Present: Attinger, Brantz, Bridges, Carter, Carney, Chapman, Dezzani, Hickman, Keim, Kirchmeier (Chair), Fairley, Torrey Lawrence (w/o vote), Lee-Painter, McIntosh, McKellar, Meeuf (Vice-Chair), Paul, Quinnett, Raja, Rashed, Rinker, Sammarruca (w/o vote), Schwarzlaender, A. Smith, R. Smith, Tibbals, Tenuto, Wargo, Powell (proxy for Ahmadzadeh)
Absent: Ahmadzadeh (excused), Rose (excused)

Guest Presenters: Kate Wray Chettri, Ron Town

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

Approval of Minutes (vote):
- Minutes of the 2020-21 Meeting #26 – Attach. #1
  The minutes of the 2020-21 Meeting #26 were approved as distributed.

Consent Agenda
- 2021-2022 Committee Appointments – Attach. #2
  There were no requests to discuss the 2021-2022 Committee Appointments. Thus, the consent agenda was adopted as submitted.

Chair’s Report:
- The names of new faculty senators should be submitted to the Faculty Secretary today—if you haven’t sent in the names of your replacement, please do so as soon as possible.
- Updates on visits to Faculty Senate: Next week, Suzi Ball will provide updates on the Vandal Gateway Program.
- The 2021-2022 Senate will meet for the first time at 4:30pm on Tuesday, April 27 to take nominations for chair and vice-chair.
- We will invite the 2021-2022 senate to join us next week for our meeting, which will run from 3:30-4:30pm. Reminders:
  o The final University Faculty Meeting of the year will be held via Zoom on May 5 from 2:30-4:00pm
  o CETL’s 2021 Student Success Virtual Conferences is April 28 from 3:30-5:00pm
  o CETL’s 2021 Celebration of Collaboration is Thursday, May 6 from 3:00-5:00pm
  o The Provost’s office will host a P&T training on Tuesday, April 27 at 9:30am via Zoom. The Zoom link is https://uidaho.zoom.us/j/89086903403. The training will be useful for faculty going up for promotion and/or tenure in the upcoming academic year. A recording will be available via the Provost’s office website.
  Please help us spread the word about upcoming deadlines by sharing with your colleagues.

Vice Provost Diane Kelly-Riley added that there is no need to register for the P&T training and that a video of the event will be available on the Provost website.
Provost’s Report:

- COVID update: The number of surveillance tests is decreasing as more people are vaccinated. Of 474 tests done last week, 3.59% were positive. We are not planning any changes to our COVID-19 safety protocol through the end of the semester. We'll see if the state or the city do otherwise. We will keep you informed. Testing and the vaccine clinic continue to operate at the SRC, and we encourage people to use them as needed.
- Update on the legislature: The House defeated the Higher Education Bill. JFAC met a number of times last week, but has not addressed higher education funding. Summer session: A communication will go out within the next couple of days with more detail. All classroom meetings are already roomed considering 50% room capacity. Basically, we plan to begin under our current protocol. Hopefully, restrictions can be relaxed at some appropriate time in the summer. After two weeks, summer registration is up by 30%. This is great news.
- Commencement: Answers to many questions we are receiving can be found in the commencement webpage, [https://www.uidaho.edu/events/commencement/spring](https://www.uidaho.edu/events/commencement/spring). Notice, in the tab on the left, separate links for Moscow, Boise, and Idaho Falls faculty.
- Student Achievement Awards: Visit [https://www.facebook.com/UIGetInvolved](https://www.facebook.com/UIGetInvolved). Prerecorded videos are available to watch.

Committee Reports:

- FSH 1640.24 Classified Position Appeal Board – Russ Meeuf, Attach. #3.
  Vice Chair Meeuf gave a brief history and description of this motion – Removal of the Classified Position Appeal Board (CPAB). With the implementation of the market based system, the employee classification and compensation are not connected. With this separation, the committee is no longer needed. The classification appeal committee reviewed classification decisions that impact employee pay, but this is no longer the mechanism that determines compensation.
  **Discussion:**
  A Senator asked whether there are other appeal committees for employees to turn to if they believe they have been wrongly classified. Vice Chair Meeuf responded that there are alternative processes that perhaps should be more clearly specified in FSH. It was pointed out that the University Staff Compensation Committee would be in charge.

  The question was raised whether, rather than eliminating the CPAB, one should instead redefine its role. There are many faculty who are unhappy with how they are classified. How about repurposing the committee in a broader way? Vice Chair Meeuf responded that CPAB was in charge of hearing a very narrow set of appeals. Repurposing CPAB may result in overlap with the work that other committees are already doing. Provost Lawrence noted that there are three categories of employees: faculty, classified staff, and exempt staff. The proposed policy change concerns the second category only. Faculty can appeal under FSH 3840, which allows appeals of salary determinations.

  Did this proposal go through Staff Council? Vice Chair Meeuf was under the impression that it did.
What was the functional role of CPAB? Vice Chair Meeuf said the committee was the last step in an appeal process for classified employees unhappy with their classification, but CPAB handled very few cases. The market-based compensation system created a different structure for checking people’s classifications, which rendered CPAB unnecessary.

The Senator who had inquired about Staff Council’s approval could not find any records in their agendas. He proposed to table the item until more information is available. Moved and seconded (Tibbals, A. Smith). The motion passed.

**Other Announcements and Communications:**

- **APM 20.14 General Non-Grant Cost Transfers – Ron Town, Attach. #4**
  These updates are needed for better alignment with what it is actually done. There were no questions or comments.

- **APM 70.23 University International Travel – Kate Wray Chettri, Attach. #5**
  These revisions are the result of a full review of major changes by the US State Department’s system for international travel advisory levels. Revisions to the international travel policy reflect updates, remove language around procedure, and clarify travel approval.
  **Discussion:**
  A Senator asked whether students must pay fees for travel because international experience or other field trips have been difficult to subsidize. Kate Wray Chettri responded that many references to fees and deadlines have been removed because they often change, but there may be some fees, depending on the kind of travel. For example, there are no fees for students who travel internationally to a conference.

- **Emergency Policy 2022-2023 Admission Standards – Attach. #6**
  Chair Kirchmeier provided a summary and a brief history of the Emergency Action, which proposes changes to admission standards for fall 2022. See Attach. #6 for details.
  **Discussion:**
  A Senator asked whether admission standards are the faculty’s or the administration’s prerogative. It was clarified that admission decisions are the faculty’s responsibility, through UCC, which handles admission requirements. The Admission Committee, whose voting members are faculty, handles petitions from applicants who do not meet admission requirements.

  A Senator expressed concern that the university is sliding into reduced admission standards. In 2004, the admission rate was 35% to 40%, whereas now it is 70% to 80%. The concern is that lower admission standards may become entrenched and codified in policy, which the Senator finds unacceptable. The Secretary pointed out that this is a temporary action (valid for 180 days), as was the one that was implemented for fall 2021, with the purpose to mitigate the impact of the pandemic on students. Chair Kirchmeier added that, in absence of standardized test scores (often unavailable because of COVID), every applicant with a GPA less than 3.0 would have to petition the Admission Committee, whose workload would increase considerably. Provost Lawrence noted that, actually, we are not lowering the bar. Normally, every applicant with GPA above 3.0 is admitted, regardless of test scores, while those with a GPA between 2.6
and 2.99 are admitted provided they have a minimum test score, which now may be unavailable. Under normal circumstances, applicants with a GPA between 2.2 and 2.6 can still be admitted without petitioning the Admission Committee, if they have suitable test scores – now most likely unavailable. Thus, all applicants with GPA less than 2.6 must petition the Admission Committee. In a sense, by drawing the line at 2.6, we are lowering the bar for a group but raising it for another.

A Senator asked about the purpose of the action. The Secretary said that it is essentially an extension of the equivalent, COVID-motivated, action taken for fall 2021. Chair Kirchmeier pointed to the opening statement in Attach. #6: “To accommodate the irregularities in Spring 2020 high school grading practices and changes to the College Board’s standardized testing schedule, we propose the following…,” to reiterate that that this a COVID-specific action.

