

**INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS AGENDA**  
**AUGUST 15, 2002**

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## **SUBJECT**

EPSCoR REPORT

## **BACKGROUND AND DISCUSSION**

In an effort to strengthen research and education in the sciences and engineering Congress created the National Science Foundation (NSF) Experimental Program to Stimulate Competitive Research (EPSCoR). Participation in EPSCoR is limited to those states that have historically received a small percentage of federal R&D funding. The EPSCoR program has played an important role in building Idaho's research base. From 1989 to 2001 the state received over \$49,000,000 in EPSCoR funding.

In July 26, 2000, the Board contracted with Battelle Institute to review the Idaho EPSCoR program. That review was conducted from November 2001 to January 2002 and reported to the Board at its March 7, 2002 meeting. The report contained a set of specific recommendations intended to strengthen the EPSCoR program in Idaho. HERC reviewed the report and prepared a response to the recommendations. The response was submitted to the Board as an attachment to Board minutes in the June 27, 2002 meeting.

Subsequently, discussions were held by the Board regarding new appointments to the EPSCoR Committee. Questions were advanced regarding the composition of the Committee and fair representation of all research institutions in Idaho.

EPSCoR serves an important role in developing research capacity at the State's Higher Education Institutions. However, questions remain relating to the functioning of the Committee.

Doyle Jacklin, Committee Chair, requested time to review Committee structure, activities, and outcomes with the Board.

## **ATTACHMENTS**

Overview of EPSCoR in Idaho

State of Idaho EPSCoR Committee Response



## EPSCoR in Idaho

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### *Experimental Program to Stimulate Competitive Research*

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### Overview of EPSCoR in IDAHO

The State of Idaho is a participant in the EPSCoR programs of the National Science Foundation, the National Institutes of Health, the Department of Defense, the National Aeronautics and Space Administration, the Department of Energy, the Environmental Protection Agency, and the Department of Agriculture. Agency EPSCoR program awards result from rigorous panel reviews of proposals submitted in response to agency-specific solicitations.

**NSF EPSCoR:** NSF has funded EPSCoR In Idaho since 1989 with all Idaho institutions of higher education, and selected high schools, as project participants. In addition to \$16.629 million in the three major research infrastructure awards, NSF has funded \$1.789 million in the special emphasis projects listed below:

- \$62,223 for Native American outreach education, 1994.
- \$494,141 for Hagerman Fish Research Laboratory, 1968.
- \$35,000 for Idaho science and technology strategic planning, 1997.
- \$497,720 for development of integrated circuit R&D infrastructure, 1999.
- \$200,000 for SBIR enhancement across Idaho, 2000.
- \$499,994 for establishing a bioinformatics strength in Idaho, 2000.

The four major NSF EPSCoR research infrastructure awards to Idaho are:

- NSF-Idaho EPSCoR I: May 1989 through September 1993. NSF funding at \$1.960 million for molecular science research in biology, geochemistry, chemistry, materials and physics. Total Project funding at \$3.76 million; approximately 50% each from NSF and the State of Idaho. The return on that research investment included:
  - 43 faculty, 51 graduate students and 52 undergraduate students were actively involved in EPSCoR supported research.
  - 22 project PIs gained national and international exposure of their research work through:
    - 139 manuscripts published in refereed journals.
    - 134 professional conferences attended.
    - 93 seminars presented off campus.
    - \$13.9 million in competitive research funding won by the 22 PIs through June 1994.
- NSF-Idaho EPSCoR II: September 1993 through August 1999. NSF funding at \$7.425 million with a minimum required 1:1 non-federal dollar match to strengthen the state's research infrastructure and increase the professional development of the state's human resources in science and engineering. The project budget with the

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required match totaled \$16.25 million. The return on this research infrastructure investment included:

- 109 faculty, 151 graduate students, 230 undergraduate students, 72 high school students and 20 high school teachers were actively involved in EPSCoR funded research.
- 28 project PIs gained national and international exposure of their research through:
  - 291 manuscripts published in refereed journals.
  - 273 professional conferences attended.
  - 110 invited seminars presented off campus.
  - Over \$25.6 million in competitive research funding won by the investigators.
- NSF-Idaho EPSCoR III: February 1998 through September 2002. NSF funding totals \$3.58 million with a minimum required 1:1 non-federal match. The project's emphasis is continued strengthening of the state's research infrastructure and its science/engineering human resources. The return on this research infrastructure investment has included:
  - 13 faculty, 40 graduate students, 66 undergraduate students, 20 high school students and 11 high school teachers were actively involved in EPSCoR research.
  - 9 project PIs gained national and international exposure of their research through:
    - 78 manuscripts published in refereed journals.
    - 59 professional conferences attended.
    - 22 invited seminars presented off campus.
    - Over \$5 million in competitive research funding has been won to date by the investigators.
  - additional research enhancement activities have included professional seminars and science and engineering library support, augmentation of new research faculty startup funds, and acquisitions of multi-user science and engineering instrumentation.
- NSF-Idaho EPSCoR IV: February 2002 through September 2005. NSF funding totals \$9 million with a minimum required 1:2 non-federal match. The project will strengthen academic research infrastructure and increase Idaho's research capacity and competitiveness in nano-technology, biodiversity and information technology. The project has the additional task of helping to prepare the workforce for the 21<sup>st</sup> century.

