Present: Call, Chapman (Vice Chair), Fairley, Fuerst, Gauthier, Haltinner, Hickman, Hoffmann, Hunter, Justwan, Torrey Lawrence (w/o vote), Long, Murphy, Quinnett (Chair), Raney, Reynolds, Rinker, Sammarruca (w/o vote), Schiele, Schwarzlaender, Thorne, Wargo, Walsh
Absent: Kolok (excused), Mittelstaedt (excused), Roberson (excused), Silsby (excused), Tibbals (excused), Pfeifer (excused)
Also present: Madison Powell (proxy for Ahmadzadeh)

Guests/Speakers: Gwen Gorzelsky, Ginny Lane, Arch Harner

Call to Order: Chair Quinnett called the meeting to order at 3:31 pm.

Approval of Minutes (vote):
An error in the attendance list was detected and corrected – Senator Walsh was not present at Meeting #21. The minutes of the 2022-23 Meeting #21 February 28, 2023 were approved as corrected.

Chair’s Report:
• Our Shared Success Stories
  o Jerry Fairley, Earth and Spatial Sciences.
    Jerry shared his engagement with an exciting new research area involving both geology and archeology. Advances in modern archeology demand both scientific/mathematical methods and the artistic component of getting to know and understand the art from ancient cultures.
  o Deb Thorne, Culture, Society and Justice.
    Deb described her recent interaction with a very gifted young woman from the McNair Scholars Program. She is very smart and Deb was thrilled to watch her grow as a researcher. They went to a conference together and it was a delightful experience.

• Chair Quinnett reminded senators to send a note to facsec@uidaho.edu prior to the meeting if they are unable to attend.

• UI Food Security Coalition Introduction – Ginny Lane, Nutrition.
  Ginny gave some background on the committee and its scope. Members include student, staff, and faculty. The Food Security Coalition focuses on enhancing food security on campus, including efforts in support of the Vandal Food Pantry. Their scope extends to food safety. Recently, they have considered the possibility of becoming a more formalized group. They are also in touch with the sustainability group. They focus on food waste and how to ensure that food left over from university events, particularly catered meals, is distributed to those who need it, especially students.
Discussion:
The Secretary suggested a visit to the Committee on Committees to discuss the possibility of becoming integrated in the senate committee structure. The Vice Chair noted that most of
Senate committees are heavily involved in policy and it may not be easy, or beneficial, to incorporate the Food Security Coalition in that structure. It may be best for the Coalition to interact with the Sustainability Group.

Senate is happy to help and support the Food Security Coalition. In response to a question from Ginny, a senator suggested a mobile friendly portal from OIT as the way to use UI platforms.

**Provost Report:**
- Search for the new dean of CBE: Feedback will be collected until 5PM today. [https://www.uidaho.edu/provost/administrative-searches/cbe-dean](https://www.uidaho.edu/provost/administrative-searches/cbe-dean)
- Legislature: No updates to report. Thursday is the day devoted to Higher Education at JFAC.
- Concerns expressed during a previous meeting about the sabbatical leave process: The Provost briefly summarized the process. He has looked into the specific case and found that the process was followed.

**Discussion:**
A senator asked for clarification about the distribution of last year’s salary raises. Provost Lawrence explained that the percentage allocated by the state is the total allocation to the institution, which is then used in different ways, such as increases for promotion, across the board, merit. Last year, the total allocation of approximately 6% was an exception – typically, the percentage from the state has been about 3%. Of that 6% total allocation, roughly 2% was used for across the board salary raises.


**Committee Reports (vote):**
- FSH 1640.87 University Teaching Committee Structure – Erin Chapman, Family and Consumer Sciences, Attach. #2.
  The University Teaching Committee wishes to have representation from an undergraduate student and a graduate student. Including representation of both student groups will provide a necessary perspective and source of information for committee work regarding instruction at the university. The University Teaching Committee feels that it is appropriate for the Director of Center for Excellence in Teaching and Learning to have voting rights, similar to the rights granted to the director of general education.
  Vote: 17 in favor; 0 opposed. Motion passes.

