

2020 – 2021 Faculty Senate – Approved at Mtg #7 9.29.20

Meeting # 6

Tuesday, September 22, 2020, 3:30 pm – 5:00 pm

Zoom only

Present: Ahmadzadeh, Brantz, Bridges, Carney, Chapman, Dezzani, Fairley, Goebel, Hichman, Keim, Kirchmeier (Chair), Lee-Painter, McIntosh, McKellar, Meeuf (Vice-Chair), Paul, Quinnett, Raja, Rashed, Rinker, Rose, Sammarruca (w/o vote), Schwarzlaender, Smith, Stroebel, Tibbals, Torrey Lawrence (w/o vote), Wargo

Absent: Smith

Guest Speakers: *Ben Kirchmeier and Bill Smith*

Call to Order: Chair Kirchmeier called the meeting to order at 3:30pm.

Approval of Minutes (vote):

- Minutes of the 2020-21 Meeting #5– Attach. #1
There were no corrections to the minutes of the 2020-21 Meeting #5. The minutes were approved as distributed.

Chair’s Report:

- Zoom etiquette:
 - Change your display name to your preferred name + pronouns + the college or group you are representing here
 - Raise your hand using the electronic “raise my hand” feature.
 - Type questions in the chat if that works better for you.
- Thank you all for your help getting folks to attend the University Faculty Meeting last week and thank you to those of you who attended.
- The Ombud’s report is available; please see the link in today’s Register. If you haven’t already done so, please read it.
- Two upcoming deadlines to keep in mind:
 - Sabbatical applications are due on October 30.
 - Honorary degree nominations are due on November 16.Please help us spread the word about these upcoming deadlines by sharing with your colleagues.

There were no questions or comments following the Chair’s report.

Provost’s Report:

- The Provost echoed Chair Kirchmeier in encouraging everyone to read the Ombud’s report. There is interesting information after this tumultuous year.
- Yesterday’s email from President Green contained a good update on where we are with COVID-19 testing. Last week we had an increased rate of positive results, but we are still in a good range. We will be watching this week’s results carefully.
- As the smoke cleared up, building started to reopen on Saturday. By Sunday, we were able to reopen all buildings, but we will continue to be alert. To follow up on a previously asked question as to why we don’t have a larger stock of filters to last longer: we do have a large stock of filters, but we were burning them at a much faster rate than usual – for example, some filters might only last 3-4 days instead of the normal 3-4 months – so we had to shut the system down to avoid damage.

- Another follow-up to a previous question about the Federal Tax Deferral Program: Idaho will not participate in that program and, thus, neither will the university.
- Follow up on flu shots: HR confirmed shots are available at no charge for anyone under a U of I Health Plan. One can get them anywhere shots are available (doctor's office, pharmacies, etc..). The Office of the Dean of Students is looking into hosting a flu shot clinic for students.
- The first "Talks with Torrey" is on Thursday 9/24 at 11:30am to 12:30pm (PT). Questions can be submitted in advance or asked at the meeting.

There were no questions or comments for the Provost.

Committee Reports

- COVID-19 Committee Update – *David Lee-Painter*.
Dean of Students Blaine Eckles visited the committee and was very helpful. Our present focus is on next semester, especially mental health and morale, as well as testing and reporting. David Lee-Painter encouraged everyone to email him or covid19questions@uidaho.edu with any questions or concerns.
Discussion:
A Senator asked whether the recently reported 4.7% rate of positive tests should be reason for concern. Provost Lawrence took the question and noted that the higher rate was detected in a specific group of people – over about 200-300 tests. The rate over 10,000 tests moved up from 1.1% to 1.2%. More focused testing is planned. We will continue to monitor carefully.
- Borah Foundation – *Ben Kirchmeier and Bill Smith*.
The Borah Foundation Committee has put together a virtual symposium starting next week. The keynote speakers will be Beatrice Fihn and Kim Campbell. Beatrice Fihn is Executive Director of the International Campaign to Abolish Nuclear Weapons (ICAN), the 2017 Nobel Peace Prize Laureate. She will speak Monday, September 28, at 12:30. Link: <https://uidaho.zoom.us/j/97746088280>. Kim Campbell is the first and only female Prime Minister of Canada and has spent her ground-breaking career shattering barriers for women, cultivating the next generation of leaders and speaking out on human rights and the impact of climate change. As a member of Global Leadership for Climate Action — a task force of world leaders — she is a champion for the environment, making a strong business and economic case for sustainability. She will speak on Tuesday, September 29, at 7:00pm. Ben Kirchmeier also gave a brief historical background of the Borah Foundation. In addition to these two outstanding guests, this year the event will feature a Hiroshima display. In response to a question, Ben Kirchmeier noted that the event will be recorded, besides being accessible through U of I Live and Zoom.

