University of Idaho
2021 – 2022 Faculty Senate Agenda

Meeting # 20

Tuesday, February 15, 2022, at 3:30 pm
Zoom Only

I. Call to Order

II. Approval of Minutes (Vote)
   • Minutes of the 2021-22 Faculty Senate Meeting #19 (February 8, 2022) Attach. #1

III. Consent Agenda (Vote)

IV. Chair’s Report

V. Provost’s Report

VI. Committee Reports (Vote)
   • FSH 3510 Third year review - Chantal Vella Attach. #2
   • FSH 4170 Classroom Management - Chantal Vella Attach. #3

VII. Other Announcements and Communications
   • Cooperative Education - John Mangiantini

VIII. Special Orders

IX. New Business

X. Adjournment
Attachments:

- Attach. #1: Mtg #19 Minutes
- Attach. #2: FSH 3510
- Attach. #3: FSH 4170

* Changes to the Administrative Procedures Manual (APM): Please forward any questions or comments directly to both the policy coordinator at ui-policy@uidaho.edu and to the policy originator (listed on the cover sheet) within five working days of the senate meeting at which the APM item is presented.
Present: Becker, Bridges, Chapman, Dahlquist, Fairley, Hickman, Hoffmann, Torrey Lawrence (w/o vote), Lee-Painter, McIntosh, Meeuf (Chair), Mittelstaedt, Ogborn, Paul, Quinnett, Rashed, Rinker, Roberson, Rose, Sammarruca (w/o vote), Schiele, R. Smith, A. Smith (Vice Chair), Schwarzlaender, Tenuto, Thorne, Wargo

Absent: Ahmadzadeh, Castillo, Gauthier

Guests: Peter Fuerst, Eric Stuen, Jerilyn Prescott, and Charlene Ewart

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

Approval of Minutes (vote):
- Minutes of the 2021-22 Meeting #18 – Attach. #1.
  The minutes of the 2021-22 Meeting #18 were approved with a friendly amendment.

Chair’s Report:
- I’m happy to announce a new faculty and staff award! Career Services is seeking nominations for the first ever Career Impact Award. Career Services recognizes that many faculty across the university and state help students with career exploration and development. They are seeking nominations for faculty and staff who support the career development of students. Career Services will select one faculty member and one staff member for this award in 2022. Each award recipient will receive a monetary award ($2,000), recognition, and a plaque from Career Services. The deadline for nominations for the 2022 Award is Friday, March 4, 2022, by 11:59 p.m.; here is the nomination link: https://uidaho.co1.qualtrics.com/jfe/form/SV_0jqLBeTjChTqdGS.
- You can register for this year’s LunaFest film festival, which will take place on Tuesday, March 1 at 5:30 p.m. at the Kenworthy Performing Arts Centre (and online). LunaFest is a national traveling festival featuring short films by independent women filmmakers. Admission is free but registration is required. You can learn more online.
- I would also like to remind all Senators that Senate election season is coming up fast. Senators should coordinate with their colleges and constituents to organize Senate elections according to each college’s established procedures. If you are unsure about which positions will be vacant next year, please reach out to Francesca for clarification. Let’s get started building our next Senate!
- That also means you all should start thinking about Senate leadership for next year. Some of you may have already heard, but our Senate Vice Chair, Alistair Smith, has been hired as the interim chair of Geography and Geological Sciences (soon to be Earth and Spatial Sciences), so big congratulations to Alistair and a big thank you for all his hard work with our leadership team. But because this new position is mostly in the College of Science, Alistair will be giving up his Senate seat representing the College of Natural Resources after this term, which means he will not be able to run for Senate chair next year. I would encourage you all to consider your interest in Senate leadership moving forward. If anyone is interested in learning more, Alistair,
Francesca, and I are happy to discuss how Senate leadership works. We’re also happy to have interested people sit in on leadership meetings to get a better sense of our process.

There were no questions for the Chair.

