

2023 – 2024 Faculty Senate – Pending Approval
Meeting # 4

Approved at Mtg. #5
September 19, 2023

Tuesday, September 12, 2023, 3:30 pm – 5:00 pm
Zoom only

Present: Barannyk, Blevins, Chapman, Gauthier (Chair), Haltinner (Vice Chair), Hobbs, Justwan, Kenyon, Kirchmeier, Torrey Lawrence (w/o vote), Long, Miller, McKenna, Mischel, Mittelstaedt, Murphy, Raney, Ramirez, Rinker, Roberson, Rode, Sammaruca (w/o vote), Schiele, Schwarzlaender, Shook, Tibbals, Strickland

Absent: Miller, Reynolds, Walsh

Guests/speakers: Ken Udas

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

Approval of Minutes (vote):

The minutes of the 2023-24 Meeting #3, September 5, 2023, were approved as distributed.

Consent Agenda:

- Approval of University Committee Appointments
There were no requests to pull items out for discussion and vote. The consent agenda was approved by unanimous consent.

Chair's Report:

- We have several presentations today. One of them is by Torrey Lawrence about the status of higher education. The other one is by Ken Udas about digital initiatives at U of I. The goal is to share more information and details about where we are and to help us think about next steps.
- We will break down the complex landscape of the University of Phoenix transaction into several categories starting with a focus on academic issues. We plan to focus on financial elements, public relations aspects, and other topics later in the fall. Other issues are equally important, but the best approach when facing a complex and novel situation is to break it into smaller issues.
- We have invited John Woods - Provost and Chief Academic Officer for University of Phoenix - to the Senate meeting next week, September 19.
- I think it is important that all opinions are represented, so please send your academics-focused questions by Friday. We want to give John Woods the opportunity to prepare his presentation and address your questions. We will schedule more presentations as we move to other topics.

Provost's Report:

- This week, no new questions about the University of Phoenix were received.
- September is Katy Benoit Safety Awareness Month. Please make a note of the following events:
 - Wednesday, September 13, 7 – 9pm: "Take Back the Night" march.
<https://www.uidaho.edu/diversity/edu/womens-center/events/take-back-the-night>
 - Tuesday, September 19, at 7pm, in the International Ballroom: Katy Benoit Campus Safety Forum Keynote Address.

Status of Higher Education – Torrey Lawrence, Provost and Executive Vice President

Many factors are contributing to changes in Higher Education, such as: decrease in state funding; increase in cost; widely available choices between education and job preparation/training; the typical age of a student entering college is no longer between 18 and 22 years. We need to be fully aware of these changes and trends because they are impacting us.

The slides are a sub-selection from a presentation given at the ACE conference. The Provost shared data covering 50 years of Carnegie classification, starting from 1973, and 150 years of US high school (HS) graduation data. Following the 2008-09 recession, the birth rate dropped sharply. We are looking at 15 years of no growth as the number of 2030 HS graduates returns to 2015 levels.

The Provost displayed 150 years of enrollment data by gender. At the U of I, 53% of the students are female, which is within the national trends. At the U. of Phoenix, 70% are female. Private for-profit institutions make up about 5% of enrollments.

Schools are changing the way they teach, offering online, hybrid or on-campus classes, and projections indicate that online education will continue to grow. Naturally, this is driving the massive growth of online universities.

Another factor contributing to changes in Higher Ed is the increase in alternative credentials, of which a large spectrum is now available in many schools. 100M learners spend more than \$10B each year on micro and alternative credentials. U of I offers some, but they are not a major component.

Google Career Certificates: 6.3M learners have participated. Data covering 150 years of Higher Ed conferrals shows a rise in non-degree credentials. This area is a growth opportunity for us.

Discussion:

A Senator argued that, if we decided to make changes based on these data, we may miss the broader picture and take the wrong path. Provost Lawrence agreed that the facts presented above are not meant to be driving all decisions. But we need to be informed and aware of the landscape, so that we may join some of those efforts if we believe they are beneficial to us. Understanding this landscape will help us understand future opportunities better.

Vice Chair Haltinner commented on the importance to push back against anti-higher education political messages that may discourage college enrollment.

Sustainability Certificate

- Chair Gauthier gave a summary of the issue. The motion to be voted on was placed in the chat and read aloud by the Secretary: *“Move to appoint the existing interdisciplinary faculty-led committee as an ad-hoc program committee to serve as the ‘relevant unit and college’ authorized to submit curricular proposals per FSH 4120-E. This committee shall be empowered to propose the UG Academic Certificate in Sustainability to the University Curriculum Committee as a University-Wide Program, and to set its initial curriculum.”*

Moved to approve (Mittelstaedt, Long).

Vote: 21/23 yes; 2/23 no. Motion passes.

Task Force Proposal from Senate priorities as Emerged from the Senate Retreat

- Vice Chair Haltinner reviewed the process that was agreed upon at the retreat. At the retreat, senators brainstormed on potential priorities for the year, resulting in a list of about 80 items. Additional feedback and votes were collected by email. Based on that, the list was narrowed down to about 8 – 9 priorities, to be assigned to nine standing committees and four senate task forces. At this meeting, we’ll finalize senate task forces and their charges.
 - Employee Retention Task Force (Priorities: Campus Climate Survey; Retaining employees; Salary raises; Well-Being). Charge: to conduct a campus climate survey to

assess employees' needs; Based on that survey, work with FSL, FAC, and FSPG to propose policy changes, with special attention to salary raises and employee welfare.

- Employee Benefits Task Force (Priority: Improvement of Dependent Tuition Waiver). Charge: Assess peer institutional practices; assess U of I specific contexts, needs, constraints; work with the Finance Office to meet needs in light of constraints. Currently, only one dependent at a time can receive the tuition waiver benefit. Staff Council is also very interested in working with Senate towards an extension of the benefit.
- Boundary of APM/FSH Task Force (Priority: Faculty involvement in policy and procedures involving employees). Charge: work to improve current practices; work with the Provost Office and other entities on ways to include employees in future decisions that concern them.
- University of Phoenix. Charges still to be determined.

Discussion:

Provost Lawrence noted that the results of the “Great Colleges to Work for” survey should come out very soon. It’s something to be aware of, to avoid potential overlap. Vice Chair Haltinner recalled that the idea was to ask questions that weren’t covered in the “Great Colleges to Work for” survey, and also to cover more university-specific aspects. With regard to the “salary raises” priority, the Provost noted that we have the Staff Compensation Committee (SCC). Some may remember that SCC came to Senate last year to present their proposal for CEC.

A Senator thought that the “APM/FSH Boundary” task force should have a clearly defined and pointed charge. Several Senators agreed that the scope should be broader than looking into specific policies: people are interested in whether the decision-making process about APM items is working. The broader charge should be to come up with a mechanism through which one can identify proposed APM policies that impact teaching or research and, thus, faculty in the execution of their responsibilities, and whether parts of those policies may be best housed in FSH. How are APM items modified? Is the process consistent with the Constitution of the University Faculty?

There was a general consensus that specific technology policies, such as APM 30.16, should be left to the Information Technology Committee.

- Moved to vote *yes* or *no* to the creation of each individual task force (Haltinner, Mittelsteadt).
 - Employee Retention Task Force
22/23 yes; 1/23 no. Motion passes.
 - Employee Benefits Task Force
22/23 yes; 1/23 no. Motion passes.
 - Boundary of APM/FSH Task Force
18/23 yes; 5/23 no. Motion passes.

Announcements and Communications:

- Digital Learning Initiatives at University of Idaho - Ken Udas, Vice Provost for Digital Learning

Vice Provost Udas emphasized that he is always open to questions and comments. He introduced Nicole Remi, Program Manager.

Today, he will provide an overview of digital learning initiatives (DLI) his office has worked on or is working on. Digital Learning (DL) was established about two years ago, following the recommendations from a White Paper put together by a DL working group.

Over the past couple of years, the office received several requests from various groups/units/deans interested in developing digital programs.

They do market research and gather information on, for instance, other schools who may have or are developing similar programs.

They provide support with use of technology in teaching and learning, and work on online infrastructural capacities.

For some programs, they can provide financial support in the form of seed funds. For instance, they helped fund a program in COS and one in CBE. It's a four-year commitment to provide seed funds for more systemic needs, such as faculty lines.

They provide support for individual classes, typically under the Gen Ed portfolio. They help the university comply with current state and federal regulations and stay in touch with state initiatives, such as Online Idaho. They deliver market research forecasting. They work with bodies that provide support in teaching and learning, such as CETL. Lately, they worked closely with Virtual Technology and Design (VTD), where they had the opportunity to work with Jean-Marc Gauthier. Jean-Marc and his team developed an educational support system for virtual labs.

Currently, they are working with six colleges on various ideas. Overall, they work across the university to help move things forward.

One of the larger efforts is CAPE (Continuing Adult Professional Education). They help streamline and simplify traditional processes to facilitate the engagement of non-traditional learners. They plan to provide a robust set of programs for adult learners by Spring 2024.

Discussion:

A Senator had a question about certificates. As certificates are becoming increasingly popular, should we expand them and/or introduce more of them? Also, if companies are interested in those certificates for prospective employees, what's the best way to bring together the industry and the university? Reply by Provost Lawrence: There are several different types of certificates that are allowed by the SBOE, many of which are 12-credit certificates (roughly 50% of a minor). Some institutions have introduced "stackable certificates," that can add up to a degree. This fall, CBE is offering an online BBA degree which is a combination of certificates. In this way, students have more customizable options to focus on particular areas and have the flexibility not to pursue a degree. This lets us build more flexible options using what we already have. As for the second part of the question: Some employers require traditional classes and credits (INL is an example of those). On the other side, programs like CAPE, just mentioned by Vice Provost Udas, offer training that doesn't result in academic credits or credentials, but fulfills the training requested by the company. We have a lot of options and opportunities.

- APM 30.16 update

Chair Gauthier pointed to the memo from President Green attached to the agenda.

Discussion:

Going back to the previous conversation about APM/FSH, a Senator reiterated that we should focus on a way to track processes and how well they are working. Now that some time has gone by since implementation of current APM 30.16, we should invite Dan Ewart to talk about how the policy is functioning across campus.

New Business:

Phones/Teams – Tim Murphy, College of Law

Senator Murphy reported concerns from his constituents about the phone/Teams changes. From a practical standpoint, a phone has a function. Giving out the department phone number is not a solution, because we don't have receptionists. But there are also concerns of a different nature. Being required to provide a business reason for keeping a phone is found to be inappropriate. It is a shared governance issue as well. Per FSH 1520, we should be able to have a discussion and a vote about our working conditions, including access to standard office equipment and a phone.

Adjournment:

The agenda being completed, Chair Gauthier adjourned the meeting at 5:00 pm.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate

University of Idaho
2023 – 2024 Faculty Senate Agenda

Meeting # 4

Tuesday, September 12, 2023 at 3:30 pm
Zoom Only

- I. Call to Order
 - II. Approval of Minutes
 - Minutes of the 2023-24 Faculty Senate Meeting #3 September 5, 2023 **Attach. #1**
 - III. Consent Agenda (Vote)
 - Approval of University Committee Appointments **Attach. #2**
 - IV. Chair's Report
 - V. Provost's Report
 - VI. Status of High Ed Presentation – Torrey Lawrence, Provost and Executive Vice President **Attach. #3**
 - VII. Sustainability Certificate (Vote):
 - Discussion **Attach. #4**
 - VIII. Task Force Discussion (Vote): – Kristin Haltinner, Vice Chair Faculty Senate
 - Employee Retention
 - Dependents Tuition Benefit
 - University of Phoenix
 - APM/Technology Access
 - IX. Other Policy Business
 - *APM 05.02 – Property Coverage **Attach. #5**
 - *APM 90.24 – Student Health Insurance Requirement **Attach. #6**
 - *APM 45.21 – Responsible Conduct of Research Training **Attach. #7**
 - *APM 50.03 – How to Prepare Electronic personnel Action Forms (EPAFs) **Attach. #8**
 - X. Other Announcements and Communications
 - Digital Learning Initiatives at University of Idaho - Ken Udas, Vice Provost for Digital Learning
 - APM 30.16 Update
 - XI. New Business
 - Phones/Teams – Tim Murphy, College of Law
 - XII. Adjournment
- Attachments:

- **Attach. #1** Minutes of the 2023-24 Faculty Senate Meeting #3 (September 5, 2023)

- **Attach. #2** University Committee Appointments
- **Attach. #3** Status of Higher Ed Presentation
- **Attach. #4** Sustainability Certificate Presentation
- **Attach. #5** APM 05.02
- **Attach. #6** APM 90.24
- **Attach. #7** APM 45.21
- **Attach. #8** APM 50.03

*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.

