Present: Call, Chapman (Vice Chair), Fairley, Gauthier, Haltinner, Hickman, Hunter, Justwan, Kolok, Torrey Lawrence (w/o vote), Long, Mittelstaedt, Murphy, Pfeifer, Quinnett (Chair), Raney, Reynolds, Rinker, Roberson, Sammarruca (w/o vote), Schiele, Schwarzlaender, Silsby, Tibbals, Thorne, Wargo

Absent: Walsh

Also present: Madison Powell (proxy for Ahmadzadeh)

Guests/Speakers: Jerry McMurtry

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

Approval of Minutes (vote):

The minutes of the 2022-23 Meeting #26 April 11, 2023 were approved with the following correction: Senators Kolok and Wargo were absent.

Chair’s Report:

- Our Shared Success Stories – Florian Justwan, Politics and Philosophy.
  Florian and his department are especially proud of the experiential learning opportunities they developed over the last few years. In 2019, they built a number of programs where students can experience politics on a first-hand basis. Students can go to Seattle for a model European conference. They pretend to be the government of a European country and negotiate a tricky global problem. Another opportunity is the McClure Scholars program, where students learn about policy issues in Idaho politics. At the end of the program, they make policy recommendations and present a full report to members of the Idaho Legislature. Most recently, they established a Study Abroad program. Florian co-led a Study Abroad to Germany, where students met with members of the legislative branch and scholars. This year, they met with German high school students. It was exciting to see Idaho students and German students mingle.

- Our Shared Success Stories – Ben Hunter, Dean of University Libraries.
  Our library is amazing. We are able to do many of the great things we do thanks to our grant activities. During the past few years, we obtained over one million dollars in grants, which is unusual for academic libraries. Funds came from several sources. Dean Hunter wishes to emphasize the Collection Builder platform, supported by different grants, such as the Institute for Museum and Library Services and the National Endowment for the Humanities. This digital collection requires minimal computing and little training. It is an important resource because it enables cultural heritage institutions easy access to this powerful digital collections tool. Comparable commercial solution cost tens of thousands of dollars per year. This platform is free and open-source and it doesn’t require a team of developers to keep it up and running. It’s becoming more and more popular nationally and internationally. More information at these sites:
  https://collectionbuilder.github.io/
  https://www.lib.uidaho.edu/queered/
https://digitalprojects.usm.maine.edu/weexist5/
https://oralhistory.wyshs.org/
https://shakytruce.github.io/
http://dna.nust.na/heritage_week/

  To respect Becca’s privacy, please be careful about sharing this link on social media. Our friend and colleague Becca Scofield was targeted by a TikTok user spreading baseless and false claims linking her to the November murders of four UI students. Becca is a dedicated member of the University of Idaho faculty and the Moscow community. In her fight to stop irresponsible and harmful speculation through a federal defamation lawsuit, her legal fees are growing. Please consider donating.
  Discussion:
  A senator argued that Rebecca is in this situation because of her employment at the U of I. Is there a university policy to protect any of us in a similar situation? Provost Lawrence will get a more complete response from General Counsel. General Counsel works for the university and in this case the faculty is in her personal capacity. There are clear limitations on what we can or cannot do. Both the President and the Provost support this campaign and hope that all of Rebecca’s expenses can be covered.

  Follow-up by another senator on the previous comment: this is happening to Rebecca in her capacity as a U of I faculty member. Something should be done to protect all of us in similar situations. (Link provided by Diane Whitney: https://www.uidaho.edu/governance/policy/policies/apm/01/01 )

  A senator hopes that Senate will consider looking into policies addressing the protection of faculty. They are concerned about those who teach about race and gender, given the recent actions of the legislature.

- APM 30.16: Senator Fairley shared a letter based on last week motion regarding APM 30.16. Motion: “To ask President Green to suspend APM 30.16 and temporarily revert to the previous conditions until a resolution is found with faculty input.”
  The letter includes additional comments to put the motion in context and contains no inflammatory or critical remarks. The tone is positive and constructive.

  The Provost asked whether this is a replacement to the original motion since the letter contains additional language.

  Senator Fairley: the statement in the motion is very brief. In the meantime, he received feedback suggesting that some context would be helpful to motivate the motion.

  The Provost noted that President Green is aware of the situation. Conversation could be a productive way to pursue a solution. Provost Lawrence is confident that, after receiving (just) the statement of the motion, the President will want to talk about it.

  Secretary: the group who drafted the letter did not think that adding context would amount to a different action. The language was added to motivate the request and as a base for follow-up discussions. Furthermore, the planned procedure is to present the letter to the general faculty
at the upcoming UFM. With some exceptions, Senate actions must be approved by the faculty, especially a major one such as this. Except for special circumstances, faculty approval is the next step after a formal motion by Senate.

Provost Lawrence thinks that taking the matter to UFM is not our standard practice and could be lengthy and complicated.

Senator: context is important if this goes to UFM. Many faculty may not be up to date.

There is some concern about the narrow margin by which the motion passed (12 to 9).

A Senator argues that the discussion is out of order. This is a proposal for a new action and should be an item for next week.

The discussion seems to converge towards streamlining the letter and meet with the President. Senator Fairley would be happy with keeping only the first paragraph, although the first and second paragraphs are both consistent with the language in the motion.

Secretary: reiterates that the letter is faithful to the spirit of the memo and was crafted in the hope of a dialogue with President Green. She recalls that last week, before the motion was voted on, there was a brief discussion about an alternative path: instead of pursuing a formal request to the President, just ask for a dialogue. Are we now taking that path?

Chair Quinnett: we are doing both.

After some additional discussion, everybody was content with the following process: Send the first paragraph to the President and request a meeting.

Provost Report:

- Vandal Giving Day was a great success, with a record $819,662! Also, the number of people who donated was a record high. The Healing Garden and Memorial for the victims of the November tragedy was strongly supported.

- For a summary of the legislative session, see the memo from April 13.

- For CEC distribution, see memo from yesterday.

- Jazz Festival: April 19 to April 22. The Hamp’s Gala, the traditional evening kick-off of the Lionel Hampton Jazz Festival, is on April 19, 7 – 9pm, in the Auditorium. The Thursday, Friday, and Saturday events take place at the ICCU Arena.

- Engineering Expo: April 28-29. It’s a great event that brings people to campus, and an opportunity to see excellent work by our students.

