission to the MSD program are required to complete the following undergraduate coursework. These courses can be completed during the fourth year of the BS Food and Nutrition major at the University of Idaho or will need to be completed as part of the first bridging year of the MSD.

*Undergraduate Course Requirements (26 credits)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCS 362</td>
<td>Intro. to Clinical Dietetics</td>
<td>3</td>
</tr>
<tr>
<td>FCS 389</td>
<td>Intro. to Clinical Nutrition Lab</td>
<td>1</td>
</tr>
<tr>
<td>FCS 463</td>
<td>Helping Skills in Dietetics</td>
<td>2</td>
</tr>
<tr>
<td>FCS 473</td>
<td>Community Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>or HS 490</td>
<td>Health Promotion</td>
<td></td>
</tr>
<tr>
<td>FCS 482</td>
<td>Quantity Food Production and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>FCS 483</td>
<td>Quantity Food Production and Equipment Lab</td>
<td>2</td>
</tr>
<tr>
<td>FCS 486</td>
<td>Nutrition in the Lifecycle</td>
<td>3</td>
</tr>
<tr>
<td>FCS 492</td>
<td>Nutrition Education in the Lifecycle</td>
<td>3</td>
</tr>
<tr>
<td>FCS 491</td>
<td>Research Methods in Food and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>or PEP 455</td>
<td>Design and Analysis of Research in Mvmt Sciences</td>
<td></td>
</tr>
<tr>
<td>STAT 431</td>
<td>Statistical Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

This degree will require 33 credits of 500-level courses and at least 1,200 hours of supervised experiential learning in nutrition and dietetics settings culminating in successful completion of a comprehensive final exam. It will be accredited through the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

*MSD Course Requirements (33 credits)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCS 501</td>
<td>Graduate Seminar</td>
<td>4</td>
</tr>
<tr>
<td>FCS 509</td>
<td>Nutrition and Dietetics Professional Skills</td>
<td>1</td>
</tr>
<tr>
<td>FCS 565</td>
<td>Nutrition Therapy and Disease</td>
<td>4</td>
</tr>
<tr>
<td>FCS 566</td>
<td>Applied Clinical Dietetics</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>with substantial supervised experiential learning</td>
<td></td>
</tr>
<tr>
<td>FCS 573</td>
<td>Applied Community Nutrition</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>with substantial supervised experiential learning</td>
<td></td>
</tr>
<tr>
<td>FCS 587</td>
<td>Management and Leadership in Diet</td>
<td>4</td>
</tr>
<tr>
<td>FCS 588</td>
<td>Applied Food and Nutrition Management</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>with substantial supervised experiential learning</td>
<td></td>
</tr>
<tr>
<td>FCS 599</td>
<td>Non-thesis requirement</td>
<td>1</td>
</tr>
</tbody>
</table>
Idaho State Board of Education
Proposal for Undergraduate/Graduate Degree Program

<table>
<thead>
<tr>
<th>Date of Proposal Submission:</th>
<th>October 31, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Submitting Proposal:</td>
<td>University of Idaho</td>
</tr>
<tr>
<td>Name of College, School, or Division:</td>
<td>College of Agricultural and Life Sciences</td>
</tr>
<tr>
<td>Name of Department(s) or Area(s):</td>
<td>Margaret Ritchie School of Family and Consumer Sciences</td>
</tr>
</tbody>
</table>

Program Identification for Proposed New or Modified Program:

<table>
<thead>
<tr>
<th>Program Title:</th>
<th>Master of Science in Dietetics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree:</td>
<td>Degree Designation</td>
</tr>
<tr>
<td>Indicate if Online Program:</td>
<td></td>
</tr>
<tr>
<td>CIP code (consult IR /Registrar):</td>
<td>51.3101</td>
</tr>
<tr>
<td>Proposed Starting Date:</td>
<td>Summer 2021</td>
</tr>
<tr>
<td>Geographical Delivery:</td>
<td>Location(s)</td>
</tr>
<tr>
<td>Indicate (X) if the program is/has:</td>
<td></td>
</tr>
<tr>
<td>Indicate (X) if the program is:</td>
<td></td>
</tr>
</tbody>
</table>

Indicate whether this request is either of the following:

- [x] New Degree Program
- [ ] Consolidation of Existing Program
- [ ] Undergraduate/Graduate Certificates (30 credits or more)
- [ ] New Off-Campus Instructional Program
- [ ] Expansion of Existing Program
- [ ] Other (i.e., Contract Program/Collaborative)

<table>
<thead>
<tr>
<th>College Dean (Institution)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President for Research (Institution; as applicable)</td>
<td>Date</td>
</tr>
<tr>
<td>Graduate Dean or other official (Institution; as applicable)</td>
<td>Date</td>
</tr>
<tr>
<td>Academic Affairs Program Manager, OSBE</td>
<td>Date</td>
</tr>
<tr>
<td>FVP/Chief Fiscal Officer (Institution)</td>
<td>Date</td>
</tr>
<tr>
<td>Chief Academic Officer, OSBE</td>
<td>Date</td>
</tr>
<tr>
<td>Provost/VP for Instruction (Institution)</td>
<td>Date</td>
</tr>
<tr>
<td>Chief Financial Officer, OSBE</td>
<td>Date</td>
</tr>
<tr>
<td>President</td>
<td>Date</td>
</tr>
<tr>
<td>SBOE/Executive Director Approval</td>
<td>Date</td>
</tr>
</tbody>
</table>
Rationale for Creation or Modification of the Program

1. **Describe the request and give an overview of the changes that will result.** Will this program be related or tied to other programs on campus? Identify any existing program that this program will replace.

   Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). The Margaret Ritchie School of Family and Consumer Sciences (FCS) is proposing to offer a new degree program called the Master of Science in Dietetics (MS D). This degree will include 55 credit hours (32 credits of 500-level courses) and at least 1,200 hours of supervised experiential learning in nutrition and dietetics settings culminating in successful completion of a comprehensive final exam. It will be accredited through the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The purpose of the degree is to meet the requirements needed for graduates to take the credentialing exam to become RDNs (previously referred to as registered dietitians, RDs).

   Currently, FCS offers a bachelor of science in family and consumer sciences (BS FCS) with a major in Foods and Nutrition. Within this major is an ACEND-accredited coordinated program in dietetics that includes 62 hours of undergraduate course work and at least 1,200 hours of supervised experiential learning in nutrition and dietetics. Students who complete a bachelor's degree and the accredited coordinated program in dietetics are currently eligible to take the CDR credentialing exam to become RDNs. However, beginning January 1, 2024, those wishing to become RDNs must have a master's degree and complete an ACEND-accredited program. As we wish to continue to educate future RDNs, we are proposing to close the existing ACEND-accredited coordinated program at the baccalaureate level and utilize current resources in food, nutrition, and dietetics to offer an ACEND-accredited MS D.