2023 – 2024 Faculty Senate – Pending Approval

Meeting # 3

Tuesday, September 5, 2023, 3:30 pm – 5:00 pm

Zoom only

Present: Barannyk, Blevins, Chapman, Gauthier (Chair), Haltinner (Vice Chair), Hobbs, Justwan, Kenyon, Kirchmeier, Torrey Lawrence (w/o vote), Long, Miller, McKenna, Mischel, Mittelstaedt, Murphy, Raney, Ramirez, Rinker, Roberson, Rode, Sammarruca (w/o vote), Schiele, Schwarzlaender, Shook, Strickland
Absent: Tibbals (excused), Reynolds, Walsh

Guests/Speakers: Kristin Henrich, Cari Fealy, Karen Hume, Erin James

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

Approval of Minutes (vote):

The minutes of the 2022-23 Meeting #28, April 25, 2023 were approved as distributed.

The minutes of the 2023-24 Meeting #1, April 25, 2023 were approved as distributed.

The minutes of the 2023-24 Meeting #2, May 2, 2023 were approved as distributed.

Consent Agenda:

- Sabbatical Leave Committee Recommendations
- Spring 2023 Candidates for Graduation

There were no requests to pull items out for discussion and vote. The consent agenda was approved by unanimous consent.

Chair's Report:

- Welcome to the Faculty Senate. I want to thank you in advance, Senators, for the time that you will spend here. I also want to thank many people involved with the committees and people from administration and leadership. The work done by Faculty Senate is important and I think that it has tremendous value for the University. The Faculty Senate can be sometimes very efficient and sometimes less efficient, but it has its own value. The multiplicity of senator voices is very unique, and the decisions generated by this process are diverse and enrich other leadership decisions. If some of the voices are missing, the shared governance process does not work the way it's intended to.
- These considerations are timely, as we are about to engage in a close relationship with a university where the academic culture is very different and shared governance is not practiced. Full time faculty make up 2% of the faculty, tenure and Faculty Senate do not exist. The collaboration with University of Phoenix is moving forward. As with any collaboration, there is a potential for imbalance, especially with differences in technology, efficiency, cost, and business model. Although we know that University of Idaho brings quality to this partnership, our efficiency and expedition of decision making need to be prioritized. At the Open Forum on August 14th, John Woods, chief academic officer of the University of Phoenix stated: "To operate separately except for the things that have a level of importance and prioritization." It is important that we invite Mr. Woods to a next session of Faculty Senate to better understand what are the expectations in this new situation. Timing is important if you look at the calendar. One of the deadlines is the November accreditation and the other one is at the end of the year. I think that it is important that Faculty Senate sends feedback to the accreditation body. We need

to know how and when to send our feedback to the accrediting body. There's a need to create pathways for this new partnership. The Faculty Senate should have a role to play creating academic pathways with University of Phoenix.

- In attachment #6, you will find the letter sent to all senators by 2022-23 Senate Chair and Vice Chair, Kelly Quinnett and Erin Chapman, to provide clarification about the NDA they signed in April 2023.
- Retreat Follow-up and Working Group Updates:
Senate Vice Chair Haltinner shared slides about Senate priorities compiled from the August 2023 Senate Retreat. She also showed a list of issues that should be referred to committees. The slides are attached to these minutes.

Discussion:

In reference to some of the proposed priorities for the full Senate to undertake, the Provost had some comments and suggestions: 1) Concerning budget transparency, soon there will be a website with all documents, data, communications, etc. about the budget model. 2) The Spread Pay Committee should be separate from the Benefits Committee. 3) President Green is working on multiple working groups for the University of Phoenix partnership.

Some senators asked whether Senate will be involved in the Working Groups. Provost Lawrence said that there will be calls for volunteers.

With regard to the "faculty technology choice" item, a senator wondered if there is any room for faculty choice, given the recent developments with APM 30.16. Chair Gauthier responded that the Technology Working Group will take a broader look – beyond hardware procurement.

A senator recommended to link senate priorities to faculty responsibilities as specified in FSH. This will ensure that our purview of those projects has a solid foundation in policy.

Vice Chair Haltinner moved to a list of issues to be referred to appropriate committees. For instance, the University Teaching Committees should look into limits on email set by OIT, which impact faculty who aren't using Canvas email. A senator noted that OIT can make "email groups" larger than the limits. Another senator added that Canvas is a way around the problem only if students opt in to receive email through Canvas. They will follow up on this issue.

Vice Chair Haltinner also called for a Faculty Senate Representative on the Campus Planning Advisory Committee and encouraged volunteers for the working groups that were just presented. The discussion on best strategies to focus our working groups on will continue.

Provost's Report:

- The shooting incident reported this morning through Vandal Alert is now resolved with the person being in custody.
- Enrollment: As of last Friday, the overall enrollment was up by 2.2% compared to the same day last year. This is the 10th day benchmark. After the 10th day, things can change, mostly because of dual enrollment, which goes by high schools' schedules.
 - This year, we welcomed the second largest first-year freshman class in UI history.
 - Hopefully, dual credit enrollment continues to be strong.
 - A couple of colleges have grown their enrollment.
 - It will take some time to find out how enrollment impacts the budget.

- Each week, the Provost will answer a couple of questions on the University of Phoenix acquisition. The Phoenix question page continues to be updated. No questions were submitted for the meeting today.
- Common Read: The choice for 2023-24 was “The Nature Fix: Why Nature Makes Us Happier, Healthier and More Creative,” by Florence Williams. The keynote for that is October 17 in the International Ballroom. Selecting the next common read is a year-long process. You can send suggestions for the 2024-25 Common Read to Dean Panttaja by September 30.
- COVID: There has been some increase in COVID cases lately. COVID rapid tests and K9 masks are available on campus, at the ISUB, the Pitman Center, or the REC information desk. We are working on offering COVID-19 boosters and flu vaccines.
- Childcare came up at the Senate retreat as an issue of concern. Childcare availability has decreased since the pandemic. Dean of Students Blaine Eckles is at the meeting today to address this issue and answer questions.

Dean Blaine Eckles:

The UI Children’s Center (UICC) is the only accredited one in Latah County. We are hoping to double its size, at the existing location, through a grant. We are meeting with the President tomorrow to discuss the proposal. To improve retention, we raised the salary for all childcare workers. If approved, this extension will not solve all short-term problems because it will take some time, but it’s a huge priority. President Green is aware of this need and is interested in this type of investment as long as it is financially solid. We don’t expect much push-back on this proposal. The center is currently at full capacity, with many waitlists for children of all ages. The main point is the grant, which would substantially offset some of the costs. We’ll be happy to report back with updates.

A senator inquired about childcare needs for students vs. employees. If students are prioritized, where does that leave employees? Dean Eckles replied that 62% of the parents using UICC are employees, 20% are members of the community, and 18% students. The majority of our students are between 18 and 22 years of age, and thus less likely to need childcare. Employees are not excluded. Also, when a child is in the program, we don’t pull them out to make space for someone else. Comment from the Secretary: perhaps 62% of UICC users are faculty and staff because students can’t afford the fees.

The senator also had a question about the possibility of after-school care for elementary school children. Dean Eckles responded that there is a Summer Vandals Camp for kids. He is currently exploring the possibility of creating a program available throughout the year, which could potentially address the senator’s question, and has asked the appropriate staff to come up with a white paper including a projection of needed resources. Dean Eckles is also talking with UICC about offering parents (after the extension of the center) the possibility of dropping off their children for a few hours on evenings or weekends. With the staffing problem, it will take some time.

Anything planned for the outside-of-Moscow centers? In Idaho Falls, there are mostly graduate students, many with families. The situation is challenging. Dean Eckles will discuss with his team to explore what options may be available and viable.

Chair Gauthier shared a suggestion from a constituent faculty: a larger room to accommodate their children while they work, in special situations such as when the child is sick or childcare is not available.

Committee Reports (vote):

- FSH 6580 Reproduction of Copyrighted Material – Kristin Henrich
The policy has been rewritten to remove redundant, outdated, and non-policy information. The Library maintains extensive copyright guidance on its website, where it can be updated as frequently as needed.
Moved to approve (Long, Kirchmeier).
Vote: 24/24 in favor. Motion passes.

Other Policy Business:

- FSH 2300 Student Code of Conduct – Cari Fealy, Associate Dean of Students.
This was a comprehensive review resulting in rewrite. FSH 2300 Student Code of Conduct and FSH 2400 University Disciplinary Process for Alleged Violations of Student Code of Conduct have been combined into one policy, FSH 2300 Student Code of Conduct and Resolution Process. This policy revision is accompanied by the proposed deletion of FSH 2400.
The policy was rewritten using language more accessible and understandable for students. The Code of Conduct and disciplinary processes were combined in a single policy for ease of use. Processes related to Title IX Sexual Harassment were removed to align with the recently revised FSH 6100. We added clarifying language around academic dishonesty resolution. Language was added aligning with case law to follow best practices in student conduct policies. A section on free speech was added. The new policy has been approved by President Green on an interim basis and will go through the regular approval process. In the meantime, the office of the Dean of Students is seeking Faculty Senate feedback.

Discussion:

Vice Chair Haltinner observed, under the list of possible outcomes, some that are punitive, and others that are restorative or educational. Any opportunity to add more restorative outcomes? Cari Fealy noted that restorative outcomes fall under the informal resolution process when both parties are amenable to it. In such cases, the term “outcome” is not used because it would imply responsibility. At times when we utilize a “restorative reflections” process, it becomes a broader, educational outcome.

A senator noted that using “ChatGPT” to create a response to take-home work does not appear under the cheating and plagiarism categories. Cari recalled many conversations, including with CETL, about this item. They found out that some faculty allow it, others don’t. Thus, these behaviors are best left to the syllabus. Hence, the language in the policy includes anything that’s prohibited by the instructor, see Section E-1.

There was an inquiry about F-1. Reporting alleged violations, and the timeline for reporting. Comparing to the previous version, the senator sees a potential problem with equity in the reporting of cheating. Cari responded that, previously, under the code violation “Academic Dishonesty,” faculty were required to report all cases of academic dishonesty. The new version is a code of conduct for students, and detailed reporting protocols do not belong in it. Perhaps at some point we may consider a separate FSH policy on reporting in general and how it should be done to ensure due process.

Announcements and Communications:

- Interdisciplinary Sustainability Certificate Discussion – Karen Hume, Erin James.

Erin James provided context on the proposal and a brief history. In Fall 2021, President Green commissioned a Sustainability Working Group to suggest both academic and non-academic sustainability priorities. In August 2022, Sarah Dawson was hired as UI Director of Sustainability. In Fall 2022, the WG's White Paper was published, containing the recommendation to develop an undergraduate certificate in sustainability. In November 2022, an initial interdisciplinary committee comprised of faculty identified by deans or departments from all colleges was convened. The initial draft of the curriculum certificate was ready in January 2023 and presented to UCC in February 2023. UCC provided feedback on both the academic content and faculty jurisdiction issues. From then to the present, the WG has worked on revising the academic content *per* UCC recommendations and addressing faculty governance issues. The WG is here today to seek official empowerment from Faculty Senate to propose and maintain the certificate's academic curriculum. Pursuant FSH 4120, the relevant unit or college must submit curricular proposals to UCC. But this is a university-wide program, not suitable to be housed in a single college.

A senator congratulated the WG for their excellent revision work. They mentioned FSH 1520 Article I Section 4 Clause D in support of Faculty Senate's jurisdiction over this committee, eventually to become a standing committee. The Secretary agreed and cited FSH 1520 Article IV Section 11.

A senator expressed concern that the administration of the certificate, especially academic petitions, will result into considerable extra work for the Registrar's office.

The Faculty Secretary's understanding is that trained staff will handle the administrative part of the program, in consultation with the instructors. With components in social science, economics, and environmental science, housing the certificate in a single college doesn't seem like the best path.

Other senators expressed support for a permanent committee to be in charge of this certificate. Additional vetting comes from accreditation requirements, namely from outside the university.

