

# INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS AGENDA

JANUARY 21-22, 2002

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**INFORMATION ITEM**

**SUBJECT**

COMMITTEE MINUTES

**BOARD ACTION**

No action required.

## Approved Minutes

### Conference Call Council on Academic Affairs and Programs

October 31, 2001 • 3 pm – 5 pm  
LBJ Building • Boise, Idaho

**Present:** Jerry Beck, CSI                      Mary Ann Carlson, EITC                      Lynn Humphrey, OSBE  
Daryl Jones, BSU                      Brian Pitcher, UI                      Keith Hasselquist, OSBE  
Jonathan Lawson, ISU                      Dan Petersen, SDPTE                      Jimmi Sommer, OSBE  
Jerry Gee, NIC                      Mike Falconer, SDPTE                      Patty Sanchez, OSBE  
Rita Rice Morris, LCSC

**Absent:** Bob West, SDOE

#### 1. Minutes of August 30, 2001 Meeting

It was agreed by consensus to approve the minutes of the August 30, 2001 meeting.

#### 2. Notices of Intent:

- a. Environmental Water Science Certificate-College of Letters and Science-UI
- b. Potato Center of Distinction, College of Agricultural and Life Sciences-UI
- c. Full Proposal--Program Change--Master of Physician Assistant Studies-ISU

Jonathan Lawson briefly discussed with CAAP ISU's intent to offer a Master of Physicians Assistant Studies, which essentially is a program change request to convert the degree level of its Physician Assistant Program from the current baccalaureate level to the masters level.

**It was agreed by consensus to recommend to the Board approval of ISU's notice of intent to change the Physician Assistant Program from the existing baccalaureate level to the master's level to be considered at the Board's November 14-15, 2001 meeting.**

Brian Pitcher briefly discussed with CAAP UI's intention to offer an Academic Certificate in Environmental Water Science and their intent to establish a Potato Center of Distinction. According to Board policy for program approval, the Executive Director may approve these without having to forward to the Board for approval.

Daryl Jones noted that some of the course offerings for the Environmental Water Science certificate are similar to courses that BSU offers and it is possible that students may want the two programs to articulate in some way. He encouraged the University of Idaho to be open to articulation opportunities between the two programs.

**It was agreed by consensus to recommend to the Board's Executive Director approval of the University of Idaho's intent to offer an Academic Certificate in Environmental Water Science and the establishment of a Potato Center of Distinction.**

### **3. Grow Your Own Program Guidelines--Lynn Humphrey**

Lynn Humphrey distributed to CAAP draft program guidelines for the Grow Your Own Program (GYO), which she created for financial aid officers and GYO coordinators to use for recruiting purposes. She asked that CAAP review the guidelines and offer any comments or suggestions. Lynn also noted that she forwarded these guidelines to coordinators, mentors, education deans, etc. for their feedback as well.

Lynn reported that she has been in contact with coordinators for this program on campuses and the institutions have made progress in recruiting students; however, the difficulty has been making a commitment to students without knowing what the funding will look like for next year. She added that a GYO progress report will be due to the Legislature this session.

### **4. Idaho Technology Incentive Grant Program RFP**

Rita Morris briefly outlined the changes to the RFP. As there were no recommendations or plans for changing the process, only minor edits had been made to the RFP.

Daryl Jones inquired about the proposal submission process for continuation projects. He recalls at a previous CAAP meeting asking if the proposal submission process for continuation projects could be less cumbersome than those submitted by new applicants. The proposed RFP for FY03 only identifies continuation proposals in more detail but no mention of a change in submission process was made. He suggested that an abbreviated form (or coversheet) be developed for continuation projects. Patty Sanchez offered to forward this concern to Nancy Szofran.

A brief discussion ensued regarding the addition of new language to the RFP that deals with a stipend for release time. Rita reminded CAAP that this was an issue that was brought up earlier this year, where an Idaho Technology Incentive Grant recipient had difficulty receiving release time. It was determined not to add this language at this time.

### **5. Intellectual Property Policy Update--Jimmi Sommer**

Jimmi Sommer reported that the consultant at Battelle, Dr. David Hochman, is on schedule and interviews are almost complete. Mr. Hochman anticipates that he will have a draft report ready in November. Once the report is received, Jimmi will review the report and distribute it to the Statewide Intellectual Property Committee and CAAP for comments prior to presenting it to the Board in January 2002.