**NIH EPSCoR:** Three awards with the UI and ISU as joint participants, one award to strengthen biomedical research infrastructure at UI, ISU and BSU, and two center of biomedical research excellence awards to UI.

- \$100,000 to ISU and UI for five one-year (1993) independent biomedical research projects (1 ISU and 4 UI).
- \$200,000 plus equal dollar match from the State of Idaho. Two years (1994-95) to equip core molecular laboratories for biomedical research at UI and ISU.

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- \$300,000 plus equal dollar match from the State of Idaho. Three years (1996-99) for additional equipment in the UI and ISU core molecular laboratories.
- \$9.2 million UI Center of Biomedical Research in Host-Pathogen Interactions.
- \$5.9 million Biomedical Research Infrastructure Network (BRIN) strengthening at UI, BSU and ISU.
- \$10.2 million UI Center of Biomedical Research in Evolutionary Processes.
- An additional \$10 million, five-year center for biomedical research excellence proposal partnering UI and ISU is currently under funding consideration by NIH.

**DoD EPSCoR:** One statewide planning grant of \$37,050 in 1993 for the purpose of determining how Idaho universities could best meet DoD research goals resulted in:

- 28 awards for independent research (1 ISU, 6 BSU and 21 UI) totaling \$7.86 million 1994-2002.

**NASA EPSCoR:** One \$225,000 preparation grant resulted in a three-year \$1.525 million statewide research grant involving ISU, BSU and UI as participants.

**DOE EPSCoR:** Three awards with ISU, BSU and UI as participants.

- Statewide planning grants in 1991 and years 1993 and 1994 totaled \$140,000 for the purpose of determining how Idaho universities could best meet DOE goals related to energy research.
- Graduate student traineeship awards to support for outstanding M.S. and Ph.D. students studying and conducting research in energy related disciplines at ISU, BSU and UI.
  - \$500,000 - 1992-94.
  - \$250,000 - 1994-96.
- Three university-national laboratory individual research partnership awards at \$449,188 total. One ISU and 2 UI.

**EPA EPSCoR:** One \$50,000 statewide planning grant in 1991 resulted in two awards for environmental research with ISU, BSU and UI as participants.

- \$394,000 1995-96.
- \$499,991 1999-2001.
  - A follow-on EPA research proposal has been submitted to the current competition by BSU.

**USDA EPSCoR:** \$3.3 million in independent research and instrumentation awards since 1993 in support of USDA interests across Idaho.

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## STATE OF IDAHO EPSCoR COMMITTEE RESPONSE

To the Review of the Idaho EPSCoR Committee Prepared by the  
Battelle Technology Partnership Practice, Dated March 2002

- *All EPSCoR Announcements Posted on the Idaho EPSCoR website on a timely basis.*

This can and is being done.

- *Idaho Should Consider Lodging Responsibility for Identifying Research Opportunities, Disseminating Information, Organizing Research Teams and Providing Technical Assistance on Developing Research Proposals with an Organization that is Independent of the State's Universities.*

EPSCoR research opportunity announcements in the format of Request for Proposals (RFPs) or Request for Applications (RFAs) and technical requirements are currently disseminated by the seven federal agencies through the Idaho State EPSCoR office by e-mail and in the future will also be distributed via the EPSCoR website. These agency opportunities are also disseminated via the Commerce Business Daily, in print and by e-mail, to which each university has access. Technical assistance individually available to each university on developing proposals will continue using external reviewers, e.g., the AAAS as sometimes arranged by the Idaho EPSCoR office and by individual universities. Important here are individual contacts by research faculty both with federal funding agencies and with potential private sector partners. Additionally, EPSCoR will work closely with the S&T Council in helping to match academic research with the needs of Idaho's industries.

Except for the EPSCoR research opportunities, the Committee believes that the Governor's Science and Technology Council is the most logical entity to identify the current research and technical capabilities, assess the strength of these capabilities and forecast areas offering research opportunities as well as technical assistance available within the state for future development and expansion. The Science and Technology Council should routinely disseminate the information throughout the state. Neither HERC nor the State Board of Education is equipped or prepared to perform this function.

- *A Clear Process Should Be Developed for Soliciting Ideas for EPSCoR Projects.*

The Committee recognizes the importance of having a stronger sense of participation, cooperation and understanding amongst research faculty members from Idaho's three universities in order to facilitate greater interaction and idea development within and between the faculties. To accomplish this the Committee will consider:

- Hosting symposia for university research faculties in an effort to encourage the exchange of ideas and development of collaborative efforts prior to ever receiving RFP's or RFAs.