- Commencement: two ceremonies in Moscow on May 13, at 9:30am and 2pm, one in Boise on the 16th and one in Idaho Falls on the 17th.
Excellence awards (please see RSVP email from April 4):
https://www.uidaho.edu/governance/faculty-staff/university-awards

Discussion:
A senator conveyed disappointment from their constituents about the salary raises. Consumer prices in the past two years have gone up by 14% and we get a raise of $600. It would be good to have something to take back concerning how decisions are made. The Provost replied that many of the recommendations from the Staff Compensation Committee (SCC) were used. The process is restricted by what is available to us, which depends on the legislature and the State Board’s approval of tuition. We are followed a similar format as last year, with some differences, such as the flat amount for across-the-board raises. Also, the way the state funded it was new. Ultimately, it was the President’s decision, with consideration of the SCC recommendations. This year, we didn’t get the fund shift we got last year – approximately one half of the raise is funded. We hoped to get a lot more from the state, which has a large surplus, but we didn’t. The Provost will bring more information next time. The Senator understands the constraints but noted that some faculty are struggling. Can Senate help figuring out some strategy for next year? Provost Lawrence said that the leadership is open to suggestions, but there isn’t much to work with. They are trying to balance across-the-board, market-based goals, and merit raises.

Committee Reports (vote):
- University Curriculum Committee
  - UCC 77 Edit Regulation 0-10-b – Jerry McMurtry, Dean, College of Graduate Studies. Attach. #2
    A new graduate certificate offered jointly with other Idaho Institutions has been proposed. To address admissions requirement for such a degree, Regulation O-10-b should be amended to include the following language (paragraph 3.1 was added):
    O-10-b. Graduate Academic Certificates
    1. A graduate academic certificate must include at least 12 credits of coursework. At least half of the credits completed towards a graduate academic certificate must be in graduate level coursework.
    2. All required coursework must be completed with a grade of 'B' or better unless the certificate specifies a higher grade requirement.
    3. A maximum of six credits of coursework which is either transferred from another regionally accredited institution or is more than five years old at the time of graduation may be used towards completion of an academic certificate.
    4. Certificates offered jointly with other Idaho institutions and with an established agreement approved by the Provost may allow additional transfer coursework, but must include at least one course from the University.
    Vote: 22/22 yes; 0/22 no. Motion passes.

Other Policy Business (non-voting):
* APM 15.30 Capitol Project Requests Attach. #3
  - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
* APM 40.09 Lost and Found Services Attach. #4
  - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
* APM 40.21 Building Services Attach. #5
Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy

- **APM 40.27 Campus Mail Services Attach. #6**
  - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
- **APM 90.23 Campus Recreation Attach. #7**
  - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
- **APM 90.24 Student Health Services Attach. #8**
  - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
- **APM 90.25 Pitman Center Attach. #9**
  - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
- **APM 90.26 Pitman Center Sound Production & Lighting Attach. #10**
  - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
- **APM 90.51 Chem Store Services Attach. #11**
  - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy

Other Announcements and Communications:

- **TA Concerns – Jerry McMurtry, Dean of the College of Graduate Studies**
  
  There are 54 TA awards which are provided to masters level students in programs where there is a PhD program. If those awards were given to doctoral students, it would help doctoral productivity and thus the push to R1. It’s not easy to get Ph.D. students, especially in science and engineering. We will continue to award TAs to M.S. students – we could not deliver our General Education program without their contributions. The college deans will work with COGS to examine the TA awarding process and look toward changes for the Fall 2024 cohort.

  **Discussion:**

  A Senator conveyed a message from constituents: shifting the emphasis on Ph.D. students through mandates is a short-term gain for a short-term decline in student quality. The best Ph.D. students are attracted by RA awards (which, therefore, are the best way to get high-quality Ph.D. students). On the other hand, M.S. students can be enticed by TA awards. If we shift away from awarding TA positions to M.S. students, departments will have to accept weaker Ph.D. students, which is not good for R1, and in the end, will reflect poorly on the institution. Also, we may not be able to provide high-quality teaching, because Ph.D. students are less interested in teaching. The Ph.D. program is longer, and so weak Ph.D. students will occupy TA positions longer than M.S. students. In the long run, shifting can be counterproductive with regard to R1.

  Jerry McMurtry will convey these arguments when he meets with the deans.

  A Senator wondered whether the 54 TAs will be shifted to departments where the majority of Ph.D. students are on RAs. In such cases, there is opportunity to award TAs to M.S. students. Jerry McMurtry does not have that information, which would require a detailed analysis. He provided the following data: we have 179 M.S. students with TA awards and 102 Ph.D. students with TA awards. As for RA awards, 132 are taken by M.S. students and 165 by Ph.D. students.

  There was a question about the time commitment made to a new graduate student: is it for one year or for a number of years? Perhaps we could offer a one-year TA to a new graduate student with the condition that they identify a faculty mentor who can offer them an RA. Could this be useful as a recruitment tool? Dean McMurtry replied that these are full time (20 hours per week) annual awards for the academic year. The awards are given by COGS to the deans, who can use them strategically as they see fit.
A Senator argue that reaching R1 status can only happen with the faculty, but they have to want it. Imposing mandates on them is not the way. Dean McMurtry will take these considerations to the deans.

- **NTT Taskforce Update – Florian Justwan, Politics and Philosophy**
  Florian looks forward to the Taskforce continuing their work next academic year. He summarized the three main takeaways from the recent survey. Non-tenure-track (NTT) faculty are mostly concerned about: job security, pay, inability to switch academic roles (for instance, from clinical to tenure-track). Issues they identified for next year agenda include: 1. how the U of I discusses non-tenure-track (NTT) faculty in its messaging to the community and the public – changing the language is the first step to changing the culture; 2. NTT are not allowed to serve on some committees; 3. Existing policies for the protection of NTT faculty are often not apparent to them. It may be useful to put together a document with information on the rights of NTT faculty.