Other Announcements and Communications

- Remove FSH 6925 Law Library (non-voting) Attach. #2
Chair Kirchmeier provided a brief rationale for the removal of FSH 6925. It is essentially procedural, changes often, and thus it is not well housed in FSH.
There was no discussion on this item.
- ASUI proposal to make election day a UI holiday.
Savannah Stroebel and Sierra Brantz, ASUI Senate representatives, presented the ASUI proposal and its motivations. The main purpose is to give students more time to vote. At the same time, the free day will be beneficial to faculty and staff, particularly at a time when everyone is busy

with classes, COVID-related circumstances, and family responsibilities. Students will know that voting matters, which is especially important for first-time voters who may not be familiar with the process of asking for absentee ballots. They will also see that U of I cares about students doing their civic duties as citizens. A whole day would be useful because, when one is finally able to make it to the polls in between classes or meetings, they are likely to find long lines and possibly be unable to vote. ASUI believes that the college experience is not just about academics, but also about learning citizenship and maturing into an adult. If we can help give students the opportunity to vote in person, we are helping them become more educated about their voting duties. Savannah and Sierra would like to listen to the Senators' concerns and communicate those concerns to ASUI.

Discussion:

Can we do it? Are we allowed to have another holiday? Savannah and Sierra said that ASUI has communicated with Provost Lawrence, who confirmed that we can add another holiday as long as we maintain the minimum number of State Board mandated instructional days. We can change our policies, but not State Board policies. Registrar Lindsey Brown noted that we already are at the minimum, so this could be a hurdle.

Who makes decisions about holidays? Provost Lawrence answered that the president does, but President Green delegated the task to him.

Other Senators, although generally supportive of the ASUI idea, suggested to also explore other possibilities, such as voting mentoring, more advertising, more active involvement. Also, would we want to do this every year or just this year? Chair Kirchmeier noted that, although it would be good to be able to do something this year, we can still be proactive for future years.

A Senator observed that, while he appreciates the importance of getting people out to vote, we do have polling stations on campus. Taking alternative actions, such as broad advertising, would be a better solution. Students should know how to vote, but do we have to make it easy for them? Should we not stay neutral? Do we know whether this was ever done in other schools? Was this initiative supported by a large body of students? This Senator suggested that we should think more about this. Savannah and Sierra replied that the idea had been around for a while, with previous Leaderships getting closer and closer to an actual proposal. There is now a new Student Leadership who feels strongly committed to advancing this initiative.

A Senator brought up the possibility of excused absences. Provost Lawrence reiterated that U of I is clearly committed to remove hurdles to students' voting. We can educate students and encourage instructors to apply flexibility with absences on election day. Furthermore, there is in FSH a policy addressing employees' leave for the purpose of voting.

Chair Kirchmeier closed the roundtable by reading a Senator's comment about the fact that efforts to help students can also be effective in recruiting. The discussion transitioned smoothly to the next agenda item.

Special Orders

- Faculty responsibility for recruitment: roundtable.
Chair Kirchmeier introduced the new roundtable format – an idea that came up at the August 2020 Senate Retreat as an alternative to the traditional presentation followed by Q&A. People who are present to answer questions and, generally contribute to the forum, are: Provost

Lawrence, Vice Provost for Faculty Diane Kelly-Riley, Assistant Vice Provost Bobbi Gerry (SEM), Director of Recruiting Peter Lien, and Dean Kahler (Vice Provost, SEM).

Discussion:

Chair Kirchmeier opened the roundtable by posing the question: What are faculty responsibilities in student recruiting?

Faculty in a land-grant institution should be involved in recruiting, but there is no recognition and thus no incentive to do so. It was noted, however, that FSH 1565 was revised last year by FAC to address recognition of faculty's recruiting efforts in their position description. They are now part of "outreach."

A Senator reported that faculty have expressed concerns about communication problems and lack of knowledge about, specifically, what we are supposed to do. Perceptions and instructions are different from college to college. Some faculty are told not to get involved, other feel under pressure to do so. They feel lost and would like a "to do list" consistent with the strategic recruiting plans of the university.

The Chair encouraged feedback from the Recruiters about the specific question: What should we do and how does that fit in the larger university plans?