A Senator wondered whether, with lower admission standards, we may be setting some students up for failure. Chair Kirchmeier reported same facts: students who are admitted with a high-school GPA of 3.0 achieve, on the average, a GPA of 3.13 in their first semester in college. For students admitted with a high-school GPA between 2.6 and 2.99, the same indicator is 2.17. Note, though, that last year GPAs generally dropped. Another Senator expressed concerns about potentially insufficient resources for student support. Provost Lawrence addressed the last question and said that student support services are among the units that have not been cut – we will be able to provide tutoring, advising, and other services to students. The alternative is to this proposal would be to have every applicant with a GPA below 3.0 petition the Admission Committee. This is not a good idea.

Chair Kirchmeier asked if Senators had revisions to propose. There was a general consensus that a broader discussion on the value of standardized tests should be undertaken next fall. In the meantime, Chair Kirchmeier will take a straw poll to get a general sense for the level of Senate support before sending the request to President Green. The straw poll showed an approval rate of 86%.

• Emergency Policy forWithdrawal Credits – Attach. #7
Also COVID-related. The number of credits that a student may withdraw from during his or her undergraduate career at U of I is increased from 21 to 33 credits. This action seeks to support students who had extenuating circumstances brought on by COVID-19, giving them the discretion to withdraw from additional courses, up to 33 withdrawal credits. Reasons for additional withdrawal credits include personal health, family health, technology challenges, or other COVID-related issues.

Discussion:
Questions were raised about how to implement this policy. What happens after 180 days? Students are going to be confused. A Senator proposed to expunge the Ws instead. Another Senator agreed with this solution. FSL will have another discussion with Registrar Lindsey Brown about these concerns and the possibility of expunging the Ws. The discussion will continue next week.
Faculty Statement of Values – Attach. #8

The Secretary presented the latest version of the Faculty Statement of Values, revised to account for previous comments from Senate. It is now a broader, more inclusive end-of-semester statement. Senators liked the new version. Provost Lawrence had no objections. Moved and seconded (A. Smith/Tenuto) to adopt the statement (latest version, distributed to everyone by Chair Kirchmeier today, not the one included in the binder). Motion passed with 95% of the votes.

Chair Kirchmeier thanked everyone who contributed to the various stages of the statement.

New Business:
As some time was left, Chair Kirchmeier asked whether Senators had new business to discuss. Vice Chair Meeuf suggested to revisit the meeting structure – in person or via Zoom, for both Senate meetings and UFM. Another Senator suggested to talk about flexspace arrangements. Provost Lawrence said that more clear guidance will come soon. President Green wants to identify a date by which employees are expected to come back to their regular work space, unless they have an ADA arrangement or a new flexspace arrangement in place. July 1 seems an appropriate choice – by then many people will have received the vaccine. Also, it is not immediately at the beginning of the semester, which will give people more time to adjust to the transition. A Senator noted that AY faculty are not under contract during the summer. Provost Lawrence responded that the date of July 1 would not apply to AY faculty.

Regarding the meeting structure, there was a general sense that Zoom meetings have been very good, with people being able to better see and hear each other. Some Senators prefer in-person interaction. Nevertheless, several Senators agreed that Zoom meetings placed everyone on equal footing regardless of their location, which is a positive outcome. The Secretary noted that virtual meetings have made the presence of a quorum much more likely. In fact, a quorum has always been present, at both Senate and University Faculty meetings, since we started to meet remotely. Also, the audio, which was problematic in the Paul Joyce Faculty Lounge, is not a problem via Zoom. The Provost suggested the possibility of a mixed mode, where people can choose to attend in person or remotely, an idea that was well received. A hybrid model, together with a more suitable physical space, could accommodate everyone’s preferences. These conversations will continue.

A Senator inquired about other policies that may come to Senate in time to be included in the next UFM agenda. Chair Kirchmeier replied that the “Affinity Groups” policy was sent to the FSPG for their review, but it is very unlikely that the policy will be approved in time for UFM. A first round of revisions to FSH 3500 prioritizing the most important changes is expected to come before Senate in time for UFM inclusion.

Adjournment:
The agenda being completed, the Chair adjourned the meeting at 4:56pm.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate
I. Call to Order

II. Approval of Minutes (Vote)
   • Minutes of the 2020-2021 Faculty Senate Meeting #26 April 13, 2021 Attach. #1

III. Consent Agenda
   • 2021-2022 Committee Appointments Attach. #2

IV. Chair’s Report

V. Provost’s Report

VI. Committee Reports
   • FSH 1640.24 Classified Position Appeal Board (Russ Meeuf) Attach. #3

VII. Other Announcements and Communications:
   • APM 20.14 General (Non-Grant) Cost Transfers (Ron Town) Attach. #4
   • APM 70.23 University International Travel (Kate Wray Chettri) Attach. #5
   • Emergency Policy 2022-2023 Admission Standards Attach. #6
   • Emergency Policy for Withdrawal Credits Attach. #7
   • Faculty Statement of Values Attach. #8

VIII. Special Orders

IX. New Business

X. Adjournment

Attachments:

• Attach. #1 Minutes of the 2020-2021 Faculty Senate Meeting #25 April 13, 2021
• Attach. #2 Consent Agenda, 2021-2022 Committee Appointments
• Attach. #3 FSH 1640.24 Classified Position Appeal Board
• Attach. #4 APM 20.14 General (Non-Grant) Cost Transfers
• Attach. #5 APM 70.23 University International Travel
• Attach. #6 Emergency Policy 2022-2023 Admission Standards
• Attach. #7 Emergency Policy for Withdrawal Credits
• Attach. #8 Faculty Statement of Values
2020 – 2021 Faculty Senate – Pending Approval
Meeting # 26
Tuesday, April 13, 2021, 3:30 pm – 5:00 pm
Zoom only

Present: Attinger, Brantz, Bridges, Carter, Carney, Chapman, Dezzani, Hickman, Kirchmeier (Chair), Torrey Lawrence (w/o vote), Lee-Painter, McIntosh, McKellar, Meeuf (Vice-Chair), Paul, Quinnett, Raja, Rashed, Rinker, Rose, Sammarruca (w/o vote), Schwarzaender, A. Smith, R. Smith, Tibbals, Tenuto, Wargo, Powell (proxy for Ahmadzadeh)
Absent: Keim (excused), Ahmadzadeh (excused), Fairley (excused)

Guest Presenters: Lauren Carlsen, Dylanie Frazier, Lisa Ormond, Dean Panttaja

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

Approval of Minutes (vote):
• Minutes of the 2020-21 Meeting #25 – Attach. #1
  The minutes of the 2020-21 Meeting #25 were approved as distributed.

Chair’s Report:
• Next week we will discuss the emergency change to admissions standards for fall 2022. A report from SEM has been emailed to all Senators today. Feedback from the Admissions Committee will follow tomorrow.
• We are working on another emergency action due to COVID. This emergency action increases the number of allowed withdrawal credits by 12, from 21 to 33. We will be asking you for your feedback on this potential emergency action next week as well. We may begin this discussion today if there is time during the new business section of the meeting.
• Work continues with the Faculty Statement of Values, which we hope to conclude by the end of the semester. Additionally, we continue our work on the Affinity Group Policy.
• Reminders:
  o Nominations for Honorary degrees for the December 2021 commencement are due April 15, 2021.
  o The names of new faculty senators should be submitted to the Faculty Secretary by Tuesday, April 20. New senators will have their first meeting on Tuesday, April 27. The 2021-2022 Senate will meet for the first time at 4:30pm on Tuesday, April 27 to take nominations for chair and vice-chair.

There were no questions for the Chair.

Provost’s Report:
• COVID update: We are back to surveillance testing. Of 667 tests done last week, 3.15% were positive. Currently we have three students in UI supported isolation and nine in UI supported quarantine. The situation in Pullman is concerning. Three counties in Washington state have been downgraded from level 3 to level 2 – that is, more restrictions are in place. There will be no changes to our COVID-19 protocol during Spring semester. We are focused on getting through
commencement and we’ll continue to wear masks and maintain distance. It is not yet time to let our guards down.