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- Encourage the use of website links of research faculties for better idea communication and interaction as well as cooperative possibilities.
  - Reinforce within research faculties the realization that they are in fact one of the best contacts and conduits with the business/industry communities to bring forth ideas and needs from the private sector, which may in turn be of great importance for inclusion in future EPSCoR proposals.
  - The current process used by Idaho EPSCoR to identify research focus areas first and then ask team leaders to prepare concept papers in response to RFP's and RFAs has been successful as evidenced by the \$117 million research dollars brought to Idaho in twelve short years from federal and private sources. Because NSF continues to view the Idaho EPSCoR Program as a model for other EPSCoR states and because the Clarke-suggested "open" process using letters of intent choose EPSCoR research topics has twice failed to win NSF funding for Idaho, the current proven and successful process should continue to be followed in response to future RFP's and RFAs.
- *While the Composition and Structure of the EPSCoR Committee is Representative of the State's Research and Industrial Community, Several Changes in the Board Could be Considered:*
    - The EPSCoR Committee has recommended to the State Board of Education that Mr. John Glerum, currently the Coordinator for the Governor's Science and Technology Advisory Council, be approved as a member of the Idaho State EPSCoR Committee.
    - The Committee believes strongly that we have one of the most diverse and strongest EPSCoR Committees in the national EPSCoR Program. The Idaho Committee consists of 18 members, including eleven representatives from the private sector, two legislators, three research officers, and two academic researchers. The Committee also believes that the availability of educated, competent and well-trained individuals throughout the state of Idaho is at a level at least equal to the "benchmark states of Alaska, Montana and Maine" and, as such, we have a broader population base from which to choose for future committee membership. Many of the Committee members have previous experiences outside the State of Idaho, already adding this out-of-state perspective to EPSCoR in Idaho. To add a Committee member or two from California or Washington would prove not only costly in terms of travel, but the educational process to keep outside representatives up to date as to Idaho's strategic direction in science and technology as well as research opportunities would provide very little benefit to the Idaho EPSCoR committee or the state program.
  - *The Higher Education Research Council (HERC) should play a greater role in providing strategic direction for Idaho's EPSCoR Program.*

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As previously indicated, the Governor's Science and Technology Council is the most logical entity to help identify the current research and technical capabilities, assess the strength of these capabilities and forecast areas offering research opportunities as well technical assistance available within the state for future development expansion. The Science and Technology Council should routinely disseminate the information throughout the state. Neither HERC nor the state board of education is equipped or prepared to perform this function. The Committee does recommend that one or two additional active, practicing researchers be added to the Governor's Science and Technology Council.

- *The statewide EPSCoR should continue to serve as the oversight committee for all of Idaho's EPSCoR Programs.*

The Idaho EPSCoR Committee does and will continue to serve as the oversight committee for all EPSCoR Programs, including both the NSF and the NIH programs, which are strong, grant benefactors to the state of Idaho. It should be noted that the NIH IDeA Program does require the establishment of an IDeA Coordinating Committee and NIH states this can in fact be done by the same state EPSCoR Committee with the addition of bio-medical research expertise. This is the predominant model of all EPSCoR states. Idaho EPSCoR has added the required bio-medical research expertise to its committee through the participation of Dr. Dennis Stevens, MD, Ph.D., and is currently seeking a second qualified bio-medical expert with the help of Dr. Stevens.

In conclusion, The Idaho EPSCoR committee acknowledges the report's concluding remarks stating that Idaho's committee "is very similar to the committees of other EPSCoR states" and that "Idaho's existing processes have resulted in the submission of numerous successful projects." Indeed, under the committee's guidance, Idaho has benefited in winning more than \$68 million in agency EPSCoR awards plus nearly \$48 million in awards won by EPSCoR-targeted investigators. With that nearly \$117 million in statewide research funding since 1989, 364 research faculty have been impacted and 846 undergraduate and graduate students have received research training (see attached data).

The Idaho EPSCoR committee acknowledges the goal of the NSF to increase the "R&D competitiveness of an eligible state through the development and utilization of the science and technology (S&T) resources residing in its major research universities, those institutions granting significant numbers of the state's Ph.D. degrees in science and engineering disciplines [i.e., University of Idaho]", while simultaneously improving and strengthening the participation of Idaho State University and Boise State University within the EPSCoR Programs. ISU's participation in NSF-Idaho EPSCoR has increased from \$71,000 in 1989 to nearly \$1.8 million budgeted in the project that began on February 1, 2002. BSU's budgeted funding has increased from \$44,000 in 1989 to \$1.7 million. Each university has also experienced a concomitant sharp rise in faculty and student participants. The committee will continue to work to strengthen this cooperation and participation amongst our universities.



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The Idaho EPSCoR committee helped catalyze the appointment of the Governor's Science and Technology advisor and helped to develop the state's S&T strategy. Currently, three EPSCoR committee members and two past members serve on the Idaho Science and Technology Council. That link could be strengthened by appointment of the Idaho EPSCoR Project Director and the EPSCoR committee chair (currently serving) to that Council.

It is very important for the Governor's Science and Technology Council to work with the Idaho EPSCoR programs in identifying areas of possible commercialization resulting from ongoing research programs and help determine the best methods for implementing that research for the benefit of the state's economy.

Doyle W. Jacklin  
Chair, State of Idaho EPSCoR Committee

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**SUBJECT**

COMMITTEE MINUTES

**BOARD ACTION**

No action required.

**Approved Minutes**

**Council on Academic Affairs and Programs**

May 30, 2002 • 9:30am – 12:30pm

Conference Room 302 • Boise, Idaho

**Present:** Jerry Beck, CSI Mary Ann Carlson, EITC Stephanie Witt, BSU  
Jonathan Lawson, ISU Dan Petersen, SDPTE Gary Stivers, OSBE  
Brian Pitcher, UI Mike Falconer, SDPTE Patty Sanchez, OSBE  
Jerry Gee, NIC Bob West, SDOE

**Absent:** Daryl Jones, BSU  
Rita Rice Morris, LCSC

**1. Minutes of April 25, 2002 CAAP meeting**

It was agreed by consensus to approve the minutes of April 25, 2002 CAAP meeting.