- **Please remind your colleges that the 2023-24 senators need to be identified as soon as possible. Their first meeting is on April 25.**

- **UFM #3 – Wednesday, May 3rd, 3:00 pm PT via Zoom. There is an item from the Constitution, FSH 1520, which requires a quorum!**

- **Earth Day 2023: Friday and Saturday, 10am to 4pm, at the IRIC Atrium. Join the College of Science at the IRIC Building on Earth Day to learn about programs related to earth science, climate change, sustainability and more.**

**Adjournment:**
Chair Quinnett adjourned the meeting at 4:41pm.

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 #26 (April 11, 2023) Attach. #1

III. Chair’s Report
   - Our Shared Success Story – Florian Justwan, Politics and Philosophy
   - Our Shared Success Story – Ben Hunter, Dean of University Libraries
   - APM 30.16 Memo to President Green – Jerry Fairley, Earth and Spatial Sciences Attach. #2

IV. Provost’s Report

V. Committee Reports

   - University Curriculum Committee (Vote)
     - UCC 77 Edit Regulation 0-10-b – Jerry McMurtry, Dean, College of Graduate Studies Attach. #3

VI. Other Policy Business

   - *APM 15.30 Capitol Project Requests Attach. #4
     - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
   - *APM 40.09 Lost and Found Services Attach. #5
     - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
   - *APM 40.21 Building Services Attach. #6
     - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
   - *APM 40.27 Campus Mail Services Attach. #7
     - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
   - *APM 90.23 Campus Recreation Attach. #8
     - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
   - *APM 90.24 Student Health Services Attach. #9
     - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
   - *APM 90.25 Pitman Center Attach. #10
     - Policy/Procedure Statement: Does not meet FSH 1460 criteria for inclusion in university policy
• *APM 90.26 Pitman Center Sound Production & Lighting  **Attach. #11**  
  o **Policy/Procedure Statement:** Does not meet FSH 1460 criteria for inclusion in university policy

• *APM 90.51 ChemStore Services  **Attach. #12**  
  o **Policy/Procedure Statement:** Does not meet FSH 1460 criteria for inclusion in university policy

VII. Other Announcements and Communications
- TA Concern – Jerry McMurtry, Dean of the College of Graduate Studies
- NTT Taskforce Update – Florian Justwan, Politics and Philosophy

VIII. New Business

IX. Adjournment

Attachments:

- **Attach. #1** Minutes of the 2022-2023 Faculty Senate Meeting #25 (April 4, 2023)
- **Attach. #2** APM 30.16 Memo to President Green
- **Attach. #3** UCC 77
- **Attach. #4** APM 15.30
- **Attach. #5** APM 40.09
- **Attach. #6** APM 40.21
- **Attach. #7** APM 40.27
- **Attach. #8** APM 90.23
- **Attach. #9** APM 90.24
- **Attach. #10** APM 90.25
- **Attach. #11** APM 90.26
- **Attach. #12** APM 90.51

*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 # 26
Tuesday, April 11, 2023, 3:30 pm – 5:00 pm
Zoom only

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

Guests/Speakers: Blaine Eckles, Amanda Ferstead, Brian Foisy, Barb Kirchmeier, Lindsey Brown, Dean Panttaja

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 #25 April 4, 2023 were approved as distributed.

Chair’s Report:
- Our Shared Success Stories – Blaine Eckles, Vice Provost for Student Affairs, Dean of Students. Blaine Eckles shared a student success story from many years ago. Suffering from Tourette Syndrome, the student experienced stress and anxiety in the classroom. Blaine Eckles suggested to the student to speak to the class about his disability, which he did. By confronting his fears and talking openly about his challenges, he demonstrated the power of vulnerability. The support of his classmates made his classroom experience less stressful and his symptoms less frequent.

- Bob Hoffman is leaving U of I. Chair Quinnett recognized his accomplishments and wished him the very best. Congratulations, Bob!

- UFM #3 – Wednesday, May 3rd, 3:00 pm PT via Zoom.

- Reminder: the spread-pay election must be done by May 15, 2023.

- Remind your colleges that the 2023-24 senators need to be identified as soon as possible. Their first meeting is on April 25.

- Connecting U & I Block Party & MHFA – Amanda Ferstead, Assistant Director Health Promotion. Connecting U & I Block Party is a celebration of hope, help, and strength. Everyone is invited to drop-in for fun activities, music, prizes, and connection to organizations on campus. This year the event will be held on April 12 from 4-7 pm on the SRC Lawn (Rain Site: Gold & Silver Gyms, SRC).
  http://www.uidaho.edu/mhfa
http://www.uidaho.edu/blockparty

- Elections of the 2023-24 Senate Leadership: May 2, 2023. Nominate a colleague!

Provost Report:
- Great Colleges to Work for Survey: 969 employees participated, which is a 43% response rate (same as last year). Results are expected later in the summer.
- Jazz Festival: April 19 to April 22 at the ICCU Arena. Volunteers are needed to help with the events. http://www.uidaho.edu/class/jazzfest/volunteer.
- SBOE will be on campus April 25 and 26 for their annual April meeting.

Discussion:
A senator asked about updates from the legislative session. Provost Lawrence responded that UCM is working on a communication to go out in a week or so.

Pending Policy Business (vote):
- APM 30.16 – Additional discussion and action on the motion from Senate Meeting #11, Attach #2
  Senator Dakota Roberson gave a brief summary: the APM 30.16 Working Group compiled their recommendations, with consideration of how nearby institutions (especially Montana State) operate in the technology hardware procurement sector. OIT did not accept the most important proposed revisions. Therefore, the Working Group recommends going back to the original motion.
  Chair Quinnett red the motion:
  To ask President Green to suspend APM 3016 and temporarily revert to the previous conditions until a resolution is found with faculty input,
  and gave the floor to Senator Jerry Fairley.

Jerry Fairley reiterated that the part of APM 30.16 under discussion is faculty business because it impacts their teaching and research, but OIT disagrees. We should ask the administration to give equal weight to faculty input. Jerry Fairley wishes for his original motion to be voted on.

There was some additional discussion regarding possible amendments. Could we, instead, send a small group of senators to meet with President Green and articulate our arguments? Jerry Fairley thinks that this is an important and broad issue that cannot be addressed in that way.

A senator noted that policies in APM are not under faculty purview. Others responded that making changes to APM policies that impact faculty – without faculty input – is at the source of the problem. Some of those policies may belong in FSH.

Chair Quinnett thanked all members of the Working Group and discharged the committee.
Pending Policy Business (non-voting):
• *APM 30.16 – Attach. #3