Erin reiterated the very tight timeline they are on in order to meet the deadline for placing the proposal in the CIM que.

Given that only 5 minutes are left, the discussion will continue next week followed by a vote.

Adjournment:

The agenda not being completed, Chair Gauthier asked for a motion to adjourn. So moved (Chapman, Long). Meeting adjourned at 5:00 pm.

Respectfully Submitted,

Francesca Sammaruca
Secretary of the University Faculty & Secretary to Faculty Senate

Committee	Employee Type	Committee Designation	Last name	First Name	Term End	Email	Department/Unit	College
Academic Hearing Board	Faculty		Hansen	Robert (Keith)	2025-26	rkhanse@uidaho.edu	Counseling & Testing Center	Student Affairs
Academic Hearing Board	Faculty		Engle-Newman	Christopher	2025-26	cnewman@uidaho.edu	Law	LAW
Academic Hearing Board	Faculty/Administrator	Administrator	Holyoke	Laura	2024-25	holyoke@uidaho.edu	Leadership and Counseling	EHHS
Academic Hearing Board	Faculty	Chair	Turpin	Zach	2023-24	zturpin@uidaho.edu	English	CLASS
Academic Hearing Board	Faculty		Liang	Xi	2025-26	xliang@uidaho.edu	Plant Sciences	CALS
Academic Petitions Committee	Faculty/Associate Dean	Associate Dean	Nielsen	Mark	2024-25	markn@uidaho.edu	Associate Dean	COS
Academic Petitions Committee	Faculty/Alternate	Alternate	Attebury	Ramirose	2024-25	rattebur@uidaho.edu	Library	LIB
Academic Petitions Committee	Faculty		Baggs	Belle	2023-24	belleb@uidaho.edu	Movement Sciences	CEHHS
Academic Petitions Committee	Registrar or Designee	w/o vote	Brown	Lindsey	N/A	lindseybrown@uidaho.edu	Registrar's Office	
Academic Petitions Committee	Faculty/CTC	Chair	Kitzrow	Martha	2023-24	mkitzrow@uidaho.edu	CTC	CTC
Academic Petitions Committee	Faculty/Alternate/Associate Dean	Alternate						
Academic Petitions Committee	Faculty		Abdel-Rahim	Ahmed	2025-26	ahmed@uidaho.edu	Civil & Environmental Engineering	COE
Academic Petitions Committee	Faculty/Alternate/Associate Dean	Alternate						
Academic Petitions Committee	Faculty/Alternate	Alternate						
Academic Petitions Committee	Faculty/Associate Dean	Associate Dean	Craig	Traci	2024-25	tcraig@uidaho.edu	Associate Dean	CLASS
Academic Petitions Committee	Faculty/Alternate/CTC	Alternate						
Administrative Hearing Board	Faculty	Chair	Swenson	Matthew	2023-24	swenson@uidaho.edu	Mechanical Engr.	COE
Administrative Hearing Board	Registrar or Designee	Ex Officio	Hubbard	Dwaine	N/A	dhubbard@uidaho.edu	Registrar's Office	
Administrative Hearing Board	Student Accounts Manager or Designee	Ex Officio	Wambeke	Connie	N/A	cwambeke@uidaho.edu	Student Accounts	
Administrative Hearing Board	Faculty		Bernards	Matthew	2024-25	mbernards@uidaho.edu	Chemical & Biological Engineering	COE
Administrative Hearing Board	Staff		Harner	Arch	2023-24	aharner@uidaho.edu	Research Assurances	ORED
Administrative Hearing Board	Student		Loffer	Peyton	2023-24	loff3470@vandals.uidaho.edu	ASUI	ASUI
Administrative Hearing Board	Faculty/Law		Adams	Mark	2024-25	marka@uidaho.edu	Law	LAW
Administrative Hearing Board	Faculty		Gordon	Stefan	2025-26	sgordon@uidaho.edu	Music	CLASS
Admissions Committee	Director Counseling & Testing Center or Designee				N/A			
Admissions Committee	Director of Admissions or Designee	w/o vote	Goodwin	Melissa	N/A	mgoodwin@uidaho.edu	Admissions	SEM
Admissions Committee	Faculty		Scheef	Andrew	2025-26	ascheef@uidaho.edu	Curriculum & Instruction	EHHS
Admissions Committee	Faculty	Chair	Baker-Eveleth	Lori	2024-25	levelth@uidaho.edu	Accounting & MIS	CBE
Admissions Committee	Faculty		Hong	Zonglie	2025-26	zhong@uidaho.edu	Plant Sciences	CALS
Admissions Committee	Faculty		Omodt	Kelly	2025-26	kellyomodt@uidaho.edu	Library	LIB
Admissions Committee	Faculty		Manker	Gretchen	2024-25	gretchenm@uidaho.edu	Family and Consumer Sciences	CALS
Admissions Committee	Faculty/American Language & Culture Program (ALCP)		Hussein	Ibtesam	2025-26	ihussein@uidaho.edu	Modern Languages and Cultures	Global Studies
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair						
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair						
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair						
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair						
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair						
Admissions Committee	Professional Advisor	w/o vote			N/A			
Admissions Committee	Student Support Services designee	w/o vote	Fausto	Mercedes	N/A	mercedesf@uidaho.edu	Academic Support Programs	
Admissions Committee	Student Support Programs (optional)	w/o vote	Mai	Nhu	N/A	nhumai@uidaho.edu	Associate Director of Clinical Services	Counseling & Testing Center
Admissions Committee	Office of Multicultural Affaris	w/o vote	Martinez	Jesse	2024-25	jessem@uidaho.edu	OMA	
Admissions Committee	Ubuntu Chair or Designee		Hollingshead	Aleksandra	2023-24	ahollingshead@uidaho.edu		
Americans with Disabilities Act Advisory Committee	Center for Disability Access and Resources or Designee		Voss	Cory	N/A	voss@uidaho.edu	Director, CDAR	Student Affairs
Americans with Disabilities Act Advisory Committee	Director Counseling & Testing or Designee		Mushlitz	Ally	N/A	amushlitz@uidaho.edu	Counseling & Testing Center	Student Affairs
Americans with Disabilities Act Advisory Committee	Director of the OCRI or Designee		Lindquist	Art	N/A	alindquist@uidaho.edu	ORCI	
Americans with Disabilities Act Advisory Committee	Staff		Feldman	Amber	2024-25	afeldman@uidaho.edu	ORCI	
Americans with Disabilities Act Advisory Committee	Faculty/Library		Stone	Julia	2024-25	juliastone@uidaho.edu	Digital Scholarship Librarian	LIB
Americans with Disabilities Act Advisory Committee	OIT Director or Designee		English	Tom	N/A	tome@uidaho.edu	ITS	

Americans with Disabilities Act Advisory Committee	Faculty/Disability experience knowledge	Boise	Rumel	John	2025-26	jrumel@uidaho.edu	Law	LAW
Americans with Disabilities Act Advisory Committee	Student/Graduate							
Americans with Disabilities Act Advisory Committee	Faculty/Academic Administrator		Eichner	Katrina	2024-25	katrinae@uidaho.edu	Culture, Society, and Justice	CLASS
Americans with Disabilities Act Advisory Committee	Director of Housing and Residence Life	Chair	Kerr	Julie	N/A	juliekerr@uidaho.edu	Assistant Director, Housing Operat	Housing and Residence
Americans with Disabilities Act Advisory Committee	Staff		Bass	Kaity	2024-25	kaitlynb@uidaho.edu	Accountant	General Accounting
Americans with Disabilities Act Advisory Committee	Public Safety & Security or Designee	w/o vote	Lovell	Bruce	N/A	blovell@uidaho.edu	Emergency Management	
Americans with Disabilities Act Advisory Committee	Center on Disabilities and Human Development	w/o vote	Kramer	Krista	N/A	kkramer@uidaho.edu	Program Coordinator	Center on Disabilities
Americans with Disabilities Act Advisory Committee	Facilities Director or Designee		Pankopf	Ray	N/A	rayp@uidaho.edu	Facilities	
Americans with Disabilities Act Advisory Committee	Parking & Transportation Services	w/o vote	Schwartz	Nik	N/A	nschwartz@uidaho.edu	Parking & Transportation	
Americans with Disabilities Act Advisory Committee	Executive Director for Human Resources or Designee		Schumaker	Robin	N/A	rschumacker@uidaho.edu	HR	
Americans with Disabilities Act Advisory Committee	General Counsel Representative	w/o vote	Rytter	Kim	N/A	kimrytter@uidaho.edu	OGC	
Americans with Disabilities Act Advisory Committee	Student/Undergraduate		Loffer	Peyton	2023-24	loff3470@vandals.uidaho.edu	ASUI	ASUI
Arts Committee	Faculty		Nomee	Shaina	2023-24	snomee@uidaho.edu	Ag and Ext. Education	CALS
Arts Committee	Moscow Arts Commission Art Director or Designee	Ex Officio/Non-voting	Cherry	Megan	N/A	mcherry@ci.moscow.id.us		
Arts Committee	Faculty		Garrison	Leonard	2025-26	leonardg@uidaho.edu	Music	CLASS
Arts Committee	Administrator/Designated by the President	Ex Officio/Non-voting	Miller	Craig	N/A	craigmiller@uidaho.edu	Curriculum & Instruction	CEHHS
Arts Committee	Administrator/Designated by the President	Ex Officio/Non-voting	Galioto	Jeannie	N/A	jgalioto@uidaho.edu	Theatre Arts	CLASS
Arts Committee	Administraor in the Arts	Ex Officio/Non-voting	Corry	Shauna	N/A	scorry@uidaho.edu	Dean	CAA
Arts Committee	Staff		Espinoza-Aguilar	Norma	2025-26	normaea@uidaho.edu	Housing & Residence Life	
Arts Committee	Faculty		Smith	Rochelle	2025-26	rsmith@uidaho.edu	Library	LIB
Arts Committee	Student/ASUI Fine Arts Committee when possible		Belliveau	Jaclyn	2023-24	bell3442@vandals.uidaho.edu	ASUI	ASUI
Arts Committee	Facilities Management	Ex Officio/Non-voting	Pankopf	Raymond M.	N/A	rayp@uidaho.edu	Facilities	
Arts Committee	Faculty	Chair	Klement	David	2024-25	dklement@uidaho.edu	Music	CLASS
Arts Committee	Faculty		McCleary	Lauren	2025-26	laurenm@uidaho.edu	Art & Design	CAA
Arts Committee	Student		Smith	Luella	2023-24	luel3528@vandals.uidaho.edu	ASUI	ASUI
Arts Committee	UI Foundation or Designee	Ex Officio/Non-voting	Linduist	Shawna	N/A	shawnal@uidaho.edu	Interim Executive Director	UI Foundation
Arts Committee	Library Special Collections	Ex Officio/Non-voting	Kersting-Lark	Dulce	N/A	dulce@uidaho.edu	Director	Collections
Borah Foundation Committee	Faculty	Former Chair	Gottwald	Dave	2023-24	dgottwald@uidaho.edu	Art & Design	CAA
Borah Foundation Committee	Associate Director of the Martin Institute	w/o vote	Afatchao	Kodjotse	N/A	afatchao@uidaho.edu	Martin Institute	CLASS
Borah Foundation Committee	Faculty		Vierling	Lee	2024-25	leev@uidaho.edu	Natural Resources & Society	CNR
Borah Foundation Committee	Faculty		Roberson	Dakota	2023-24	dakotar@uidaho.edu	Engineering	ENG
Borah Foundation Committee	Student		Niemi	Olivia	2023-24	oniemi@uidaho.edu	ASUI	ASUI
Borah Foundation Committee	Student		Sauste	Natalie	2023-24	suaste@uidaho.edu	ASUI	ASUI
Borah Foundation Committee	Faculty		Conlon Khan	Lori	2024-25	lorick@uidaho.edu	Music	CLASS
Borah Foundation Committee	Student		Khetan	Saloni	2023-24	salonik@uidaho.edu	ASUI	ASUI
Borah Foundation Committee	Faculty		Prorak	Diane	2023-24	prorak@uidaho.edu	Library	LIB
Borah Foundation Committee	Staff							
Borah Foundation Committee	Staff		Burns	Ariana	2023-24	arianab@uidaho.edu	Special Collections	LIB
Borah Foundation Committee	Student		Weber	Ella	2023-24	eweber@uidaho.edu	ASUI	ASUI
Borah Foundation Committee	Faculty		Roy	Alyson	2023-24	aroy@uidaho.edu	History	CLASS
Campus Planning Advisory Committee	Faculty		Pyo	TH	2024-25	tpyo@uidaho.edu	Department of Business	CBE
Campus Planning Advisory Committee	Student							
Campus Planning Advisory Committee	Vice President for Information Technology (CIO)		Ewart	Daniel	N/A	dewart@uidaho.edu	ITS	
Campus Planning Advisory Committee	Designee		Salisbury	Kim	N/A	kims@uidaho.edu	Finance & Admin	
Campus Planning Advisory Committee	Assistant Vice President for Facilities		Vineyard	Rusty	N/A	vineyard@uidaho.edu	Facilities	
Campus Planning Advisory Committee	Faculty Senate		Schwarzlaender	Mark	2024-25	markschw@uidaho.edu	Entomology, Plant Pathology & Ne	CALS
Campus Planning Advisory Committee	Faculty Senate							
Campus Planning Advisory Committee	Faculty		Perret	Robert	2024-25	rperret@uidaho.edu	Library	LIB
Campus Planning Advisory Committee	Faculty		Fehrenkamp	Bethaney	2025-26	bethaney@uidaho.edu	WWAMI	WWAMI