**2. Notices of Intent:**

***a. Master of Nursing, Professional Fee—ISU***

Jonathan Lawson briefly discussed with CAAP the background, which led to ISU's proposal of a professional fee for its Nursing program. Historically, ISU has been moving forward to provide additional access to graduate nursing education statewide. In doing so, increases in the cost of instruction and needs such as new distance-learning classrooms to serve Idaho Falls, Boise, and Coeur d'Alene have become more apparent. The expense of this is figured to be somewhere between \$204-\$468 per student per course. Jonathan added that this fee was submitted to their Finance department as they were instructed to submit any new programs/fees to them in preparation for the April Board Meeting. He noted that it did go before the Board in April as a new cost and it was approved.

A brief discussion ensued regarding whether an inclusive list should be drafted and added in the Board's policy on professional program/fees to include Nursing. CAAP also discussed other possible changes to the policy. It was suggested that Jane Hochberg review a draft of the list and any policy change. Jonathan Lawson noted that if CAAP were inclined to move in this direction, he would propose Nursing be added to the list.

Gary Stivers asked that Jonathan provide the Board office with the information illustrating the criteria, which justifies the Nursing Program fee increase for inclusion to the Board's June agenda.

**CAAP essentially agreed that ISU should move forward with their proposed nursing program professional fee for the Board's consideration at their June**

meeting but noted that it is prudent to clarify and set criteria for evaluating programs requesting professional fees.

***b. Associate of Applied Science in Pre-Professional Nursing—ISU***

Jonathan Lawson withdrew this program request as it was discovered that there was no need or support for the program on campus.

***c. Master of Science in Dental Hygiene—ISU***

Jonathan briefly discussed ISU's intent to offer a Master of Science degree in Dental Hygiene, which would provide an opportunity for Associate of Applied Science students to train in a para-professional health occupation to pursue higher levels of education in Health Sciences. This proposed B.S. degree would allow a student to transfer up to 50 Applied Science credits with a requirement of a total of 128 credits and would require 36 upper division credits and also require the same general education requirements as all other B.S. degrees at ISU.

It was agreed by consensus to forward to the Board approval of the notice of intent to offer a Master of Science in Dental Hygiene at ISU. This notice of intent will be considered at the Board's June 27, 2002.

***d. Ph.D., Environmental Science; Ph.D., Neuroscience; Ph.D. Bioinformatics—UI***

Brian Pitcher briefly discussed the University of Idaho's proposed Ph.D. degree programs in Environmental Science, Neuroscience, and Bioinformatics. As part of Board policy on program approval/review, the Full Proposal process requires that all doctoral program requests conduct an external peer review. The external peer-review panel would consist of at least two and selected by the Board's Chief Academic Officer and the requesting institution's Chief Academic Officer. Brian requested that the University of Idaho not be required to submit Full Proposals until external reviews are conducted first. These external reviews would simultaneously serve as an internal review to see if these programs have the quality/strength and support on campus, after which, if the UI moves forward, Full Proposals would be distributed to CAAP.

**3. Board Policy Section III.G. Program Discontinuance**

Gary Stivers directed CAAP to the Board Policy Section III.G. draft and noted that CAAP program guidelines have been integrated with the current Board policy text and have been reviewed by Jane Hochberg and the University Counsel. He added that this policy draft is scheduled to go before the Board in June for First Reading.

Mary Ann Carlson noted that there needs to be a distinction of "academic" programs and "professional-technical education" programs throughout the policy before the First Reading in June. It was also noted that the policy needs to be consistent and distinctive when referring to "existing academic units and/or credit bearing

instructional components.” Some members wondered if the section on Program Discontinuance Procedure for Employees would not be more appropriate for another section of the Board’s policy such as Board Policy Section II. Human Resources. CAAP members proceeded to discuss potential changes for the draft policy.

CAAP moved to forward this Board Policy Section III.G. to the Board for First Reading in June.

#### **4. Board Policy Section II.N. Financial Exigency**

Gary directed CAAP to the Board Policy Section II.N. draft document outlining proposed changes and noted that the Board has approved First Reading. Gary asked CAAP if there are any concerns that Board members should be made aware of as a result of the Board’s Teleconference Call, which was held on May 24, 2002 to address the First Reading of Board Policy Section II.N. It was noted that some institutional staff dialed into the teleconference call and expressed concern over the speed to move the policy changes forward and to do so via a teleconference call versus a regular Board meeting. Gary recommended sending a notice to the Chair of the Faculty Senate to speak at the Board’s next hearing. It was also suggested to perhaps also invite an institutional faculty member from each institution to be present. CAAP informed Gary that there is already a Faculty Senate representative that serves on the IRSA committee and rotates membership with other institutional faculty.

CAAP moved to forward this Board Policy Section II.N. to the Board for Final Reading in June.

#### **5. Bundling of Fees—Jonathan Lawson**

Jonathan Lawson introduced the discussion on handling fees for students simultaneously enrolled in programs of other institutions such as at Idaho State University and Boise State University and asked if the current procedure/process is working and wondered if a meeting needs to occur to identify and address any issues. He emphasized that a common procedure should be in place among institutions that “share” students.