   The current BS FCS major in foods and nutrition will remain and will function as an option for those students who wish to work as food and nutrition professionals. Some students will want to work as RDNs and will apply to the ACEND-accredited MS D. The current undergraduate enrollment of students in food and nutrition is expected to grow, as students will seek a seamless transition from the undergraduate to graduate degree. In fact, University of Idaho students will be encouraged to apply for the MS D in their junior year and begin the MS D in their senior year. Current students accepted into the program will compete the BS and MS within five years in this 3 + 2 program.

   Students who already have a BS degree in another major or from another institution who wish to work as RDNs may apply for the two year (four semesters) ACNED-accredited MS D. Since the program will be accredited, students accepted with a BS degree will complete the entire four semesters in sequence.

2. **Need for the Program.** Describe the student, regional, and statewide needs that will be addressed by this proposal and address the ways in which the proposed program will meet those needs.

   a. **Workforce need:** Provide verification of state workforce needs that will be met by this program. Include State and National Department of Labor research on employment
potential. Using the chart below, indicate the total projected annual job openings (including growth and replacement demands in your regional area, the state, and nation. Job openings should represent positions which require graduation from a program such as the one proposed. Data should be derived from a source that can be validated and must be no more than two years old.

List the job titles for which this degree is relevant:

1. **Dietitians and Nutritionists**

<table>
<thead>
<tr>
<th>Local (Service Area)</th>
<th>State DOL data</th>
<th>Federal DOL data</th>
<th>Other data source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State</strong></td>
<td><a href="https://www.bls.gov/oes/current/oes_id.htm#29-0000">https://www.bls.gov/oes/current/oes_id.htm#29-0000</a></td>
<td></td>
<td><a href="https://projectionscentral.com/Projections/LongTerm">https://projectionscentral.com/Projections/LongTerm</a></td>
</tr>
<tr>
<td></td>
<td>May 2018 Idaho Employment RSE is 10%</td>
<td></td>
<td>2016-2026 Long Term Occupational Projections in Idaho is 21.4% change with average annual openings of 30.</td>
</tr>
<tr>
<td><strong>Nation</strong></td>
<td><a href="https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm">https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2018-2028 Job Outlook is 11% (much faster and average) and Employment change is 8,000.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The workforce needs for dietitians and nutritionists are growing faster than average. Therefore, there will be adequate employment opportunities for graduates. Furthermore, the workforce needs will be met by the MS D in exactly the same manner as those currently met for the BS FCS with a major in Food and Nutrition. Employment data from 2018 graduates of the coordinated program in dietetics indicates that 95% of graduates were employed in nutrition and dietetics or related fields within 12 months of graduation.

Our EMSI analysis indicates a 21% increase in the job market in Idaho through 2028, which is much higher than the national change (16.8%).

b. **Student need.** What is the most likely source of students who will be expected to enroll (full-time, part-time, outreach, etc.). Document student demand by providing information you have about student interest in the proposed program from inside and outside the institution. If a survey was used, please attach a copy of the survey instrument with a summary of results as **Appendix A.**

The most likely source of students who will be applying for the ACEND-accredited MS D are current undergraduates in Food and Nutrition. In the academic year 2018, there were
a total of 116 students in this area; 15 were freshman and 20 were sophomores. These students are anticipated to graduate as early as May 2022 and May 2021, respectively. Since the majority of students currently interested in foods and nutrition wish to work as RDNs, they will apply to the ACEND-accredited MS D in order to have a seamless baccalaureate degree to a master’s degree. We will also recruit transfer students from, for example, Boise State University, College of Southern Idaho, College of Western Idaho, and Northern Idaho College among others.

We are currently seeking accreditation for 18 placements in each MS D cohort. All students will be required to be enrolled full-time. As this would be a two-year program, there would be 36 total students in the ACEND-accredited MS D. We will work to identify additional facilities and preceptors to provide supervised experiential learning, in an effort to continuously increase enrollment.

c. **Economic Need:** Describe how the proposed program will act to stimulate the state economy by advancing the field, providing research results, etc.

The national mandate for entry-level RDNs to complete a graduate degree and an ACEND accredited program will advance the field of nutrition and dietetics. The proposed MS D will keep future RDNS in higher education in the State of Idaho.

Many RDNs work in preventive health care, which is well documented to reduce medical expenses. Improved health care of the population can lower the state- and federally-subsidized health care costs, thereby improving the economy.

d. **Societal Need:** Describe additional societal benefits and cultural benefits of the program.

There is a growing national trend to change the culture of health in the United States. For instance, the Robert Wood Johnson Foundation supports a multimillion-dollar funding initiative to develop community partnerships with health care coalitions and higher education. Similarly, the Association of Public and Land-Grant Universities’ new initiative – Healthy Food Systems, Healthy People – is also building healthier communities.

Clearly, optimal nutrition fits well within these and other like initiatives and ensuring adequate nutrition counseling and care via RDNs is an important piece of this complex puzzle.

A growing and aging population will increase the demand for health care, including meals, nutrition education and nutrition counseling in schools, community health programs, home-healthcare agencies, prisons, and nursing homes.

e. **If Associate’s degree, transferability:** NA

3. **Similar Programs.** Identify similar programs offered within Idaho and in the region by other in-state or bordering state colleges/universities.

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Degree name and Level</th>
<th>Program Name and brief description if warranted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idaho State University</td>
<td>BS Dietetics</td>
<td>ACEND-accredited didactic program in dietetics (DPD) prepares students to complete a dietetic</td>
</tr>
</tbody>
</table>
Pocatello  

**Idaho State University, Pocatello, Twin Falls and Meridian**  

| MS/ Dietetic Internship | ACEND-accredited dietetic internship (DI) lasting 16 months, four semesters (fall, spring, summer, fall) that prepares students for careers as registered dietitian nutritionists. This program may only be completed AFTER an ACEND-accredited didactic program in dietetics. |

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**Similar Programs offered by other Idaho institutions and by institutions in nearby states**

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Degree name and Level</th>
<th>Program Name and brief description if warranted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington State University, Spokane</td>
<td>Master of Science Coordinated Program in Dietetics, Nutrition, and Exercise Physiology</td>
<td>ACEND-accredited coordinated program that combines course work and a minimum of 1200 supervised practice hours as part of master’s program.</td>
</tr>
</tbody>
</table>

---

4. **Justification for Duplication with another institution listed above.** (if applicable). If the proposed program is similar to another program offered by an Idaho public institution, provide a rationale as to why any resulting duplication is a net benefit to the state and its citizens. Describe why it is not feasible for existing programs at other institutions to fulfill the need for the proposed program.