- Update on legislature: The House defeated the Higher Education Bill. It will return to the Joint Finance-Appropriations Committee (JFAC). They hope to conclude by Friday. We are concerned about our budget and higher education in general. As private individuals, we can reach out to our representatives, keeping in mind that there is a difference between being a UI employee or a private citizen.

- P3 funds for proposals, as suggested by Vice Chair Meeuf last week: At the end of the week, RFP should go out. The process will be modeled after “VIP” from last year, but on a quicker timeline so that decisions are made before the summer. People will have two or three weeks to submit short proposals, which will be evaluated and ranked by an appropriate committee – the Provost will suggest UBFC for this task. Thanks to Vice Chair Meeuf for this idea, which President Green is very excited about.

- Registration is open for summer. At this time, the numbers seem to have gone up. Fall registration opened yesterday for seniors. Retention is an important part of our enrollment, so please encourage students in your unit to meet with their advisor, register, and make plans to return.

- Vandal Giving Day (actually two days, last week) was a success. We raised a record $669K in donations. Also, the number of people who participated went up this year. It is great news that people are excited about all that we are doing.

- The Women Cross Country Team has the highest GPA – 3.87 as a team – of any cross country team in the nation!

**Discussion:**
A Senator commented on the importance of including staff in the group that can submit P3-funded proposals. Provost Lawrence said that proposals can be submitted by staff, faculty, and students, and by groups including all three categories.

**Committee Reports:**

- UAAC 1640.90 University Assessment and Accreditation Committee – Russ Meeuf, Attach. #2. Vice Chair Meeuf gave a brief history of the project, driven by Dean Panttaja. Instead of various ad hoc committees dealing with assessment and accreditation, they recommend a single committee to advise on assessment and accreditation issues. The proposed policy can be found in attachment #2.

  **Discussion:**
  A Senator had positive words for the creation of the new committee, which is in line with the U of I Constitution, Article IV Section 2. He suggests that the committee chair be a tenured faculty member rather than “preferably a tenured faculty member,” as stated in the policy draft. Vice Chair Meeuf responded that the language is consistent with what is generally done across FSH 1640. The current terminology gives the Committee on Committees more flexibility. However, they prioritize seniority and experience when deciding on committee leadership. The Senator was satisfied with the response, and did not wish to make a motion to amend.

  A Senator asked whether clinical faculty, who cannot be tenured, are excluded from the new committee. Vice Chair Meeuf noted that the preference for tenured status only applies to the chair – any faculty can be on the committee.
Vote: The motion was approved with 95% of the votes.

Other Announcements and Communications:

- Updates from ASUI – Lauren Carlsen, Dylanie Frazier.

  Lauren Carlsen said that the main ASUI concern during the past year has been to aid students during the pandemic and keep people engaged in a safe way. They plan to provide support for students during finals week in a variety of ways. Students are interested in and concerned about the current events with the legislature – ASUI is considering ways to come together with students from other institutions across the state in support of higher education. ASUI has also been active in civic engagement (e.g., helping at voting polls locations). They are working to make the Student Union a more vibrant space. They have talked to Senate about the importance of timely grading. ASUI now looks forward to the future and to helping students transition to a more normal status. She would like to see more civic engagement next year.

  Discussion:

  A Senator thanked Lauren Carlsen for the nice overview and posed a question: President Green has pointed out that out-of-state applications went up whereas in-state ones went down. Any suggestions from ASUI on how to recruit in-state? Lauren Carlsen responded that ASUI is talking about this. They plan to get more involved with reaching out to prospective students and let them know about our programs. They also would like to start visiting high-school classrooms to talk about programs, extracurriculars, and what life is like for a current student. Lauren Carlsen emphasized the importance of legislative support for higher education, as more students are likely to apply from regions where higher education is valued.

The conversation moved to VandalStar. On March 3, 2021, ASUI passed a resolution in support of VandalStar. They find VandalStar to be a great resource on campus that benefits the students. Students are sometime frustrated by the presence of too many platforms (Vandalweb, BbLearn, etc.), and therefore they appreciate that VandalStar consolidates many features in a more modern way. It helps students get in touch with different people, in addition to academic advisors, such as career advisors.

  Dylanie Frazier gave a short presentation on VandalStar. She emphasized: connection (it is easier to connect with professors, tutors, and others); retention (VandalStar helps students excel in their classes and graduate); and the ability to provide feedback and communicate concerns. ASUI finds this tool especially important for first-generation students and new students. It is becoming more popular – there has been an increase by 136% in appointments scheduled through VandalStar. It has been an essential tool during the pandemic – streamlining the early-warning grades process, COVID holds, and tutoring services.

- Vice Chair Meeuf said that more detailed information on absolute numbers rather than percentages would be useful. His experience has been rather different, as only 10-15% of his students were active with VandalStar. How many students actually use it? What do they use it for? It seems like a lot of money every year for a scheduling tool. Dylanie Frazier responded that they will be happy to share more information. Details shared to Faculty Senate about the # of
students using VandalStar were shared by Lisa Ormond. Every student has a VandalStar account. The software does not have a way to "track" student usage directly. We can gauge engagement/interactions through meetings. Also, the 'Raise Your Hand' feature is a proactive way a student can ask for help from the U of I community virtually. In addition, students use the Directory Listing to find services on campus that highlights over 50 services and programs. Unfortunately, there isn't Google analytics for these searches but they are happening. Students also receive alert flags when an academic concern is raised about a student in addition to receiving an email. VandalStar does an impactful job in also informing students when there is something they need to do --like resolve bills, advisor holds, get documentation to financial aid so they can get a package, etc. For all alert flags, students receive email notifications. These are ways indirectly that students are "using" and interacting with the system that help them.

Lisa Ormond, VandalStar coordinator, joined the conversation. She said that VandalStar is used extensively in a variety of ways, for instance to connect with resources such as tutoring services, which specifically use VandalStar, or to sign up for service workshops. It is not used just for scheduling one-on-one meetings. For instance, when an adviser wishes to raise a concern with a student or send a praise, or the institution needs to reach a student, the notification appears on their dashboard and also automatically on the student’s email.

Chair Kirchmeier reiterated that a fact sheet would be helpful to address concerns from faculty. She asked for a brief summary of the ASUI Resolution. Dylanie Frazier summarized the spirit of the Resolution: ASUI is committed to supporting and continuing to use VandalStar; to encourage other students to use it; to educate themselves and others about the tool and its benefits; to talk about VandalStar in a positive way; and to bring any concerns forward to committees.

A Senator inquired whether VandalStar would absorb some of the costs we have now with other platforms, should we adopt it permanently. Lisa Ormond responded that they are part of the SEM division, which falls within the Provost area. The contract was renewed last July and is in place for another three plus four years. Provost Lawrence said that multiyear contracts for software are typical because they offer better pricing. Going back to the Senator’s question: VandalStar is funded through the Provost office and the SEM budget. It does not duplicate other platforms, such as Banner or Blackboard. The interest in VandalStar was to address a specific need. Lisa added that VandalStar is the only platform capable of holistically integrating the university as a community. It makes us aware of students’ needs so we can provide timely services. It builds a sense of community that students feel and appreciate. A unique feature of VandalStar is that we can see if a student is struggling, and how other instructors are supporting them. The Senator thanked the ASUI representatives. Information in terms of numbers, not percentages, will be insightful.

If we move to Canvas, which seems to be more efficient, would these features be available? The answer to the question is not clear at this time. A question was also asked from the floor that if we ‘pulled the plug’ on VandalStar, what would be the loss or impact? The answer to this question is not clear at this time and could not be directly answered in this setting. Depending on what is wanted or needed by the Faculty Senate, more information could be shared.
Vice Chair Meeuf said that colleagues often ask about the effectiveness of VandalStar. Has it actually increased the retention rate during the four years we had it? If so, in what areas? More data will be provided for Faculty Senate Leadership to share with Senate.