It was suggested that Provosts and perhaps Finance staff address any issues of those students faced with paying multiple fees among other institutions. Jonathan Lawson, Jerry Gee, Brian Pitcher, Daryl Jones, and Mary Ann Carlson volunteered to take on this task and asked if Daryl could take the lead. Finance staff will be invited to participate in discussions and in formulating recommendations.

#### **6. Revisiting High Program List**

Jonathan Lawson briefly discussed with CAAP the need to revisit the Board’s high demand program list as ISU is currently having difficulty bringing in students with non-competitive fees. He suggested that this be placed on a future Board meeting agenda for discussion.

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**Other:**

It was suggested that the following be considered for discussion at a subsequent CAAP meeting: Criminal background checks for the PTE program instructors and the revisiting of the Math COMPASS Scores/Admission Policy.

Dr. West also provided a brief update on the Professional Standards Commission activities, including the collaborative effort with Idaho's MOST on certification proposals and Praxis II piloting.

**The meeting adjourned at 12:30pm.**

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## **SUBJECT**

NEW PROGRAM PROPOSALS: NOTICE OF INTENT

## **BACKGROUND AND DISCUSSION**

In accordance with Board Policy Section III.G.4., all new academic and professional-technical programs must have full Board approval prior to implementation or inclusion in the Board's fiscal year budget request. The CAAP committee, in using its guidelines on program review has acted on the IRSA charge to evaluate new program requests. The program review has been completed and is now being forwarded to the Board for their approval.

North Idaho College is requesting the addition of an A.A.S. degree option in Carpentry Management Technology to the already existing one-year Carpentry Technology Program. It is intended to advance the skills of the one-year certificate program. Successful students will demonstrate advanced materials and cost estimation, blueprint reading, job scheduling and a more in-depth view of what the construction industry demands of those who aspire to supervisory positions.

The need for the program comes from recommendations from local employers and continuous recommendations from the advisory committee. Additionally, students in the one-year certificate program have requested an opportunity to earn an A.A.S. degree in carpentry. The addition of this A.A.S. degree will meet students' needs and will assist in meeting industry need for educated Construction Managers.

## **IMPACT**

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

## **FISCAL IMPACT**

No additional faculty, staff, or space is required for addition of the A.A.S. degree in Carpentry Management Technology.

## **RECOMMENDATION**

Both CAAP and Board staff recommend approval of this Notice of Intent as presented.

## **MOTION**

A motion to approve North Idaho College's A.A.S. degree option in Carpentry Management Technology.

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

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## **SUBJECT**

### **FIRST READING**

SECTION II.G.6. Policies Regarding Faculty

## **BACKGROUND AND DISCUSSION**

As the institutions have worked to implement the complete revisions made to the Board's personnel policies approximately one year ago, it has been discovered that the Board's policies providing the timeline for acquisition of tenure, and procedures for tenure evaluation are problematic.

The Council on Academic Affairs and Programs (CAAP) committee reviewed the Board's policy and recommend changes. These changes will allow continuance of current practices at the institutions, and are also consistent with national practices related to faculty tenure.

## **RECOMMENDATION**

The CAAP and the Board office recommend approval of the first reading of the Board's Policy Section *II.G. Policies Regarding Faculty*.

## **MOTION**

A motion to approve the first reading of the Board's Policy Section *II.G. Policies Regarding Faculty*.

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

## **ATTACHMENTS**

Board's Policy Section *II.G. Policies Regarding Faculty*



**Idaho State Board of Education****GOVERNING POLICIES AND PROCEDURES****SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES****Subsection: G. Policies Regarding Faculty (Institutional Faculty Only)****April 2002****6. Tenure**

- a. Tenure Defined - Tenure is a condition of presumed continuous employment following the expiration of a probationary period and after meeting the appropriate criteria. After tenure has been awarded, the faculty member's service may be terminated only for adequate cause; except in the case of retirement or financial exigency as declared by the Board; in situations where extreme shifts of enrollment have eliminated the justification for a position; or where the Board has authorized elimination or substantial reduction in a program. Tenure status is available only to eligible, full-time institutional faculty members, as defined by the institution. All faculty appointments are subject to the approvals as required in Board policy. Nontenured members of the faculty are appointed to term appointments pursuant to subsection G1. Any commitment to employ a nontenured member of the faculty beyond the period of his or her current term of appointment is wholly ineffective.

**b. Acquisition of Tenure**

- (1) Professional-Technical Faculty hired under the division of professional-technical education prior to July 1, 1993 who were granted tenure may retain tenure in accordance with these policies. Individuals hired under the Division of Professional-Technical education subsequent to July 1, 1993 are hired and employed as nontenure track faculty and will:

- (a) be afforded the right to pursue promotion; and
- (b) be considered and granted an employment contract in accordance with these policies and be subject to continued acceptable performance and/or the needs of the institution; and
- (c) be afforded an opportunity to serve on institutional committees.

- (2) Academic faculty members, after meeting certain requirements, may acquire tenure. Acquisition of tenure is not automatic, by default or defacto, but requires an explicit judgment, decision, and approval. A faculty member will usually be evaluated for the acquisition of tenure after at least ~~five (5)~~ four (4) full years of service and in no case later than during the faculty member's ~~seventh (7<sup>th</sup>)~~ sixth (6<sup>th</sup>) full academic year of employment at the institution.