*Idaho State University’s didactic program in dietetics is currently offered at the baccalaureate level in Pocatello. Students who wish to pursue a career as a Registered Dietitian Nutritionist must first complete a four year undergraduate didactic program in dietetics and then be admitted to and complete a dietetic internship. Idaho State University offers a 16 month MS/Dietetics Internship in Pocatello, Twin Falls and Meridian. Idaho State University offers the course work, the supervised experiential learning, and the degree that students in Southern Idaho need to be RDNs.*

*The MS D at the University of Idaho will offer didactic and supervised experiential learning in a two-year degree. It will follow the “future education model” that has been put forth by the ACEND. It will be accredited under ACEND accreditation standards for graduate degree programs in nutrition and dietetics (future education model) published June 2017.*

5. **Describe how this request supports the institution’s vision and/or strategic plan.**

A primary goal outlined in UI’s strategic plan and process 2016-2025 is to increase enrollment. The MS D ACEND-accredited track will increase graduate enrollment initially by 36 full-time students pursuing a graduate degree in the MRSFCS within the College of Agricultural and Life Sciences (this would be a significant increase, as there were 17 graduate students in fall 2018 in the school). Enrollment of up to 42 students could easily be reached. Additional placements for supervised experiential learning will be identified in Regions 1, 2, and 3 in an effort to further increase enrollment to the communities’ capacity. The ACEND-accredited track must incorporate supervised experiential learning, thereby allowing for the continuing effort this program provides in terms of outreach and engagement.
6. **Assurance of Quality.** Describe how the institution will ensure the quality of the program. Describe the institutional process of program review. Where appropriate, describe applicable specialized accreditation and explain why you do or do not plan to seek accreditation.

   *This will be an accredited program through ACEND. The MS D was approved by ACEND in June, 2018 to be a “Demonstration Program.” The MS D will be developed to meet the standards of the Graduate Degree Programs in Nutrition and Dietetics (Future Education Model) that incorporates course work and supervised experiential learning so that graduates are able to demonstrate competencies for entry-level practice. The director of the dietetics program in the Margaret Ritchie School of Family and Consumer Sciences will submit a self-study in November, 2019. A site-visit will be completed in February, 2020. The program will seek accreditation beginning fall 2021. Once accredited, the program will be reviewed for continuing accreditation every seven years.*

7. **In accordance with Board Policy III.G., an external peer review is required for any new doctoral program.** Attach the peer review report as Appendix B. NA

8. **Teacher Education/Certification Programs** All Educator Preparation programs that lead to certification require review and recommendation from the Professional Standards Commission (PSC) and approval from the Board.

   Will this program lead to certification?
   Yes_____ No x

   If yes, on what date was the Program Approval for Certification Request submitted to the Professional Standards Commission? N/A

9. **Five-Year Plan: Is the proposed program on your institution’s approved 5-year plan?**
   Indicate below.

   Yes x  No ______

   *This program has been on our institution’s approved 5-year plan as a “Master of Science in Nutrition and Dietetics or MSND.” However, we would now like to call it a Master of Science in Dietetics or MS D.*

   Proposed programs submitted to OSBE that are not on the five-year plan must respond to the following questions and meet at least one criterion listed below.

   a. **Describe why the proposed program is not on the institution’s five year plan.**
      When did consideration of and planning for the new program begin?

   b. **Describe the immediacy of need for the program.** What would be lost were the institution to delay the proposal for implementation of the new program until it fits within the five-year planning cycle? What would be gained by an early consideration?

   **Criteria.** As appropriate, discuss the following:

   i. How important is the program in meeting your institution’s regional or statewide program responsibilities? Describe whether the proposed program is in response to a specific industry need or workforce opportunity.

   ii. Explain if the proposed program is reliant on external funding (grants, donations)
with a deadline for acceptance of funding.

iii. Is there a contractual obligation or partnership opportunity to justify the program?

iv. Is the program request or program change in response to accreditation requirements or recommendations?

v. Is the program request or program change in response to recent changes to teacher certification/endorsement requirements?

Curriculum, Intended Learning Outcomes, and Assessment Plan

10. Curriculum for the proposed program and its delivery.

a. Summary of requirements. Provide a summary of program requirements using the following table.

| Credit hours in required courses offered by the department(s) offering the program. | 55 |
| Credit hours in required courses offered by other departments. | 0 |
| Credit hours in institutional general education curriculum | 0 |
| Credit hours in free electives | 0 |
| Total credit hours required for degree program: | 55 |

b. Curriculum. Provide the curriculum for the program, including a listing of course titles and credits in each.

Courses that will be offered at the 300 and 400 level (23 credits)

(These courses will be taken in the fourth year of the BS and include the courses required for the degree BS Food and Nutrition Major in Food and Nutrition that will be on the catalog 20-21. Or these courses can be taken in the first year of MS D.)

FCS 482: Quantity Food Production and Equipment (3)
FCS 483: Quantity Food Production and Equipment Lab (2)
FCS 463: Helping Skills in Dietetics (2)
FCS 473: Community Nutrition (3)
FCS 486: Nutrition in the Lifecycle (3)
FCS 492: Nutrition Education in the Lifecycle (3)
FCS 362: Intro. to Clinical Dietetics (3)
FCS 389: Intro. to Clinical Nutrition Lab (1)
FCS 491: Research Methods in Food and Nutrition (3)

Courses that will be offered at the 500 level (32)

(With the exception of FCS 599, these courses need to be added to the catalog for 2021. They have been previously offered at the undergraduate level, therefore course change forms will be submitted early fall 2020 along with the curriculum form to the college and university curriculum committees).

FCS 509: Professional Skills in Nutrition and Dietetics (2)
FCS 565: Medical Nutrition Therapy (4)
FCS 566: Applied Clinical Dietetics (7- with substantial supervised experiential learning)

FCS 587: Management and Leadership in Dietetics (4)
FCS 588: Applied Food and Nutrition Management (7- with substantial supervised experiential learning)
experiential learning)
FCS 573: Applied Community Nutrition (7- with substantial supervised experiential learning)
FCS 599: Non-thesis requirement (1)

c. **Additional requirements.** Describe additional requirements such as comprehensive examination, senior thesis or other capstone experience, practicum, or internship, some of which may carry credit hours included in the list above.

Students will be required to demonstrate competency for entry-level practice as they complete “practicum” or “internship” in a variety of settings in community nutrition, clinical dietetics and food and nutrition management under the mentorship of a “preceptor.” This is referred to as supervised experiential learning. Students will complete 320 hours of supervised experiential Applied Community Nutrition in the third semester. Each student will be placed in a community nutrition setting and learn to work as a community nutritionist. By the end of the semester the student will be able to demonstrate competency as an entry-level community nutritionist. Students will complete Advanced Applied Clinical Dietetics in the first eight weeks of their final semester where they will be placed in a hospital working under the supervision of an RDN for 320 hours of supervised experiential learning. By the end of eight weeks, the student will be able to demonstrate competency as an entry-level clinical dietitian. The final eight weeks of the final semester, the students will complete Advanced Clinical Dietetics in the final semester where they will be placed in a hospital working under the supervision of an RDN for 320 hours of supervised experiential learning. By the end of the experience, students must be able to demonstrate competency as an entry-level food service director. Competencies are created and required by ACEND’s Accreditation Standards for Graduate Degree Programs in Nutrition and Dietetics (Future Education Model).

In addition, at the completion of course work and supervised experiential learning, students will be required to successfully complete a comprehensive examination written and administered by graduate nutrition faculty in FCS. This will count as their MS project, and successful completion will be required for graduation. Students not passing the exam the first time will be offered a second chance within 4 weeks.