## **6. Personnel and Financial Exigency Policy Issues**

Rita Morris directed CAAP to the Board agenda item on Personnel policy that was brought forward to the Board in June by Randi McDermott, which outlines recommendations to rules changes and conversions to rules on the Personnel policy. The Statewide Human Resource (Personnel) Policies Review Group had identified a number of issues. Rita asked if CAAP had any recommendations or changes that they would want staff to address this year regarding the Personnel and Financial Exigency policy. CAAP had none to address at this time; however, Brian Pitcher commented that CAAP might want to consider formulating a list of their own in regards to adjustment to policy that may be helpful for those difficult financial times. He mentioned that the UI would be interested in addressing a UI system-wide faculty workload policy. CAAP agreed to keep this on the table and to pass this on to the Board's new Chief Academic Officer for discussion at subsequent meetings.

## **7. Differential Fees Proposal--UI**

CAAP held minimal discussion on UI's Differential Fees Proposal and basically recommended that the University of Idaho present their Differential Fees Proposal to the Board at its November 14-15, 2001 meeting.

## **8. Enrollment Workload--Keith Hasselquist**

Keith Hasselquist directed CAAP to the Enrollment Workload matrix worksheet and briefly explained that the enrollment workload issue was a result of the funding equity study. CAAP's task is to address the issue of whether to establish masters and doctoral levels instead of simply graduate levels, make a recommendation for maximum weights, and to address the assignment of the disciplines into groups. The Financial VP's did not discuss individual recommendations to the matrix. He reminded CAAP that the Board is also interested in using weights to provide incentives for the institutions so not all weights will be driven by cost factors.

A brief discussion ensued regarding the assignment of the disciplines to groups. An inquiry was made as to why there is a need to look at the assignment of the disciplines when it was believed that there was a general agreement on the disciplines. Some CAAP members felt that at some point it should be addressed but that now is not a good time to revisit this issue. It was agreed to hold discussion of the discipline groupings and to consider the weights by level.

CAAP essentially agreed to split the masters and doctoral levels as recommended by the MGT, to recommend that 10.00 be the maximum weight level, and to recommend the use of the matrix and weights with the old discipline groupings.

## **9. Title II Information Campaign**

At a previous CAAP meeting, Rita Morris suggested that a common information strategy be formulated to inform the public about what Idaho is doing with regards to the Title II

Report Card. She informed the Council that Allison Westfall of the State Department of Education offered to work with Deans to put together a press release about what the Title II program is and what Idaho is reporting. CAAP supported this and Rita Morris offered to inform Allison Westfall.

Rita also informed CAAP that Report Cards are due out in the Spring and that Idaho's information is not ready. An inquiry was made about how many states are in the same status. Rita Morris offered to work with the Board office to try and obtain this information.

### **10. PTE Discussions of Postsecondary Certification--Dan Petersen**

Rita Morris asked Dan Petersen to share with CAAP, previous discussions that have centered on the Postsecondary Certification process, as there seems to be a common concern and frustration of hiring and keeping personnel in the technical programs with this certification requirement.

Dan Petersen informed CAAP that a taskforce, formulated a few years ago, addressed whether there was a need to continue the postsecondary certification requirement. At that time, the postsecondary representatives and other education staff, decided to continue with the certification but would look at those requirements and how the certification is issued. This has not yet been addressed and with continued inquiry about this certification, it was determined that now would be a good time to bring up this up again and formulate a committee to review, discuss and modify the postsecondary certification.

Jerry Gee suggested that the Professional-Technical Education Division survey the states to see how many require certification on a postsecondary level. Dan Petersen and staff will look into this as he works to obtain data from the campuses.

### **11. Northwest Academic Forum and NEON Project**

Rita Morris shared with CAAP the preliminary agenda for the Northwest Academic Forum Annual meeting, which will be held on May 7-8, 2002 in Bismarck, North Dakota. This is primarily an information item that NWAFF forwarded to her to share with CAAP. There will need to be Idaho representation at this meeting.

Rita briefly reported that she attended the NWAFF planning meeting held in Seattle, WA on October 5-6, 2001 for the Board office. She noted that there was discussion about the NEON project and that Idaho may want to consider a project in the Health Sciences area.

### **12. Accelerated Learning Advisory Group**

Rita directed CAAP to the Statewide Taskforce on Accelerated Learning Programs and noted that additional language regarding *Terms of Service* was added to the information item describing the taskforce, acting on the Board charge to formulate a staggered term schedule. Some members of CAAP did not recall that charge and understood that no terms of service would be needed as this was believed to be a temporary taskforce. Rita Morris suggested that OSBE staff double check the State Board of Education meeting

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tape. If it is determined that the Board did asked for *term limits*, CAAP agreed that one-year terms for the taskforce would seem more reasonable.