Campus Planning Advisory Committee	Coordinator for CDAR or designee		Voss	Cory	N/A	voss@uidaho.edu	CDAR	
Campus Planning Advisory Committee	Staff		Matson	Eric	2024-25	ecmatson@uidaho.edu	CDAR	
Campus Planning Advisory Committee	Faculty							
Commencement Committee	Faculty		Kenyon	Jylisa	2025-26	jylisadoney@uidaho.edu	Program Director	LIB
Commencement Committee	Registrar		Brown	Lindsey	N/A	lindseybrown@uidaho.edu	Registrar's Office	
Commencement Committee	Faculty		Wilson	Miranda	2025-26	mirandaw@uidaho.edu	Music	CLASS
Commencement Committee	Faculty		Park	Young	2025-26	youngpark@uidaho.edu	Business	CBE
Commencement Committee	Faculty		Barannyk	Lyudmyla	2024-25	barannyk@uidaho.edu	Science	COS
Commencement Committee	Faculty	Chair	Smith	Bill	2023-24	bills@uidaho.edu	International Studies	CLASS
Commencement Committee	Honors Student							
Committee on Committees	Vice Chair/Fac Senate	Chair	Haltinner	Kristen	2023-24	khaltinner@uidaho.edu	Culture, Society and Justice	CLASS
Committee on Committees	Staff Council Elections Chair		Jameson	Arlette	2023-24	ajameson@uidaho.edu	Human Resources	
Committee on Committees	Student/ASUI President or Designee		McClain	Tanner	2023-24	tmccclain@uidaho.edu	ASUI Pres	
Committee on Committees	Faculty		Noguera	Magdy	2023-24	mnoquera@uidaho.edu	Department of Business	CBE
Committee on Committees	Faculty		Powell	Madison	2023-24	mpowell@uidaho.edu		
Committee on Committees	Faculty		Alessa	Lilian	2024-25	alessa@uidaho.edu	Landscape Architecture	CAA
Committee on Committees	Faculty		Campbell	Sarah	2024-25	sarahcampbell@uidaho.edu	Theatre	CLASS
Committee on Committees	Faculty Secretary	w/o vote	Sammarruca	Francesca	N/A	fsammarr@uidaho.edu	Physics	COS
Committee on Committees	Faculty		Blaine	Anna	2024-25	annablaine@uidaho.edu	Law	LAW
Committee on Committees	Faculty		Lee	Katherine	2025-26	katherinelee@uidaho.edu	Ag Econ and Rural Sociology	CALS
Dismissal Hearings Committee	Faculty		Schwarzlaender	Mark	2023-24	markschw@uidaho.edu	EPPN	CALS
Dismissal Hearings Committee	Faculty/Administrator/Alternate		Barton	Ben	2023-24	barton@uidaho.edu	Psychology & Communication	CLASS
Dismissal Hearings Committee	Faculty		Spear	Rhett	2024-25	rhetts@uidaho.edu	Plant Sciences	CALS
Dismissal Hearings Committee	Faculty/Alternate		Grieb	Terrance	2023-24	tgrieb@uidaho.edu	College of Business and Finance	CLASS
Dismissal Hearings Committee	Faculty/Alternate		Zhao	Meng	2025-26	mengz@uidaho.edu	Geograh	COS
Dismissal Hearings Committee	Faculty/Administrator/Alternate		Hollingshead	Aleksandra	2024-25	ahollingshead@uidaho.edu	Curriculum and Instruction	EHHS
Dismissal Hearings Committee	Faculty/Alternate		Robertson	Daniel	2025-26	danieljr@uidaho.edu	Mechanical Engineering	COE
Dismissal Hearings Committee	Faculty/Alternate		Ay	Suat	2025-26	suatay@uidaho.edu	Engineering	COE
Dismissal Hearings Committee	Faculty/Administrator		Strand	Eva	2025-26	evas@uidaho.edu	Associate Dean	CNR
Dismissal Hearings Committee	Faculty/Alternate		Dublin	Merritt	2024-25	mdublin@uidaho.edu	Law	LAW
Dismissal Hearings Committee	Faculty	Chair	Raney	Taylor	2023-24	traney@uidaho.edu	Curriculum & Instruction	CEHHS
Dismissal Hearings Committee	Faculty		Albertson	Doug	2024-25	dalbertson@uidaho.edu	Department of Business	CBE
Dismissal Hearings Committee	Faculty/Alternate		Ball	Katherine	2024-25	ktball@uidaho.edu	Law	LAW
Dismissal Hearings Committee	Faculty/Alternate		Warren	William	2023-24	williamw@uidaho.edu	County Ext.	CALS
Faculty Affairs Committee	Faculty	Chair	Smith	Alistair	2023-24	alistair@uidaho.edu	Earth and Spatial Scienves	CNR
Faculty Affairs Committee	Faculty		Adjesiwor	Albert	2023-24	aadjesiwor@uidaho.edu	Extension	CALS
Faculty Affairs Committee	Faculty		Durgesh	Vihab	2023-24	vdurgesh@uidaho.edu	Mechanical	ENGR
Faculty Affairs Committee	Faculty		Gessler	Paul	2023-24	paulg@uidaho.edu	Forest, Rangeland & Fire	CNR
Faculty Affairs Committee	Vice Provost for Faculty	Ex Officio/Non-voting	Kelly-Riley	Diane	N/A	dkr@uidaho.edu	Provost's Office	
Faculty Affairs Committee	Faculty		Hormel	Leontina	2025-26	lhormel@uidaho.edu	Sociology & Anthropology	CLASS
Faculty Affairs Committee	Faculty/Department Chair							
Faculty Affairs Committee	Faculty		Manrique Hoyos	Carolina	2023-24	cmanrique@uidaho.edu	Architecture	CAA
Faculty Affairs Committee	Faculty Secretary	Ex Officio/Non-voting	Sammarruca	Francesca	N/A	fsammarr@uidaho.edu	Physics	COS
Faculty Affairs Committee	Faculty		Gunder	Jessica	2024-25	jgunder@uidaho.edu	Law	LAW
Faculty Affairs Committee	Faculty		Blevins	Kathryn	2024-25	katieblevins@uidaho.edu	Journalism	CLASS
Faculty and Staff Policy Group	Staff		Jones	Lisa	2023-24	lisajones@uidaho.edu	Plant Sciences	CALS
Faculty and Staff Policy Group	Faculty							
Faculty and Staff Policy Group	Staff		Amos	Teresa	2025-26	tamos@uidaho.edu	OIT	
Faculty and Staff Policy Group	Faculty Secretary	Ex Officio	Sammarruca	Francesca	N/A	fsammarr@uidaho.edu	Physics	COS

Faculty and Staff Policy Group	Faculty/Senate Member		Raney	Taylor	2024-25	tcraney@uidaho.edu	Assoc. Dept. Chair	Instruction
Faculty and Staff Policy Group	Policy Coordinator or Designee	Ex Officio	Whitney	Diane	N/A	dwhitney@uidaho.edu	Provost's Office	
Faculty and Staff Policy Group	Faculty	Chair	Nelson	Sarah	2024-25	snelson@uidaho.edu	Modern Languages and Cultures	CLASS
Faculty and Staff Policy Group	Staff/Council Member		Jameson	Arlette	2024-25	ajameson@uidaho.edu	Benefits Services	Human Resources
Faculty Appeals Hearing Board	Faculty	Chair	Kerr	Ashley	2025-26	akerr@uidaho.edu	Modern Languages and Cultures	CLASS
Faculty Appeals Hearing Board	Faculty							
Faculty Appeals Hearing Board	Faculty		Skinner	Kate	2025-26	kates@uidaho.edu	Music	CLASS
Faculty Appeals Hearing Board	Faculty		Maas	Alex	2024-25	alexmaas@uidaho.edu	Agricultural Economics & Rural Soc	CALS
Faculty Appeals Hearing Board	Faculty	Coeur d'Alene	Stauffer	Larry	2025-26	stauffer@uidaho.edu	Mechanical Engineering	COE
Faculty Appeals Hearing Board	Faculty/Alternate		Overton	Michael	2025-26	moverton@uidaho.edu	Politics and Philosophy	CLASS
Faculty Appeals Hearing Board	Faculty/Alternate		Dong	Hanwen	2023-24	hanwendong@uidaho.edu	Library	Library
Faculty Appeals Hearing Board	Faculty/Alternate		Pimentel	David	2025-26	dpimentel@uidaho.edu	Law	LAW
Faculty Appeals Hearing Board	Faculty/Alternate		Schab	Aaron	2025-26	aschab@uidaho.edu	English	CLASS
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Boise	Walsh	Olga	2024-25	owalsh@uidaho.edu	Plant Sciences	CALS
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Boise						
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Idaho Falls	Roberson	Dakota	2025-26	dakotar@uidaho.edu	Engineering	COE
Faculty Appeals Hearing Board	Faculty/Department Chair		Smith	Alistair	2023-24	alistair@uidaho.edu	Dept. of Earth and Spatial Science	COS
Faculty Appeals Hearing Board	Faculty/Department Chair/Alternate		Scruggs	Philip	2025-26	pwscruggs@uidaho.edu	Movement Sciences	EHHS
Faculty Appeals Hearing Board	Faculty/Department Chair/Alternate		Butterfield	Sean	2025-26	sbutterfield@uidaho.edu	Music	CLASS
Grievance Committee for Student Employees	Student		Belliveau	Jaclyn	2023-24	bell3442@vandals.uidaho.edu	ASUI	ASUI
Grievance Committee for Student Employees	Staff/Council Member		Noble	Tami	2024-25	tnoble@uidaho.edu	EPSCoR	
Grievance Committee for Student Employees	Student		Smith	Luella	2023-24	luel3528@vandals.uidaho.edu	ASUI	ASUI
Grievance Committee for Student Employees	Faculty/Senate Member		Raney	Taylor	2024-25	tcraney@uidaho.edu	Curriculum & Instruction	CEHHS
Grievance Committee for Student Employees	Student		Nappo	Dosa	2023-24	dnappo@uidaho.edu	ASUI	ASUI
Honors Program Committee	Director of University Honors Program	w/o vote	Reineke	Sandra	N/A	sreineke@uidaho.edu	Honors Program	
Honors Program Committee	Faculty		Zajchowski	Chris	2025-26	czajchowski@uidaho.edu	Natural Resources & Society	CNR
Honors Program Committee	Faculty	Chair	Trujillo-Barrera	Andres	2024-25	aatrujillo@uidaho.edu	Economics & Rural Sociology	CALS
Honors Program Committee	Faculty		Aston	D. Eric	2025-26	aston@uidaho.edu	Chemical & Materials Engineering	COE
Honors Program Committee	Faculty		Franklin	Samantha	2025-26	sthompsonfranklin@uidaho.edu	Library	LIB
Honors Program Committee	Faculty		Sarathchandra	Dilshani	2025-26	dilshanis@uidaho.edu	Culture, Society & Justice	CLASS
Honors Program Committee	Faculty		McDunn	Benjamin	2025-26	bmcdunn@uidaho.edu	Psychology & Communication	CLASS
Honors Program Committee	Academic Dean (annual appointment)							
Honors Program Committee	Program Coordinator of University Honors Program	Secretary - w/o Vote	Tkach	Mary	N/A	mtkach@uidaho.edu	Honors Program Coordinator	Honors Program
Honors Program Committee	President of Honors Student Advisory Board or Designee							
Information Technology Committee	Faculty	Fort Hall Reservation	Gunn	Danielle	2025-26	dgunn@uidaho.edu	Central District	CALS
Information Technology Committee	Vice President for Research or Designee		Ehlert	Blair	N/A	bmehlert@uidaho.edu	Analyst	OSP
Information Technology Committee	Registrar or Designee	w/o vote	Miller	Tammy	N/A	tmiller@uidaho.edu	Registrar's Office	
Information Technology Committee	Designee	w/o vote	Milleson	Jake	N/A	jacobmilleson@uidaho.edu	Buyer	Purchasing Services
Information Technology Committee	Vice Provost for Digital Learning or Designee	w/o vote	Udas	Ken	N/A	kudas@uidaho.edu	Vice Provost for Digital Learning	Provost's Area
Information Technology Committee	Vice President for Information Technology or Designee	w/o vote	Amos	Teresa	N/A	tamos@uidaho.edu	ITS	
Information Technology Committee	Director of CETL or Designee		Quallen	Sean	N/A	squallen@uidaho.edu	CETL	
Information Technology Committee	Faculty							
Information Technology Committee	Faculty	Chair	Woolley	Darryl	2025-26	dwoolley@uidaho.edu	CBE	CBE
Information Technology Committee	Faculty		Zadehghol	Ata	2025-26	azadehghol@uidaho.edu	Engineering	COE
Information Technology Committee	Faculty		Shih	Ting-Yen	2024-25	tshih@uidaho.edu	Engineering	COS
Information Technology Committee	Faculty/Library		Coats	Erik	2025-26	ecoats@uidaho.edu	Civil & Environmental Engineering	COE
Information Technology Committee	Faculty/Off Campus		Godfrey	Bruce	2024-25	bgodfrey@uidaho.edu	Library	LIB
Information Technology Committee	Student Computing Advisory Committee or Designee							