**Other Policy Business:**
- FSH 5500 Laboratory Record-Keeping Guidelines (Vote)– Arch Harner, Director, Research Assurances, Attach. #3.
  The proposal is to delete this item because it does not meet the criteria for university-wide policy. Furthermore, even as a guideline, it is very outdated.
  Vote: 17 in favor; 0 opposed. Motion passes.

- *APM 65.06 University Electronic Records Management Guidelines (Non-Voting) Attach. #4
  Policy/Procedure Statement: Information in 65.06 has been moved to APM 65.02
which was updated January 2023.

• Admissions Criteria (Vote)
  The attached Senate Resolution was prepared following the informal vote from last week in favor of keeping the status quo for another year. Moved (Chapman, Thorne) to adopt the Resolution.
  Discussion:
  Clarification was requested about the kind of data we hope to collect in one year. The Secretary responded that we like to see student success data that are not distorted by Covid. Correlations between one-year retention and graduation rates with high school GPA and SAT/ACT scores.

In order to align with the Catalog, “Summer 2025” should be dropped from both the memo to the President and the text of the Resolution.

ZZ
Motion (Quinnett, Chapman): Change the first item of the Temporary Emergency Policy to: The U of I will revert to the use of 6th semester high school grades admission considerations.
  Vote on the proposed amendment: 17 in favor, 1 against. The amendment passes.
  No more discussion.
  Vote on the pending motion: 17 in favor, 1 against. Motion passes.
  The Resolution will be sent to President Green for his approval.

Other Announcements and Communications:
  Vice Provost for Academic Initiatives Gwen Gorzelsky spoke about The Boyer 2030 Report: Closing the Equity Gap, Increasing Achievement for All, starting with an introduction into the Boyer 1998 Report, which caused some friction. The Carnegie Foundation for the Advancement of Teaching identified challenges in UG education at R1 and R2 universities, and recommended to take advantage of the unique educational opportunities at research institutions. At the time, CETL were not common at research universities, but now they are much more common and have been shown to be effective. Last November, the Boyer 2030 Report was released. Its main rationale: Integrate equity and excellence, restore public confidence, ensure revenues cover costs. One of the foundational assumptions of the report: To achieve excellence, equity is of paramount importance. Historically, academic excellence has excluded some demographics and, thus, it’s not true excellence, because the mission of higher education is to provide knowledge and social mobility to all.
  Vice Provost Gorzelsky would appreciate faculty feedback on two questions regarding the issues raised in the Executive Summary (pgs. 3 - 4) and the Introduction (pgs. 5 - 9) of The Equity/Excellence Imperative: A 2030 Blueprint for Undergraduate Education at U.S. Research Universities:
  Which aspects of Boyer 2030 seem potentially useful in launching campus conversations about the future of undergraduate education at UI? And: What additional or different perspective, key information, or other materials would be useful in such discussions?
  Discussion:
  How can we provide holistic advice? Vice Provost Gorzelsky noted that one of the foundational presumptions of the report is that we have to look at the holistic student experience. Traditionally, some demographic groups did not need additional support because they came from families and experiences that provided academic opportunities and life stability. Contrary to the past, now we hear a lot about young adults experiencing anxiety, depression, and food
insecurity. Students from historically underserved groups are disproportionately impacted, because they may not have a strong support system at home to help them deal with those issues. Hence, the importance of providing support proportionally to need – a concept that would have been unpopular 30 years ago.

How do we get those high-impact experiences (such as UG research) out to all students (some may have a job after school), and how do we support faculty who do that? Vice Provost Gorzelsky suggested that those faculty should be encouraged to continue their efforts.

How to extend practices to discipline-specific support? Vice Provost Gorzelsky responded that having people at CETL with expertise in different areas is one way. A more robust strategy is to hire experts in discipline-based education or education in a specific discipline.

Students are faced with so many problems due to a shrinking safety net. Addressing those needs takes money, which results in increased tuition and thus may create a vicious cycle. Vice Provost Gorzelsky is aware of schools that have closed the equity gap and are successfully meeting those needs and increasing graduation rate for all.

We can change those rates with focused efforts!

**Adjournment:**
The agenda not being completed, Chair Quinnett entertained a motion to adjourn. So moved (Chapman, Fairley). Meeting adjourned at 5:04pm.