- c. Notification - An individual eligible for tenure must be informed, by proffered written contract, of appointment or nonappointment to tenure not later than June

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30 after the academic year during which the decision is made. In case of denial of tenure, the faculty member must be given a written notice that tenure was denied.

d. Standards of Eligibility for Tenure

- (1) Annual Appointments - Until the acquisition of tenure, all appointments are made for a period not to exceed one (1) year. Prior to the award of tenure, employment beyond the annual term of appointment may not be legally presumed.
- (2) Service In Professorial Rank - All satisfactory service in any professorial rank may be used to fulfill the time requirement for acquiring tenure. Each institution must develop criteria and rules by which prior service may be evaluated for inclusion in experience necessary for acquiring tenure.
- (3) Service In Instructor Rank - A maximum of two (2) years satisfactory service in the rank of instructor at the institution will be allowed in partial fulfillment of the time requirement in the professorial ranks. Faculty members who hold the rank of instructor may be eligible for tenure status if provided for by the institution even though they teach in fields that have established professorial ranks.
- (4) Exceptional Cases - Tenure may be awarded prior to completion of the usual eligibility period in certain exceptional cases. In such cases, the burden of proof rests with the individual.

e. Evaluation For Tenure - It is expected that the chief executive officer, in granting tenure, will have sought and considered evaluations of each candidate by a committee appointed for the purpose of annual evaluations or tenure status. Such committee must consist of tenured and nontenured ~~members~~ faculty of the department, if available; student representation; and one (1) or more representatives from outside the department. Each member of the committee has an equal vote on all matters. The committee must give proper credence and weight to collective student evaluations of faculty members, as evidenced by an auditing procedure approved by the chief executive officer. The recommendation of the committee will be forwarded in writing through appropriate channels, along with written recommendations of the department chairperson or unit head, dean, and appropriate vice president, to the chief executive officer, who is responsible for making the final decision.

f. Award of Tenure - The awarding of tenure to an eligible faculty member is made only by a positive action of the chief executive officer of the institution. The president must give notice in writing to the faculty member of the approval or denial of tenure. Notwithstanding any provisions in these policies to the contrary, no person will be deemed to have been awarded tenure because notice is not given.

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- g. Periodic Performance Review of Tenured Faculty Members - It is the policy of the Board that at intervals not to exceed five (5) years following the award of tenure to faculty members, the performance of tenured faculty must be reviewed by members of the department or unit and the department chairperson or unit head. The review must be conducted in terms of the tenured faculty member's continuing performance in the following general categories: teaching effectiveness, research or creative activities, professional related services, other assigned responsibilities, and overall contributions to the department.

- (1) Procedures for periodic review - Each institution must establish procedures for the performance review of tenured faculty members at the institution. Such procedures are subject to the review and approval of the Board. Each year the academic vice president or designee is responsible for designating in writing those tenured faculty members whose performance is subject to review during the year.
- (2) Review standards - Each institution may establish its own internal review standards subject to approval by the Board. Absent such institutional standards, the institution must use the following standards.

If during the periodic review, the performance of a tenured faculty member is questioned in writing by a majority of members of the department or unit, the department chairperson or unit head, the appropriate dean, the appropriate vice president, or the chief executive officer, then the appropriate vice president or equivalent administrator must decide whether a full and complete review must be conducted in accordance with the procedures established for the initial evaluation for tenure at the institution. If during the periodic review, the performance of a tenured faculty member is not questioned in writing, members of the department or unit and the department chairperson or unit head must prepare a written review statement that the performance review has been conducted and that a full and complete review is not required.

- (3) Exception for Associate Professors in the Promotion Process - Generally, the promotion from the rank of associate professor to full professor is considered no earlier than the fifth full year after attaining the rank of associate professor, which is generally contemporaneous with the granting of tenure. In such cases, if review for promotion to full professor is scheduled during the fifth, sixth or seventh full year after the award of tenure then the promotion review may, if it meets substantially similar criteria and goals of the post tenure review, take the place of the periodic performance review described here.
- (4) Termination of employment - If, following a full and complete review, a tenured faculty member's performance is judged to have been unsatisfactory or less than adequate during the period under review, the chief executive officer may initiate termination of employment procedures for the faculty

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member. In other words, an unsatisfactory or less than adequate performance rating shall constitute adequate cause for dismissal.

h. Dismissal for Adequate Cause - Tenured faculty members may be dismissed for adequate cause as provided for in Subsection L of this Section.

i. Tenure for Academic Administrators

(1) "Academic administrators," for purposes of this topic, means the chief academic officers of the Office of the State Board of Education and the institutions and the deans and department chairs and their associates/assistants of the academic units of the institutions, and shall not include persons occupying other administrative positions.

(2) An employee with tenure in an academic department or equivalent unit who is appointed to an academic administrator position retains tenure in that department or equivalent unit

(3) An individual hired for or promoted to an academic administrator may be considered for a tenured faculty rank in the appropriate department or equivalent unit. Such consideration is contingent upon approval by the institution's president.

(4) Upon termination of employment as an academic administrator, an employee with tenure may, at his or her option, return to employment in the department or equivalent unit in which he or she holds tenure unless such employee resigns, retires, or is terminated for adequate cause.

(5) An individual hired for a non-academic administrator position from outside the institution will not be considered for tenured faculty rank in conjunction with such appointment. However, he or she may be granted an adjunct faculty appointment, upon the recommendation of the appropriate department and dean and with the approval of the provost or chief academic officer and president, if the individual will teach and otherwise contribute to that department.