Institutional Animal Care and Use Committee	Members placed by ORED; post roster online							
Institutional Biosafety Committee	Members placed by ORED; post roster online	Chair	Rowley	Paul	2024-25	prowley@uidaho.edu	Sciences	COS
Institutional Biosafety Committee	Members placed by ORED; post roster online		McClanahan	Russell	N/A	biosafety@uidaho.edu	Interim Biosafety Officer	
Institutional Biosafety Committee	Members placed by ORED; post roster online		Russell	Steven	N/A	campusvet@uidaho.edu	Attending Veterinarian	
Institutional Biosafety Committee	Members placed by ORED; post roster online		Alan	Poplawsky	2023-24	alpop@uidaho.edu	Nematology	CALS
Institutional Biosafety Committee	Members placed by ORED; post roster online							
Institutional Biosafety Committee	Members placed by ORED; post roster online		Schiele	Nathan	2024-25	nrschiele@uidaho.edu	Biological Engineering	ENGR
Institutional Biosafety Committee	Members placed by ORED; post roster online		Skibiel	Amy	2024-25	askibiel@uidaho.edu	Science	CALS
Institutional Biosafety Committee	Members placed by ORED; post roster online							
Institutional Biosafety Committee	Members placed by ORED; post roster online		Boyer	Josephine	2024-25		Community Member	
Institutional Biosafety Committee	Members placed by ORED; post roster online	w/o vote	Harner	Arch	N/A	aharner@uidaho.edu	Administration	ORED
Institutional Biosafety Committee	Members placed by ORED; post roster online	w/o vote	Shahat	Samir	N/A	samir@uidaho.edu	Director	Health and Safety
Institutional Review Board	Selected by ORED	Chair	Stoll	Sharon	2023	stoll@uidaho.edu	Movement Sciences	EHHS
Institutional Review Board	Selected by ORED		Paveglio	Travis	2023	tpaveglio@uidaho.edu	Natural Resources and Society	CNR
Institutional Review Board	Selected by ORED		Smith-Hill	Janice	2023		Community Member	
Institutional Review Board	Selected by ORED	Vice Chair	Thorsteinson	Todd	2023	tthorste@uidaho.edu	Psychology and Communication	CLASS
Institutional Review Board	Selected by ORED		Baker	Russell	2024	russellb@uidaho.edu	Movement Sciences	EHHS
Institutional Review Board	Selected by ORED		Kern	Anne	2024	akern@uidaho.edu	Professor Emerita	
Institutional Review Board	Selected by ORED - Alternate		Werner	Steffen	2023	swerner@uidaho.edu	Psychology and Communication	CLASS
Institutional Review Board	Selected by ORED - Alternate		Wallen	Kenneth	2023	kwallen@uidaho.edu	Natural Resources and Society	CNR
Institutional Review Board	Selected by ORED - Alternate		Bailey	Joshua	2023	joshuabailey@uidaho.edu	Movement Sciences	EHHS
Institutional Review Board	Selected by ORED - Alternate		Sanchez	Belinda	2024	belindas@uidaho.edu	Movement Sciences	EHHS
Institutional Review Board	Selected by ORED - Alternate		Chapman	Erin	2023	chapman@uidaho.edu	FCS	CALS
Institutional Review Board	Selected by ORED - Alternate		Fowler	Brian	2023	bfowler@uidaho.edu	Movement Sciences	EHHS
Institutional Review Board	Selected by ORED - Alternate		Roever	Carrie	2024		Community Member	
Institutional Review Board	Selected by ORED - Special Member	Prisoner Specialist	De Angelis	Joseph	2023	itdeangelis@uidaho.edu	Sociology & Anthropology	CLASS
Institutional Review Board	Selected by ORED - Special Member	Medical Specialist	Worth	Dustin	2023	dworth@uidaho.edu	WWAMI	
Institutional Review Board	Selected by ORED - Special Member, Alternate	Prisoner Specialist	Levan	Kristine	2024	klevan@uidaho.edu	Sociology & Anthropology	CLASS
Institutional Review Board	Selected by ORED - Non-Voting Member, Ex-Officio	IRB Coordinator	Neelon	Jennifer	N/A	jneelon@uidaho.edu	Office of Research Assurances	
Institutional Review Board	Selected by ORED - Non-Voting Member, Ex-Officio	Research Administration	Harner	Arch	N/A	aharner@uidaho.edu	Research Administration	
Instructional Space Committee	Registrar or Designee	Chair	Unzicker	Ted	N/A	tunzicker@uidaho.edu	Assistant Registrar	Registrar
Instructional Space Committee	Faculty		Sonnichsen	Mike	2024-25	msonic@uidaho.edu	Art & Design	CAA
Instructional Space Committee	Facilities				N/A			
Instructional Space Committee	Representative		Habib	Douglas	N/A	dhabib@uidaho.edu	CETL	
Instructional Space Committee	Student/ASUI Representative		Suaste	Natalie	2023-24	suaste@uidaho.edu	ASUI	ASUI
Instructional Space Committee	Purchasing Representative		Mcllroy	Julia	N/A	juliam@uidaho.edu	Purchasing	
Instructional Space Committee	Registrar Office Representative		Miller	Tammy	N/A	tmiller@uidaho.edu	Registrar's Office	
Instructional Space Committee	Faculty		Locke	Kenneth	2024-25	klocke@uidaho.edu	Psychology and Communication	CLASS
Instructional Space Committee	Director of General Education	Ex Officio/Non-voting	Panttaja	Dean	N/A	panttaja@uidaho.edu	Gen Ed	
Instructional Space Committee	Faculty		Galioto	Jeannie	2024-25	hubbs@uidaho.edu	Politics and Philosophy	CLASS
Instructional Space Committee	Student/ASUI Representative		Mankotia	Sameer	2023-24	mank8837@vandals.uidaho.edu	ASUI	ASUI
Instructional Space Committee	Information Technology Representative		Schmidt	Ken	N/A	kschmidt@uidaho.edu		ITS
Instructional Space Committee	Facilities		Vineyard	Rusty	N/A	vineyard@uidaho.edu	Facilities	
Library Affairs Committee	Faculty/Library	Chair	Seiferle-Valencia	Marco	2024-25	marcosv@uidaho.edu	Library	LIB
Library Affairs Committee	Faculty/Humanities		Klement	David	2025-26	dklement@uidaho.edu	Music	CLASS
Library Affairs Committee	Student/Undergraduate		Hobbs	Shelby	2023-24	hobb0745@vandals.uidaho.edu	ASUI	ASUI
Library Affairs Committee	Dean Library Services	w/o vote	Hunter	Ben	N/A	bhunter@uidaho.edu	Library	LIB
Library Affairs Committee	Faculty/Sciences		Hedman	Matthew	2024-25	mhedman@uidaho.edu	Physics	COS
Library Affairs Committee	Faculty	Kimberly	Olsen Nelson	Nora	2025-26	norao@uidaho.edu	Plant Sciences	CALS