Before closing the conversation with ASUI, Provost Lawrence acknowledged outgoing president Lauren Carlsen for her amazing job. In his 23 years at the U of I, he never met a more active and proactive ASUI president. On behalf of Senate, Chair Kirchmeier thanked Lauren Carlsen for her great leadership.

• Updates from Vice Provost for Academic Initiatives – Dean Panttaja

Dean Panttaja will present updates related to his roles as Vice Provost for Academic Initiatives and as Director of General Education. The actions and initiatives he will present are regrouped in four areas, which will be addressed and discussed one by one:

  o Assessment and Accreditation (First Area)
    - NWCCU Standard 2 Report Annual Program Review (known as Anthology).
    - Annual Program Review.
    - Faculty Led Assessment.
    - University Assessment & Accreditation Committee.

Presentation and Discussion on the first area:

Standard 2 is about procedures, regulations, and financial issues. The report was submitted March 1 and has been accepted. It is a large report, to which the different areas contributed their part. The Standard 1 report will be prepared during the summer and through February, when it is due. It is all about student accomplishments. We will do a large-scale, campus-wide pilot for the Annual Program Review (APR), formerly the External Program Review. The former system did not work well with Banner and did not address the 2020 standards under which we will be evaluated. A university-wide communication went out about three weeks ago, more details will come soon. APR is tied to the new module proposed three years ago, now known as Anthology. Faculty Led Assessment (FLA) is part of it – it uses a module in Anthology and can be tied to BbLearn. Our accreditors want to see FLA and the State Board is supportive of faculty engagement in course assessment. The ideal process is to have each instructor select one course per semester and one assignment from that course, and report on whether students met, partially met, or did not meet expectations. We will generate that data working with the CETL Team, which will then become part of the evaluation process. The UAAC just approved by Senate engages faculty in the accreditation process, and thus it will be seen positively.

There was a comment about FLA. A Senator reported that many of his constituents are not aware that FLA, and not just program-level assessment, is required. He suggests to send a communication to all deans about NWCCU requirements, particularly FLA. His constituents are opposed to FLA, unless it is required (because it creates more work). Dean Panttaja will extract that information and send it to FSL to share with the Senators and, in turn, with their constituents.
Vice Chair Meeuf asked for clarification about course-level assessment for instructors who use BbLearn: when we export data out to Anthology, can we establish our parameters for how a percentage grade translates into the learning outcome language of “meet, does not meet, etc….”? Can we grade our assignments as usual and have the data automatically exported, rather than telling each student which assessment corresponds to their grade? The latter would be very cumbersome for instructors teaching large sections. Dean Panttaja replied that instructors can set the parameters. When a grade is entered in BbLearn, a box opens up with the assessment choices, which uploads automatically to Anthology. If one doesn’t use Blackboard or Canvas, it would be a manual entry. Help will be available to make the transition as seamless as possible, whether we use Blackboard or move to Canvas. The Department of Education is trying to capture and store data on what faculty are doing. They would like to see granular data to identify equity gaps (such as for first-generation students or underrepresented groups).

- General Education (Second Area)
  - American Diversity and International Courses
  - GEM Award Nominees
  - GEM Summit (October 2020 and 2021)

Presentation and discussion on the second area:
Recently UCGE revised American Diversity and International Courses competency. They are currently reviewing syllabi to help faculty meet the new expectations for American Diversity and International Courses, which are more robust than the previous ones. In General Education, we nominated six faculty members to represent our institution for the GEM Education Award. There are six representatives for each institution. Although they are all winners, we will select one for each of the GEM areas to be recognized. Barb Kirchmeier was recognized last year. We had a successful summit in October, all face-to-face but with a different format due to COVID. We have six representatives at the statewide general education committee, mostly UCGE members. We first had individual discussions within each GEM area, addressing in depth topics of concern for that area, before meeting as a full body. It was more efficient this way, as each area could dig down into their specific concerns before meeting as a group. For next October, we are considering the virtual option, which may facilitate attendance. There were no questions on this part.

- Board Policy and Initiatives (Third Area)
  - Online Idaho
  - III.Q. – Admission Standards.
  - Program Approval Process & 3 Year Plan.

Presentation and discussion on the third area:
Online Idaho is in a testing phase. We are next after LCSC, which is tested and ready to go. We should be ready in June. We will put all of our courses that have online sections on this platform. Course-sharing program launches June 1. III.U. is a policy (target date: June 2022) that will require an affordability plan, including course marking to indicate
the costs. III.Q. will come on very fast. To allow students better access after the pandemic, there will be a minimum required GPA of 2.0, together with a passed ISAT. This is just a minimum for the state – institutions can set higher standards. There was a question about the ISAT passing score. Dean Panttaja will find out and convey the information.

Further Paths (Fourth Area)

- Re-establish a first-year experience.
- NWCCU Standard 1 Report and Accreditation Visit (April 4-6, 2022).

Presentation and Discussion on the fourth area:

When we moved away from ISEM, we attempted to look at different possibilities for first-year experience. We are working with UCGE and faculty to find a first-year experience that can help with student success. Interested faculty are encouraged to get engaged. The Standard 1 report will be the first task of the newly approved UAAC, to identify who needs to be involved. Accreditors will meet with deans and administrators, but they really want to meet with faculty. Dean Panttaja plans a “walking tour” to give a presentation on what assessment and accreditation is about, so that we can be ready for the April 2022 visit. They want us to sponsor our own General Education Symposium and develop training modules. Finally, Dean Panttaja suggested to consider simplifying our curriculum approval process. It is difficult to meet the deadlines of a few UFM per year. If curriculum changes amount to changing a title or description, does this request need to go all the way to UFM? Perhaps the process can be streamlined.

There were no more questions for Dean Panttaja. Chair Kirchmeier thanked Dean Panttaja for his visit and transparent presentation. She also encouraged the Senators to send any items they may wish to see addressed at future meetings.

Adjournment:
The agenda being completed, the Chair adjourned the meeting at 4:57pm.

Respectfully Submitted,

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

(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy) [3/09]

Faculty/Staff Handbook [FSH] □ Addition XX Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: FSH1640.24 Classified Position Appeal Board (CPAB)

Minor Amendment □
Chapter & Title: _____________________________

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

Name: Brandi Terwilliger
Telephone & Email: 885-3008 brandit@uidaho.edu

Policy Sponsor: (If different than originator.)
Name: Brian Foisy
Telephone & Email: 885-7590 brianfoisy@uidaho.edu

Reviewed by General Counsel

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.

FSH1640.24 Removal of the Classified Position Appeal Board (CPAB) With the implementation of the market based system, the employee classification and compensation are not combined. With this separation, the committee is no longer needed. The classification appeal committee reviewed classification decisions that impact employee pay. This is no longer the catalyst that determines pay.