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 2022-2023 Faculty Senate Meeting #21 (February 28, 2023) Attach. #1

III. Chair’s Report
   • Our Shared Success Story – Jerry Fairley, Earth and Spatial Sciences
   • Our Shared Success Story – Deb Thorne, Culture, Society and Justice
   • UI Food Security Coalition Introduction – Ginny Lane, Nutrition

IV. Provost’s Report

V. Committee Reports (Vote)
   • FSH 1640.87 University Teaching Committee Structure – Erin Chapman, Family and Consumer Sciences Attach. #2

VI. Other Policy Business
   • FSH 5500 Laboratory Record-Keeping Guidelines (Vote)– Arch Harner, Director, Research Assurances Attach. #3
   • *APM 65.06 University Electronic Records Management Guidelines (Non-Voting) Attach. #4
     o Policy/Procedure Statement: Information in 65.06 has been moved to APM 65.02 which was updated January 2023
   • Admissions Criteria (Vote)
     o Memo to President Green Attach. #5
     o Faculty Senate Emergency Action Attach. #6

VII. Other Announcements and Communications
   • Boyer 2030 Report & Academics and Student Success - Gwen Gorzelsky, Vice Provost, Academic Initiatives Attach. #7, Attach. #8

VIII. New Business

IX. Adjournment

Attachments:
   • Attach. #1 Minutes of the 2022-2023 Faculty Senate Meeting #21 (February 28, 2023)
   • Attach. #2 FSH 1640.87
   • Attach. #3 FSH 5500
   • Attach. #4 APM 65.06
   • Attach. #5 Memo to President Green
   • Attach. #6 Faculty Senate Emergency Action
• Attach. #7 Boyer Report
• Attach. #8 Academics and Student Success Presentation

*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 is presented.
2022 – 2023 Faculty Senate – Pending Approval
Meeting #21
Tuesday, February 28, 2023, 3:30 pm – 5:00 pm
Zoom only

Present: Call, Chapman (Vice Chair), Fairley, Fuerst, HaltInner, Hickman, Hoffmann, Justwan, Torrey Lawrence (w/o vote), Mittelstaedt, Murphy, Pfeifer, Quinnett (Chair), Reynolds, Rinker, Sammaruca (w/o vote), Schiele, Schwarzlaender, Silsby, Thorne, Tibbals, Wargo, Walsh
Absent: Gauthier (excused), Roberson (excused), Long (excused), Hunter (excused), Kolok, Raney, Thorne, Walsh (excused)
Also present: Madison Powell (proxy for Ahmadzadeh, excused)

Guests/Speakers: Brian Wolf, Dan Ewart

Call to Order: Chair Quinnett called the meeting to order at 3:32 pm.

Approval of Minutes (vote):
The minutes of the 2022-23 Meeting #20 February 21, 2023 were approved as distributed.

Chair’s Report:
• Our Shared Success Stories – Bob Rinker, Associate Department Chair, Computer Science CDA. Bob Rinker gave a brief overview of his 40-year career at U of I. Bob is serving his third term at faculty senate. Between 1989 and 1995, he was director of the U of I Engineering program in Boise. In 2016, Bob went to Coeur d’Alene to start the CDA Computer Science program. Congratulations, Bob, on your many achievements and your long career!

• Committee Preference survey: the soft deadline is today, but we will leave the survey open one more week. https://uidaho.co1.qualtrics.com/jfe/form/SV_4TRU7TKzLm9j3b8

• Campus and Community Safety Town Hall: tonight at 6pm, at the Bruce Pitman Center.

• Clusterluck Documentary: Tonight at 7pm at the Kenworthy. Doors will open at 6:30pm. A discussion will follow after the show.

• March is Women History Month. The display “Brave and Bold Women in University of Idaho History” is tomorrow from 11:30am to 1pm at the library, U of I Library Special Collections and Archives. For more information about events in celebration of Women History Month visit Women’s History Month through the Women’s Center (uidaho.edu).