11. **Program Intended Learning Outcomes and Connection to Curriculum.**

a. **Intended Learning Outcomes.** List the Intended Learning Outcomes for the proposed program, using learner-centered statements that indicate what will students know, be able to do, and value or appreciate as a result of completing the program.

The ACEND accreditation standards for graduate degree programs in nutrition and dietetics (future education model) require that students demonstrate seven learning outcomes. Students in the MS D will:

1. Apply foundational sciences to food and nutrition knowledge to meet the needs of individuals, groups and organizations.
2. Apply and integrate client/patient-centered principles and competent nutrition and dietetics practice to ensure positive outcomes.
3. Apply food systems principles and management skills to ensure safe and efficient delivery of food and water.
4. Apply community and populations nutrition health theories when providing support to community or population nutrition programs.
5. Demonstrate leadership, business and management principles to guide practice and
achieve operational goals.
6. Integrate evidence-informed practice, research principles and critical thinking into practice.
7. Demonstrate professional behaviors and effective communication in all nutrition and dietetics interactions.

12. Assessment plans

a. Assessment Process. Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program.

Each of the learning outcomes have competencies associated with them. The competencies are created and required by the ACEND accreditation standards for graduate degree programs in nutrition and dietetics (future education model). Furthermore, the competencies have performance indicators associated with them. The curriculum is mapped to ensure that each performance indicator is covered and that formative and summative assessment is occurring at multiple times throughout the program. A competency assessment plan will be written, reviewed annually in the spring by the faculty and the advisory board and updated, as needed. The plan will include each competency, the course(s) and/or supervised learning activity the competency is assessed, and the assessment methods use. Targets for achieving the competencies will be set. The process for tracking individual student’s demonstration of performance indicators and competencies will be through the program management software e-value or the University’s assessment software Campus Labs. The formative and summative assessment data will be submitted by the student, instructor, or preceptor as it occurs throughout each semester. The data will be analyzed by the program director, faculty and advisory board annually in the spring as part of the formal curriculum review.

b. Closing the loop. How will you ensure that the assessment findings will be used to improve the program?

A formal curriculum review will occur annually in the spring by the faculty and stakeholders and will use the results of the competency assessment and the program evaluation (student’s time to completion, number taking the CDR credentialing exam, number passing the CDR credentialing exam, employment rates, and employment satisfaction) to determine strengths and areas for improvement. The curriculum review will result in actions to maintain or improve student learning.

c. Measures used. What direct and indirect measures will be used to assess student learning?

Direct measures include formative and summative assessment tools such as exam questions, projects with rubrics, direct observation cards, preceptor evaluations, etc. will be developed by the faculty to assess performance indicators that have been matched with competencies, all of which are created and required by the ACEND accreditation standards for graduate degree programs in nutrition and dietetics (future education model). In addition, the program will collect indirect measures from survey data from the preceptors, graduates, and employers (student’s time to completion, number taking the CDR credentialing exam, number passing the CDR credentialing exam, employment rates, and employment satisfaction). The final comprehensive exam scores will be used to assess overall student learning and preparation for the
CDR credentialing exam for dietitian nutritionists. The final comprehensive exam will consist of four domains that is aligned with the program’s seven learning outcomes. The final comprehensive exam is also aligned with the CDR credentialing exam for dietitian nutritionist.

d. Timing and frequency. When will assessment activities occur and at what frequency?

Assessment activities will occur each semester in each course and supervised experiential learning setting. The final assessment will occur after the completion of course work and supervised experiential learning in the form of a final comprehensive exam.

Enrollments and Graduates

13. Existing similar programs at Idaho Public Institutions. Using the chart below, provide enrollments and numbers of graduates for similar existing programs at your institution and other Idaho public institutions. N/A

There are no programs that currently offer an ACEND-accredited future education model future graduate program to prepare future RDNs to take the CRD credentialing exam at Idaho public institutions.

ISU offers a bachelor of science in dietetics. This is an ACEND-accredited didactic program in dietetics (DPD). Students then must apply for an ACEND-accredited dietetic internship (DI). ISU offers an ACEND-accredited Master of Science Dietetic Internship. Students must have a verification statement from a DPD and a verification statement from the DI to be eligible to take the CDR credentialing exam.
### Existing Similar Programs: Historical enrollments and graduate numbers

<table>
<thead>
<tr>
<th>Institution and Program Name</th>
<th>Fall Headcount Enrollment in Program</th>
<th>Number of Graduates From Program (Summer, Fall, Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY14</td>
<td>FY15</td>
</tr>
<tr>
<td>BSU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISU (Bachelor's Degree in Dietetics)</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>UI</td>
<td></td>
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<td>LCSC</td>
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<tr>
<td>CWI</td>
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<tr>
<td>NIC</td>
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<td></td>
</tr>
</tbody>
</table>
14. **Projections for proposed program:** Using the chart below, provide projected enrollments and number of graduates for the proposed program:

<table>
<thead>
<tr>
<th>Program Name: Master of Science in Dietetics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Projected Fall Term Headcount Enrollment in Program</strong></td>
</tr>
<tr>
<td>FY 22 (first year)</td>
</tr>
<tr>
<td>FY 23</td>
</tr>
<tr>
<td>FY 24</td>
</tr>
<tr>
<td>FY 25</td>
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<td>FY 26</td>
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<tr>
<td>FY 27</td>
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<tr>
<td>18</td>
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<td>36</td>
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<td>36</td>
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<tr>
<td>36</td>
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<tr>
<td>36</td>
</tr>
</tbody>
</table>

The first cohort of students in the MS D will be enrolled fall 2021 and graduate spring 2023. Assuming the fiscal year 2022 begins July 1, 2021 and ends June 30, 2022, then the first cohort will enroll during the fiscal year 2022 and they will graduate during the fiscal year 2023. The first cohort will be 18 students, as we currently accommodate and enroll 18 students in the ACEND-accredited program that prepares future RDNS. The subsequent cohorts may be up to 21 students. As placements in region 1, 2, and 3 for supervised experiential learning grow, enrollment in each cohort may exceed 21.

15. **Describe the methodology for determining enrollment and graduation projections.**

Refer to information provided in Question #2 “Need” above. What is the capacity for the program? Describe your recruitment efforts? How did you determine the projected numbers above?

Currently, the ACEND-accredited coordinated program in dietetics that is offered at the baccalaureate level is accredited for 18 students. Accreditation is based on the program’s capacity to meet the didactic and supervised experiential learning needs of students. The biggest factor in determining the number of students for which the program is accredited is the number of facilities and preceptors that can provide supervised experiential learning. The current facilities and preceptors will transition from working with the undergraduate students to working with the graduate students. We have sought accreditation for 18 students in the MS D, as we are confident in our capacity to meet the didactic and experiential learning needs of this number. Per ACEND policy, we may enroll up to 21 students in each new cohort in an effort to establish increased capacity.