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

None

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

None

Effective Date:
This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to:

Policy Coordinator
Appr. & Date: _____________________________

APM
F&A Appr. _____________________________

FSH
Appr. _____________________________
FC _____________________________
GFM _____________________________
Pres./Prov. _____________________________

Track # _____________________________
Date Rec.: _____________________________
Posted: t-sheet _____________________________
h/c _____________________________
web _____________________________
Register: _____________________________
(Office Use Only)
CLASSIFIED POSITION APPEAL BOARD (CPAB)

A. FUNCTION. To hear, on referral from the vice president for finance and administration, appeals from decisions of Human Resources (HR) regarding position classifications; to make recommendations to the vice president as to disposition of such appeals; and to advise the vice president on problems and procedures concerning position classification. [ed. 7-06]

B. STRUCTURE. Four members of the classified staff, at least one of whom holds a supervisory position; two faculty members, each of whom holds or has held an administrative position at UI; and, without vote, the director of employment services. The staff members are nominated by the Staff Council and the faculty members are nominated by the Committee on Committees. Members are appointed by the president and serve for three years, with one-third taking office each year. The board elects its own chair. [ed. 7-05, 7-18]

C. PROCEDURES.

C-1. Appeals of classification decisions made by HR are submitted directly to the vice president for finance. A "Notice of Appeal" form must be filed with the vice president, with a copy to the CPAB chair, within 30 days of the notification to the supervisor by HR of its decision. [ed. 7-06, 9-15]

C-2. The vice president will notify the director of employment services that a "Notice of Appeal" form has been received and that an advisory opinion is being requested from the CPAB. The vice president will request that HR supply seven copies of available documentation to the CPAB chair within 10 working days. CPAB will schedule a hearing at the earliest time convenient for all parties. [ed. 7-06]

C-3. The director of employment services, the employee, and his or her supervisor will be notified of the date, time, and place of the hearing. The format is as follows: The analyst from HR will present the basis for the decision that was made; the employee or supervisor, or both, will present reasons for disagreement; the human resources analyst will be given time for closing comments as will the employee and the supervisor. The board may ask questions for further clarification after the presentation. The board will then meet in closed session for deliberation. [ed. 7-06]

C-4. The CPAB will forward its recommendation to the vice president. The vice president will notify the employee, the employee's supervisor, the director of employment services, and the CPAB chair of the final decision. [ed. 7-06]
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:

Administrative Procedures Manual (APM)
☐ Addition ☒ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: 20.14 – General (Non-grant) Cost Transfers

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

Originator: Ron Town, University Controller

Policy Sponsor, if different from Originator: Linda Campos, AVP Finance

Reviewed by General Counsel  ☒Yes ☐No  Name & Date:

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
   To update and clarify the policy to the current practices as identified by internal audit.

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
   None, cost transfers are a correction to the posting of cost that have occurred. No additional cost associated to moving to correct funding.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
   45.07 - Cost Transfers on Sponsored Projects. No changes or impact. 45.07 clarifies additional information required for grant fund cost transfers.

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.
   **July 1, 2021**
A. General. It is the responsibility of management to ensure that expenses are posted to the correct FOAPAL (Fund, Organization, Account, Program, Activity, Location) when the cost originally occurs. Cost transfers are necessary to correct an error, but fiscal units should implement internal controls (e.g., interoffice communications, training, supervisor review) to prevent errors and the frequent use of cost transfers correcting entries and should be avoided. When an expense is incorrectly posted, a cost transfer is required to move the expense to the correct FOAPAL. If multiple cost transfers per year are occurring, actions must be taken to correct the underlying issues. If assistance is needed please contact General Accounting at gnrlacctg@uidaho.edu.

B. Significance of Cost Transfers. Cost transfers are perhaps the most sensitive area in financial management. They are an indication that something unusual happened and that further investigation may be required. Cost transfers may not be used as a means to transfer income from one account to another.

C. Procedures. The following guidelines are provided; procedures must be followed to ensure cost transfers are appropriate and authorized.

1. Proper Use of Cost Transfers. Cost transfers are to be used to correct an error. The only valid reason to use a cost transfer is to correct an expense to the correct FOAPAL. If assistance is needed please contact General Accounting at gnrlacctg@uidaho.edu.

   a. Correcting the FOAPAL an expense is posted to.

   b. Invalid uses of cost transfers include but are not limited to:
      - Clearing budget deficits by moving expenses
      - Effecting a transfer of funds
      - Spending down remaining balances
      - Incurring charges against a fund with the intent of later cost transfers to move to the correct fund

2. Cost Transfer Entry. All non-payroll cost transfers are entered in the Banner Journal Voucher form. Specific field requirements are:

   a. Journal Type – CT
   b. Document Reference – Document code of the document posted in error
   c. Document Text
      - Cost Transfer document - A full explanation of the conditions that require the cost transfer. Insufficient document text will result in a dis-approved document with a request for additional text. Additional text requirements are:
         - Date of original transaction
         - Name
B-3. **Timely Corrections.** In no case will a cost transfer be authorized after the close of the fiscal year. Generally, a corrective cost transfer should be completed within 90 days after the original incorrect transaction was posted, or fewer if necessary to complete before the close of the fiscal year. In very limited circumstances, a cost transfer requested more than 90 days after the original transaction may be authorized if additional documentation, including an explanation of the internal control weakness that prevented a timely correction, is submitted with the request. The request must also identify the corrective action taken to prevent a recurrence. However, at the end of a budget or project period a shorter time to effect the correction will be required. Cost transfers substantially over 90 days after the original transaction date may require additional documentation. Cost transfers requested for a closed fiscal year will not be authorized.

C-2. **Proper Explanation Required.** Units must justify each cost transfer. The reason for the transfer must state in detail how the error occurred and why the transfer is necessary. See Paragraph B-1 for additional requirements if the transfer is entered more than 90 days after the month closed. Statements such as ‘to correct error’ or ‘clerical error’ are insufficient. Document numbers (JVs, IDs, TRs, etc.) must be referenced. Cross-referencing text (cost transfer number, date, explanation, and name of person entering cost transfer) must be added to the original document on which the error occurred.

CB-34. **Payroll Cost Transfers.** For payroll cost transfers (non-K accounts), refer to APM 55.02. For grants and contracts-related payroll cost transfers, refer to APM 45.07.

D.C. **Contact Information.** Questions about cost transfers should be referred to Business Systems and Accounting Services, General Accounting, (208) 885-2130, gnrlacctg@uidaho.edu. For grants- and contracts-related cost transfers, questions should be referred to the Office of Sponsored Programs, (208) 885-6689.
POLICY COVER SHEET

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Faculty Staff Handbook (FSH)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Chapter & Title: ________________________________________________

Administrative Procedures Manual (APM)
☐ Addition ☒ Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Chapter & Title: ________________________________________________

*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) __Kate Wray Chettri         12/19/2019____
Name  Date
Telephone & Email: 208-885-8475  kwraychettri@uidaho.edu

Policy Sponsor, if different from Originator : Dean Kahler

Reviewed by General Counsel  __X__Yes ___No  Name & Date: Jim Craig, 4/5/21

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.

   Following conversations with Linda Campos, Controller, Risk Management, Export Control analysts, the Executive Director of International Programs, and full review of major changes by the US State Department’s system for international travel advisory levels, the international travel policy editing began to reflect updates, remove language around procedure, and clarify travel approval as it relates to Travel policy 70.05.

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

   Revisions have no fiscal impact but are related to fiscal implications of Travel policy 70.05

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

   Travel policy 70.05

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: ________________________________
A. Definitions.

A-1. Authorized Third Party. Any person not a University faculty, staff, employee or student, who is authorized to travel for University business, programs or other purposes, including, without limitation, volunteers, contractors, alumni, community members, guests, or public officials.

A-2. Faculty/Staff-Led University International Travel (FSIT). University International Travel led by a UI employee involving UI undergraduate or graduate students, faculty, staff employees, authorized third parties, alumni, or the public. This FSIT may include but is not limited to travel for study, research, field work, service, internship, or volunteer work.

A-3. International Travel. Travel outside the 50 states of the U.S. Because travel to U.S. territories requires similar review in regard to risk, liability, and pre-departure assistance, for the purposes of this policy it is included in the definition of international travel.

A-4. Non-University International Travel. Travel outside the United States that is 1) not related to University business, programs, or other purposes, 2) not within the course and scope of University employment or responsibilities of a faculty or staff member or Authorized Third Party, or 3) not approved pursuant to the procedure outlined in B-1. for which the University assumes no control or responsibility, and provides no credit or funding. Individuals are not entitled to any international travel-related benefits during Non-University Travel. The following are some examples of Non-University International Travel: Examples include personal travel, such as spring break or vacation travel, and travel that is not approved by the University. For purposes of this definition, travel to United States territories and associated states is considered “travel outside the United States.”

A-5. University International Travel. Travel outside the United States that is related to University business, programs, or other purposes, or that is within the course and scope of University employment or responsibilities of a faculty or staff member or Authorized Third Party, and meets the conditions of and has been reviewed and approved consistent with the requirements set forth in this procedure. For purposes of this definition, travel to United States territories and associated states is considered “travel outside the United States.”