Committee Reports (vote):
• University Curriculum Committee
  • UCC 78 Counseling and Testing Center – Blaine Eckles, Vice Provost for Student Affairs and Dean of Students. Attach. #4
    The Counseling and Testing Center has been a single administrative unit for more than 25 years and these offices are also collocated in Mary Forney Hall. The Testing Center was established as a separate administrative unit on July 1, 2021 with the long-term objective of relocating the center elsewhere on campus. The reorganization into two separate units necessitates a re-naming of both administrative units. The Testing Center has always been independently identified as “Testing Center” and there is no need to change the name of this unit. The university’s mental health services do need to be renamed given the fact that “testing center” is part of the current departmental name. A recommendation is made at this time to rename the Counseling and Testing Center to “Counseling and Mental Health Center”. This name was chosen to encompass the broad range of mental health services provided by practitioners, including individual therapy, psychiatric services, emergency mental health services, psychological testing, alcohol and other drug treatment, outreach and consultation, and the broad range of training offered by the center.
    Vote: 22/23 yes; 1/23 no. Motion passes.
  • UCC 79 Removal of B-4 from the U of I Catalog – Barb Kirchmeier, Director, Independent Study in Idaho. Attach. #5
    B-4 outlines the requirement to have U of I students collect a signature from an academic advisor before registering for an Independent Study in Idaho class. While this step of the enrollment process is outlined in ISI materials, in practice ISI doesn’t enforce it. Institutional knowledge from the Registrar’s Office indicates this policy was originally proposed by ISI, and ISI feels comfortable removing it. This proposal has the support of U of I advisors and the Associate Deans’ Group.
    Discussion:
    Is there a risk that students will take a class they don’t need to take? Director Kirchmeier replied that students are always encouraged to seek advice. Furthermore, there are safety measures in place – within 21 days of registration, they can withdraw and receive a full refund; within 22 to 45 days of registration, they receive 50% refund.
    Vote: 20/24 yes; 4/24 no. Motion passes.
  • UCC 80 Four Digit Course Numbering – Lindsey Brown, University Registrar. Attach. #6
    Due to the limited course numbers available for future course offerings in some programs the University will be transitioning undergraduate and graduate courses to a four-digit course numbering scheme effective with the 2025-26 Catalog. To remain in compliance with Idaho State Board of Education policies the first digit of each course number will be duplicated for state designated common course numbers. As an example, with this transition ENGL 101 Writing and Rhetoric I will become ENGL 1101 Writing and Rhetoric I.
Discussion:
There was some discussion about reusing numbers, which would create problems with, among other things, transferability.

A senator inquired about shared credits with other schools and whether the new course numbering would create problems. The Registrar responded that it is in contact with Registrars from the other Idaho institutions, and they will also reach out to other states. In response to an inquiry, Lindsey Brown ensured that they will work closely with departments to make the transition as easy as possible, avoiding the need for units to enter individual changes.

Vote: 22/24 yes; 2/24 no. Motion passes.

- **UCC 84** Addition to J-3-a – Dean Panttaja, Director of General Education & Assessment. Attach. #7
  Add the following Written Communication course: ENGL 101P.
This new course is English 101 paired with a studio/lab component that is the new supplemented version for students that need some extra support in English. This will reduce registration confusion and ensure that the student is placed in the correct English course if ACT/SAT scores are unavailable.

- **UCC 85** Regulation J-3-e – Dean Panttaja, Director of General Education & Assessment. Attach. #8
  Regulation J-3-e Humanistic and Artistic Ways of Knowing. The addition of two courses is proposed: MUSH 108 Music of the World and Landscape & Architecture LARC 151 3cr. UCGE felt this would provide students with more options to complete that category.

- **UCC 86** Regulation J-3-f – Dean Panttaja, Director of General Education & Assessment. Attach. #9
  Regulation J-3-f American Diversity and International. This is an institutional requirement to help students understand diversity and our global world.
  American Diversity – Remove SPAN 413 Spanish American Short Fiction 3 cr.

- **UCC 87** Regulation J-3-g – Dean Panttaja, Director of General Education & Assessment. Attach. #10
  Regulation J-3-g Capstone Experience
  Add: CYB 481 Cybersecurity Senior Capstone Design II 3 cr.; FS 489 Food Product Development 3 cr.
  Remove: FN 305 Nutrition in the Life Cycle 3 cr.
  A senator asked whether MUSH 108, which appears in both International and Humanistic and Artistic Ways of Knowing, can count towards both requirements. Dean Panttaja confirmed that it can.

Vote on UCC 84, 85, 86, 87 (taken as a group): 21/22 yes; 1/22 no. Motion passes.

Other Announcements and Communications:
- Spread Pay Working Group Update – Brian Foisy, Vice President for Finance & Administration and Kristin Haltinner, Culture, Society & Justice.
Kristin Haltinner presented an executive summary from the spread-pay working group: Most faculty would like the option of returning to spread pay. Even those who do not need it for themselves would like to see it as an option for their colleagues. The provision of spread pay as an option for faculty will have significant and important impacts on their emotional and financial well-being. Of those who indicated that they would not opt into spread pay, most are financially secure enough that they do not have a personal need. Of those who are unsure as to whether they would switch to spread pay, their hesitation is rooted in concerns about implications for grants and other benefits. The working group recommends UI reinstate spread pay as an option for employees on academic year contracts.

Kristin then proceeded to explain the methodology. A survey was sent via Institutional Research to all faculty on academic year contracts. The survey was written and edited by members of the faculty senate working group (Debb Thorne, Kristin Haltinner, Kelly Quinnett, and Erin Chapman). It was also vetted by Wes McClintick. Of the 540 faculty on academic year contracts, 329 completed the survey, a 61% response rate.

The Spread Pay Working group recommends that UI reinstitute Spread Pay as an optional benefit for employees on academic year contracts. Given the widespread support for the option, and the significant impact it will have on affected faculty, it will have a significant impact on the well-being of UI employees and general morale.

Discussion:
A Senator recalls that, when the university introduced standard pay, faculty were told that it would save the university money. Did it? Vice President Foisy replied that money wasn’t the main reason. The old system worked well as long as there are no changes – for instance, a 9-month faculty moving to a 12-month unit chair position. His office has hired a consulting group, SIG, who is working on a report to be released in June or July. He thinks we can meet the target date of July 2024 and is very supportive of this project.

Brian Foisy had words of appreciation for the committee’s professional approach. They care about the impact on everyone, including Brian’s team. We aim for a June 2024 implementation and are committed to find a good solution.

Thanks, Brian, for your support!

New Business:
A senator suggested to have Dean of COGS Jerry McMurtry again at senate to finish the conversation on TA eligibility for MS students. Chair Quinnett will check whether Dean McMurtry is available for one of the next meetings.

Adjournment:
Chair Quinnett adjourned the meeting at 4:52pm.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate
Dear President Green:

On April 11, 2023, the Faculty Senate of the University of Idaho voted to request that APM 30.16, *Technology Hardware Lifecycle Management*, as amended in 2022, be rolled-back to the previous version, originally adopted in 2007. The Senate requests that the prior version of APM 30.16 be reinstated until such time as the Office of Information Technology (OIT) can come to a mutually-satisfactory agreement with the Faculty Senate that better aligns our scholarly and creative needs with those of an aspiring Carnegie R1 institution.