Vice Provost Kahler said that everyone's role is appreciated and valued, but he does not want to overburden the faculty. Some faculty have expressed the wish not to get involved. He explained that there are students at different levels of interest. At the initial phase of recruiting, we may contact about 100,000 students and try to recruit them for the upcoming year. Our recruiters and the Recruiting Marketing Team are in charge of this phase (looking for names, sending packets through the mail etc....). The pool is then reduced to those students who have expressed interest in learning more about the U of I – the pool of "inquiries". When a student becomes an "inquiry," different people may start to get involved, and faculty involvement is most valuable. We do not want faculty to believe that they are expected to be involved with the 100,000 initial pool or to look for additional names – although they can, if they wish. An "inquiry" student may visit campus or attend Vandal events, at which point our sale pitch focus on specific academic programs. Faculty have the opportunity to engage with the student and share their excitement about their programs. When the student gets to the application stage and is admitted, the pool is down to about 10,000 students who have shown significant interest. At that point, we send data to the colleges where faculty can have rich conversations with students and parents about their programs. Vice Provost Kahler reiterated that everyone is welcome to contribute.

In response to a question, as well as to address the general concerns about communication tools, Bobbi Gerry reported that the new tool, "Slate," is in the training stage. With Slate, everyone who wishes to be informed and play a role in recruiting, can easily do so. This tool is student-centered. When a student applies, a faculty can see the application prior to meeting with the student during a campus visit and ask individualized questions rather than engage in a generic conversation.

Generally, Senators agreed that a better coordination of what everyone is doing would be helpful. Someone suggested to look at the "big picture" rather than the details, namely, to try and identify why enrollment has been dropping for two years. Vice Provost Kahler agreed that we must have broader conversations. There are robust recruiting strategies, but often people

are not aware of them. He would be happy to visit Senate periodically to keep faculty informed. He reported that we have recruiters on campus twice per year. This year, due to COVID-19, all visits have been virtual.

In response to the question of graduate student recruiting, Senators were informed that Jerry McMurtry is working on that with Bobbi Gerry. The Chair asked whether it is possible to have a link to a document with the university recruiting strategies. Vice Provost Kahler said it is standard practice to keep strategies from becoming too public.

The Vice Chair directed a question to Torrey Lawrence and Diane Kelly-Riley about incentive to participate in recruiting. Torrey Lawrence said that the budget model developed this year should help. Colleges need to be clear about the metrics (credit hours, enrollment, etc.). Diane Kelly-Riley agreed that the budget is a key factor. Faculty should play a strong role in enrollment, which will be a major metric. Secretary Sammarruca reiterated that the position description allows for such efforts to be included and noted that negotiating an appropriate position description is a key point to get proper recognition for recruiting efforts in the annual evaluation

Additional suggestions were proposed, such as using Extension offices to advertise, create recruiting stations across the state, encourage faculty who give presentations to take the opportunity to advertise their programs. Advertising strategies for transfer students were also brought up. We “purchase” names from other schools and Community Colleges. There are also strategies for specific groups, such as adult students. We have recruiters in and out of state. The recruitment team is very diverse, and they are now looking for a Multicultural Director for Recruiting. Several recruiters are bilingual, and two international recruiters are part of the team. For more information, see <https://www.uidaho.edu/admissions/apply/admissions-counselors>

The Chair called for a motion to adjourn.

Adjournment: There was a motion to adjourn (Lee-Painter/Ahmadzadeh). The meeting was adjourned at 5:02pm.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate

University of Idaho
2020 – 2021 Faculty Senate Agenda

Meeting # 6

Tuesday, September 22, 2020 at 3:30 pm
Zoom

- I. Call to Order
- II. Approval of Minutes (Vote)
 - Minutes of the 2019-2020 Faculty Senate Meeting #5, Sept. 15, 2020 **Attach. #1**
- III. Chair's Report
- IV. Provost's Report
- V. Committee Reports
 - COVID 19 Update – *David Lee Painter*
 - Borah Foundation – *Ben Kirchmeier and Bill Smith*
- VI. Other Announcements and Communications
 - Remove FSH 6925 Law Library (non-voting) **Attach. #2**
 - ASUI proposal to make election day a UI holiday
- VII. Special Orders
 - Faculty responsibility for recruitment roundtable
- VIII. New Business
- IX. Adjournment

Attachments:

- **Attach. #1** Minutes of the 2020-2021 Faculty Senate Meeting #5, Sept. 15, 2020
- **Attach. #2** FSH 6925 Law Library