A-6. Travel Warning Advisory. Issued by the U.S. Department of State, Travel Advisories are issued on a 4-point scale of increasing concern and describe the risks of travel to each country in the world. Advisory Levels are as follows: Level 1: Exercise normal precautions; Level 2: Exercise increased caution; Level 3: Reconsider travel; Level 4: Do not travel. To indicate the level of caution to consider and describes associated risks within a country, describe conditions that make a country dangerous or unstable. A travel warning An advisory level of 3 or 4 imply reconsideration of travel and/or do not travel recommendations as they indicate is also issued when the U.S. government’s ability to assist American citizens is constrained, due to the closure of an embassy or consulate or because of a drawdown of its staff. A current list of countries with a U.S. Department of State Travel Warning can be found through the International Programs website. The travel advisory and explanation of the advisory level assigned for each country of the world can be found at Further
information on the Travel Advisory system and current Travel Advisories can be found at: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html.

A-76. University International Emergency Management Team ("UIEMT"). An ad hoc group committee consisting of University administrators who support and assist faculty, staff, and students who are participating in University travel or are otherwise on University business abroad to address emergencies, such as outbreaks of violence, political unrest, or medical emergencies. The UIEMT also considers requests for exceptions to this policy prior to international travel. The UIEMT is composed of the Director of the International Programs Office, the Study Abroad Director, the Vice Provost for Student Affairs or representative, Office of Risk Management (Risk) representative(s), Legal Counsel (as needed), and other faculty/administrators as needed.

Note: Other University support services are available to support travelers when they return or to support the UIEMT, as necessary. These services include but are not limited to the Counseling and Testing Center, Student Health, and the Student Health Insurance Program.

B. International Travel Procedure for Approval, Reimbursement and University Travel Support.

B-1. Faculty/Staff Employee International Travel. In keeping with its commitment to compliance with federal law and to the safety of its employees and students, the University of Idaho will authorize international travel by faculty, staff, authorized third parties, or students on behalf of or under the auspices of the University, only when the following has occurred at least 30 days prior to travel, unless permission for a shorter timeframe is explicitly granted by IPO unless that travel has been reviewed and approved consistent with the procedures set forth herein and procedures supplemented by this section, including the University Administrative Procedures Manual ("APM") Section 45.19, U.S. Export Controls; APM Chapter 70, Travel Management; and APM Chapter 05, Risk Management.

a. Approval in advance through the use of a travel authorization (see APM 70.05);

and

b. Registration of travel with the International Programs Office ("IPO") through its online international travel registration system available at: https://uidaho-sa.terradotta.com/index.cfm?FuseAction=Abroad.Home, which shall include

Review for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, the Office of Research and Economic Development ("ORED") initiated within the international travel registry; APM 45.19).

Travel by employees to a country or region with a Level 3 Advisory is permitted, but discouraged, especially if alternative venues for projects and research are available. Travel by employees to a country or region with a Level 4 Advisory is highly discouraged. Employees are required to register their travel with IPO prior to departure.
Any international travel undertaken without prior review and approval required shall be considered Non-University International Travel, except under extraordinary circumstances, and will not be paid for or reimbursed by the University, including but not limited to charging of costs associated with Non-University International Travel to research grant or contracts. This exception shall not apply to travel to OFAC-sanctioned countries undertaken without such prior review and approval shall always be considered Non-University International Travel, and will not be paid for or reimbursed to the traveler by the University, including but not limited to charging of costs associated with Non-University International Travel to research grants and contracts. In addition, any traveler on Non-University International Travel will not be eligible for the University's coverage and insurance policies while travelling, and damages and the defense of any legal matters arising from the travel will be solely the individual’s responsibility. While abroad on Non-University International Travel, University faculty, staff, authorized third parties or students on Non-University International Travel shall not represent that they are acting on behalf of or with the authorization of the University of Idaho. Nor shall University faculty, staff, authorized third parties, or students take University equipment or resources on Non-University International Travel. University-imposed sanctions may apply for non-compliance with this policy.

In order for international travel by University faculty, staff, or authorized third parties to be considered University International Travel, such travel must, prior to departure, be:

(i) Registered with the International Programs Office (“IPO”) through its online international travel registration system available at: http://www.uidaho.edu/international/ui-faculty-staff-opportunities/international-travel/international-travel-registration;

(ii) Reviewed by IPO and Risk for insurance or waivers that may be required under University policy and/or by UIEMT for travel to Travel Warning countries (see Section B-4, below.)

(iii) Approved in advance through the use of a travel authorization (see APM 70.05);

(iv) Reviewed for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, Office of Research and Economic Development (“ORED”) (see Section B-3 below; APM 45.19).

To ensure adequate time for any review or approval required under Section B-1(a), all required information and materials should be submitted not later than thirty (30) days prior to departure. Responsible units may be unable to timely complete the necessary reviews and approvals when information or materials is supplied less than thirty (30) days prior to departure; the University does not, in these circumstances, guarantee completion of such approvals or reviews.

Responsible units receiving timely submitted materials for review under Section B-1(a) should complete review and/or provide approval or should communicate the reason for the denial or delay within twenty-one (21) days from receipt of the materials.

B-2. Faculty/Staff-Led International Travel—International Travel with Students /LIT.

Faculty and/or staff leading students abroad must submit a proposal and be approved for such travel through IPO’s online international travel system by the specified deadlines: https://www.uidaho.edu/academics/ipo/study-abroad/information-for-faculty-advisors

b. In order for faculty and/or staff-led international travel to be considered FSIT (see definition in A-2 above), such travel must be:
Approved by IPO by the deadlines listed below. Faculty/Staff leaders can submit a proposal for such travel through its online international travel system available at: http://www.uidaho.edu/international/ui-faculty-staff-opportunities/taking-students-abroad.

<table>
<thead>
<tr>
<th>Term Abroad</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, Fall Break, Winter, Intersession</td>
<td>December 1 of prior year</td>
</tr>
<tr>
<td>Spring, Spring Break, Summer</td>
<td>August 1 of prior year</td>
</tr>
</tbody>
</table>

Reviewed by IPO and Risk for insurance or waivers that may be required under University policy and/or by UIEMT for travel to Travel Warning countries (see APM 05.05 and Section B-4 below.)

Reviewed by IPO for adherence to University policies regarding risk management, FSIT program budget, student fee creation, and contracts.

Approved in advance through the use of a travel authorization (see APM 70.05);

Reviewed for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, ORED (see Section B-3 below; APM 45.19).

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### B-3. Student International Travel

International Travel by University students.

In keeping with its commitment to compliance with federal law and to the safety of its employees and students, the University of Idaho International Programs Office will authorize international travel by faculty, staff, authorized third parties, or students on behalf of or under the auspices of the University only when the following has occurred by the deadlines required in the specific circumstances, but at least 30 days prior to travel, unless permission for a shorter timeframe is explicitly granted by IPO: 30 days prior to travel:

- **a.** Advance approval through the use of a travel authorization, if applicable (see APM 70.05);

- **b.** Registration of travel with the International Programs Office (“IPO”) through its online international travel registration system available at: https://www.uidaho.edu/academics/ipo/study-abroad, which shall include:

- **c.** Review for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, Office of Research and Economic Development (“ORED”). (initiated within the international travel registration system; APM 45.19).

International Travel must be approved by IPO by the deadlines specified in the online application system: https://www.uidaho.edu/academics/ipo/study-abroad/students. Travel by students to a country or region with a Level 3 Advisory warrants further review and approval. If there is a compelling academic or other reason why a student must travel to a country or region with a Level 3 Advisory, the student must petition the UIEMT for approval by contacting abroad@uidaho.edu. Travel by students to a country or region with a Level 4 Advisory in place is prohibited.

- **c.** In order for international travel by University students to be considered University International Travel, such travel must be:
(i) Approved by IPO by the deadlines listed below. Students can apply through its online international travel system available at: http://www.uidaho.edu/international/study-abroad/steps-to-studying-abroad/step-2-apply.