The most recent revision of APM 30.16 represents a dramatic shift in the university’s IT and purchasing policies. This shift impacts every area of university operations; although undertaken with the best of motives, it is our position that a policy with such far-reaching implications should be developed by the Administration, Faculty, and Staff, working together as *equal partners*. In the absence of such a collaborative effort, the unilateral imposition of this policy has the potential to disenfranchise many members of our community, endangering morale, and placing the research and teaching goals of the institution at risk.

After fielding a number of concerns from faculty, an *ad hoc* Faculty Senate committee was convened to study this issue. The committee heard from many faculty and staff constituents, as well as from OIT representatives, regarding issues of cyber-security, efficiency, quality-of-service, and compatibility with academic freedom. The committee also studied peer and aspirational peer institutions such as Montana State University—a recently elevated R1 school—to better understand how other universities are tackling these thorny issues. After much investigation and discussion, the committee concluded that the policy should be revised on the basis of input from all impacted communities. We would be happy to brief you in detail on the content of those discussions, if you desire.

The Senate appreciates your leadership and commitment to the ideal of shared governance at the University of Idaho. We are hopeful that this model of governance will continue to provide support for the academic freedom that underpins the creative and productive environment for which our university is justly acclaimed.

Respectfully submitted on behalf of the University of Idaho Faculty Senate.
A. General. This policy sets out the process for managing computer systems when an employee leaves a department within the University of Idaho or leaves the University of Idaho altogether.

B. Process.

B-1. Departure Information: When an employee departs a department for any reason, the supervisor shall insure that the departing employee receives the following prior to departure:

(1) Conditions governing departmental access to the employee’s electronic communications subsequent to the employee’s separation.

(2) Instructions regarding disposition of personal electronic communications records, such as whether they should be deleted or transmitted to other personal email accounts or personal media.

(3) Instructions if absence message must be installed, indicating separation data and contact information for departmental business.

(4) Date at which time the account will be terminated and not accessible to the former employee.

B-2. Password Changes: Immediately prior to an employee’s departure, the supervisor shall insure that the passwords to which the departing employee had access are changed. This standard practice serves to protect the former employee in the event of any problems and the university systems against possible tampering. Monitoring such User IDs is primarily the responsibility of user area management, with assistance from the ITS Customer Service Manager or IT Security Officer.

B-3. Electronic Systems and Records:

(1) Electronic Systems: Upon an employee’s departure, the electronic communications systems, including computers, laptops, notebooks, PDAs, cellphones, and any other system, shall be collected, and shall only be reused or disposed of once the information on those systems is preserved as provided herein, and the systems are verified by ITS as completely “clean” prior to going back into service or into disposal.

(2) Electronic Records: In the absence of more specific instructions from the office of General Counsel for any departing employee, all information on the
electronic systems of a departing employee shall be transferred into an archivable format and archived for 5 years from the date of departure.

B-4. **Termination of User ID.** Human Resource Services shall notify the ITS Customer Service Manager of an employee termination, as soon as it processes the termination. Upon receipt of the notification, ITS shall suspend the User ID of the terminated employee, and the ITS Security Officer will be alerted so that any necessary files may be retrieved and archived and the User ID is deleted. Reinstatement will require the same level of authorization as establishing a new User ID.

B-5. **Involuntary Separation:** In cases of involuntary separation, exit procedures shall include standard notification to be sent to employees. Such notification shall be reviewed by General Counsel prior to issuance and include:

1. Conditions governing employee’s access to electronic communications resources during period of separation, if any, and any arrangements to permit employee temporary access to obtain copies of personal electronic communications. Such conditions shall be limited to insure the security of the University’s system, and the preservation of all electronic information on all of the electronic communication systems used by the employee.

2. Date when access to electronic communications will terminate.

C. **Compliance.** ITS will advise appropriate college/division management and the office of Risk Management of any non-compliance with this policy. The college/division management shall be responsible for following up with any non-compliance and shall initiate disciplinary action for such non-compliance, where appropriate.
### 77: EDIT REGULATION O-10-B

#### In Workflow
1. Jerry McMurtry (mcmurtry@uidaho.edu)
2. Graduate Council Chair (slthomas@uidaho.edu)
3. Registrar's Office (none)
4. Ready for UCC (disable)
5. UCC (none)
6. Post-UCC Registrar (none)
7. Faculty Senate Chair (mstout@uidaho.edu; jvalkovic@uidaho.edu; cari@uidaho.edu)
8. Provost's Office (kudas@uidaho.edu; mstout@uidaho.edu; jvalkovic@uidaho.edu; gwen@uidaho.edu)
9. Catalog Update (V00814390@uidaho.edu)

#### Approval Path
   Jerry McMurtry (mcmurtry): Approved for V00518420
   Stephanie Thomas (slthomas): Approved for Graduate Council Chair
3. Thu, 02 Mar 2023 21:11:20 GMT
   Dwaine Hubbard (dhubbard): Approved for Registrar's Office
4. Tue, 14 Mar 2023 17:43:41 GMT
   Theodore Unzicker (tunzicker): Approved for Ready for UCC
5. Mon, 03 Apr 2023 22:24:43 GMT
   Sydney Beal (sbeal): Approved for UCC
6. Mon, 03 Apr 2023 22:34:23 GMT
   Sydney Beal (sbeal): Approved for Post-UCC Registrar

#### New Proposal
Date Submitted: Thu, 22 Dec 2022 21:17:46 GMT

**Viewing: Edit Regulation O-10-b**

**Last edit:** Tue, 21 Mar 2023 20:51:12 GMT
Changes proposed by: Theodore Unzicker

#### Faculty Contact

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerry McMurtry</td>
<td><a href="mailto:mcmurtry@uidaho.edu">mcmurtry@uidaho.edu</a></td>
</tr>
</tbody>
</table>

#### Request Type
Add/Drop/Change an academic regulation

#### Effective Catalog Year
2023-2024

#### Title
Edit Regulation O-10-b

#### Request Details
A new graduate certificate offered jointly with other Idaho Institutions has been proposed. To address admissions requirement for such a degree, Regulation O-10-b should be amended to include the following language (paragraph 3.1 was added):

**O-10-b. Graduate Academic Certificates**

1. A graduate academic certificate must include at least 12 credits of coursework. At least half of the credits completed towards a graduate academic certificate must be in graduate level coursework.
2. All required coursework must be completed with a grade of 'B' or better unless the certificate specifies a higher grade requirement.
3. A maximum of six credits of coursework which is either transferred from another regionally accredited institution or is more than five years old at the time of graduation may be used towards completion of an academic certificate.
4. Certificates offered jointly with other Idaho institutions and with an established agreement approved by the Provost may allow additional transfer coursework, but must include at least one course from the University.