2020 – 2021 Faculty Senate – Pending Approval

Meeting # 5

Tuesday, September 15, 2020, 3:30 pm – 5:00 pm

Zoom only

Present: Ahmadzadeh, Brantz, Bridges, Carney, Chapman, Dezzani, Fairley, Goebel, Hichman, Keim, Kirchmeier (Chair), Lee-Painter, McKellar, Meeuf (Vice-Chair), Paul, Quinnett, Raja, Rashed, Rinker, Sammaruca (w/o vote), Schwarzlaender, Smith, Stroebel, Tibbals, Torrey Lawrence (w/o vote), Wargo

Absent: Tenuto (excused), McIntosh (excused), Rose (excused)

Guest Speakers: Rich Seamon, Brian Smentkowski, Suzi Ball

Call to Order: Chair Kirchmeier called the meeting to order at 3:30pm.

Approval of Minutes (vote):

- Minutes of the 2020-21 Meeting #4– Attach. #1
There were no corrections to the minutes of the 2020-21 Meeting #4. The minutes were approved as distributed.

Chair's Report:

- Zoom etiquette:
 - Change your display name to your preferred name + pronouns + the college or group you are representing here
 - Raise your hand using the electronic “raise my hand” feature.
 - Type questions in the chat if that works better for you.
- If there are students on your ineligible to attend class list(s) with whom you know there are special circumstances, please contact Diane Kelly-Riley at dkr@uidaho.edu by **Tomorrow, September 16, 2020 at 5 PM PDT** with the following information:
 - The first and last name(s),
 - Vandal ID number(s),
 - Course Prefix(es) and Number(s)
 - A brief description of the arrangement(s).
- The first University Faculty Meeting of the year will be held via Zoom on Wednesday, September 16 at 2:30pm. This will be a voting meeting, so please encourage fellow faculty members to attend so we can conduct the business which requires a quorum.
- The Women's Center will partner with Violence Prevention Programs and other campus entities to host Take Back the Night—an event to spread awareness of interpersonal violence on campus and to show support for those affected by it—on Thursday, September 17.
- The University Committee for General Education is seeking feedback on plans for using the six institutionally designated general education credits. Please contact your UCGE representative for more information and to provide feedback. <https://www.uidaho.edu/-/media/UIDaho-Responsive/Files/governance/committee-members/2020-2021/university-committee-for-general-education-20-21.pdf?la=en&hash=993BC2C13F2C80ED7AF6911F7C315DF004351CF0>

There were no questions or comments following the Chair's report.

Provost's Report:

- The Provost acknowledged Diane Kelly-Riley and Brandi Terwilliger who conducted the first Q&A session for supervisors. The session was well attended.
- The ranking from U.S. News & World Report came out. There is some good news: we moved up from last year in a number of factors. We are now ranked 37 among best value schools compared to 79 from last year, which is above all other national universities in the West. We rank #3 among all public colleges and universities nationwide. Overall ranking of all public universities: we are now #170 compared to 179 last year. Some of our programs earned special recognition: the undergraduate programs in Business and in Computer Science, and the doctoral degree in Engineering. Read more at <https://www.uidaho.edu/news/usnr>
- "Talks with Torrey" will restart on Thursday 9/24 at 11:30 am, alternating every other week between Thursdays and Wednesdays.
- Follow-up: we are working on making flu shots available on campus.
- Follow-up: the on Online Workinggroup membership is a very large group and chaired by Jerry McMurtry. They are completing their findings and recommendations from their summer work. For more information, see the President's website: <https://www.uidaho.edu/president/university-working-groups/online-education>
- Update on enrollment: the general figure is a drop of 5.4% compared to this time last Fall, with 7.1% for new students and 4.7% for continuing students. Four colleges – Arts and Architecture, Law, CLASS, and CNR– have experienced an increase in enrollment. For Law, this is due to the closure of a law school in Boise. The number of foreign students is down by 28.2%, due to the many complications with travel and COVID-19. Non-resident students paying full tuition are down by 17%, but WUE students are up 20%. Non-degree students are down by 50%. Of course, the financial impact on the institution varies for different types of students who are lost.
- Update on budget: units and colleges are managing the legislative hold-back, amounting to 2.7% on top of other significant cuts. In addition, there are COVID-related costs. We hope for more federal support, but additional national relief funds are presently on hold. At this time, there is too much uncertainty to know exactly how big our financial challenges are. Brian Foisy will give a more detailed report in a few weeks when we know more.
- Update on COVID-19: the most recent memo from the president contains important information. Six hundred students from dorm areas where the wastewater revealed the presence of the Corona virus were tested, and only 6 were positive. We have seen a very high testing compliance rate from students, which we expect to reach 100%. To date, over 8,500 tests have been performed, and the infection rate is still around 1.1%. Masks are worn across campus (also outdoors). So far, we had only 8 calls to Campus Security about infractions. Testing continues. Those who traveled over the holiday weekend are being tested this week.
- Finally, the smoke situation. The news is bad. Air filters are being clogged by the oily smoke. At the same time, filters are becoming less and less available across the country due to the large demand. We had to shut down nearly all HVAC systems to avoid damaging the system so we had to go back to online/virtual instruction. We will send an update by 1PM tomorrow about plans for Thursday and Friday. The forecast is not good, and we may have to deal with this situation for the next few days. The Centers will make their own arrangements.