Provost’s Report:

- COVID update: the mask requirement remains in place. Currently, we have three students in isolation and three in quarantine. Rapid tests are now available. Nearly 5,000 students have submitted their vaccination card. Over 500 new students have submitted their vaccination card to participate in the tuition incentive program.
- NWCCU will visit our campus April 4-6. It will be a virtual visit. Updates will follow.

Discussion on the Provost’s report:

A Senator read a comment from a constituent expressing discontent with the fact that both Strategic Enrollment Management and the new Digital Learning Office used consultants last year. The Provost will come back to this question with more details. He noted that consultants are people with specialized expertise that can help the university in very specific situations. Vice Provost Ken Udas added that the university does not have much specialized expertise compared to other universities, so sometimes we need to reach out to gain access to information we need.

Committee Reports:

- UCC 30 Department of Medical education – Peter Fuerst, Attach. #2
  WWAMI is a partnership between the University of Washington School of Medicine and five other schools, including the University of Idaho. The partnership has a nearly 50-year history. They are seeking to better align the organizational structure of WWAMI with University of Idaho policy. They propose to establish a Department of Medical Education within WWAMI. This will help streamline and clarify administration tasks. They do not anticipate any costs apart from processing of the proposal. Leadership of the Department will be managed by a current or replacement Associate Dean within the WWAMI program. A change in expenses will not occur because this individual already has an administrative stipend.
  Vote: 23/23 in favor. Motion passes.

- UCC 31 Department of Medical Research – Peter Fuerst, Attach. #3
  They are seeking to better align the organizational structure of WWAMI with University of Idaho policy by establishing a Department of Medical Research within WWAMI. Similar to medical education, there are faculty, staff, postdocs, and researchers associated with this program and they are hoping to add more structure to their employment. Rusty Baker would oversee the department.
  Discussion
  A faculty inquired about the benefits of having a department of medical education and a department of medical research, because the typical department structure would have people doing both education and research. Peter Fuerst clarified that the educational focus of medical research is actually on continuing medical education for practicing physicians, whereas undergraduate medical education is for medical students. So, from a programmatic point of view, it is like having different departments that offer different degrees, not just a splitting by research or education. Everything in WWAMI would be divided among three units, following a natural division. The advantage of having the three different units is more clarity about roles and responsibilities.
  Vote: 22/22 in favor. Motion passes.

- UCC 32 Department of Clinical Medicine – Peter Fuerst, Attach. #4
The difference between this department and the other two departments discussed above is that members in this unit are practicing physicians working in hospitals in the community, so our students work with patients in area hospitals, which is different from undergraduate medical education.

Vote: 23/23 in favor. Motion passes.

- UCC 452 Business Administration (B.B.A.) – Eric Stuen, Attach. #5

This program will provide the skills to allow more Idahoans to succeed in high paying jobs. Thus, it will benefit the Idaho economy while providing assurance for companies considering locating within the state that the human resources they need are locally available. The primary target are those individuals interested in a business degree from the University of Idaho who have significant barriers in moving to Moscow to pursue a traditional degree. Within this broad target we see three specific groups of students the program will serve: 1. Nontraditional learners of all ages that want to pursue a business education that cannot move to Moscow because of work, family or cost considerations; 2. Graduates of Idaho two-year programs that are unable to move to Moscow to pursue a four-year degree; 3. Students that started a traditional degree at the University of Idaho but who had to leave Moscow and would like to complete their education. The budget includes hiring faculty and staff members who would deliver the entire curriculum of the new program.

Discussion
There was some discussion related to the online nature of the degree. The COB is offering the last two years of the degree with the first two years expected to come mostly through our community college partners.

Vote: 23/23 in favor. Motion passes.

- University Safety and Loss Control – Jerilyn Prescott, Attach. #6

The University Safety and Loss Control Committee asks Faculty Senate and Staff Council to endorse their statement (attachment #6) of renewed commitment to support a university safety culture. Senate decided to formally endorse the statement with a vote. Moved and seconded (Alistair Smith, Rochelle Smith).

Vote: 19/19 in favor. Motion passes.