**Key:** 77
For instructions on policy creation and change, please see [https://www.uidaho.edu/governance/policy](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:

Administrative Procedures Manual (APM)
- □ Addition □ Revision* x Deletion* □ Interim □ Minor Amendment

Policy Number & Title: APM 15.30 CAPITAL PROJECT REQUESTS

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

Policy originator: Diane Whitney, Policy Director

Policy owner, if different from originator: Trina Mahoney, Asst VP University Budget and Planning

Reviewed by General Counsel: X_Yes __No Name & Date: Kent Nelson 2/22/23

Comprehensive review? __X Yes __No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change. Does not meet FSH 1460 criteria for inclusion in university 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.
   None

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.
15.30—Capital Project Requests
July 21, 2009 (was APM 10.30)

A. General. Capital Planning and Budget is the unit responsible for the development of the campus capital strategy and capital development plan. Departments wishing to determine funding strategies and sources for their desired capital projects should begin by contacting Capital Planning and Budget at (208) 885-7044.
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:

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: 40.09 LOST AND FOUND SERVICES

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: Rusty Vineyard, Director, Facilities

Reviewed by General Counsel: X__ Yes ___No Name & Date: Kent Nelson 2/22/23

Comprehensive review? __X Yes ___No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.
   Does not meet FSH 1460 criteria for inclusion in university 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.
   None.

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.
40.09—Lost and Found Services
February 19, 2015

A. General. Facilities—Recycling/Surplus/Solid Waste department, serves as the official campus Lost and Found. Articles that have been lost on campus should be held in UI offices near the place where they are found for one (1) week. The articles should then be sent over via Campus Mail 2281 for delivery to Lost and Found. [ed. 7-09, 2-15]

B. Process. Follow the process as outlined on the UI Surplus Policies & Guidelines. [rev. 7-09, ed. 2-15]

C. Information. Any questions regarding Lost and Found Services should be addressed to UI Surplus Office at (208) 885-2091 or surplus@uidaho.edu. [ed. 7-09]
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:

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* x Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: 40.21 BUILDING SERVICES

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

Policy originator: Diane Whitney, Policy Director
Policy sponsor, if different from originator: Rusty Vineyard, Director, Facilities
Reviewed by General Counsel: X__Yes __No Name & Date: Kent Nelson 2/22/23
Comprehensive review? __X Yes __No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.
   Does not meet FSH 1460 criteria for inclusion in university 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.
   None.

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.
A. General. Building Services provides custodial services and minor maintenance for the General Education facilities at the UI. Building openings for classes and special events are performed by Building Services and the Building Maintenance Department. The Registrar’s Office (208-885-6731) is responsible for scheduling the use of all general education classrooms. If a building, or room, is locked and should be open, contact Facilities at (208) 885-6246, after hours at (208) 885-6271.

Note: Normally no cleaning or building opening/lockup is available on holidays when UI is officially closed. However, in extraordinary circumstances arrangements can be made by calling Facilities at (208) 885-6246.

B. Services Provided:

- Custodial and General Cleaning
- Custodial Special Requests
- Floor Maintenance Requests
- Minor maintenance for academic buildings on campus
- Pest control

C. Contact: More detail of specific services and information can be obtained at Building Services website or calling Facilities at (208) 885-6246.
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:

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: 40.27 CAMPUS MAIL SERVICES

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: Rusty Vineyard, Director, Facilities

Reviewed by General Counsel: X__Yes __No Name & Date: Kent Nelson 2/22/23

Comprehensive review? __X Yes __No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
   Does not meet FSH 1460 criteria for inclusion in university 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.
   None.

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.
A. General. UI CMSR personnel pick-up and deliver interoffice, Fed Ex Ground, UPS Ground, and U.S. Mail on a regularly scheduled route system at specified campus locations. Campus locations are identified by unique nine-digit campus ZIP codes. Because of USPS regulations, CMS may only deal with UI Business Mail & Packages.

see the following Campus Addressing Web Page.

The university has been assigned a unique ZIP code, 83844; separate from the City of Moscow, ID zip code. Please use this zip code for all official university correspondence.

B. Services. Bar codes, mail (bulk, budget, certified, express, insured, international), and all other services can be found on the Campus Mail website.

Approval for Postal Charges Required. Requisitions and petty-cash vouchers for purchases of postage items, e.g., stamps, meter postage, etc., must be approved by the Manager of Campus Mail before being submitted to Business and Accounting Services for processing.

C. Procedures. A budget number in the form of a barcode is required to charge postage costs too. Postal charges are billed monthly to departmental budgets. These charges are reflected on the monthly Detail Transaction Report (FWRDOAR). See CMR Addressing Web Page for details.

C-1. Campus Mail Restrictions. Campus mail is to be used for official UI purposes only. Personal mail should not be sent through the campus mail system. See CMR Guidelines & FAQ Web Page for details.

C-2. UPS Shipments. Campus Mail ships items UPS. A UPS mailing label must be used for those items shipped UPS. Go to our website to download UPS Labels.

C-3. UI Bulk Mail Sustainability Initiative.

DC. Information Contact. Any questions can be directed to Campus Mail Services regarding campus mail operations or U.S. Postal Service (USPS) Automation Compatibility requirements should be addressed to Campus Mail operations at (208) 885-7011 or campusmail@uidaho.edu or website: http://www.uidaho.edu/facilities/les/campusmail or Campus Mail Home Page. (Note: USPS Automation Compatibility requirements can provide significant discounts on outgoing U.S. Mail as well as provide enhanced service and delivery capabilities.)
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:

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* x Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: 90.23 CAMPUS RECREATION

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: Blaine Eckles, Vice Provost for Student Affairs and Dean of Students

Reviewed by General Counsel: X Yes ___No Name & Date: Kent Nelson 2/22/23

Comprehensive review? ___X Yes ___No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.
   Does not meet FSH 1460 criteria for inclusion in university 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.
   None.

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.
PREAMBLE: This section outlines recreational opportunities for students, faculty, staff, and the general public offered by Campus Recreation. In January 2017 an outdated section on Swim Center use was removed and January 2018 this was moved from FSH 6880 into Chapter 90 of the APM. For further information, call 208-885-6381. [ed. 7-00, rev. 1-17, 1-18]

A. General. Campus Recreation, within the division of Student Affairs, provides the University of Idaho (UI) community, and to a limited extent, the general public, with a multitude of recreational opportunities. Activities provide opportunities for:

A-1. Spending leisure time in structured and unstructured sport, wellness and recreational activities.