Provost Report:
• The search for the new dean of CBE is proceeding. The third candidate will visit tomorrow, Wednesday, 2/28. Everyone is encouraged to attend the open sessions and provide feedback. Feedback will be collected until March 7. https://www.uidaho.edu/provost/administrative-searches/cbe-dean
Please see the President’s memo from Friday about the murders on King Street. Outpouring of support from alumni resulted in a peer-driven effort to create scholarships as a legacy for each of the four students. This led to the Vandals Supporting Vandals fund. A Healing Garden and Memorial to the four students are in the planning stage. The ownership of the house on King Street is now with the university. The house will be demolished. Options for the future development of the property are being considered.

Legislature: this is the stage where requests (e.g. 1 million for security) may have passed at some (but not all) levels. Next week, we expect to see higher education budgets considered by committees.

North Idaho College (NIC) is one of our greatest partners in the state. They are having challenges with their accreditation standing. They are now in the “show cause” phase, where they have a last chance to justify why they should remain accredited. The University of Idaho stands behind NIC and wants to see them remain accredited. They are the largest feeder of transfer students for us and we have many joint programs, for example the “2+2” degree in Computer Science where students take two years at NIC and and finish two years at UI in CDA. We have a great relationship and wish to see them be successful. We have offered our support to NIC but we will not publicly engage in their process.

There were no questions for the Provost.

Committee Reports:

- University Curriculum Committee (vote)
  - UCC 484 Criminology (MS) – Brian Wolf, Department Chair, Culture, Society and Justice (CSJ). Attach. #2
    A demand for students with advanced training in criminology has been identified. This report estimates a "mid-range" enrollment of about 46 students. Using a conservative estimate, we are anticipating that the program will generate a ROI of $180,000 per annum by the fifth year (see budget proposal). While CSJ needs two lines to make this work, as with our online program from five years ago, the net growth will help support the other programs in the unit.
  
  **Discussion:**
  In response to a question, Brian Wolf confirmed that the proposal is for a fully online program. Chair Quinnett noted that, under “Geographical Location,” it says “Moscow.” So, the motion will be voted on with the friendly amendment that the online offering appears under “Geographical Location.”

    The documentation states that two faculty lines are needed and will be funded from salary savings. Are those funds available and committed? Vice Provost Gorzelsky and Dean Quinlan joined the conversation. Funds are indeed committed in seed money for the first year, but the program is expected to generate a considerable net revenue by the fifth year.

    Is this program in demand because of its fully online nature? Are there concerns about competition with WSU? Brian Wolf emphasized that there is an unmet need for the state of Idaho. Provost Lawrence added that in-state tuition is charged for online programs, making this degree much cheaper than its WSU counterpart. There are no concerns about competition.
A senator wondered whether the timing of this Criminology degree may be seen as related to the November tragedy. Brian Wolf noted that it will take a year for the program to roll out, and they will work with UCM. There is a lot of misconception about criminology. Vote: 20 in favor; 0 opposed. Amended motion passes.

**Other Announcements and Communications:**

- **UI Initiative from OIT, Changes to Phone Services – Dan Ewart, Vice President of Information Technology and Chief Information Officer.** Presently, we have 2,292 phone lines, but hundreds of those lines are unused, which costs $12 per month. Since Covid, communication through Zoom, Teams, and mobile devices are used more frequently. The goal of this project is to replace many existing phone lines across the state with Microsoft Teams. Mobile calling will go through the app. But, those who need phone numbers and handsets will have them. For internal communication, Teams calling works best. Zoom will remain available. The timeline for the project is 16 months, but we will start a pilot program now. We will partner with other administrative groups outside OIT. The project manager is Jason Swamby. He will be happy to answer any questions, and so is Dan Ewart. **Discussion:**

  There was an inquiry about incoming and outgoing outside phone calls, which cannot be handled through Zoom calling. Can one still have a phone number associated with their Teams account? Vice President Ewart replied that people who need an outside number will have one.

  A senator noted that university directories still show numbers which are no longer in use. Dan Ewart will talk to the appropriate people to make sure this problem is solved.

  In response to a question, Dan Ewart confirmed that phone numbers will be imported into the new system and thus they’ll be unchanged. Changing numbers would create disruption.