- Committees on Committees – Alistair Smith
  - FSH 1640.46 Arts Committee Attach. #7
    There are two main reasons for these changes: to include the administrative role the committee has had for years regarding the Student Arts Fee Grant (the proposed A-5), and to expand the structure to facilitate the full functioning of the committee (A-1) in keeping with the university’s Arts Collection Management document (a management document that the Office of the President and College of Art and Architecture have to help manage the art collection).

    Vote: 22/22 in favor. Motion passes.
  - FSH 1640.14 Bio Safety Attach. #8
    This policy is being revised due to new regulatory documents that were released in 2019 and 2020 (NIH Guidelines for Research Involving Recombinant and Synthetic Nucleic Acid Molecules and the Biosafety in Biological and Biomedical Laboratories, 6th edition).

    Vote: 21/21 in favor. Motion passes.
  - FSH 1640.77 Scientific Misconduct Attach. #9
    In Spring 2022, an emergency change in the committee structure was needed to accommodate an increase in cases. To minimize a future need for an emergency policy, the Committee on Committees is proposing this permanent policy to adjust the existing
structure to include three alternate members that could be called upon in times of high cases workload. The language was adjusted to account for principal and alternate members.

Vote: 21/21 in favor. Motion passes.

Other Announcements and Communications:

- Admission Standards Discussion
  We are currently operating under temporary emergency policy standards, as allowed by FSH 6990, to mitigate the impact of Covid on our higher education or our K-through-12 system, such as the inability of students to take standardized tests. Currently, we apply a standard of 2.6 for the minimum GPA and no standardized test is required. Those policies do not apply to the next admission cycle and thus we need to make a timely decision about that. We also need to devise a plan going forward, and the State Board has asked for our input on what their direct admit standards should be. This is a process through which Idaho high school students who meet a base standard automatically receive a letter from the State Board saying that they have been admitted to higher education in Idaho and which institution they qualify for. The State Board is considering retaining a minimum GPA of 2.6 for the next cycle of direct admit, but there is room for discussion. We have several options: we could revert back to our old standards – which may not be the best solution under the circumstances and would be out of alignment with what the State Board is asking us to do. We can put in place another temporary policy under FSH 6990 because the threat of Covid is still here. Finally, we can write a permanent policy that we feel comfortable with moving forward. This conversation is to gather feedback on how people want to proceed, and what they think the standards should be. Part of this discussion is the Gateway Program, which is currently admitting students just below the required GPA and providing the services to support them. Senators are welcome to talk to Russ, Alistair, and Francesca about their thoughts on admission standards and how we should proceed.

There was some discussion on the importance of data about the academic standing of students in the GPA range of 2.6 to 2.8. It was clarified that the GPA of 2.6 includes up to the sixth semester, although an exception was made during the peak of the Covid period to accept the fifth semester GPA. It is also important to know how the people who provide additional academic assistance have been doing the last couple of years, as well as people in different support services. A Senator suggested that a collective approach also considering data from other universities may be useful.

Some Senators asked whether we are talking about potentially reducing the GPA permanently. That possibility is on the table, but we can also proceed stepwise and first decide about the fall 2023 admission cycle. Provost Lawrence clarified that the question from the State Board concerns the direct admit process – when the state reaches out to the student and informs them that they are admitted in all or some universities in the state, depending on their credentials. Direct admit to community colleges goes down to 2.0. We want to make sure that our Gateway minimums are aligned with what the state is offering, which helps more students get access to higher education in Idaho, but we can have a different regular admission standard.

It was noted that it may be hard to assess whether the student is at the appropriate level in a particular subject without standardized tests. Some institutions give placement tests when people arrive – essentially a diagnostic test for placement but not required for admission purposes.
Chair Meeuf will be in touch with other groups to gather more data, specifically on the students in the GPA range of 2.6 to 2.8. This preliminary conversation revealed a preference to proceed year by year, but also a desire to start thinking and talking about the long-term question.

Adjournment:
The agenda was not completed. Chair Meeuf called for a motion to adjourn. So moved and seconded (A. Smith/Lee-Painter). Meeting adjourned at 5:00pm.