(6) Notwithstanding the above, each administrative employee who is granted tenure shall be reviewed in the same manner as tenured faculty

j. Terminal Contract of Employment - If a faculty member is not awarded tenure, the chief executive officer must notify the faculty member of the decision not to recommend tenure and may, at his or her discretion, either issue to the faculty member a contract for a terminal year of employment, or, at the sole discretion of the chief executive officer, issue to the faculty member contracts of employment for successive periods of one (1) year each. Such appointment for faculty members not awarded tenure must be on an annual basis, and such temporary

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appointments do not vest in the faculty member any of the rights inherent in tenure and there shall be no continued expectation of employment beyond the annual appointment.

- k. When authorized by the chief executive officer, or his or her designee, the year in which the tenure decision is made may be the terminal year of employment.
- l. Effect of lapse in service, transfer, reassignment, reorganization, and administrative responsibilities.
  - (1) A nontenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years may have his or her prior service counted toward eligibility for the award of tenure. Eligibility for the award of tenure must be clarified in writing before reappointment. A tenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years must have tenure status clarified in writing by the president or his designee before appointment. The faculty member may be reappointed with tenure, or may be required to serve additional years before being reviewed for tenure status.
  - (2) Before a nontenured faculty member holding academic rank is moved from one position in the institution to another, the member must be informed in writing by the academic vice president, after consultation with the receiving department, as to the extent to which prior service may count toward eligibility for tenure status.
  - (3) No faculty member's tenure in a discipline may be adversely affected by the reorganization of the administrative structure. A faculty member's tenure is not affected by reassignment of administrative responsibilities.
  - (4) When a tenured faculty member is serving as department chairman, college dean, or in some other administrative or service capacity, retention of membership, academic rank, and tenure in the subject-matter department or similar unit is maintained. Should the administrative or service responsibilities terminate, the member takes up regular duties in the discipline within which membership, academic rank, and tenure was retained.

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## **SUBJECT**

### **FIRST READING**

SECTION V.R. Professional Fees

## **BACKGROUND AND DISCUSSION**

At the Board's April meeting, ISU received approval to charge a professional fee for their graduate nursing program. Discussions on the procedure for gaining Board approval to charge professional fees, including defining what constitutes a professional program, have been ongoing since April.

At the Board's June meeting, staff was directed to bring back a temporary policy change that would provide for listing all Board approved professional programs, with the understanding that CAAP would continue to work on developing a more descriptive definition for professional programs. CAAP is to bring forward the descriptive definition upon completion for Board consideration. In the interim, the attached policy change provides at least a clear listing of Board approved programs, which are allowed to charge extra fees, and will make it clear that only those programs listed as Board approved professional programs may charge professional fees.

## **RECOMMENDATION**

The CAAP and the Board office recommend approval of the first reading of the Board's Policy Section *V.R. Professional Fees*.

## **MOTION**

A motion to approve the first reading of the Board's Policy Section *V.R. Professional Fees*.

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

## **ATTACHMENTS**

Board's Policy Section *II.G. Policies Regarding Faculty*

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**R. Establishment of Fees**

**1. Definitions and Types of Fees**

The following definitions are applicable to fees charged to students at the University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College, and Eastern Idaho Technical College.

**a. General Education Fees**

General education fees are to be deposited into the unrestricted or restricted current fund accounts as required by Section V, Subsection Q.

**(1) Tuition**

Tuition is defined as the fee charged for the cost of instruction at the colleges and universities. The cost of instruction shall not include those costs associated with said colleges and universities, such as maintenance and operation of physical plant, student services and institutional support, which are complementary to, but not part of the instructional program. Tuition may be charged only to nonresident, full-time and part-time students enrolled in any degree-granting program and to Professional-Technical Education students enrolled in pre-employment, preparatory programs.

**(2) Matriculation Fee**

Matriculation fee is defined as the fee charged for maintenance and operation of physical plant, student services, and institutional support for full-time students enrolled in academic credit courses and Professional-Technical Education pre-employment, preparatory programs.

**(3) Professional-Technical Education Fee**

Professional-Technical Education fee is defined as the fee charged for educational costs for students enrolled in Professional-Technical Education pre-employment, preparatory programs.

**(4) Part-time Education Fee**

Part-time education fee is defined as the fee per credit hour charged for educational costs for part-time students enrolled in any degree program.

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(5) Graduate Fee

Graduate fee is defined as the additional fee charged for educational costs for full-time and part-time students enrolled in any post- baccalaureate degree-granting program.

(6) Summer School Fee

Summer school fee is defined as the fee charged for educational costs for students enrolled in academic programs in summer semester.

(7) Western Undergraduate Exchange (WUE) Fee

Western Undergraduate Exchange fee is defined as the additional fee for full-time students participating in this program and shall be equal to fifty percent (50%) of the total of the matriculation fee, facility fee, and activity fee.

(8) Employee/Spouse Fee

The fee for eligible participants shall be a registration fee of twenty dollars (\$20.00) plus five dollars (\$5.00) per credit hour. Eligibility shall be determined by each institution. Employees at institutions, agencies and the school under the jurisdiction of the Board may be eligible for this fee. Special course fees may also be charged.