### Term Abroad—Deadline

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>April 1</td>
</tr>
<tr>
<td>Fall Break</td>
<td>May 1</td>
</tr>
<tr>
<td>Academic Year</td>
<td>April 1</td>
</tr>
<tr>
<td>Winter Intersession</td>
<td>October 15</td>
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<tr>
<td>Spring</td>
<td>October 15</td>
</tr>
<tr>
<td>Spring Break</td>
<td>January 31</td>
</tr>
<tr>
<td>Summer</td>
<td>April 1</td>
</tr>
</tbody>
</table>

### Non-Study Abroad Travel—30 Days Prior to Departure

(Ex. Conferences, meetings, short-term research activities)

(ii) Reviewed by IPO and Risk for insurance or waivers that may be required under University policy and/or by UIEMT for travel to Travel Warning countries (see APM 05.05 and Section B-4 below).

(iii) Reviewed for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, ORED (see Section B-3 below; APM 45.19).

Failure by a student to receive review and/or approval required under Section B-1 (c) may result in the student (i) not receiving academic credit, (ii) not being eligible to receive any financial aid, and/or (iii) having to reimburse the University for any University monies disbursed.

Timely registration and submission of required information for review under Section B-1 (a), (b) or (c) does not guarantee that the University can approve travel by the anticipated travel date (see e.g. Section B-2 below).

Any international travel undertaken without prior review and approval required under Section B-1 shall be considered Non-University International Travel, except under extraordinary circumstances, and will not be paid for or reimbursed by the University, including but not limited to charging of costs associated with Non-University International Travel to research grant or contracts. However, even under extraordinary circumstances, travel to OFAC-sanctioned countries undertaken without such prior review and approval shall always be considered, without exception, Non-University International Travel, and will not be paid for or reimbursed to the traveler by the University, including but not limited to charging of costs associated with Non-University International Travel to research grants and contracts. In addition, any traveler on Non-University International Travel will not be eligible for coverage under the University’s insurance policy while travelling, and the defense of any legal matters arising from the travel will be solely the individual’s responsibility. While abroad on Non-University International Travel, University faculty, staff, authorized third parties or students on Non-University International Travel shall not represent that they are acting on behalf of or with the authorization of the University of Idaho. Nor shall University faculty, staff, authorized third parties, or students take University equipment or resources on Non-University International Travel. University-imposed sanctions may apply for non-compliance with this policy.

### B-2. Export Control and Trade Sanctions Review

The University, and University faculty, staff, authorized third parties, and students traveling abroad, must consider the effect of U.S. export
control and trade sanction and embargo laws and regulations on any proposed international travel to ensure that the University and the traveler(s) are in compliance with U.S. law. Violation of these complex laws and regulations can result in severe criminal and civil penalties to both the individual traveler and the University. University faculty, staff, authorized third parties, or students traveling abroad may become “exporters” through taking controlled technology or other controlled information (including, for example, information in papers or stored on laptop computers to a foreign country and/or disclosing such information to non-U.S. persons or through taking or shipping controlled tangible items (including, for example, laptops, sensors, test instrumentation, biological materials or other similar tangible goods) to a foreign country or non-U.S. person. Similarly, University personnel and students may engage in regulated transactions through engaging in financial transactions with, or providing goods or services to, countries or designated nationals of countries subject to trade sanctions or embargoes. In the case of Cuba, travel to the country itself is regulated and cannot be undertaken without appropriate federal authorization.

The University of Idaho’s export control analyst in the Office of Research and Economic Development will assist personnel in determining the applicability of export control and trade sanction and embargo regulations and obtaining any necessary licenses: (208) 885-6651 or ored-export@uidaho.edu. Should the analyst determine that a license is required, please note that it may take several months to receive a federal license determination, and, if granted, a license. It may take seven or more months for a license determination involving nations with OFAC-enforced sanctions. University personnel requesting travel must plan accordingly. Please see the University website for information about OFAC and other export regulations: http://www.uidaho.edu/research/export-control. For information regarding OFAC sanctions program countries, please see http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx.

B-3. Role of the International Programs Office in University International Travel. IPO provides reasonable services to assist in University International Travel, including, but not limited to, securing necessary insurance coverage for students, advising regarding insurance coverage for staff, faculty, and affiliate participants, providing and collecting necessary University waivers, student disciplinary and medical histories, and the monitoring of government and international sources for the latest information affecting the safety and security of regions where the travel is to take place. IPO also facilitates communications and acts as liaison between the University and all foreign centers and affiliated foreign universities. IPO services include:

a. **Student Travel.** Programmatic, pre-departure, and risk management oversight.

b. **Faculty/Staff University International Travel without Students or Others.** Traveler tracking and travel insurance advisement responsibilities.

c. **Faculty/Staff-Led University International Travel (FSIT) with Students or Others.** Programmatic, pre-departure, risk management, contract consultation and support, budget and program fee oversight, travel authorizations, student fee assessment, and payment of overseas vendors.

d. **Program safety and security.** IPO is responsible for monitoring alerts and warnings regarding the regions in which University-approved student or FSIT is taking place.

   (i) Students, authorized third parties, staff, and faculty participants will be notified prior to departure of any known issues, alerts, or warnings which may affect their destination. If the
travelers have already departed, the University will use reasonable measures to communicate any known necessary and relevant travel alerts/warnings to program participants.

(ii) Severe security and safety concerns may result in the non-approval of travel, the suspension of international travel and withdrawal of all travelers from the region, and/or the amendment of the program curriculum (if applicable), with assistance provided by IPO, Risk, and other departments as necessary (see Section B-4 below).

e— IPO Fees. IPO will charge a per-participant application fee and depending on the program, a registration/programming fee for their services. Payment of these fees is required before the travel will be approved.

B-4. University International Travel to Travel Warning Countries or Region with Level 3 orand 4 Advisory. Travel to a country or region with a Level 3 or 4 Advisory is generally prohibited. Requests for exemptions from this prohibition may be made to the UIEMT by contacting abroad@uidaho.edu.

The University strongly discourages all travel to Travel Warning countries or regions where the Department of State has issued a Level 3 Advisory level when viable alternatives are available. The University does not support travel to a country or region with a Level 4 Advisory level.

If a Travel Warning goes into effect during University travel, the U.S. Embassy/Consulate in that region must be contacted immediately and any guidance provided regarding immediate departure must be followed.

a— Student Travel. University International Travel by students to a country with a Level 4 Advisory in place is prohibited. A country with a Level 3 Advisory warrants further review and approval. If there is a compelling academic or other reason why a student must travel to a country/region with a Level 3 Advisory, the student must petition the UIEMT for approval by contacting abroad@uidaho.edu.

University International Travel by students to University affiliated universities or programs where a Travel Warning is in place is prohibited, especially if alternative venues for projects and research are available. If there is a compelling academic or other reason why a student must travel to a Travel Warning country, the student can petition the UIEMT for approval to travel there. If the student receives approval from the UIEMT to travel to a Travel Warning country, the student should closely monitor the situation to determine if he/she should continue as planned, while keeping his/her safety foremost in mind. If permission is denied by the UIEMT and the student decides to travel to the Travel Warning country anyway, this travel will be considered Non-University International Travel and the student will not be eligible to receive academic credit, funding, or other kinds of support from the University.

If a Travel Warning goes into effect during a University study/research program, the U.S. Embassy/Consulate in that region and IPO must be contacted immediately and any guidance provided regarding immediate departure must be followed. If a student chooses to remain in the country despite the guidance provided regarding immediate departure, the student’s travel will be converted to Non-University International
Travel. The student’s registration at the UI will be cancelled and any financial aid or other payments for said program will be recalled in accordance with federal financial aid regulations.

— Students who express the intent to travel to or remain in regions subject to Travel Warnings must sign a separate University Acknowledgement of Risk and Waiver of Liability form, recognizing such voluntary intent to travel to/remain in the region against the University’s advice and releasing the University from any additional liability or return arrangements. This release will be kept on file with IPO.