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://www.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 X Revision* ☐ Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: FSH 3510 THIRD-YEAR REVIEW

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: Chantal Vella, FAC Chair

Policy Sponsor, if different from Originator: Torrey Lawrence, Provost

Reviewed by General Counsel Yes x No Name & Date:

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

To align FSH 3510 with recently adopted changes to FSH 3500 Promotion and Tenure. These changes are redlined in the attached draft.

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

None.

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

None.

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
FSH 3510
THIRD-YEAR REVIEW

PREAMBLE: In January 2020, the university’s promotion and tenure policies were comprehensively revised in order to unify all provisions regarding procedure in the Faculty Staff Handbook and to help faculty and reviewers by clarifying the procedure. The following changes were approved: Deletion of FSH 3520, 3560, and 3570; revision of FSH 3530; and addition of new FSH 3500 and 3510. For further information, contact the Office of the Provost.

A. GENERAL. In addition to the annual evaluation of faculty by the unit administrator, each full-time, untenured faculty member shall be reviewed by a committee of colleagues during the 24- to 36-month period after beginning employment at UI. The committee shall provide the faculty member with a detailed report regarding the faculty member’s progress toward promotion or tenure or both. The third-year review process shall not include a vote of the committee or unit faculty.

B. THIRD-YEAR REVIEW COMMITTEE. A third-year review committee shall be formed according to the process outlined in FSH 3500 E-1-a.

C. BASIS FOR EVALUATION. The unit administrator shall provide the completed dossier (FSH 3500 D), excluding external peer reviews, to the chair of the committee. The review shall be based on the dossier as well as feedback collected by the committee from faculty, staff, and students in the unit in light of the unit, college and university criteria for promotion or tenure or both. The process for requesting such feedback shall be set forth in the provost’s administrative guidance pursuant to FSH 3500 B-2.

D. COMMITTEE REPORT AND CANDIDATE RESPONSE. The committee shall write a report evaluating the faculty member’s progress toward promotion or tenure or both in each of the faculty member’s responsibility areas. The report shall provide guidance regarding the steps necessary to continue making progress toward promotion or tenure or both. The faculty member may provide a written response to the report within five business days after receiving the report. The chair of the committee shall forward the report and any response from the candidate to the unit administrator.

E. UNIT ADMINISTRATOR’S REPORT AND CANDIDATE RESPONSE. The unit administrator shall write a report evaluating the faculty member’s progress toward promotion or tenure or both in each of the faculty member’s responsibility areas in light of the unit, college and university criteria for promotion and tenure. The report shall provide guidance regarding the steps necessary to continue making progress toward promotion or tenure or both. The faculty member may provide a written response to the report within five business days after receiving the report.

F. DEAN’S REPORT AND CANDIDATE RESPONSE. The committee report, the unit administrator’s report, the candidate’s response(s), if any, and the dossier shall be forwarded to the dean. The dean shall write a report evaluating the faculty member’s progress toward promotion or tenure or both in each of the faculty member’s responsibility areas in light of the unit, college and university criteria for promotion and tenure. The report shall provide guidance regarding the steps necessary to continue making progress toward promotion or tenure or both. The faculty member may provide a written response to the report within five business days after receiving the report.

G. FORWARDING MATERIALS. The dean shall forward all materials to the faculty member and to the provost’s office for record keeping.

H. IMPLEMENTATION. This policy shall be effective July 1, 2020.
Attachment #3

POLICY COVER SHEET

For instructions on policy creation and change, please see https://www.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)
X Addition □ Revision* □ Deletion* □ Emergency □ Minor Amendment
Policy Number & Title: FSH 4170 MAINTAINING INSTRUCTIONAL ORDER

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: Chantal Vella, FAC Chair

Policy Sponsor, if different from Originator: Torrey Lawrence, Provost

Reviewed by General Counsel x Yes ___No Name & Date: Jim Craig, 1/3/22

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

   To clarify an instructor’s authority to manage the classroom and outline the procedure for temporary or permanent dismissal from a class.

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.

   FSH 2300, 2400

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.
A. Scope. This policy applies to all instructors and students at the University of Idaho.