- **Admissions Criteria Discussion, cont. – Open Forum**
  - [1st-yr-ret-act.pdf](https://uidaho.edu)
  - [https://www.uidaho.edu/provost/ir/institutional-data/retention-graduation/freshman](https://www.uidaho.edu/provost/ir/institutional-data/retention-graduation/freshman)

  The Provost proposed a scenario where we ask President Green to approve an emergency action to keep the current (post-Covid) status for one more year. This would give us the opportunity to collect more data (not impacted by Covid) and to observe the trends of other institutions. At BSU they are having similar conversations but have not made a final decision. We don’t know what ISU will do. Ranking systems (such as from U.S. News and World Report) are a concern, as they typically use ACT and SAT scores for the ranking. Presently, college ranking systems are not taking into account standardized test scores, but it’s unclear what the permanent solution will be.

  Secretary Sammarruca asked whether the extended emergency action would be the same as the current one for other admission criteria as well – lower minimum GPA, 5th semester grades allowed rather than 6th semester grades. Provost Lawrence said he was thinking of keeping the same criteria as in the current emergency action. We can talk about it.
Chair Quinnett inquired about the Vandal Gateway Program (VGP). We should ask the VGP team to come to senate and report.
Secretary Sammarruca proposed a discussion on the data available through the provided links. She referred to first-year retention rate by ACT or by High School (HS) GPA. For each ACT score increment, the retention rate goes up by a factor between 1 and 1.06. Similar conclusions can be drawn about the first-year retention rate by HS GPA. The lowest GPA correspond to a first-year retention rate of 54%, while the lowest ACT score gives a first-year retention rate of 70%. The HS GPA is a good predictor of student success in college.

There was some additional discussion on the data showing HS GPA, ACT score, and SAT score by College, for the years between 2009-10 and 2021-22. Chair Quinnett suggests that we need a presentation of the data from which meaningful comparisons can be easily made to extract the impact of HS GPA, ACT, and SAT scores on retention rates and graduation rates. We need to determine whether the HS GPA alone is a reliable predictor of student success.

A straw poll was launched asking the voters whether or not they support requesting an extension of the emergency action for one more year.
Votes: 19 yes and 1 no.

This business will continue at the next meeting. The Secretary will draft a memo to ask President Green to allow admission criteria as stated in the current emergency action for one more year. The memo as approved by senate will be submitted to the President.

New Business:
Reminder from the faculty secretary: If your term is expiring in 2022-23, please let your college administration know that they need to elect new senate representatives (according to their college procedures and bylaws). The 2023-24 senate meets already at the end of the semester. It would be very helpful to have those names sometimes in early to mid-April.

Adjournment:
Meeting adjourned at 4:42pm.

Respectfully Submitted,
Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate
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 1640.87 UNIVERSITY TEACHING COMMITTEE

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: Rachel J. Halverson

Policy Sponsor, if different from Originator:

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.
   
   A. The University Teaching Committee wishes to have representation from an undergraduate student and a graduate student. Including representation of both student groups will provide a necessary perspective and source of information for committee work regarding instruction at the university.
   
   B. The University Teaching Committee feels that it is appropriate for the Director of Center for Excellence in Teaching and Learning to have voting rights, similar to the rights granted to the director of general education.

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.
Preamble: In March 2020, FSH 1640.87 Teaching and Advising Committee was split into two committees: FSH 1640.87 University Teaching Committee, and FSH 1640.88 University Advising Committee.

A. FUNCTION.

A-1. To promote a faculty and administrative culture dedicated to the enhancement of teaching and learning across all instructional modalities.

A-2. To review and make recommendations concerning policies and procedures that affect teaching and the assessment of student, program and institutional learning outcomes.

A-3. To monitor and advise on matters relating to student teaching evaluations and student learning outcomes, and to advise on the design and content of reports to the Vice Provost for Academic Initiatives, Faculty Senate, Institutional Assessment and Effectiveness, deans, unit leaders, and faculty.

A-4. To serve as an advisory resource for the Director of the Center for Excellence in Teaching and Learning to promote effective teaching.

B. STRUCTURE. Six faculty members, preferably some of whom have received university-level teaching awards; an associate dean; the director of general education; an undergraduate student; one graduate student; a representative from the Office of Institutional Effectiveness and Accreditation (without vote); and the Director of the Center for Excellence in Teaching and Learning, or designee (without vote).
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 ☐ Revision* ☑ Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: FSH 5500 LABORATORY RECORD-KEEPING GUIDELINES

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ 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.”