### **13. Chief Academic Officer Search--CAAP Representative**

Rita Morris informed the Council that Gary Stivers, Executive Director for the State Board of Education, has released a job announcement for the Chief Academic Officer position. He asked that a representative of CAAP be identified to sit in on the Search/Interview Committee. Daryl Jones offered to represent CAAP.

**Meeting adjourned at 4:30pm.**

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**APPROVED MINUTES**  
**HIGHER EDUCATION RESEARCH COUNCIL MEETING**  
**September 11, 2001**  
**LBJ Building, Boise, ID - Room 324 / 11:10 am – 12:00 pm**

**Present:**

Darrell Manning, Chair	Jonathan Lawson for Richard Bowen	Dene Thomas	Dennis Stevens
Ron Bitner	Brian Pitcher for Bob Hoover	Lynn Humphrey	

**Absent:** Bill Shipp                      John Huffman                      Chuck Ruch  
**Guests:** Philip Berger                      Jimmi Sommer

**I. Bio-terrorism Presentation by Dr. Phil Berger, Professor of Plant Science and Division Chair, Department of Plant, Soil and Entomological Sciences, University of Idaho**

Dr. Berger distributed a packet of information about various eco-terrorism groups, including their web sites and copies of articles that appeared in the Oregonian about the increasing activity in the American West. He described the two confirmed and two unconfirmed attacks at UI research facilities.

The Council discussed several options that might be available to the institutions to prevent future attacks. Those included the establishment of a coalition of private companies, institutions and federal agencies to cooperatively address the problems, seeking funding, perhaps through grants, for increased security, better training for law enforcement, and legislation increasing the penalties for eco-terrorism activity.

It was noted that there is potentially a lot of money at stake, particularly since Idaho is an agricultural state.

It was agreed that the institutional representatives would bring formal recommendations to HERC for their consideration at a future meeting.

**II. Minutes of June 5, 2001**

**MSC (Bitner/Stevens): To approve the minutes of June 5, 2001.**

**III. FY01 and FY02 HERC Budgets**

Ms. Lynn Humphrey presented the actual expenditures for the FY01 budget, and the proposed FY02 budget. Although the FY01 funds had already been expended, Dr. Stevens wanted to go on record as being opposed to HERC money being used to fund Science & Technology Advisory Council initiatives now and in the future. Dr. Stevens asked Ms. Humphrey to request an accounting from the Department of Commerce of the \$50,000 HERC expenditure for the S & T advisory council.

**MSC(Stevens/Pitcher): To approve HERC's FY02 budget as written.**



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**IV. Battelle Contract Information**

**A. Idaho EPSCoR Review**

Lynn Humphrey briefly summarized the reasons behind the Board's directive to review the structure and function of the EPSCoR committee. Dr. Pitcher indicated that he would welcome a review of EPSCoR to determine if it is operating as effectively as possible. Dr. Stevens was concerned about the projected cost (\$14,500) for Battelle's review of the EPSCoR committee. He suggested that the review could be conducted more cost efficiently, perhaps through an impartial in-state review committee and asked how Battelle had been selected. Ms. Humphrey explained that because Dr. Marianne Clarke of Battelle had been contracted with the Idaho Department of Commerce for work for the Governor's Science and Technology Advisory Council (part of which was funded by HERC), the EPSCoR review could be conducted through an extension of the existing contract Battelle had with Commerce.

In light of the Board's action at its April 2001 meeting, and the August 20, 2001 correspondence from the Board's Executive Director, Greg Fitch, to Battelle approving their proposal to conduct the EPSCoR review, it was generally agreed that the Board was committed to Battelle for the work.

**B. Benchmarking with Idaho's Intellectual Property Policies and Practices.**

Ms. Jimmi Sommer, the board staff member assigned to work with the statewide committee reviewing the Board's intellectual property policy, distributed a written update for HERC's review.

**V. Next Meeting**

General Manning suggested that HERC meet again in a couple of months.

**VI. Other – HERC memberships**

Mr. John Huffman's term on HERC has expired and Dr. Stevens' term is set to expire in October 2001. Lynn Humphrey will contact both to determine if they are willing to be reappointed. Dr. Stevens indicated that he would like HERC to take a more active role in promoting research in the state.

The meeting was adjourned at 12:00 p.m.

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**INFORMATION ITEM**

**SUBJECT**

INTELLECTUAL PROPERTY POLICY UPDATE

**BACKGROUND**

This legislative session, the Board successfully requested that the administrative rules on Intellectual Property be repealed, thus allowing the Board to govern intellectual property issues by policy rather than rule. The rule was repealed and put into policy this summer so that there would be a policy in place by the time the repeal of the rule went into effect on July 1, 2001. A Statewide Intellectual Property Policy Review Committee was formed in January and has been working on a complete revision of the new policy, since the policy has not been updated since the early 1990's, and many changes have occurred in the area of intellectual property since that time.