Library Affairs Committee	Faculty/CLASS		Grindal	Matt	2024-25	mgrindal@uidaho.edu	Culture, Society & Justice	CLASS
Library Affairs Committee	Student/Graduate							
Officer Education Committee	Faculty		Awad-Rafferty	Rula	2025-26	rulaa@uidaho.edu	Interior Architecture & Design	CAA
Officer Education Committee	Head of Aerospace Studies (WSU)		Jeffers	Nickolas	N/A	nickolasjeffers@uidaho.edu	ROTC	
Officer Education Committee	Faculty	Chair	Baumann	Dianne	2023-24	dianneb@uidaho.edu	Culture, Society & Justice	CLASS
Officer Education Committee	Vice Provost for Academic Affairs or or Designee	Ex Officio	Kelly-Riley	Diane	N/A	dkr@uidaho.edu	Provost's Office	
Officer Education Committee	Head of Naval Science		Lockard	Price	N/A	pricelockard@uidaho.edu	ROTC	
Officer Education Committee	Faculty		Bauscher	Rich	2024-25	rbauscher@uidaho.edu	Leadership & Counseling	EHHS
Officer Education Committee	Head of Military Science		Warren	Ross	N/A	thomaswarren@uidaho.edu	ROTC	
Officer Education Committee	Student						ASUI	ASUI
Officer Education Committee	Student/ROTC							
Parking Committee	Staff		Smith	Randy	2025-26	rsmith@uidaho.edu	Director of Mtce & ops	Facilities
Parking Committee	Staff		Bogar	Ashley	2024-25	ashley@uidaho.edu		
Parking Committee	Parking Coordinator	w/o vote	Schwartz	Nikolas	N/A	nschwartz@uidaho.edu	Parking & Transportation	
Parking Committee	Staff		Knickerbocker	Beth	2023-24	kknicker@uidaho.edu	CBE	Academic Advising
Parking Committee	Student		Jabril	Mo	2023-24	jabr1057@vandals.uidaho.edu	ASUI	ASUI
Parking Committee	Student		Young	Lauren	2023-24	leyoung@uidaho.edu	ASUI	ASUI
Parking Committee	Faculty		Ekins	James	2024-25	jekins@uidaho.edu	Northern District	CALS
Parking Committee	Faculty		McBrayer	Markie	2024-25	mmcbrayer@uidaho.edu	Politics and Philosophy	CLASS
Parking Committee	Faculty	Chair	Xing	Tao	2023-24	xing@uidaho.edu	Mechanical Engr.	ENGR
Radiation Safety Committee	Faculty/Technical		Cole	Doug	2023-24	dcole@uidaho.edu	Biology	COS
Radiation Safety Committee	Director of EHS and University Safety Officer	Secretary	Abd El-Fatah	Samir I.	N/A	samir@uidaho.edu	University Safety Officer	Radiation
Radiation Safety Committee	Radiation Safety Officer				N/A			
Radiation Safety Committee	Faculty/Technical		Ahmadzadeh	Amin	2023-24	amin@uidaho.edu	Animal & Vet Sciences	CALS
Radiation Safety Committee	Faculty/Technical							
Radiation Safety Committee	Faculty/Technical, Dean or Dept. Chair		Fairly	Jerry	2023-24	jfairley@uidaho.edu	Geography & Geological Science	COS
Radiation Safety Committee	Faculty/Technical							
Radiation Safety Committee	Faculty/Technical		Hong	Zonglie	2023-24	zhong@uidaho.edu	Plant Sciences	CALS
Radiation Safety Committee	Faculty/Technical		Stoian	Sebastian	2024-25	ssstoian@uidaho.edu	Chemistry	COS
Radiation Safety Committee	Faculty/Technical	Chair						
Radiation Safety Committee	Faculty/Technical		Xiao	Fangming	2024-25	fxiao@uidaho.edu	Plant Sciences	CALS
Sabbatical Leave Evaluation Committee	Faculty/Natural Science	Hagerman	Powell	Madison	2025-26	mpowell@uidaho.edu	Hagerman Experiment Station	CALS
Sabbatical Leave Evaluation Committee	Faculty		Hickman	Dan	2025-26	dhickman@uidaho.edu	Business	CBE
Sabbatical Leave Evaluation Committee	Faculty		Vella	Chantal	2024-25	cvela@uidaho.edu	Movement Sciences	EHHS
Sabbatical Leave Evaluation Committee	Vice Provost of Academic Affairs or Designee	w/o vote	Kelly-Riley	Diane	N/A	dkr@uidaho.edu	Provost's Office	
Sabbatical Leave Evaluation Committee	Faculty/Humanities	Chair	Teague	Alexandra	2023-24	ateague@uidaho.edu	English	CLASS
Sabbatical Leave Evaluation Committee	Faculty/Social Sciences		Thorsteinson	Todd	2023-24	tthorste@uidaho.edu	Psychology & Communication	CLASS
Safety and Loss-Control Committee	Asstistant VP of Facilities or Designee	Chair	Vineyard	Rusty	N/A	vineyard@uidaho.edu	Facilities	
Safety and Loss-Control Committee	Commander, Moscow Police Department	Ex Officio/Non-voting	Berrett	Tyson	N/A	tberrett@ci.moscow.id.us		
Safety and Loss-Control Committee	Director of Environmental Health & Safety	Ex Officio/Non-voting	Abd El-Fatah	Samir	N/A	samir@uidaho.edu	University Safety Officer	Radiation
Safety and Loss-Control Committee	Director of Student Health Services or Designee				N/A			Student Affairs
Safety and Loss-Control Committee	Director of University Residences or Designee		Ray	Corey	N/A	rayc@uidaho.edu	Life	University Housing
Safety and Loss-Control Committee	Event Support Services		Sheffler	KC	N/A	sheffler@uidaho.edu	Bldng Ops & Athletic Event Mgr	Ops
Safety and Loss-Control Committee	Faculty/CAA		Lew	Roger	2024-25	rogerlew@uidaho.edu	Virtual Technology and Design	CAA
Safety and Loss-Control Committee	Faculty/CALS		Lynch	Laurel	2025-26	llynch@uidaho.edu	Soil & Water Systems	CALS
Safety and Loss-Control Committee	Faculty/CBE		Stone	Robert	2023-24	rstone@uidaho.edu	Accounting	CBE
Safety and Loss-Control Committee	Faculty/CEHHS		Pomerantz	Kirsten	2024-25	kpomerantz@uidaho.edu	Curriculum and Instruction	EHHS
Safety and Loss-Control Committee	Faculty/CLASS		Cohen	Rajal	2025-26	rcohen@uidaho.edu	Psychology/Communications	CLASS
Safety and Loss-Control Committee	Faculty/CNR		Cal	Lili	2024-25	lcai@uidaho.edu	Sciences	CNR

Safety and Loss-Control Committee	Faculty/COS		Hernandez Vargas	Abelardo	2025-26	esteban@uidaho.edu	Mathematics	COS
Safety and Loss-Control Committee	Faculty/ENGR		Mirkouei	Amin	2024-25	amirkouei@uidaho.edu	Idaho Falls	ENG
Safety and Loss-Control Committee	Faculty/LAW		Murphy	Tim	2024-25	temurphy@uidaho.edu	Law	LAW
Safety and Loss-Control Committee	Faculty/Library	(Previous Chair)	Perret	Robert	2023-24	rperret@uidaho.edu	Library	Library
Safety and Loss-Control Committee	OIT Represetative		Hall	Cass	N/A	cassidyh@uidaho.edu	OIT	
Safety and Loss-Control Committee	Occupational Safety Specialist	Ex Officio/Non-voting	Ewart	Char	N/A	ewart@uidaho.edu	Facilities	
Safety and Loss-Control Committee	Research & Economic Development		Cavolo	Bryon	N/A	bcavolo@uidaho.edu	Accounting Specialist II	OSP
Safety and Loss-Control Committee	Risk Manager or Designee		Spink	Nancy	N/A	risk@uidaho.edu	Risk	
Safety and Loss-Control Committee	Senior Human Resources Executive or Designee		Lindquist	Steven	N/A	stevenrl@uidaho.edu	HR	
Safety and Loss-Control Committee	Staff Council Representative		Barber	Matthew	2024-25	mjbarber@uidaho.edu	Administrative Coordinator	Services
Safety and Loss-Control Committee	Student/Graduate							
Safety and Loss-Control Committee	Student/Undergraduate		Nguyen	Kayla	2023-24	nguy7867@vandals.uidaho.edu	ASUI	ASUI
Scientific Misconduct Committee	Faculty/Tenured							
Scientific Misconduct Committee	Faculty/Tenured		Kobziar	Leda	2024-25	lkobziar@uidaho.edu	Natural Resources and Society	CNR
Scientific Misconduct Committee	Faculty/Tenured		Datta	Somantika	2023-24	sdatta@uidaho.edu	Math	COS
Scientific Misconduct Committee	Faculty/Tenured		Waits	Lisette	2024-25	lwaits@uidaho.edu	Fish and Wildlife Sciences	CNR
Scientific Misconduct Committee	Faculty/Tenured		Kassem	Emad	2023-24	ekassem@uidaho.edu	Civil & Environmental Engr.	ENGR
Scientific Misconduct Committee	Faculty/Tenured		Tohaneanu	Stefan	2024-25	tohaneanu@uidaho.edu	Sciences	COS
Scientific Misconduct Committee	Faculty/Tenured - Alternate		Boris Tarre	Marta	2025-26	martab@uidaho.edu	Modern Languages & Cultures	CLASS
Scientific Misconduct Committee	Faculty/Tenured - Alternate		Freeman	Sydney	2024-25	sfreemanjr@uidaho.edu	Department	CEHHS
Scientific Misconduct Committee	Faculty/Tenured - Alternate		Borrelli	R.A.	2025-26	rborrelli@uidaho.edu	Nuclear Engineering	COE (Idaho Falls)
Student Conduct Board	Faculty		Heimgartner	Candi	2025-26	cheim@uidaho.edu	Biological Sciences	COS
Student Conduct Board	Staff		Barber	Mathew	2023-24	mjbarber@uidaho.edu	Military and Veteran Services	
Student Conduct Board	Student/Graduate							
Student Conduct Board	Faculty	Chair	Bailey	Josh	2024-25	joshuabailey@uidaho.edu	Movement Sciences	CEHHS
Student Conduct Board	Staff		Tomlin	Erin	2025-26	erintomlin@uidaho.edu	Assistant Dean of Student Affairs	LAW
Student Conduct Board	Student		Smith	Martha	2023-24	marthas@uidaho.edu		
Student Conduct Board	Faculty		Moreno	Perri	2025-26	pmoreno@uidaho.edu	Library	LIB
Student Conduct Board	Faculty		Gottwald	Dave	2024-25	dgottwald@uidaho.edu	Art & Design	CAA
Student Conduct Board	Student		Scrupps	Emily	2023-24	escrupps@uidaho.edu	ASUI	ASUI
Student Conduct Board	Staff		Exline	Annie	2024-25	aexline@uidaho.edu	Web Team Manager	UCM
Student Conduct Board	Faculty		Martin	Todd	2025-26	tcmartin@uidaho.edu	Business	CBE
Student Conduct Board	Staff		Cook	Christopher	2025-26	chrisco@uidaho.edu	Recruitment	Campus Visits
Student Conduct Board	Student		Trachimowicz	Nathaniel	2023-24	ntrachimowicz@uidaho.edu	ASUI	ASUI
Student Conduct Board	Student		Johnston	Emma	2023-24	ejohnston@uidaho.edu	ASUI	ASUI
Student Conduct Board	Faculty		McDunn	Benjamin	2023-24	bmcDunn@uidaho.edu	Psychology & Communication	CLASS
Student Conduct Board	Faculty		Smith	Kasee	2025-26	klsmith@uidaho.edu	Education	CALS
Student Conduct Board	Staff		Sheikh	Mahmood	2023-24	msheikh@uidaho.edu	Vandal Scholarship Fund	Development
Student Conduct Board	Staff		Jameson	Arlette	2024-25	ajameson@uidaho.edu	Senior Benefits Specialist	Human Resources
Student Conduct Board	Staff		Smith	Jen	2023-24	jcsmith@uidaho.edu		Career Services
Student Conduct Board	Student/Law							
Student Conduct Board	Student		Worwood	Tyler	2023-24	worw9156@vandals.uidaho.edu	ASUI	ASUI
Student Financial Aid Committee	Faculty	Boise	Billing	Carol	2025-26	cbilling@uidaho.edu	Curriculum & Instruction	EHHS
Student Financial Aid Committee	Staff Designated by Director of Student Financial Aid		Arevalos	Evelina	N/A	evelinaa@uidaho.edu	CAMP	
Student Financial Aid Committee	Director of Student Financial Aid	w/o vote	Croyle	Randi	N/A	rcroyle@uidaho.edu	Financial Aid	
Student Financial Aid Committee	Faculty		Becker	Hydee	2025-26	hydeeb@uidaho.edu	Family and Consumer Scienes	CALS
Student Financial Aid Committee	Student		Jozin	Annika	2023-24	jozi21100@vandals.uidaho.edu	ASUI	ASUI
Student Financial Aid Committee	Faculty	Chair	Mai	Nhu	2023-24	nhumai@uidaho.edu	Counseling and Testing	CTC
Student Financial Aid Committee	Faculty		Pula	Kacy	2024-25	kpula@uidaho.edu	Psychology and Communication	CLASS