Policy originator: Arch Harner, Director ORA
Policy sponsor, if different from originator: Chris Nomura, VPRED
Reviewed by General Counsel: XYes __No Name & Date: Manisha Wilson 3/1/23
Comprehensive review? xYes __No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.

   This item does not meet the criteria for university-wide policy.

2. Fiscal Impact: What fiscal impact, if any, will this change 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 5300.

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.
LABORATORY RECORD-KEEPING GUIDELINES

OWNER
Office of Research and Economic Development Vice President
Chris Nomura
vpresearch@uidaho.edu

LAST REVISION: July 2007

A. To safeguard the possibility of patenting an invention, the inventors should maintain records of their research work in a fashion that will clearly establish priority dates and adequately describe the invention.

B. Effective protection requires the use of a bound notebook and observance of the following practices (recommended by the Patent Committee of the Idaho Research Foundation and based on a statement issued by the National Association of College and University Business Officers):

B-1. Legibly enter in ink, concurrent with the work on a daily basis, a complete and accurate record of the research activities and sign and date each page below the entered data.

B-2. Whenever possible, preface each series of pages with a brief and generic statement of the work that is to be performed (i.e., statement of problem) rather than what the results are expected to be. Avoid gratuitous conclusions.

B-3. Similarly, when an experiment or run is completed and it represents the reduction to practice of only one or more species, include a paragraph setting forth still other species and parameters of variables and the reasons they are expected to be effective in order later to provide valid basis for a generic claim. This is conveniently included under a “Modifications and Extensions” heading and need not include complete data at that time.

B-4. Faithfully have the work corroborated by having the notebooks witnessed by dated signature of an associate (not a co-worker or collaborator in that particular research area who is or could be a joint inventor). Notation of witness should appear after the last line of an experiment and not necessarily at the bottom of every page. If necessary or desirable, explain in detail the work performed.

B-5. Before destroying any samples, run sheets, or records of any kind, the inventor must make certain that the discards are of no value to the university or to anyone associated with the project.

B-6. Notify the Idaho Research Foundation promptly of any proposed publications (including abstracts) involving patentable inventions in order to preserve property rights in research. (Laws in this country permit the filing of a patent application within one year of public disclosure, but some foreign countries will not accept an application claiming invention for anything already published.)

B-7. Record observations of physical results even if they are not fully appreciated or understood at that time.

B-8. Use the last four or five pages for an index as desired.

B-9. Start a new page for each new experiment and draw a continuous diagonal line through unused portions of pages remaining at the close of an experiment.
B-10. Avoid erasures but, where necessary, cross out entries with a single line; date and initial the changes.

Version History:

Amended 2022. Editorial changes.

Adopted 1979.
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* XX Deletion* ☐ Emergency ☐ Minor Amendment
Policy Number & Title: 65.06 – University Electronic Records Management Guidelines

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

Originator: Teresa Amos
Policy Sponsor, if different from Originator: Dan Ewart

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

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

   Information in 65.06 has been moved to APM 65.02 which was updated January 2023.

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.

   30.12

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. General. More and more University records (as defined in 65.02 A-1) are being stored in electronic format (see also FSH 1470). Records, regardless of where and how they are stored, are University assets, and are subject to the same policies. Electronically stored records have some characteristics that require considerations that do not apply to paper, microfilm, or other visually accessible media.

A-1. Metadata defined. Metadata is information about a record. For example, date of record creation, date of email receipt, file format, record series, a ‘record contains sensitive information’ flag, are all potential metadata fields. Some metadata fields (file creation date, file last modified date, etc.) are frequently attached to electronic document types without user intervention. Others may require user interpretation and input.

A-2. Electronic Record Maintenance. Electronically stored records must be able to be recreated or reproduced in a reasonable facsimile to their original appearance as they existed at the time of creation or initial transmission, including metadata and associated information (email attachments, linked documents, etc), for the life of the record. Specific procedures related to this are outlined in B-3.a. and B-3.b.

B. Process. The administrator of each university area, department or administrative unit (unit), is responsible for management of records generated by, or in the custody of, the organizational unit, regardless of the media or manner in which the records are stored.