There are many students who wish to work as RDNs. The current ACEND-accredited BS program is in demand. There are always more qualified applicants than there are seats. For example, in 2019 there were 30 qualified applicants. Therefore, enrollment in the MS D is expected to be at capacity. It is anticipated that 18 students will be accepted into and enrolled in the first cohort and every cohort after may see up to 21 students. Once the program is consistently able to meet the needs of 21 students, then the program will seek increased accreditation for 21 students in an effort to continuously increase enrollment up to the capacity of the communities that partner with the University of Idaho. The first cohort will graduate spring 2023.

16. **Minimum Enrollments and Graduates.**

   a. Have you determined minimums that the program will need to meet in order to be continued? What are those minimums, what is the logical basis for those minimums?
Historically, the minimum number of students in each University of Idaho cohort of future RDNs has been 12. A minimum of twelve students has proven to provide community that facilitates learning both inside and outside of the classroom.

The current undergraduate program preparing future RDNs requires teaching, advising, and program management from the equivalent of two full time faculty members. Since the current program will transition to the graduate level, the program needs can continue to be met with the equivalent of two full-time faculty members.

b. What is the sunset clause by which the program will be considered for discontinuance if the projections or expectations outlined in the program proposal are not met?

Should the MS D degree not be successful after 7 years (as indicated by low enrollment), we will formally re-evaluate the basis of the issue via focus groups and surveys targeted to students, preceptors, and other stakeholders. If it is determined that there simply is insufficient need for the program, it will be phased out over a 2-year period so as to completing all students enrolled in the program.

Resources Required for Implementation – fiscal impact and budget

17. Physical Resources.

a. Existing resources. Describe equipment, space, laboratory instruments, computer(s), or other physical equipment presently available to support the successful implementation of the program.

Currently in the Niccolls Building, there is sufficient equipment to support the preparation of entry-level RDNs. Since preparation of entry-level RDNs will be transitioned from the undergraduate level to the graduate level there will continue to be adequate existing resources. The resources that are currently available are a computer lab, a newly-renovated (in 2014) foods lab, a dining room, and classrooms. In addition, there are contracts with facilities in which students are able to complete their supervised experiential learning in community nutrition, clinical dietetics, and food service management.

b. Impact of new program. What will be the impact on existing programs of increased use of physical resources by the proposed program? How will the increased use be accommodated?

The existing undergraduate program that completely prepares future RDNs will be closed. Therefore, the new master’s program that prepares future RDNs will not impact the existing program.

c. Needed resources. List equipment, space, laboratory instruments, etc., that must be obtained to support the proposed program. Enter the costs of those physical resources into the budget sheet.

There are no additional resources that will be needed at this time.

18. Library resources

a. Existing resources and impact of new program. Evaluate library resources, including personnel and space. Are they adequate for the operation of the present
program? Will there be an impact on existing programs of increased library usage caused by the proposed program? For off-campus programs, clearly indicate how the library resources are to be provided.

The existing undergraduate program that prepares future RDNs will be closed. Therefore, the new master’s program that prepares future RDNs will not impact the existing library resources.

b. **Needed resources.** What new library resources will be required to ensure successful implementation of the program? Enter the costs of those library resources into the budget sheet.

There are no additional library resources that will be needed at this time.

19. **Personnel resources**

a. **Needed resources.** Give an overview of the personnel resources that will be needed to implement the program. How many additional sections of existing courses will be needed? Referring to the list of new courses to be created, what instructional capacity will be needed to offer the necessary number of sections?

The personnel resources that will be needed to implement the MS D are two FTE of teaching, the same number that are needed to support the existing accredited two-year coordinated program in dietetics. Since the coordinated program in dietetics will close and the MS D will open, there will be no additional personnel resources to implement the program.

Personnel that must be hired to support the proposed program only include those that recently resigned before AY 2019-2020. Once the two tenure-track positions in Food and Nutrition are re-filled, the program will be sustained. Two tenure-track positions would be approximately one FTE of instruction.

There is no need for additional sections of existing courses.

b. **Existing resources.** Describe the existing instructional, support, and administrative resources that can be brought to bear to support the successful implementation of the program.

The existing instructions, support, and administrative resources that will be needed to implement the MS D are the same as those that are needed to support the existing accredited two-year coordinated program in dietetics. Since the coordinated program in dietetics will close and the MS D dietetics will open, there will be no additional instructions, support, and administrative resources to implement the program.

c. **Impact on existing programs.** What will be the impact on existing programs of increased use of existing personnel resources by the proposed program? How will quality and productivity of existing programs be maintained?

The coordinated program in dietetics that is currently offered at the bachelors level will close and the MS D will open. Therefore, there will be no impact on existing programs.

d. **Needed resources.** List the new personnel that must be hired to support the proposed program. Enter the costs of those personnel resources into the budget sheet.
Personnel that must be hired to support the proposed program only include those that recently resigned before AY 2019-2020. Once the two tenure-track positions in Food and Nutrition are re-filled, the program will be sustained. Two tenure-track positions would be approximately one FTE of instruction.

20. Revenue Sources

a) **Reallocation of funds:** If funding is to come from the reallocation of existing state appropriated funds, please indicate the sources of the reallocation. What impact will the reallocation of funds in support of the program have on other programs?

Current food and nutrition faculty in FCS teach courses needed to complete a food and nutrition major in the Bachelor of Science in family and consumer science and the coordinated program in dietetics. Most of the courses required in MS Dietetics will be similar courses as those that are offered in the undergraduate coordinated program in dietetics. This program is being discontinued and replaced with the MS Dietetics. Therefore, course load will not change significantly for the current faculty members. Rather the courses will change to be at the graduate level and to meet increased competency expected of an entry-level RDN.

b) **New appropriation.** If an above Maintenance of Current Operations (MCO) appropriation is required to fund the program, indicate when the institution plans to include the program in the legislative budget request.

N/A

c) **Non-ongoing sources:**
   i. If the funding is to come from one-time sources such as a donation, indicate the sources of other funding. What are the institution’s plans for sustaining the program when that funding ends? N/A
   
   ii. Describe the federal grant, other grant(s), special fee arrangements, or contract(s) that will be valid to fund the program. What does the institution propose to do with the program upon termination of those funds? N/A

d) **Student Fees:**
   i. If the proposed program is intended to levy any institutional local fees, explain how doing so meets the requirements of Board Policy V.R., 3.b.

   According to Board Policy V.R., 3.b., institutional local fees may be expended for professional fees to support the credentialing requirement, the accreditation requirement, and the extraordinary program costs. The anticipated costs of this program to maintain accreditation are $2,125 annually and $6,680 for the self-study/site visit at the beginning of the program and then every seven years. These costs could be covered by charging a program fee of at least $100 per student per year. In addition, ACEND accredited programs will be required to purchase and maintain program management software in order to demonstrate compliance with accreditation requirements. These programs cost approximately $10,000 to implement and then average $165 per student per year to maintain. A total program fee of $265 per student per year would cover the costs associated with accreditation. This is indicated as student fees under revenue on the budget template

   ii. Provide estimated cost to students and total revenue for self-support programs and
for professional fees and other fees anticipated to be requested under Board Policy V.R., if applicable.