Discussion:

A Senator asked about the impact on faculty and staff salaries. Should we expect additional furlough? Provost Lawrence replied that there are presently no talks about additional furlough, although it is a possibility. We may know more in the next couple of weeks.

There was a question about plans to acquire more filters next year to avoid similar problems. Provost Lawrence answered that it is a complicated matter due to the very large number of filters. A larger stock may have to be requested, and he will bring it up to Facilities.

A Senator asked whether the buildings on campus are locked. That may create problems for those who need to go in for internet access. Provost Lawrence will check to be sure. (From chat: Facilities report that most buildings are locked. If you need access, contact Campus Security at 885-2254.)

There were no more questions or comments for the Provost.

Committee Reports

- COVID-19 Committee Update – *David Lee-Painter*
Committee Chair Lee-Painter reported that the committee is working on improving communication channels. There are 4 graduate and 4 undergraduate students on the committee, and their contribution is being very valuable. David Lee-Painter encouraged everyone to email him or covid19questions@uidaho.edu with any questions or concerns.

Other Announcements and Communications

- FSH 1590 Unit Bylaws (voting) – *Faculty Affairs Committee (FAC) Attach. #2*
Current FAC Chair Rich Seamon gave a brief introduction and background of the proposed changes to FSH 1590 Unit Bylaws. The purpose is primarily to provide greater uniformity both in format and content across the various unit bylaws. The overarching idea is to facilitate review by making bylaws across campus more uniform. Since 2007 (last time unit bylaws were approved), some have grown non-compliant, and the review process is cumbersome. Some of the original provisions have been kept in place. Clarifications have been included about, for instance, the process to review bylaws.

Discussion:

A Senator and former department chair commented that these changes will make the work within the units much smoother.

Secretary Sammarruca noted that templates will be available for unit and college bylaws which will greatly facilitate the reorganization process.

There were no more questions or comments. A motion was made (Lee-Painter/Fairley) to approve the FAC proposal. No further discussion was requested. The votes were as follows: 20 in favor, 0 against.

Special Orders

- Faculty efforts during COVID – *Brian Smentkowski, CETL Director*
Brian Smentkowski wishes to celebrate faculty success. The purpose of his presentation is to recognize faculty efforts and highlight points of pride. Our faculty have been inventive, flexible, nimble, adaptable in finding new ways to teach our students. At a time of unprecedented uncertainty, faculty have been innovative pedagogically and technologically, communicative and inclusive. In Spring 2020 and Summer 2020, faculty have invested 13,338 and 15,120 faculty development hours, respectively. These numbers do not reflect the one-on-one work done daily. Since the second week of March, 32 sessions have been offered, 14 of which during the summer, when faculty are off-contract. They spent 17,000 hours to prepare for the Fall. The attendance at the CETL sessions was 817 and 1300 in Spring and Summer, respectively. Faculty have developed new communication strategies. What is next? Continuing the collaborative

approach to figure out new ways. CETL's goal is to support faculty success. There will be new faculty seminars, "Faculty Spotlights," and a Student Success Conference next year. We are committed to increasing community engagement in learning and scholarship. Faculty input is very important for what we should be doing next.

Discussion:

A Senator expressed gratitude to Brian for having acknowledged the faculty's efforts, particularly the thousands of hours of their unpaid time during the summer. Idaho legislators are not aware of these circumstances, but they should be.

Provost Lawrence followed up and offered to be the contact person with the legislators.