**DISCUSSION**

Battelle Institute consultant, Mr. David Hochman, has completed the report, providing a study and comparison of the intellectual property policies and environment of 10 benchmark institutions in other states (primarily neighboring Western states) as well as a couple of "best practices" models. The report will be distributed to the Board. The report was to be addressed at this January Board meeting, however, due to the length of the report it was recommended to defer this item until the March 2002 Board meeting to give the Board and others ample time to review the report in its entirety.

**IMPACT**

The consulting project will provide information about how institutions formulate and use intellectual property policies in states similar to Idaho. The intent is to use the analysis to develop a policy that balances obligations to the particular institution and to the State of Idaho.

**FISCAL IMPACT**

Approximately \$15,000 to hire the consultant which will be divided according to the pro-rated formula between Boise State University, Idaho State University, Lewis-Clark State College and the University of Idaho. Their presidents have given approval for this expenditure to come from institutional funds, which the board approved at the June 2001 meeting.

**BOARD ACTION**

No action required.

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**INFORMATION ITEM**

**SUBJECT**

**EPSCoR COMMITTEE REVIEW UPDATE**

**BACKGROUND**

In July 26, 2000, HERC took action to contract with Ms. Marianne Clarke, Director, Battelle, Inc., to review the Idaho EPSCoR program. That review was to be an extension to the scope of work involving the Governor's Statewide Science and Technology Advisory Council's strategic plan. Although the strategic plan was completed, the EPSCoR review was not undertaken due to a lack of sufficient funds in the HERC FY01 budget. The review was postponed until the 2002 fiscal year.

**DISCUSSION**

The Board of Education engaged Battelle's Technology Partnership Practice to survey existing EPSCoR Advisory Committee members to solicit their views on the appropriate role and responsibilities of the committee and to assess how well they feel the committee is functioning. In addition, Battelle was asked to benchmark Idaho's EPSCoR processes against those of three other states to identify options that Idaho could consider to improve the operation of the committee and to encourage greater collaboration of the state's research institutions and linkage to state technology development policy. This report will describe the structure and operations of EPSCoR committees in various states and compares them to the Idaho EPSCoR committee.

The report has been completed and will be distributed to the Board for their review. The report was to be addressed at this January Board meeting, however, due to the length of the report it was recommended to defer this item until the March 2002 Board meeting to give the Board and others ample time to review the report in its entirety.

**FISCAL IMPACT**

Estimated cost \$14,500 from HERC's FY2002 budget

**BOARD ACTION**

No action required.

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**ACTION ITEM**

**SUBJECT**

NOTICE OF INTENT: MASTER OF SCIENCE IN MATHEMATICS EDUCATION: BSU

**BACKGROUND**

In accordance with Board policy, all new academic and professional-technical programs must have full Board approval prior to implementation or inclusion in the SBOE's fiscal year budget request. The CAAP committee, based on its guidelines for program review (i.e., of quality, centrality to role and mission, duplication, demand/need, and resources) has acted on the IRSA charge to evaluate new program requests.

**DISCUSSION**

Boise State University proposes to offer a Master of Science degree in Mathematics Education. The proposed degree will be designed to assist Idaho mathematics teachers to be more knowledgeable and capable teachers and will help under prepared mathematics teachers to improve their knowledge of mathematics and to give instruction in how to teach this subject.

According to the Department of Education, 14% of all subject area mis-assignments in the state are for mathematics. Seventy percent (70%) of Idaho junior high school mathematics teachers report education as their major area of study whereas only 30% report mathematics. Only 52% of junior high school mathematics teachers are certified in mathematics whereas 46% are certified elementary and 2% are not certified. An additional 3% of Idaho's high school mathematics teachers are not certified in mathematics. These numbers indicate both the need and the audience.

Programs with similar intent, although perhaps with different requirements, may be found at various four-year institutions offering graduate work in Idaho and its neighboring states. (University of Idaho, Idaho State University, University of Montana, Montana State University, University of Wyoming, University of Utah, Utah State University, University of Nevada-Reno, Portland State University, Oregon State University, Southern Oregon University, Central and Eastern Washington State Universities). Although it is not known whether such programs are currently active with enrolled students.

**IMPACT**

If Board approved, the institutions requesting these new programs will be subject to future monitoring for program compliance.

**FISCAL IMPACT**

No new faculty or space is needed for this new Masters program.

**RECOMMENDATION**

Both CAAP and Board Staff recommend approval by IRSA and the full Board.

**BOARD ACTION**

A motion to approve Boise State University's request to offer a Master of Science in Mathematics.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_