21. Using the budget template provided by the Office of the State Board of Education, provide the following information:

- Indicate all resources needed including the planned FTE enrollment, projected revenues, and estimated expenditures for the first four fiscal years of the program.
- Include reallocation of existing personnel and resources and anticipated or requested new resources.
- Second and third year estimates should be in constant dollars.
- Amounts should reconcile subsequent pages where budget explanations are provided.
- If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies).
- Provide an explanation of the fiscal impact of any proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

*Please see accompanying spreadsheet.*
Program Resource Requirements.
- Indicate all resources needed including the planned FTE enrollment, projected revenues, and estimated expenditures for the first four fiscal years of the program.
- Include reallocation of existing personnel and resources and anticipated or requested new resources.
- Second and third year estimates should be in constant dollars.
- Amounts should reconcile subsequent pages where budget explanations are provided.
- If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies).
- Provide an explanation of the fiscal impact of any proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

I. PLANNED STUDENT ENROLLMENT

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<tr>
<th></th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FTE</td>
<td>Headcount</td>
<td>FTE</td>
<td>Headcount</td>
</tr>
<tr>
<td>A. New enrollments</td>
<td>18</td>
<td>18</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>B. Shifting enrollments</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Total Enrollment</strong></td>
<td>18</td>
<td>18</td>
<td>36</td>
<td>36</td>
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</table>

II. REVENUE

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<thead>
<tr>
<th></th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On-going</td>
<td>One-time</td>
<td>On-going</td>
<td>One-time</td>
</tr>
<tr>
<td>1. New Appropriated Funding Request</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Institution Funds*</td>
<td>$170,170.00</td>
<td>$175,275.10</td>
<td>$180,533.35</td>
<td>$185,949.35</td>
</tr>
<tr>
<td>3. Federal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. New Tuition Revenues from Increased Enrollments</td>
<td>$141,552.00</td>
<td>$291,597.12</td>
<td>$300,345.03</td>
<td>$309,355.38</td>
</tr>
<tr>
<td>5. Student Fees</td>
<td>$4,770.00</td>
<td>$9,540.00</td>
<td>$9,540.00</td>
<td>$9,540.00</td>
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<tr>
<td>6. Other (i.e., Gifts)</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>$316,492</td>
<td>$0</td>
<td>$476,412</td>
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</table>

*Ongoing is defined as ongoing operating budget for the program which will become part of the base.*
One-time is defined as one-time funding in a fiscal year and not part of the base.

### III. EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On-going</td>
<td>One-time</td>
<td>On-going</td>
<td>One-time</td>
</tr>
</tbody>
</table>

#### A. Personnel Costs

1. FTE
   - 2.0

2. Faculty
   - $130,000.00
   - $133,900.00
   - $137,917.00
   - $142,054.51

3. Adjunct Faculty
   -

4. Graduate/Undergrad Assistants
   -

5. Research Personnel
   -

6. Directors/Administrators
   - $0.00
   - $0.00
   - $0.00
   - $0.00

7. Administrative Support Personnel
   - $0.00
   - $0.00
   - $0.00
   - $0.00

8. Fringe Benefits
   - $40,170.00
   - $41,375.10
   - $42,616.35
   - $43,894.84

9. Other:
   -

**Total Personnel and Costs**

- $170,170
- $0
- $175,275
- $0
- $180,533
- $0
- $185,949
- $0
### B. Operating Expenditures

<table>
<thead>
<tr>
<th></th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Professional Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Other Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Communications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Materials and Supplies</td>
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<tr>
<td>6. Rentals</td>
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</tr>
<tr>
<td>7. Materials &amp; Goods for Manufacture &amp; Resale</td>
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<tr>
<td>8. Miscellaneous</td>
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**Total Operating Expenditures**

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<tbody>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
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<td>$0</td>
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### C. Capital Outlay

<table>
<thead>
<tr>
<th></th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Library Resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Equipment</td>
<td></td>
<td></td>
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**Total Capital Outlay**

<table>
<thead>
<tr>
<th></th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
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<tbody>
<tr>
<td></td>
<td>$0</td>
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</table>
### D. Capital Facilities

**Construction or Major Renovation**

<table>
<thead>
<tr>
<th>FY</th>
<th>FY</th>
<th>FY</th>
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</table>

### E. Other Costs

<table>
<thead>
<tr>
<th></th>
<th>FY</th>
<th>FY</th>
<th>FY</th>
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</thead>
<tbody>
<tr>
<td>Utilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance &amp; Repairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
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</tr>
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</table>

**Total Other Costs**

<table>
<thead>
<tr>
<th></th>
<th>$0</th>
<th>$0</th>
<th>$0</th>
<th>$0</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>TOTAL EXPENDITURES:</th>
<th>$170,170</th>
<th>$0</th>
<th>$175,275</th>
<th>$0</th>
<th>$180,533</th>
<th>$0</th>
<th>$185,949</th>
<th>$0</th>
</tr>
</thead>
</table>

**Net Income (Deficit)**

|        | $146,322 | $0   | $301,137 | $0   | $309,885 | $0   | $318,895 | $0   |

**Budget Notes** (specify row and add explanation where needed; e.g., "I.A., B. FTE is calculated using..."):

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>II.2</td>
<td>Currently allocated funds, no additional support requested.</td>
</tr>
<tr>
<td>II.5</td>
<td>Annual program fee of $265 ($100 for accreditation + $165 for management software) per student per year.</td>
</tr>
<tr>
<td>III.1</td>
<td>Requesting two faculty positions through faculty strategic hiring plan, as two food and nutrition faculty resigned just before AY 2019-2020.</td>
</tr>
<tr>
<td>III.2</td>
<td>Calculated using market rate of annual salary of $65,000 for two FTE</td>
</tr>
<tr>
<td>III.8</td>
<td>Calculated using fringe rate of 30.9% for two annual salaries of $65,000.</td>
</tr>
</tbody>
</table>
Proposed Catalog Changes
Effective Summer 2020

Note for Faculty Senate: There will be a chart added under K-1-a, K-1-b, and K-1-c that contains the actual calculated GPA requirements for each college, for each honor. That calculation will be updated each year by the Office of the Registrar and will be based off the average institutional GPA from each college of the preceding five years (i.e., not counting the year the student will graduate). So for the 2020-2021 catalog, that calculation will include 2015-2020.

K - Academic Honors

K-1. Graduation with Honors

Candidates for baccalaureate degrees are graduated with honors if they have earned at least 56 credits in UI courses and meet the cumulative UI grade-point average as specified in K-1-a, K-1-b, or K-1-c. No credits earned through bypassed courses, credit by examination, experiential learning, or technical competence may be counted among these 56 credits.

Candidates for the degree of Juris Doctor are graduated with honors under the same conditions as describe in K-1-2, K-1-b, or K-1-c; except the grade-point average considered is based exclusively on the student’s record in the College of Law. Honors are not awarded with degrees earned through the College of Graduate Studies.

Note: Graduation with honors is determined at the point in time when the degree is posted to the student’s academic record based upon the student’s grade point average at that time. Grade corrections subsequent to the posting of the degree will be processed by the Registrar’s Office but will not impact the honors designation for the student.