B-1. Records Indexing. Departments shall be aware of what electronic records they have generated or are in their custody, and shall be able to provide a complete inventory of those records to General Counsel within 10 working days, upon receipt of an inventory request.

B-2. Records Management principles applied to electronically stored records. All units are responsible for managing their records [see APM 65.02 A-3]. This section sets out best practices for electronically stored records.

a. Data Security. Units should establish and document measures for protecting sensitive or critical University information from disclosure. Inherent in this responsibility is the need to define data that requires protection from unauthorized disclosure.

b. Unit Record Continuity. Units should develop documentation of unit-specific systems, such as data bases, spreadsheets or customized applications, and should provide for the future use of those records by keeping media and necessary software current for the retention period of the records in question.

1) Electronic Media Migration. For electronically stored records, the need to be able to recreate the record [see A-2] means that the record must from time to time be moved from one storage media to another to prevent media obsolescence from rendering the records unreadable. Electronic records should be migrated to new media no less frequently than every 3 years. The destination media shall be designated the record copy, and the source media should be destroyed upon verification of the data integrity of the destination media.

2) Software Migration. Electronically stored records are frequently dependent on software for interpretation and display. For example, Microsoft PowerPoint documents are not legible without a compatible version of Microsoft PowerPoint. In order to be able to recreate a facsimile of the record [see A-2], records should from time to time be migrated to a currently available software package. Electronic records dependent on software to interpret and display them should be migrated to current software packages no less frequently than every 3 years.
B-3. **Backup Files and Disaster Recovery.** Electronically stored records shall be protected from hardware malfunction, accidental erasure, and disasters which may render the records unavailable.

a. **Records stored on central servers.** The preferred mechanism for electronic record storage is to store records on central servers provided by Information Technology Services (ITS), which performs backups and disaster recovery services on those servers. Units shall inform ITS of the nature of the records that they wish to store, and work with ITS and Records Management to find a suitable location and mechanism to store those records.

b. **Records stored on local machines.** University records shall not be stored on local machines without the express written permission of either General Counsel or Records Management.

B-4. **Legal Compliance.** Units shall work with Records Management to ensure that the unit is in compliance with laws and policies concerning electronic recordkeeping practices, and as needed or requested shall also work with General Counsel.

C. **Information.** To receive forms or for consultation, visit or contact Records Management, SUB (Student Union Building) Room 53, Moscow, Idaho 83844-4247. Telephone (208) 885-2580, or (fax) (208) 885-9255. See also the Records Center web site at [http://www.uidaho.edu/rcdmngmt](http://www.uidaho.edu/rcdmngmt).
Dear President Green,

On behalf of Faculty Senate, we request that you implement as an emergency policy the attached Resolution concerning admission criteria for the Fall 2024, Spring and Summer 2025 admission terms only.

As detailed in the Resolution, implementation of this temporary emergency policy would give us the opportunity to make a more informed permanent decision by allowing to 1) collect more data, not or minimally impacted by Covid, 2) know how standardized test scores will be used in the future by college ranking systems; 3) observe what course our peer institutions take.

Respectfully,

Francesca Sammarruca
Secretary of the University Faculty

Kelly Quinnett
Faculty Senate Chair, 2022-23

Erin Chapman
Faculty Senate Vice-Chair, 2022-23
Title: Resolution on Temporary Emergency Policy for Fall 2024 and Spring 2025 admission terms

Author: University of Idaho Faculty Senate

WHEREAS Current admission criteria for Fall 2023 and Spring 2024 were put in place to accommodate the irregularities of high school grading practices and changes to the College Board’s standardized testing schedule, through the current emergency policy approved by President Green on April 13, 2022.

WHEREAS A decision has to be made about criteria for the next admission cycle and beyond;

WHEREAS Before making a permanent decision, collecting student success data for one more year is helpful, as new data will be minimally impacted by Covid;

WHEREAS College rankings typically use ACT and SAT scores. Presently, ranking systems are not taking into account those scores, but it’s unclear what the permanent status will be. That information will be useful.

WHEREAS One year from now, we will be aware of the direction taken by our peer institutions.