Student Financial Aid Committee	Student		Jabril	Mo	2023-24	jabr1057@vandals.uidaho.edu	ASUI	ASUI
Student Financial Aid Committee	Student Support Staff Representative	w/o vote	Damron	Cori	N/A	cdamron@uidaho.edu	Prevention	Dean of Students
Student Financial Aid Committee	Faculty	Idaho Falls	Mirkouei	Amin	2024-25	amirkouei@uidaho.edu	Manufacturing Lab	COE
Ubuntu	Coordinator of Student Support Services or Designee	Ex Officio/Non-voting	Fausto	Mercedes	N/A	mercedesf@uidaho.edu		
Ubuntu	Director CDAR or Designee	Ex Officio/Non-voting	Gash	Katelyn	N/A	ecmatson@uidaho.edu	CDAR	
Ubuntu	Director Multicultural Affairs or Designee	Ex Officio/Non-voting	Martinez	Jesse	N/A	jessem@uidaho.edu	Multicultural Affairs	
Ubuntu	Director of International Programs or Designee	Ex Officio/Non-voting	Kestle	Mimi	N/A	mkestle@uidaho.edu	Program Coordinator - IPO	
Ubuntu	Designee	Ex Officio/Non-voting	Samuels	Sydel	N/A	ssamuels@uidaho.edu	Native American Student Center	
Ubuntu	Director Women's Center or Designee	Ex Officio/Non-voting	Critchfield	Katrina	N/A	kcritchfield@uidaho.edu	Program Coordinator	Women's Center
Ubuntu	Diversity & Human Rights Chief Diversity Officer	Ex Officio/Non-voting	Bisbee	Yolanda	N/A	yobiz@uidaho.edu	Diversity Office	
Ubuntu	Faculty	Cayon County	Howard	Tasha	2025-26	thoward@uidaho.edu	Southern District	CALS
Ubuntu	Faculty		Cieslik-Miskmen	Caitlin	2024-25	caitlinc@uidaho.edu	Media	CLASS
Ubuntu	Faculty	Chair	Hollingshead	Aleksandra	2024-25	ahollingshead@uidaho.edu	Curriculum & Instruction	CEHHS
Ubuntu	Faculty		Ritcher	Jamaica	2025-26	jritcher@uidaho.edu	English	CLASS
Ubuntu	Human Resources Representative	Ex Officio/Non-voting	Terwilliger	Brandi	N/A	brandit@uidaho.edu	HR	
Ubuntu	LGBTQA Coordinator or Designee	Ex Officio/Non-voting	Keleher	Julia	N/A	jkeleher@uidaho.edu	LGBTQA	
Ubuntu	Staff		Armitage	Kali	2024-25	kali@uidaho.edu	OIT	
Ubuntu	Staff/Council Member		Gutierrez-Aguirre	David	2024-25	dgaguirre@uidaho.edu	Irrigation System Coordinator	Facilities
Ubuntu	ASUI Director of Diversity Affairs or Designee	Ex Officio/Non-voting	Suaste	Natalie	2023-24	suaste@uidaho.edu	Director of Diversity and Inclusion	ASUI
Ubuntu	Student/Graduate							
Ubuntu	Student/Undergraduate		Khetan	Saloni	2023-24	salonik@uidaho.edu	ASUI	ASUI
University Advising Committee	Faculty		Swenson	Matthew	2025-26	swenson@uidaho.edu	Mechanical Engineering	COE
University Advising Committee	Designee		Lebeau	Jennifer	N/A	jlebeau@uidaho.edu	Academic Support Programs	
University Advising Committee	Academic Advisor		Weso	(Kay Kay)	2024-25	kweso@uidaho.edu	Academic Advisor - CBE	
University Advising Committee	Associate Dean		Craig	Traci	2023-24	tcraig@uidaho.edu	Psychology & Communication	CLASS
University Advising Committee	Faculty		Kittell	Ellen	2025-26	kittell@uidaho.edu	History	CLASS
University Advising Committee	Faculty		Vella	Chantal	2025-26	cvella@uidaho.edu	Movement Sciences	EHHS
University Advising Committee	Faculty	Boise	Vos	Jaap	2025-26	jvos@uidaho.edu	Natural Resources and Society	CNR
University Advising Committee	Faculty	Chair	Chapman	Erin	2023-24	chapman@uidaho.edu	Family and Consumer Sciences	CALS
University Advising Committee	Student/Undergraduate		Smith	Martha	2023-24	mart8476@vandals.uidaho.edu	ASUI	ASUI
University Advising Committee	Student/Undergraduate		Jozin	Annika	2023-24	jozi21100@vandals.uidaho.edu	ASUI	ASUI
University Advising Committee	Associate Director for Advising		Bertlin	Shawna	2022-23	sbertlin@uidaho.edu	Academic Support Programs	
Committee	Associate Director of Assessment and Accreditation	ex officio/Non-voting			N/A			
Committee	Office of Equity, Diversity, and Inclusion Representative	ex officio/Non-voting	Anthony-Stevens	Vanessa	N/A	vstevens@uidaho.edu	Curriculum & Instruction	CEHHS
Committee	Faculty/CAA		Sonnichsen	Mike	2024-25	msonic@uidaho.edu	Art & Design	CAA
Committee	Faculty/CALS		Doumit	Matthew	2023-24	mdoumit@uidaho.edu	Animal, Vet., and Food Sciences	CALS
Committee	Faculty/CBE		Sisodiya	Sanjay	2025-26	sisodiya@uidaho.edu		
Committee	Faculty/CLASS		Johnson	Robin	2025-26	rsjohnson@uidaho.edu	Journalism & Mass Media	CLASS
Committee	Faculty/CNR		Shook	Steven	2023-24	shook@uidaho.edu		CNR
Committee	Faculty/COS		Ytreberg	Marty	2025-26	ytreberg@uidaho.edu	Physics	COS
Committee	Faculty/EHHS		Raney	Taylor	2024-25	craney@uidaho.edu	Curriculum & Instruction	EHHS
Committee	Faculty/Engineering	Chair	Crepeau	John	2023-24	crepeau@uidaho.edu	Mechanical Engr.	ENGR
Committee	Faculty/Graduate Studies		McMurtry	Jerry	2023-24	mcmurtry@uidaho.edu		COGS
Committee	Faculty/Law		Murphy	Tim	2023-24	temurphy@uidaho.edu	Law	
Committee	Faculty/Library		Attebury	Ramirose	2023-24	rattebur@uidaho.edu	Library	LIB
Committee	Recorder, Office of Assessment and Accreditation	ex officio/Non-voting			N/A			
Committee	Strategic Enrollment Management Representative	ex officio/Non-voting	McMullin	Kristen	N/A	kmcmullin@uidaho.edu	Assoc. Director Advising	Advising
Committee	Student Affairs Representative	ex officio/Non-voting			N/A			
Committee	Vice Provost of Academic Initiatives or Designee	ex officio/Non-voting	Gorzelsky	Gwen	N/A	gwen@uidaho.edu	VProv AI	Provost Office

University Budget & Finance Committee	Budget Office Representative	Ex Officio/Non-voting	Mahoney	Trina	N/A	tmahoney@uidaho.edu	Budget Office	
University Budget & Finance Committee	Faculty/At-Large		Kersting-Lark	Dulce	2025-26	dulce@uidaho.edu	Special Collections	LIB
University Budget & Finance Committee	Faculty/CAA	Chair	Barakat	Hala	2023-24	hbarakat@uidaho.edu	Architecture	CAA
University Budget & Finance Committee	Faculty/CALS		West	Andy	2023-24	andywest@uidaho.edu	Central District	CALS
University Budget & Finance Committee	Faculty/CBE		Groza	Mya	2025-26	myagroza@uidaho.edu	Business Dept. Head	CBE
University Budget & Finance Committee	Faculty/CEHHS		Kim	Juhee	2025-26	juheekim@uidaho.edu	Leadership & Counseling	CEHHS
University Budget & Finance Committee	Faculty/CLASS		Lange	Michelle	2025-26	mlange@uidaho.edu	Music	CLASS
University Budget & Finance Committee	Faculty/CNR		Latta	Greg	2025-26	glatta@uidaho.edu	Natural Resources and Society	CNR
University Budget & Finance Committee	Faculty/COS		Ridenhour	Benjamin	2025-26	bridenhour@uidaho.edu	Mathematics	COS
University Budget & Finance Committee	Faculty/ENGR		Li	Feng	2025-26	fengli@uidaho.edu	Engineering	ENGR
University Budget & Finance Committee	Faculty/LAW		McIntosh	Deb	2022-24	debmcin@uidaho.edu		LAW
University Budget & Finance Committee	Faculty/Senate Member		Long	Jerry	2024-25	jlong@uidaho.edu	Law	LAW
University Budget & Finance Committee	Provost & Executive Vice President	Ex Officio/Non-voting	Lawrence	Torrey	N/A	provost@uidaho.edu	Provost's Office	
University Budget & Finance Committee	Staff/Academic Affairs		Buchert	Charity	2024-25	charityb@uidaho.edu	CALS	
University Budget & Finance Committee	Staff/Advancement		Doering	Zachary	2025-26	zdoering@uidaho.edu	Prospect Data Analyst	Advancement
University Budget & Finance Committee	Staff/Finance & Administration		Richards	Kenwyn	2025-26	kenwynr@uidaho.edu	Provost Office	
University Budget & Finance Committee	Staff/ITS		Amos	Teresa	2024-25	tamos@uidaho.edu	ITS	
University Budget & Finance Committee	Staff/ORED		Franklin	Chelsea	2025-26	cfranklin@uidaho.edu	OSP	ORED
University Budget & Finance Committee	Student/ASUI		Scrupps	Emily	2023-24	escrupps@uidaho.edu	ASUI	ASUI
University Budget & Finance Committee	Student/Graduate/GPSA							
University Budget & Finance Committee	Student/Law/SBA							
University Budget & Finance Committee	Designee	Ex Officio/Non-voting	Foisy	Brian	N/A	brianfoisy@uidaho.edu	Finance & Admin	
University Committee for General Education	Designee	w/o vote			N/A			
University Committee for General Education	CLASS Dean or Designee	w/o vote	Quinlan	Sean	N/A	quinlan@uidaho.edu	History	CLASS
University Committee for General Education	COS Dean or Designee	w/o vote	Nielsen	Mark	N/A	markn@uidaho.edu		COS
University Committee for General Education	Director of Academic Advising or Designee	w/o vote	Bertlin	Shawna	N/A	sbertlin@uidaho.edu	Academic Support Programs	
University Committee for General Education	Director of General Education	w/o vote	Panttaja	Dean	N/A	panttaja@uidaho.edu		
University Committee for General Education	Faculty/CAA							CAA
University Committee for General Education	Faculty/CALS		Glaze	Benton	2025-26	zglaze@uidaho.edu	Animal, Vet., and Food Sciences	CALS
University Committee for General Education	Faculty/CBE	Chair	Stuen	Eric	2024-25	estuen@uidaho.edu	Economics	CBE
University Committee for General Education	Faculty/CEHHS		Dixon	Raymond	2024-25	rdixon@uidaho.edu	Instruction	CEHHS
University Committee for General Education	Faculty/CNR	Former Chair	Goebel	Charles	2023-24	cgoebel@uidaho.edu	Sciences	CNR
University Committee for General Education	Faculty/ENGR		Moberly	James	2024-25	jgmoberly@uidaho.edu	Engineering	ENGR
University Committee for General Education	Faculty/Library		Rodrigues	Tyler	2024-25	trodrigues@uidaho.edu	First Year Experience Librarian	LIB
University Committee for General Education	Faculty/SBOE GEM - Humanistic & Artistic		Volem	Margot	2025-26	mvolem@uidaho.edu	English	CLASS
University Committee for General Education	Faculty/SBOE GEM - Humanistic & Artistic		Celaya	Lori	2023-24	lcelaya@uidaho.edu	School of Global Studies	CLASS
University Committee for General Education	Faculty/SBOE GEM - Mathematical		Boester	Tim	2025-26	boester@uidaho.edu	Science	COS
University Committee for General Education	Faculty/SBOE GEM - Mathematical		Welhan	Manuel	2024-25	mwelhan@uidaho.edu	Science	COS
University Committee for General Education	Faculty/SBOE GEM - Oral Comm.		Carter	Diane	2024-25	dcarter@uidaho.edu	Psychology & Communication	CLASS
University Committee for General Education	Faculty/SBOE GEM - Oral Comm.		Folwell	Annette	2024-25	folwell@uidaho.edu	Interim Associate Dean	CLASS
University Committee for General Education	Faculty/SBOE GEM - Scientific		Heinse	Robert	2024-25	rheinse@uidaho.edu	Soil & Water Systems	COS
University Committee for General Education	Faculty/SBOE GEM - Scientific		Cross	Jeff	2025-26	jacross@uidaho.edu	Chemistry	COS
University Committee for General Education	Faculty/SBOE GEM - Social & Behavioral		Kolpan	Katharine	2025-26	kkolpan@uidaho.edu	Sociology & Anthropology	CLASS
University Committee for General Education	Faculty/SBOE GEM - Social & Behavioral		Thorsteinson	Todd	2024-25	tthorste@uidaho.edu	Psychology & Communication	CLASS
University Committee for General Education	Faculty/SBOE GEM - Written Comm.		Krahn	Katie	2023-24	katiek@uidaho.edu	English	CLASS
University Committee for General Education	Faculty/SBOE GEM - Written Comm.		Oswald	Oscar	2024-25	owoswald@uidaho.edu	English	CLASS
University Committee for General Education	Registrar or Designee	w/o vote	Frost	Rebecca	N/A	rfrost@uidaho.edu	Registrar's Office	
University Committee for General Education	Student/Undergraduate		Gill	Nikhil	2023-24	gill5796@vandals.uidaho.edu	ASUI	ASUI
University Committee for General Education	Student/Undergraduate		Blattner	Emily	2023-24	blat5579@vandals.uidaho.edu	ASUI	ASUI