K-1-a
Candidates whose grade-point averages would place them within the top 3 percent of graduates from their respective colleges over the preceding five years are graduated summa cum laude (with highest distinction). See chart below for qualifying grade-point averages for 2021 graduates.

K-1-b
Candidates whose grade-point averages would place them within the top 6 percent (but below the top 3 percent) of graduates from their respective colleges over the preceding five years are graduated magna cum laude (with great distinction). See chart below for qualifying grade-point averages for 2021 graduates.

K-1-c
Candidates whose grade-point averages would place them within the top 10 percent (but below the top 6 percent) of graduates from their respective colleges over the preceding five years are graduated cum laude (with distinction). See chart below for qualifying grade-point averages for 2021 graduates.
K-2. Dean's List

Undergraduate students who are registered for at least 12 credits (10 in the College of Law) and attain a grade-point average of 3.50 (3.00 in the College of Law) for a given semester are placed on lists prepared for the college deans. [Note: The 3.50 GPA is based on 12 graded credit hours (GPA hours) and does not include courses graded pass/fail.] These lists are publicized within UI and are distributed to news agencies.
Existing Text:

**E-5-b. Replacing a Grade by Repeating a Course**

A student who has received a D or F in a course at UI may repeat the course at the UI provided credit has not been earned in a more advanced vertically related course in the same subject area. Although all grades remain on the record, the first repeat will replace the grade and credit earned initially in the course. The second and subsequent repeats of the same course will be averaged in the student’s institutional GPA. See the College of Law section for the exception to this regulation applicable to students in that college.

Proposed Text:

**E-5-b. Replacing a Grade by Repeating a Course**

**Repeating a Course for Grade and Grade Point Average Improvement**

An undergraduate student may repeat a course for grade and grade point average improvement. Although all grades remain on the record, the most recent grade received will be calculated within the student’s grade point average and credit earned in the course. Courses taken at other institutions will not qualify for repeat status unless the student can provide the Registrar’s Office written proof from the appropriate UI department that the courses involved were equivalent or the course has already been evaluated by the academic department as equivalent. Enrollment for a repeated course beyond the third attempt require permission by the student’s college.

A graduate student may repeat a course in which a grade of ‘C’ or lower has been earned only upon specific recommendation by the student’s advisory committee and with approval of the Dean of the College of Graduate Studies. All grades will remain on the student record. The grade earned in the repeated course will be used for grade point calculation. Enrollment will not be allowed for a third repeat attempt. Courses numbered 500, 501, 502, 503, 504, 597, 598, 599, 600, 601, 603, 604, and 698 may be repeated but not for grade replacement.

See the College of Law section for the exception to this regulation applicable to students in that college.
POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Minor Amendment □
Chapter & Title: APM 40.23 SOLID WASTE DISPOSAL

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.
*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s):
(Please see FSH 1460 C) Telephone & Email: 885-6633, charlesz@uidaho.edu 885-5222, maryg@uidaho.edu

Policy Sponsor: (If different than originator.) Telephone & Email: Brian Foisy 5-6174, briansfoisy@uidaho.edu

Reviewed by General Counsel Yes No Name & Date: Kent Nelson 10/11/19

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

This new policy is derived from the portion of the former APM 40.22 LES services addressing solid waste disposal. (APM 40.22 has been reassigned to the new Nuisance Animals policy.)

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

There are no expected fiscal impacts from this policy. This policy was already in place. It has been edited to remove some extraneous language, but the main content remains intact.

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

APM 35.11 – Biohazard Safety
APM 35.40 – Hazardous Waste Management

IV. 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 Aprr. & Date: _________________________ [Office Use Only]

FSH Aprr. _________________________
FC _________________________
GFM _________________________
Pres./Prov. _________________________

APM F&A Aprr. _________________________ [Office Use Only]

Track #: _________________________
Date Rec.: _________________________

Registered: _________________________

(Office Use Only)
40.233 --- Municipal Solid Waste Disposal Landscape & Exterior Services (LES)
July 20, 2018 - October 2019

Preamble: Municipal solid waste disposal is heavily regulated by federal, state, and local agencies. Regulations change frequently requiring ongoing compliance. Waste receptacles are placed on campus and managed by University of Idaho (UI) Facilities Services for university-produced municipal solid waste.

Contents:
A. Definitions
B. Policy
C. Scope
D. Contact Information
E. References

A. Definitions

A-1. Recycling, Surplus and Municipal Solid Waste (RSSW) Programs. Any solid waste produced by normal daily university activities, including residence halls, but excluding extraordinary/unacceptable, hazardous, or infectious waste. Recycling stations are located at over 300 sites on campus, including, classroom buildings, residence halls and housing areas that are serviced by outside collection stations. Recycling and solid waste crews make over 500 stops per week to service the campus. For questions concerning the type of wastes recycled please refer to the Recycling Quick Reference [available from Facilities Services]. Any questions or concerns, contact RSSW at (208) 885-6222. [ed. 9-07, rev. 7-18]

A-2. Extraordinary/Unacceptable Waste. Construction and remodeling waste and debris; furniture; metals; electronic waste; batteries; free liquids; sharps; concert and large events debris; and any waste produced outside of normal university business operations or residence hall activities.

A-3. Hazardous Waste/Sharps Disposal. Hazardous wastes are those materials that are ignitable, corrosive, reactive, or toxic. See APM 35.40. See APM 20.10, Requests for Collection of Hazardous Materials, or call the Environmental Health and Safety Office (EHS) at (208) 885-6524 for further information. [ed. 3-09]

A-4. Infectious Waste. Waste that is capable of causing infectious disease; items contaminated with blood, saliva, or other body substances; or those items actually or potentially infected with pathogenic material. See APM 35.11.

A-5. Sharps. Any item having corners, edges or projections capable of cutting or piercing the skin. (Usually related to bio-hazardous materials, but not necessarily.)

A-6. Electronic Waste (E-waste). For this policy, electronic waste is any unit that has a plug, battery, or microchip, including but not limited to televisions, computer screens, printers, printed circuit boards, and power supplies, etc.

A-7. Solid Waste Receptacles. All containers (including tow units, toters, dumpsters, rolloffs, trash cans) placed on campus by the university or the local municipal waste authority for deposit of university-produced municipal solid waste.

C-1. Solid Waste Disposal. Solid Waste Disposal at UI is broken down into two major categories: (1) Normal day-to-day solid waste generation by campus buildings/departments, and (2) Extraordinary solid waste generation that comes from campus events, construction,
remodeling; building cleanouts; building upgrades; and other non-routine functions. Billings accrue for all non-general education building in Category 1 and for all Category 2 solid waste generation. Generating parties are required to pay the additional cost of the solid waste disposal for these situations. For more details about solid waste billing, contact RSSW at (208) 885-6222. Dumpster units located around campus are intended for disposal of normal non-hazardous materials generated on a daily basis. Use of these dumpsters for Category 2 functions is prohibited, and arrangements should be made with RSSW to handle these situations.