BE IT RESOLVED THAT THE UNIVERSITY OF IDAHO FACULTY SENATE SUPPORTS the implementation of a Temporary Emergency Policy by President Scott Green to allow the following admission criteria for Fall 2024, Spring and Summer 2025 admission terms only:

- The U of I will allow the use of 5th semester high school grades instead of 6th semester in the admission consideration, and
- 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.
- As reflected in existing practice, students with a GPA between 2.3 and 2.59 will be directly admitted into the Vandal Gateway Program.
- Students whose GPA is below 2.3 will apply through an appeal process administered by the Admissions Committee.
Boyer Report 2023

Gwen Gorzelsky would like to request your feedback on two questions regarding the issues raised in the Executive Summary (pgs. 3 - 4) and the Introduction (pgs. 5 - 9) of *The Equity/Excellence Imperative: A 2030 Blueprint for Undergraduate Education at U.S. Research Universities*:

1. Based on the executive summary and introduction, which aspects of this document seem potentially useful for framing discussions of the future of undergraduate education at the University of Idaho?

2. What additional or different perspectives, key information, or other material would be useful for framing such discussions?
OVERVIEW

Purpose
Seeking Faculty Senate members’ feedback

Context
• 1998 Boyer Report
• Evidence-based approaches

Boyer 2030 Rationale
• Integrate equity and excellence
• Restore public confidence
• Ensure revenues cover costs

Boyer 2030 Topics
• 11 approaches, or provocations to action
• Organized into 5 sections
REQUESTING YOUR FEEDBACK

Which aspects of Boyer 2030 seem potentially useful in launching campus conversations about the future of undergraduate education at UI?

What additional or different perspectives, key information, or other materials would be useful in such discussions?
Identified key challenges in undergraduate education at R1/R2 institutions

Generated significant backlash

Yet led to substantial change, including experiments with approaches shown to be successful, e.g.:

- Centers for Excellence in Teaching and Learning
- Undergraduate Research Programs
- High-Impact Practices (HIPs)
- First-Year Experiences
BOYER 2030 REPORT

COMMISSION CO-CHAIRS:
- Barbara Snyder, President, Association of American Universities
- Peter McPherson, President Emeritus, Association of Public & Land-Grant Universities

BOYER 2030 RATIONALE:
- Integrate equity and excellence
- Restore public confidence
- Ensure revenues cover costs
Figure 1. Percentage distribution of 12-month enrollment at 4-year public and not-for-profit institutions by student race/ethnicity, institutional context, and year.
Figure 2. Graduation rates over time of selected demographics by Carnegie Classification.
- 6-year rate: The number of students who completed their degree program within 150% of the "normal time," or 6 years (12 semesters).
Figure 4. Six-year graduation rates by Pell status and Carnegie Classification 2019.
# BOYER 2030: CLOSING EQUITY GAPS, INCREASING ACHIEVEMENT FOR ALL

<table>
<thead>
<tr>
<th>World Readiness</th>
<th>Equity/Excellence in Teaching and Learning</th>
<th>Facilitating Success/ Eliminating Barriers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transformative education for life, work, and citizenship for all students</td>
<td>High-Impact Practices for all students</td>
<td>Recruit and support diverse students and engage them in undergraduate research and community-engaged learning opportunities</td>
</tr>
<tr>
<td>Freedom of speech and expression in supportive campus cultures</td>
<td>Evidence-informed pedagogies for all students</td>
<td>Revise curricula to eliminate barriers to completion</td>
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<td></td>
<td>Holistic, student-centered advising</td>
<td>Use technology strategically to scale equity/excellence efforts</td>
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<td></td>
<td>Reward faculty across all appointment types for achieving excellent, equitable education</td>
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</tr>
</tbody>
</table>
**BOYER 2030: CLOSING EQUITY GAPS, INCREASING ACHIEVEMENT FOR ALL**

**Fostering Belonging and Equitable Campus Cultures**
- Support belonging and wellness; eliminate policies and practices that exacerbate mental health problems

**Leading Change**
- Design assessments and accountability metrics that promote achievement of *both* equity and excellence
Which aspects of Boyer 2030 seem potentially useful in launching campus conversations about the future of undergraduate education at UI?

What additional or different perspectives, key information, or other materials would be useful in such discussions?