A-2. Increasing the quality of campus life through increased knowledge, opportunities, interests and behaviors that promote healthy lifestyles.

A-3. Delivering a student driven philosophy which offers experiential leadership opportunities integrated with professional training and mentoring.

A-4. Supporting the University's mission with experiences which encourage social interactions with diverse populations and promote personal reflection and learning opportunities.

A-5. Increasing interest in sport and recreational activities which can continue throughout the participant’s lifetime.

B. Campus Recreation manages the following programmatic areas:

B-1. Intramural Sports. The Intramural Sports Program provides organized recreational and competitive activities consisting of men's, women's, and co-rec in individual, dual, and team sports for the UI community.

B-2. Wellness Program. The Wellness Program provides a variety of opportunities including: group fitness classes, personal training sessions and fitness assessments by certified personal trainers and fitness instructors.

B-3. Outdoor Program. The Outdoor Program is dedicated to provide education and resources for wilderness based, human powered, and environmentally sound activities. It promotes teamwork, leadership and growth through outdoor adventure experiences.

B-4. Sport Clubs. The Sport Club program gives UI students the opportunity to engage in an in-depth sports experience. Clubs participate in intercollegiate competitions and conduct club activities including: practice, instruction, organization, social events and tournament play.

B-5. Student Recreation Center (SRC). Located on the north side of campus, the SRC houses all programs within the department of Campus Recreation. With over 80,000 square feet, it provides opportunities to workout, play, relax and spaces for special events, programs and activities.

B-6. Special Events. Special events provide opportunities to participate in organized activities not met through other recreation programs.

B-7. Facility and Space Reservations. Campus Recreation schedules a variety of UI fields, courts, spaces and facilities. Please contact the Campus Recreation main office for more details.

C. Use of the Student Recreation Center.

C-1. UI Students. Full time students have full access to the SRC as part of their tuition and fees. Part time students must purchase a pass for access. A gap fee pass is available for part time students with the cost determined by the difference in the number of credits being taken and what a full-time student pays into Campus Recreation’s student fees. Access to the SRC excludes Wellness Program classes,
and Climbing Center clinics and equipment. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-2. UI Faculty and Staff. Faculty and staff must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-3. UI Affiliates. UI affiliates (retirees, alumni, IH employees and affiliate employees) must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-4. Miscellaneous Programs. Special Programs and other students who do not pay student fees towards Campus Recreation must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-5. University Departmental Guests. UI departments may purchase departmental single visit passes that can be used by their guests for access to the SRC. The departmental single pass must be given to SRC personnel and a waiver of liability form signed for SRC access. Passes must be purchased in the Campus Recreation main office.

C-6 Spouses. The spouse of a UI student, faculty, staff or affiliate must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-7. General Public. Persons not affiliated with the UI must purchase a non-UI specific pass for SRC access. A valid photo identification is required to purchase a pass.

C-8. Children. Policies regarding children include the following:

a. Children under the age of 18 must be accompanied and supervised by their parent/s or guardian/s who are participating in the same activity.

b. Access to the SRC for children is limited to special youth programs and will be defined by specific event.

c. Unattended children (under the age of 18) are not allowed in the SRC Atrium.
POLICY COVER SHEET
For instructions on policy creation and change, please see  
https://www.uidaho.edu/governance/policy

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Faculty Staff Handbook (FSH)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment  
Policy Number & Title:

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* x Deletion* ☐ Interim ☐ Minor Amendment  
Policy Number & Title: 90.24 STUDENT HEALTH SERVICES

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: Blaine Eckles, Vice Provost for Student Affairs and Dean of Students

Reviewed by General Counsel: X Yes ___No  Name & Date: Kent Nelson 2/22/23

Comprehensive review? ___X Yes ___No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change. Does not meet FSH 1460 criteria for inclusion in university 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.  
None.

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.
A. General. The University of Idaho's Student Health Services provides excellent high quality outpatient medical care to full-time students, spouses, and dependents. The center has a professional staff ready to provide preventive care as well as to treat illnesses and injuries. Psychiatric services, pharmacy, x-ray and laboratory services are also available.

B. Procedures. The following guidelines are used to establish patient eligibility, charges, hours of operation, medical withdrawals, and handicapped parking privileges.

B-1. Eligibility. Only full-time and part-time students, spouses, and dependents are eligible to be seen at Student Health Services. Eligibility is determined by having a valid ID card. Faculty and staff are not eligible to be seen at the Student Health Services. Special contracts have been arranged with the University for asbestos physicals and chemical vapor physicals for employees, medical surveillance for animal workers, summertime campers at the University of Idaho, and visiting students from other campuses.

B-2. Fees. Full-time students are charged $5.00 per outpatient visit. Part-time students, spouses and dependents are charged a $40.00 eligibility fee [per semester] to be seen at Student Health Services. In addition, they are charged a $5.00 office fee each visit. Reduced nominal fees are charged for certain procedures and special services such as laboratory tests, x-rays, and medications. Students may pay in cash or charge to their student account, fees incurred at Student Health Services. Students may also charge by the Vandal card system. Students that do not cancel their appointments within 24 hours are charged an outpatient service charge.

B-3. Hours of Operation. The Student Health Service is open throughout the year except University holidays. During the regular school year the hours of operation are MTWF 7:30 a.m. to 5:30 p.m., Th 9:00 a.m. to 5:30 p.m. Summer hours are 7:30 a.m. to 4:30 p.m.

B-4. Operations. The Student Health Service operates on a walk-in basis with no appointments necessary. Appointments may be scheduled for physicals and Pap smears by calling the Office at (208) 885-6693 or by coming in to the Student Health Service to make an appointment. Emergency care is available at Gritman Medical Center when the Health Service is closed.

B-5. Medical Withdrawals. Only the director of the Student Health Services may issue a medical withdrawal for a student regarding a particular medical illness. Registration may be flagged for the next enrollment in order to determine if the patient is able to re-enter the University of Idaho.

B-6. Handicap Parking. All physicians and nurse practitioners may issue a temporary
or permanent handicap parking permit following the special forms distributed by the Information and Parking Services, North Campus Center.

C. Information. Inquiries regarding medical care should be referred to the Student Health Services at (208) 885-6693.
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:

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: 90.25 PITMAN CENTER

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

Policy originator: Diane Whitney, Policy Director
Policy sponsor, if different from originator: Rusty Vineyard, Director, Facilities
Reviewed by General Counsel: X__ Yes ___No Name & Date: Kent Nelson 2/22/23
Comprehensive review? __X Yes ___No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.
Does not meet FSH 1460 criteria for inclusion in university 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.
None.