— University units are prohibited from financially supporting student travel to Travel Warning countries through travel grants or any other means, except in the case that the travel has been preapproved by UIEMT. Every unit should discourage any travel to Travel Warning countries.

b. Employee Travel. Travel by employees to a country or region with a Level 3 Advisory is permitted, but discouraged, especially if alternative venues for projects and research are available. Travel by employees to countries with a Level 4 Advisory is highly discouraged. Faculty/staff members are required to register their travel with IPO prior to departure.

— The traveler’s unit must consult with IPO and Risk prior to departure to a Travel Warning country to ensure appropriate insurance coverage for medical evacuation, security evacuation, and repatriation, the cost of which the units of the employee traveling must bear.

c. Faculty/Staff-Led International University Travel. Faculty/Staff-Led travel with students or others to Travel Warning countries/regions with a Level 3 or 4 advisory is prohibited.

C. Contact Information. Problems or questions concerning these requirements for international travel can be addressed to:

Study Abroad
— Email: abroad@uidaho.edu
— Phone: (208) 885-7870
— Fax: (208) 885-2859

Export Controls Analyst
Email: ored-export@uidaho.edu
Phone: (208) 885-6654

D. Forms and Examples.

D-1. Faculty/Staff/Affiliate Travel Registration
http://www.uidaho.edu/international/ui-faculty-staff-opportunities/international-travel/international-travel-registration
D-2. Faculty-Staff-Led International Travel Proposal Form and Guidelines –
http://www.uidaho.edu/international/ui-faculty-staff-opportunities/taking-students-abroad

D-3. Student Process for University International Travel
http://www.uidaho.edu/international/study-abroad/steps-to-studying-abroad/step-2-apply

B-5. Non-University International Travel. International travel without prior approval shall be
considered Non-University International Travel, and will not be paid for or reimbursed by the
University, including charging of costs to research grants or contracts; exceptions may be made in
extraordinary circumstances, but never for travel to OFAC-sanctioned countries undertaken without
prior approval. In addition, any traveler on Non-University International Travel will not be eligible for
the University’s coverage and insurance policies while traveling, and damages and the defense of
any legal matters arising from the travel will be solely the traveler’s responsibility. No traveler on
Non-University International Travel shall represent that they are acting on behalf of or with the
authorization of the University of Idaho. No traveler shall take University equipment or resources on
Non-University International Travel. Sanctions may apply for noncompliance with this policy.

Further details and assistance related to this policy are available from the International Programs Office:
abroad@uidaho.edu
Proposed Emergency Action RE: Changes to Fall 2022 Admissions Standards

To accommodate the irregularities in Spring 2020 high school grading practices and changes to the College Board’s standardized testing schedule, we propose the following for the Apply Idaho program for the Fall 2022 class only:

- The U of I will make an admission decision based upon GPA only where a test score is not available, and
- The U of I will establish a minimum high school GPA of 2.60 for admission.
- Under this accommodation, the U of I would not require a standardized test for admission but would require a placement test score prior to registration for the fall 2021 semester.
- Students whose GPA is below 2.6 will apply through an appeal process administered by the Admissions Committee.

Pursuant FSH 1520 Article IV, admission requirements are governed by the Faculty. We ask that [President Green] approve an emergency policy (enabled by FSH 6990) to allow these one-time COVID-19-related changes to the admission requirements.

Feedback from Admissions Committee

The Admissions Committee met to discuss the recommendations contained in the Request for Emergency Action including accepting students with a 2.6 GPA without test scores for F22. Students are still being impacted by limited availability of standardized tests. 2.6 seems very reasonable and has the full support of the Admissions Committee.

Information Compiled by SEM

Below is a longitudinal summary of the first term UI GPA by fall semesters for first-time freshmen. You may note that the average first term GPA for all first-time freshmen (Chart #1) from 2009 to 2020 has been 2.92. In the fall 2019 the first term GPA was 2.97 and it dropped to 2.73 (a decline of 0.24 GPA points) for the fall 2020.

**Chart #1. Longitudinal Summary of First Term UI GPA for First-time Freshmen, Fall Semesters 2009 to 2020**
The average first term UI GPA for students with a high school GPA greater than or equal to 3.0 has been 3.13. The fall 2019 GPA was 3.19 and in the Fall 2020 the GPA dropped to 2.95 (a decline of 0.24 GPA points).

Chart #2. Longitudinal Summary of First Term UI GPA for First-time Freshmen with High School GPA 3.0 or above, Fall Semesters 2009 to 2020

When we compare the entire population first term UI GPA to the performance of first-time freshmen with a high school GPA greater than or equal to 2.6 but less than 3.0 we see that the average first term GPA for that group from 2009 to 2020 has been 2.17. In the fall 2019 the first term GPA was 1.95 and it dropped to 1.79 (a decline of 0.16 GPA points) for the fall 2020. On average, the first term GPA of students with high school GPA’s greater than or equal to 2.6 but less than 3.0 is 0.75 GPA points below the overall first-time freshmen average first term GPA in Chart #1.

Chart #3. Longitudinal Summary of First Term UI GPA for First-time Freshmen with High School GPA between 2.6 and 2.99, Fall Semesters 2009 to 2020
Proposed Emergency Action RE: Changes to number of W credits

Action: The number of credits that a student may withdraw from during his or her undergraduate career at U of I (C-4) is increased from 21 to 33 credits.

Policy at Issue: Credit Withdrawal Limitation (Catalog)
- C-4
  The number of credits that a student may withdraw from during his or her undergraduate career at U of I is limited to 21 credits. If a student attempts to drop a course(s) that would bring the total credits he or she will have withdrawn from above 21, the student will not be allowed to do so. When a student withdraws from the university the credits in the courses for the semester do not count against the withdrawal credit limitation (see regulation G).

Reason for Action: To minimize the aftermath of the pandemic, this action seeks to support students who had extenuating circumstances brought on by COVID-19, giving them the discretion to withdraw from additional courses, earning up to 33 withdrawal credits. Reasons for additional withdrawal credits include personal health, family health, technology challenges, or other COVID-related issues.

Information about W credits at other institutions
- Montana State University http://catalog.montana.edu/curriculum-enrollment-graduation/#Registration
- University of Wyoming http://www.uwyo.edu/registrar/university_catalog/registr.html
- University of Washington https://registrar.washington.edu/students/current-quarter-drop/  
  o Allows one web drop per quarter, then advisor assisted if 2 or more withdrawals per quarter. If a student withdraws completely, they may have to reapply for admission.
- University of Utah https://registrar.utah.edu/handbook/withdrawal.php
- Arizona State University https://www.asu.edu/aad/manuals/ssm/ssm201-08.html
- Indiana University https://vpfaa.indiana.edu/policies/bl-aca-h32-grades-withdrawl/index.html
- Florida State University https://registrar.fsu.edu/bulletin/undergraduate/information/academic_regulations/#DropAdd  
  o Allows 1-2 course withdrawals per term. No cumulative limit.
Statement of Faculty Values

The Faculty Senate of the University of Idaho continues to reflect on the January 6, 2021 insurrection at the Capitol and condemns in the strongest terms and any form of violence and terrorism.

As scholars and researchers, we have dedicated our careers to discovery and reasoning. We believe in science and in seeking knowledge by weighing appropriate evidence and rejecting intentional misinformation.

As citizens and educators who serve the university’s land-grant mission, we prepare students to be thoughtful, civic-minded participants in our local, state, and national communities. We are committed to democracy and due process, and to civil discourse and respectful communication.

To support these goals, we encourage all faculty, when appropriate, to directly address the issues and challenges facing our world, including misinformation, radicalism, racism, bigotry, and violence. We call for a collective commitment to shine light on the root causes of polarization and extremism. Whether by analyzing our histories and culture, or cultivating information literacy, or teaching responsible communication skills, faculty must continue to provide a transformative and ethical education for the next generation of leaders.