B. Purpose. The University seeks to promote a productive and respectful learning environment. Disruptive behavior in the academic setting hinders the educational process. Instructors have the responsibility and authority to effectively manage their instructional environments and may determine the time and manner for student participation in the instructional setting. This policy is not intended to discourage appropriate expression, discussion, or disagreement, but to promote a productive and respectful learning environment.

C. Definitions

C-1. College dean, unit administrator, and Dean of Students. A reference to any of these positions means the position or designee.

C-2. Disruptive behavior. Disruptive behavior is behavior that interferes with the teaching or learning process in the classroom or educational setting and continues after an instructor’s request to cease. Examples of disruptive behavior include but are not limited to comments or behaviors that a reasonable person would find to be confrontational, offensive or inappropriate; persistently speaking without being recognized or interrupting other speakers; and harassing behavior or personal insults. Disagreement with the instructor or other students on controversial subjects is not in itself disruptive.

C-3. Educational setting. Educational setting is any environment in which an educational activity takes place. Examples include classrooms, field trips, labs, activities conducted via electronic meeting technology, and conferences.

D. Policy. A student may be dismissed, temporarily or permanently, from participating in an educational activity when the student exhibits disruptive behavior. Acts or threats of violence by students must be reported immediately to campus security and the Dean of Students Office.

E. Procedure

E-1. Advisor. A student may have an advisor of their choice present with them for all meetings conducted under this policy. The advisor may provide support and advice to the student but may not speak on behalf of the student.

E-2. Temporary Dismissal

a. The instructor must attempt to meet with the student, in person or by remote meeting technology, as soon as possible after the first incident of disruptive
behavior to identify the behavior, review the course rules and this policy, and instruct the student on the behavior that is required in the future. If desired by either the instructor or student, the unit administrator or dean of the college may participate in this meeting.

b. Either immediately or subsequent to the communication described in E-2.a, as appropriate, the instructor may dismiss a student from an educational activity for up to two class periods or equivalent. If a student is instructed to leave an educational activity while instruction is ongoing, the student must immediately comply. No later than one business day after the dismissal, the instructor must report the dismissal to the unit administrator, the college dean, and the Dean of Students, and must notify the student that they may choose to meet with the Dean of Students to discuss the dismissal and their options.

c. The instructor shall provide alternative arrangements for any missed work during the period of temporary dismissal.

F. Permanent Dismissal. An instructor may request the dismissal of a student from an educational activity for the remainder of the semester through the following procedure:

F-1. The instructor must prepare a written request for permanent dismissal. The request must include:
   a. The name of the student being dismissed;
   b. The factual details of the incident(s) prompting the request for dismissal, including, to the extent possible, dates, times and places; and
   c. The names of any witnesses.

F-2. The instructor shall submit the request to the unit administrator, who shall meet with both the student and instructor, either separately or together, as appropriate, to discuss the matter and possible solutions. If appropriate, the unit administrator may forward recommendation for permanent dismissal to the college dean. Prior to issuing a final decision the college dean shall consult with the Dean of Students. The college dean shall communicate their decision to the instructor and the student within three business days of receiving the recommendation.

F-3. The student may request review by the provost. The provost shall uphold or overturn the dismissal within two business days.

F-4. During the pendency of the decision making process outlined in F-2 and F-3, the student shall not attend the educational activity; however, the instructor shall, to the extent reasonable under the circumstances, provide alternative arrangements to ensure continuity in the student’s education.
F-5. If the student is permanently dismissed from the educational activity, the college dean shall identify an appropriate alternative education solution for the student, which may include completing the class online, an independent study, changing into another course section, or a withdrawal from the course with a full refund in fees for that course.

F-6. If the permanent dismissal is denied, the college dean or associate dean will work with the instructor and student to reintegrate the student into the educational activity.

G. Behavior triggering use of this policy may also be subject to discipline under FSH 2400.

H. All timeframes designated in this policy are subject to reasonable adjustment by the Dean of Students, with due consideration to any negative impact that a delay may cause to the student’s educational experience.