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.
A. **General.** The UI Student Union Building (SUB) and the Idaho Commons are the centers of campus life and afford a variety of facilities and services for dining [University Dining Services—See 80.31] and for recreational, social, and cultural activities. The construction and operation of the SUB and Idaho Commons are financed through student fees. The services and program of activities conducted in the SUB and Commons have been developed cooperatively with the Associated Students of the University of Idaho (ASUI), the faculty, staff, and administration.

B. **SUB Room Reservations.** Rooms at the SUB can be reserved through the Conference Coordinator, Monday through Friday, 8:00am—4:00pm, at (208) 885-6956. Rooms at the Commons can be reserved through the information desk at (208) 885-2667. Rooms are reserved on a first-come, first-served basis. To avoid cancellation charges, twenty-four hours notice is required for cancellation of rooms.

B-1. **Student Use of the SUB and/or Commons.** A student organization or regularly enrolled student may use the SUB or Commons facilities without charge. The Associated Students of the University of Idaho (ASUI) maintains a list of valid student organizations. Any organization that is non-student will be charged standard fees for the use of the building. (Note: Direct charges may be assessed to student groups depending upon the needs and nature of the organization’s meeting.)

B-2. **Faculty/Staff Use of the SUB and/or Commons.** Faculty and staff may use the SUB facilities without charge for university meetings. (Note: Direct charges may be assessed to faculty/staff groups depending upon the needs and nature of the organization’s meeting.)

B-3. **Other Groups.** Non-student, faculty or staff groups will be assessed a standard rental rate for use of the SUB facilities. Several other conditions of charges are as follows:

- If a group reserves a room and is one-half faculty, staff, or students, then one-half the room rental rate is assessed.
- If a group is less than one-half faculty, staff, or students, then the full room rental rate is assessed.
- If a group, university or other, charges a fee to attend the meeting or conference, then the full room rate is assessed.
B-4. SUB Facility Use Charges. A schedule of SUB room usage fees is kept by the SUB Conference Coordinator.

C. Information Desk. The SUB and/or Commons Information Desk provides the following services for students, faculty, and staff:

- FAX transmittals. (Note: $2.00 for first page and $1.00 for every other page. International FAX is $4.00 per page. FAX received is $.50 per page.)
- Provides campus and community information to the public, students, faculty and staff.
- Transfers phone calls to other departments and individuals in the SUB and elsewhere on campus.
- Provides check cashing services for students, faculty, and staff members with valid UI identification cards.
- Provides equipment reservations for use in the building.
- Study Groups. Student groups may reserve smaller meeting rooms on a first-come, first-serve basis for the purpose of studying. Other rooms may be reserved for studying during periods of low usage provided no one else needs the rooms for meeting purposes.

D. Information. Any questions regarding the SUB facilities and/or reservations should be addressed to the Information Desk, at (208) 885-4636 or at the Commons at (208) 885-2667.
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:

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: 90.26 PITMAN CENTER SOUND PRODUCTION & LIGHTING

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: Rusty Vineyard, Director, Facilities

Reviewed by General Counsel: X__Yes __No Name & Date: Kent Nelson 2/22/23

Comprehensive review? __X Yes __No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.
   Does not meet FSH 1460 criteria for inclusion in university 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.
   None.

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.
A. General. SUB Sound Production & Lighting Services is the audio/visual department of the UI Student Union Building. The department provides technical support as needed for events in the SUB. Services provided by SUB Sound Production & Lighting Services include the following:

A-1. Sound Reinforcement. Sound reinforcement is available for events ranging from medium scale live concerts to small lectures and ceremonies.

A-2. Stage Lighting. Limited stage lighting is available for various events.

A-3. Teleconferencing. Conference rooms are the SUB are wired to a central audio and video patching system. This allows the capability to offer live video teleconferencing services.

A-4. Audio/Visual Equipment Rate Charges. Detailed rate sheets are available, listing both UI rates and commercial rates for use of equipment and services. For information or questions, contact SUB Sound Production & Lighting Services at (208) 885-6947.
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:

Administrative Procedures Manual (APM)
☐ Addition ☐ Revision* x Deletion* ☐ Interim ☐ Minor Amendment
Policy Number & Title: 90.51 CHEMSTORE SERVICES

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: David Sargent, ChemStores Manager

Reviewed by General Counsel: X__Yes __No  Name & Date: Kent Nelson 2/22/23

Comprehensive review? __X Yes __No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.
   Does not meet FSH 1460 criteria for inclusion in university 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.
   None.

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.
A. General. ChemStores, a unit in the Department of Chemistry, sells laboratory supplies for instructional and research purposes to members of the University of Idaho community.

A-1. Location/Hours. ChemStores is located in Renfrew Hall, Room 23. Operating hours are 8:00am-12:00 noon and 1:00pm-5:00pm, M-F, during the academic year, and 7:30am-11:30am and 12:30pm-4:30pm, M-F, during summer. For inquiries, please call (208) 885-7974.

A-2. Inventory. ChemStores stocks a variety of items commonly used in scientific laboratories, such as organic solvents, liquid nitrogen, acids, ethanol, dry ice, scientific glassware, plasticware, and laboratory hardware. Chemicals are sold in sealed containers, with the exception of ethanol and reagent-grade acetone, which are dispensed from 54-gallon drums. ChemStores purchases supplies from a major supplier on an annual contract and takes advantage of quantity discounts. If an item is not regularly stocked in ChemStores, the store-keeper can place a special order.

B. Purchasing Process. To purchase from ChemStores, customers must go to the sales window and provide a valid UI budget number. ChemStores does not make deliveries. Sales are entered onto the Banner Stores Module and are posted immediately. The default account code is E5741, Medical, Laboratory & Technical Supplies, but any code can be used per the customer’s request. Charges are not routed to Banner approval queues.

B-1. Cash Sales. Cash sales are permitted for all stock except chemicals.

B-2. Sales Receipts. At the time of the sale, the customer will sign a receipt and be given one copy. The original will be retained in ChemStores.

B-3. Returns. ChemStores accepts items for return if they have not been used or opened and if they are returned within a reasonable time period.

B-4. Viewing ChemStores Transactions on Banner. Banner Finance users may view ChemStores transaction in a variety of ways, including querying on the charge listed on the Daily Transaction Activity form (FGITRND, accessed from the Organization Budget Status form, FGIBDST) or by querying directly via the Banner Stores Issue/Return Query form FSIISSQ.

C. Information. Any questions regarding ChemStores should be addressed to the ChemStores Storekeeper at (208) 885-7974.