- *Vandal Gateway - Suzi Ball, Vandal Gateway Coordinator*

Suzi Ball took on this new position the first day of classes. First, she provided a brief background on her experience in higher education. She is very excited about the VGP program and thanked everyone who helped make it possible, in spite of its "bumpy" start. She proceeded to give an overview of where the program is. Students admitted under the one-year VGP program do not meet the standard admission criteria. They are given extra support, both academic and social, and participate in enrichment activities. As they move to the second semester, they are allowed to take electives to explore their interests in preparation for selecting their major. There are currently 24 students in the program, who represent a broad demographic. So far, we received positive feedback, mostly focused on specific instructors. VGP is a cohesive program which cannot function well without the help and support of the faculty. As the students move on, the support will not stop. The program provides access to deserving students who may otherwise not have an opportunity to higher education. We are in the process of drafting admission criteria.

Discussion:

A Senator noted that admission criteria are the faculty's prerogative. Suzi Ball replied that the draft is meant to be just a starting point for the faculty consideration.

Chair Kirchmeier followed up and clarified that she had asked Suzi to work on an initial draft to get the conversation going.

Secretary Sammarruca wondered about possible recruiting for Spring 2021. VGP is not in the Catalog, because UCC did not approve that proposal last Spring. Could we admit VGP students as we have always done for those who do not meet standard criteria, namely through a petition to the Admissions Committee? Suzi replied that there would be no problems with admitting additional students for the spring from the programmatic standpoint.

A Senator expressed concerns that students would fall significantly behind in the College of Arts and Architecture if they were allowed to take electives for the first time in their second semester. She offered to be of assistance with this problem that VGP students could potentially encounter. Suzi noted that during the first year VGP students would take mainly GenEd courses.

A Senator recalled that one of the initial concerns when Senate first approved the VGP pilot program was about data gathering. How will data be collected? Suzi explained that both qualitative and quantitative data will be collected. They plan to assess, for instance, how useful the program services are and whether the students are utilizing them, and how students are following through in their second year. They plan to come up with academic metrics and

communicate with faculty about those metrics. They want data to help them improve and redirect their course as necessary.

Addressing an earlier question, Mark Warner noted that there is no mechanism to recruit for Spring 2021, as the emergency policy which allowed the pilot program has expired.

Secretary Sammarruca followed up: FSL has been talking about the possibility of Spring 2021 recruiting for VGP – it makes sense to use the resources which are available since fewer students than expected are currently in the program. She cited from FSH 4345 and noted that, while there are requirements which apply to the students admitted prior to September 4, 2020, nothing in the policy seems to address additional students.

Vice-Chair Meeuf wondered: if we find a way to allow VGP admissions for Spring 2021 within current policies, should we? Suzi confirmed that the present cohort is smaller than expected and that resources would be available.

Adjournment: There was a motion to adjourn (Tibbles/Lee-Painter). The meeting was adjourned at 5:01pm.

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
<https://sitecore.uidaho.edu/governance/policy>.

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title: **FSH 6925 LAW LIBRARY**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title:

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Originator: Diane Whitney, University Policy and Compliance Coordinator

Policy Sponsor, if different from Originator: Jerry Long, Dean, College of Law

Reviewed by General Counsel X Yes ___No Name & Date: Jim Craig, 9/18/20

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.

FSH 6925 is mostly descriptive and procedural and does not serve any of the standard functions of policy such as guiding decision making, mitigating institutional risk, etc. The information is subject to frequent updates and is already housed on the library website. This deletion has the support of the Dean of the College of Law.

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.

Referenced in FSH 6920.

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.

6925

~~LAW LIBRARY~~

~~*PREAMBLE: This section provides information on the Law Library. For further information contact the Law Library (208-885-2160).*~~

~~**A. GENERAL.** The College of Law maintains a library that houses the largest collection of legal materials in the state. The collection includes: statute and case law from all federal and state jurisdictions, Canada, and Great Britain; law reviews and other legal periodicals; treatises relating to legal subjects; also, indexes and digests of law. The Law Library is a selective U.S. government depository and receives documents related to legal research only.~~

~~**B. CIRCULATION POLICY.** Members of the UI community are free to use the Law Library for legal research. On presentation of proper identification, patrons may borrow treatises and any materials with~~

~~white check-out cards for a two-week period. Statutes and codes, reports of court decisions, periodicals, some loose-leaf services, and such reference aids as indexes, digests, and directories may not circulate. Materials in the reference-aid category may not be removed from the area in which they are shelved; all other noncirculating items may be checked out on blue "carrel slips" for in-library use only.~~

~~**C. PHOTOCOPY SERVICES.** Photocopies of library materials will be furnished either on cash payment or, with proper identification and budget number, on charge to departmental budgets.~~