(9) Senior Citizen Fee

The fee for Idaho residents who are 60 years of age or older shall be a registration fee of twenty dollars (\$20.00) plus five dollars (\$5.00) per credit hour. This fee is for courses on a space available basis only. Special course fees may also be charged.

(10) In-Service Teacher Education Fee

The fee shall be one-third of the average part-time undergraduate credit hour fee or one-third of the average graduate credit hour fee. This special fee shall be applicable only to approved teacher education courses. The following guidelines will determine if a course or individual qualifies for this special fee.



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- (a) The student must be an Idaho public school teacher or other professional employee of an Idaho school district.
- (b) The costs of instruction are paid by an entity other than an institution.
- (c) The course must be approved by the appropriate academic unit(s) at the institution.
- (d) The credit awarded is for professional development and cannot be applied towards a degree program.

**(11) Course Overload Fee**

This fee may be charged to full-time students with excessive course loads as determined by each institution.

**b. Local Fees**

Local fees are both full-time and part-time student fees which are to be deposited into the local institutional accounts. Local fees shall be expended for the purposes for which they were collected.

**(1) Facilities Fee**

Facilities fee is defined as the fee charged for capital improvement and building projects and for debt service required by these projects. Revenues collected from this fee may not be expended on the operating costs of general education facilities.

**(2) Activity Fee**

Activity fee is defined as the fee charged for such activities as intercollegiate athletics, student health center, student union operations, the associated student body, financial aid, intramural and recreation, and other activities which directly benefit and involve students. The activity fee shall not be charged for educational costs or major capital improvement or building projects. Each institution shall develop a detailed definition and allocation proposal for each activity for internal management purposes.

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(3) Technology Fee

Technology fee is defined as the fee charged for campus technology enhancements and operations.

(4) Professional Fee

Professional fee is defined as the additional fee charged for educational costs for students enrolled in specialized degree granting programs ~~such as~~, Professional programs currently approved by the Board are pharmacy, law, medicine, veterinary medicine, dentistry, physician assistant, physical therapy, graduate nursing, architecture and landscape architecture.

(5) Contracts and Grants

Special fee arrangements are authorized by the Board for instructional programs provided by an institution pursuant to a grant or contract approved by the Board.

(6) Continuing Education

Continuing education fee is defined as the additional fee to part-time students which is charged on a per credit hour basis to support the costs of continuing education.

2. Board Policy on Student Fees

Consistent with the Statewide Plan for Higher Education in Idaho, the institutions shall maintain fees that are competitive with those of western peer institutions. Therefore, the total fee for full-time undergraduate and graduate students for both residents and nonresidents shall not exceed the peer group average of the prior year. An institution cannot request more than a ten percent (10%) increase in the total full-time student fee unless otherwise authorized by the Board.

3. Fees Approved by the Chief Executive Officer of the Institution

a. Special Course Fees or Assessments

A special course fee is a fee required for a specific course or special activity and, therefore, not required of all students enrolled at the institution. Fees such as penalty assessments, library fines, continuing education fees, parking fines, laboratory fees, breakage fees, fees for video outreach courses, late registration

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fees, and fees for special courses offered for such purposes as remedial education credit that do not count toward meeting degree requirements are considered special course fees. All special course fees or penalty assessments, or changes to such fees or assessments, are established and become effective in the amount and at the time specified by the chief executive officer of the institution. The chief executive officer is responsible for reporting these fees to the Board upon request.

**b. Student Health Insurance Premiums or Room and Board Rates**

Fees for student health insurance premiums paid either as part of the uniform student fee or separately by individual students, or charges for room and board at the dormitories or family housing units of the institutions. Changes in insurance premiums or room and board rates or family housing charges shall be approved by the chief executive officer of the institution no later than three (3) months prior to the semester the change is to become effective. The chief executive officer shall report such changes to the Board at its June meeting.

**c. Activity and Facility Fees**

The chief executive officer of the institution shall approve the amount of each of these fees prior to the April Board meeting. The change is to become effective prior to the beginning of the academic year following the change. The chief executive officer or his or her designee shall meet and confer with the associated student body before approving these fees. The institution shall hold a public meeting on the fee changes, and a report of the meeting shall be made available to the Board.

**4. Fees Approved by the Board**

**a. Fees Requiring Board Approval**

(1) Tuition

(2) Matriculation

(3) Professional-Technical Education Fee

(4) Part-time Education Fee

(5) Graduate Fee

(6) Summer School Fee

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(7) Professional Fee

(8) Course Overload Fee

**b. Initial Notice**

A proposal to alter a student fee covered by Subsection V.R.4.a shall be formalized by initial notice of the chief executive officer of the institution at least six (6) weeks prior to the Board meeting at which a final decision is to be made. Notice will consist of transmittal, in writing, to the student body president and to the recognized student newspaper during the months of publication of the proposal contained in the initial notice. The proposal will describe the amount of change, statement of purpose, and the amount of revenues to be collected.

The initial notice must include an invitation to the students to present oral or written testimony at the public hearing held by the institution to discuss the fee proposal. A record of the public hearing as well as a copy of the initial notice shall be made available to the Board.

**c. Board Approval**

Generally, Board approval for fees will be considered annually at the April Board meeting. This requirement is intended to provide the institutions with sufficient time to prepare the subsequent fiscal year operating budget.

**d. Effective Date**

Any change in the rate of fees or tuition becomes effective on the date approved by the Board unless otherwise specified.