B. Policy. Use of university waste receptacles for disposal of any refuse other than municipal solid waste is prohibited. Use of these receptacles without authorization or written permission is considered theft and is in violation of state laws. UI Residents are authorized users, and as such, are excluded from this provision. Use of university waste receptacles for disposal of extraordinary/unacceptable solid waste is prohibited. Arrangements must be made to handle these situations for disposal of waste other than municipal solid waste must be made prior to an event, situation, or project that will generate such waste.

BC-12. Theft of Services. All solid waste receptacles. Each dumpster located on campus are for the sole use of the UI. Use of these receptacles is signed with the following: “This dumpster is the use of the University of Idaho.” The unauthorized use of this container is prohibited. Anyone using this container without authorization or written permission is considered theft and is in violation of state laws. Idaho Code 18-2403. “Theft of Services” and Anyone caught doing so can may be prosecuted. No contractor, vendor, or UI employee or staff/student/faculty member should shall dispose of private waste using any trash through UI solid waste receptacles/dumpsters. (UI Residents are “authorized” users, and as such, are excluded from this provision.)

C. Scope. This policy applies to all use of university solide waste receptacles.

D. Contact Information. UI Facilities Services is responsible for university waste management, except hazardous, chemical, radioactive, and biological/infectious waste. Information about waste management services and any potential costs are located on the Facilities website http://www.uidaho.edu/infrastructure/facilities/ies/solid-waste.

Information on the disposal of hazardous materials can be found on the UI Public Safety and Security website http://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/hazmat.

Information on the disposal of biological or infectious materials can be found on the UI Office of Research Assurances website https://www.uidaho.edu/research/faculty/research-assurances/biosafety.

GE. — References.
- Idaho Code 18-2403, Section 5 – Theft of Services
- UI Administrative Procedures Manual – 35.11 Biohazard Safety
- UI Administrative Procedures Manual – 35.40 Hazardous Waste Management

C-3. Recyclables and Hazardous Materials in the Solid Waste Stream. Items that are recyclable or are considered to be a hazardous or toxic waste should not be disposed of through the solid waste disposal system. If there is any question about whether an item should be disposed of in the solid waste stream, please contact RSSW at (208) 885-6222 with your query. Certain items can and will be rejected by our waste haulers because of more stringent disposal regulations. The following list provides examples of recyclable or hazardous material items that should not go into the regular solid waste stream. [ed. 9-07]
- #1 and #2 Plastic
- Aluminum cans
- Fluorescent tubes
- Glass bottles
- Any UI equipment/property—Contact Surplus Property Office at (208) 885-2091
- Magazines
- Batteries—Alkaline, Lithium, Lead acid, or Rechargeable. Contact EHS at (208) 885-6524 for disposal.
- Newspapers
- Chemicals—Contact EHS at (208) 885-6524 for disposal.
- Oils—Contact EHS at (208) 885-6524 for disposal.
- Colored ledger paper
- Packing peanuts
- Computer monitors
- Phone books
- Computer paper
- Reusable office supplies
- Tin cans
- Corrugated cardboard
- Solvents & cleaners—Contact EHS at (208) 885-6524
- White ledger paper
- Tin cans
- Federal property (UI red tagged items)—Contact Surplus Property Office at (208) 885-2091
- FAX & Printer toner cartridges—Most manufacturers now provide return envelopes for reclaiming spent cartridges when a new one is purchased. Please follow manufacturer return guidelines.
- Corrugated cardboard
- Reusable office supplies
- Solvents & cleaners—Contact EHS at (208) 885-6524
- White ledger paper

C-5. Surplus Property Office. For further information or questions, please refer to APM 10.41, or contact Surplus Property Office at surplus@uidaho.edu or (208) 885-2091.

D. Roof Leaks. When a roof leak occurs, Facilities Services should be contacted at (208) 885-6246 immediately. A maintenance repairperson will be dispatched to contain the water and minimize water damage. Maintenance personnel will attempt to determine the cause of the leak and take steps to stop the leak. [Note: Some repair work must be postponed for dry weather in order to properly fix the leak.] If the roof leak is discovered during non-working hours or on a holiday, call the Steam Plant at (208) 885-6271 for immediate response. Steam Plant personnel will dispatch maintenance workers to minimize damage to buildings and contents.

E. Snow Removal. During normal working hours every effort is made to keep building entries and steps clear of snow and ice. Sanding is used as needed. When snow on sidewalks reaches one inch, teams are dispatched to remove the snow. Every weekday morning, sidewalks are checked for ice or frost. If needed, the tractor or hand crew will sand them. When an event is occurring on campus, the snow removal team clears and sands/rocks sidewalks, streets, and parking lots around the event site, prior to the event.

E-1. Street and Parking Lot Snow Removal. When two or more inches of snow have fallen, or a heavy frost or ice are present, street and parking lot snow removal and sanding/rocking begins.

E-2. Disabled Parking and Walkway Area Snow Removal. Parking spaces for the disabled in parking lots and streets are cleared as a priority while the major campus walkways are cleared. Class schedules of disabled students are distributed to sidewalk tractor operators.

ED. Roosters. When a rooster occurs, Facilities Services should be contacted at (208) 885-6246 immediately. A maintenance repairperson will be dispatched to contain the water and minimize water damage. Maintenance personnel will attempt to determine the cause of the leak and take steps to stop the leak. [Note: Some repair work must be postponed for dry weather in order to properly fix the leak.] If the roof leak is discovered during non-working hours or on a holiday, call the Steam Plant at (208) 885-6271 for immediate response. Steam Plant personnel will dispatch maintenance workers to minimize damage to buildings and contents. [ed. 9-07]
operators and grounds workers. Every effort is made to provide clear routes for disabled students.

E–3. **Information or Service Requests.** Any problems or requests concerning snow or ice removal, call the Customer Service Center at Facilities Services, (208) 885-6246. [ed. 9-07]

F. **Campus Storage.** Rental space for UI departments is available on a short or long term basis. Contact LES at (208) 885-6633 for current prices and space availability.

G. **Garage/LES Shops (GLS).** The UI Garage performs routine preventative maintenance and repairs for all UI vehicles as requested by the owning department. For major or highly technical repairs, vehicles are sent out to various specialized shops in the Palouse region. GLS technicians also repair and maintain all Facilities equipment from small engine work to road graders. For questions or service appointments contact GLS by email at garage@uidaho.edu or call (208) 885-7104. [rev. 9-07]

H. **Parking Lot Problems.** Parking and Transportation Services determines the maintenance activities in the parking lots on campus and directs Facilities Services for work to be completed. To report parking lot problems, contact Parking and Transportation Services at (208) 885-6424 or by email at parking@uidaho.edu, or visit www.uidaho.edu/parking. [ren. & ed. 9-07 (was B), ed. 7-09]

I. **Site Lighting Problems.** Exterior lighting for streets and campus is maintained by the Electric Shop. All problems should be reported to Facilities Services at (208) 885-6246 or facilities@uidaho.edu. [ren. & ed. 9-07 (was B)]