University Curriculum Committee	Director of General Education	w/o vote	Panttaja	Dean	N/A	panttaja@uidaho.edu	Gen Ed	
University Curriculum Committee	Faculty Secretary or Designee	w/o vote	Sammarruca	Francesca	N/A	fsammarr@uidaho.edu	Physics	COS
University Curriculum Committee	Faculty/At-Large		James	Erin	2025-26	ejames@uidaho.edu	English	CLASS
University Curriculum Committee	Faculty/CAA		Isenbarger	Stacy	2023-24	stacyi@uidaho.edu	Art & Design	CAA
University Curriculum Committee	Faculty/CALS		Doumit	Stacey	2024-25	sdoumit@uidaho.edu	Animal & Veterinary Sciences	CALS
University Curriculum Committee	Faculty/CBE		Noguera	Magdy	2025-26	mnoquera@uidaho.edu	Business	CBE
University Curriculum Committee	Faculty/CEHHS	Chair	Paul	Dave	2024-25	dpaul@uidaho.edu	Movement Sciences	EHHS
University Curriculum Committee	Faculty/CLASS		Howerton	Kyle	2024-25	howerton@uidaho.edu	JAMM	CLASS
University Curriculum Committee	Faculty/CNR	Former Chair	Shook	Steven	2024-25	shook@uidaho.edu		CNR
University Curriculum Committee	Faculty/COS		Buzbas	Erkan	2025-26	erkanb@uidaho.edu	Sciences	COS
University Curriculum Committee	Faculty/ENGR		Kassem	Emad	2023-24	ekassem@uidaho.edu	Civil & Environmental Engr.	ENGR
University Curriculum Committee	Faculty/LAW		Long	Jerry	2024-25	jlong@uidaho.edu	Law	LAW
University Curriculum Committee	Faculty/Library		Dong	Hanwen	2023-24	hanwendong@uidaho.edu	Library	LIB
University Curriculum Committee	Registrar or Designee	w/o vote	Brown	Lindsey	N/A	lindseybrown@uidaho.edu	Registrar's Office	
University Curriculum Committee	Student/Graduate							
University Curriculum Committee	Student/Undergraduate/Upper Division		Johnston	Emma	2023-24	ejohnston@uidaho.edu	ASUI	ASUI
University Curriculum Committee	Student/Undergraduate/Upper Division		Trachimowicz	Nate	2023-24	ntrachimowicz@uidaho.edu	ASUI	ASUI
University Curriculum Committee	Vice Provost Academic Initiatives or Designee	w/o vote	Gorzelsky	Gwen	N/A	gwen@uidaho.edu	VProv AI	Provost Office
University Security & Compliance Committee	Executive Director Public Safety & Security	Chair	Nichols	Jake	N/A	jnichols@uidaho.edu	E.D. Public Safety & Security	Safety
University Security & Compliance Committee	Title IX Coordinator		Lindquist	Art	N/A	alindquist@uidaho.edu	Civil Rights Investigator	OCRI
University Security & Compliance Committee	Faculty		Callister	David	2025-26	dcallister@uidaho.edu	Eastern District	CALS (Butte County)
University Security & Compliance Committee	Moscow Police Department Representative		Berrett	Tyson	N/A	tberrett@ci.moscow.id.us		
University Security & Compliance Committee	General Counsel Representative	w/o vote	Rytter	Kim	N/A	jimcraig@uidaho.edu	Legal	
University Security & Compliance Committee	EHS Safety Specialist		Daniels	Kelvin	N/A	kelvind@uidaho.edu	EHS	
University Security & Compliance Committee	Dean of Students		Eckles	Blaine	N/A	beckles@uidaho.edu	Dean of Students	Dean of Students
University Security & Compliance Committee	Faculty		Hodwitz	Omi	2023-24	omi@uidaho.edu	Sociology & Anthro	CLASS
University Security & Compliance Committee	Student/Undergraduate		Pennington	Addisen	2023-24	penn6502@vandals.uidaho.edu	ASUI	ASUI
University Security & Compliance Committee	Faculty/Staff Off-site Representative	Kimberly	Teixeira	Gustavo	2024-25	gteixeira@uidaho.edu	Plant Sciences	CALS (Kimberly)
University Security & Compliance Committee	Staff/Staff Council		Stanton	Mark	2024-25	mstanton@uidaho.edu	University Residence Manager	Auxiliary Services
University Security & Compliance Committee	Student/Undergraduate		Nappo	Dosa	2023-24	dnappo@uidaho.edu	ASUI	ASUI
University Security & Compliance Committee	Student/Graduate							
University Staff Compensation Committee	Designee	Ex Officio/Non-voting	Salisbury	Kim	N/A	kims@uidaho.edu	Finance & Admin	
University Staff Compensation Committee	Senior Executive of Human Resources	Ex Officio/Non-voting	Terwilliger	Brandi	N/A	brandit@uidaho.edu	HR	
University Staff Compensation Committee	Staff/Off-Campus	Idaho Falls	Moore	Sara	2023-24	saram@uidaho.edu	Financial and Administrative	
University Staff Compensation Committee	Staff/Off-Campus	Kimberly Research	Albright	Theresa	2024-25	theresae@uidaho.edu	Center	CALS
University Staff Compensation Committee	Staff		Francetich	Omni	2023-24	omnif@uidaho.edu	Diversity Unit	
University Staff Compensation Committee	Staff/Staff Council		Mattoon	Michele	2024-25	mmattoon@uidaho.edu	IMIC	
University Staff Compensation Committee	Staff		Anderson	Eric	2024-25	esanderson@uidaho.edu	Career Services	
University Staff Compensation Committee	Staff		Brown	Lindsey	2025-26	lindseybrown@uidaho.edu	University Registrar	Registrar's Office
University Staff Compensation Committee	Staff		Bunney	Cretia	2025-26	cretiab@uidaho.edu	Director, Payroll	Payroll Services
University Staff Compensation Committee	Staff		Keim	Elissa	2023-24	ekeim@uidaho.edu	Learning	
University Staff Compensation Committee	Staff		Osborne	Kimberly	2025-26	kosborne@uidaho.edu	Dir., Admin & Fiscal Ops.	CAA
University Teaching Committee	Faculty	Former Chair	Halverson	Rachel	2023-24	rhalverson@uidaho.edu	Modern Languages & Cultures	CLASS
University Teaching Committee	Faculty		Strickland	Michael	2025-26	mstrickland@uidaho.edu	Soil and Water Systems	CALS
University Teaching Committee	Faculty		Miller	Brant	2025-26	bgmiller@uidaho.edu	Curriculum & Instruction	EHHS
University Teaching Committee	Faculty		Sharma	Bal Krishna	2024-25	balsharma@uidaho.edu	English	
University Teaching Committee	Associate Dean		Kitchel	Allen	2023-24	akitchel@uidaho.edu		EHHS
University Teaching Committee	Representative	w/o vote			N/A			
University Teaching Committee	Director of General Education		Panttaja	Dean	N/A	panttaja@uidaho.edu	Gen Ed	

Attach. #3

1987 1994 2000 2005 2010 2015 2018

HolonIQ

Select slides only!

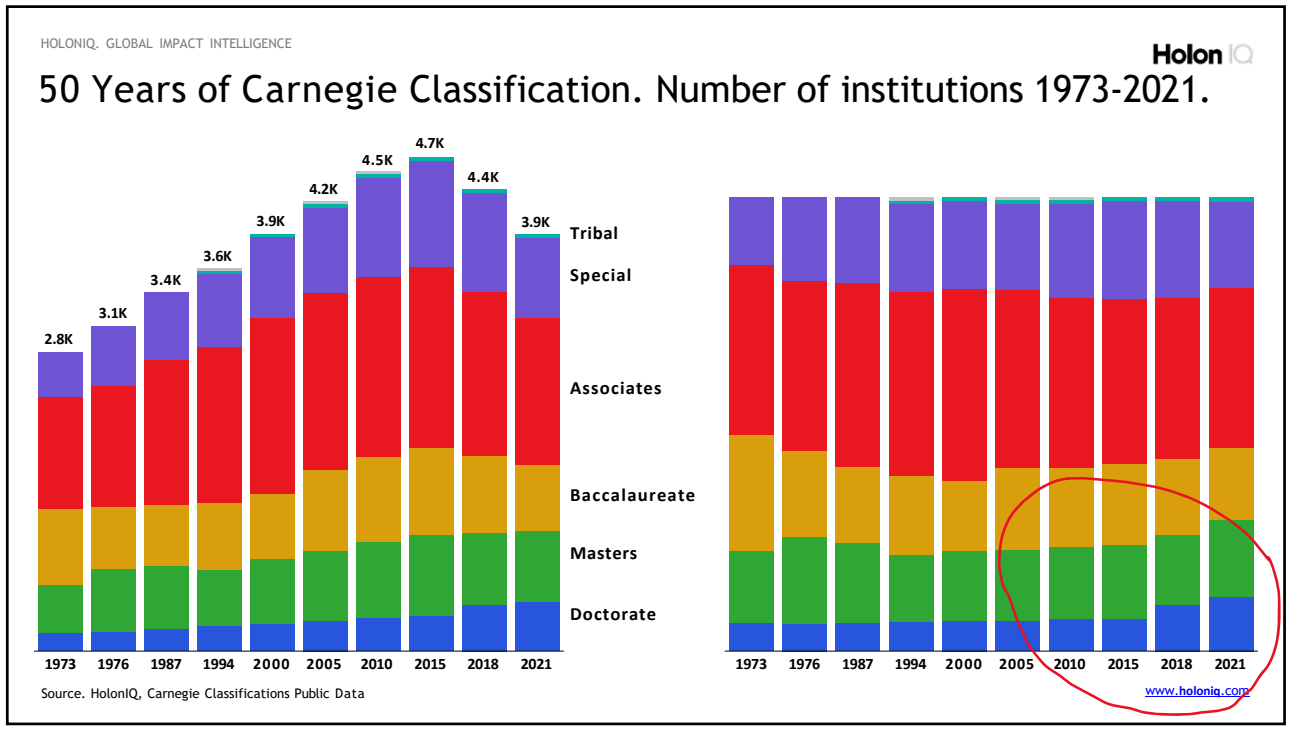
50 years of Carnegie Classification.

April 2023, ACE Annual Meeting

Carnegie Foundation
for the Advancement of Teaching

ACE
American Council on Education

1

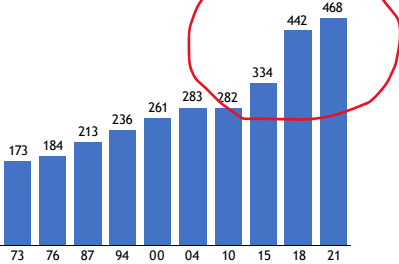


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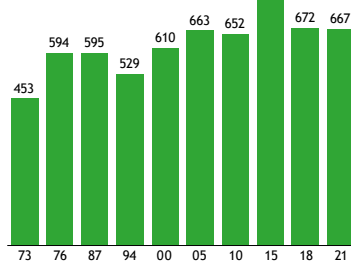
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Carnegie Classification. Number of institutions 1973-2021.

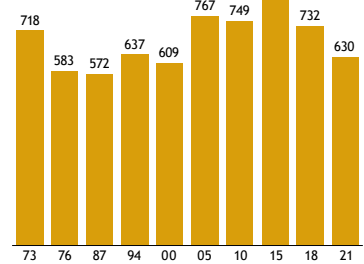
DOCTORATE GRANTING



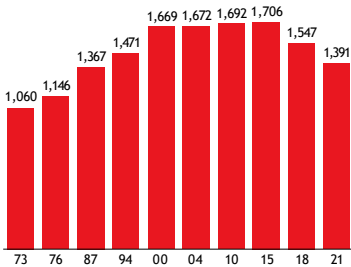
MASTERS COLLEGES AND UNIVERSITIES



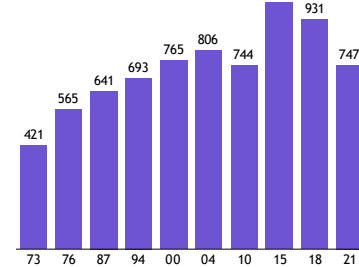
BACCALAUREATE COLLEGES



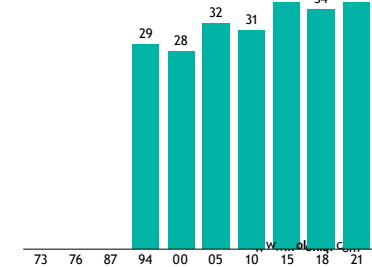
ASSOCIATES COLLEGES



SPECIAL FOCUS



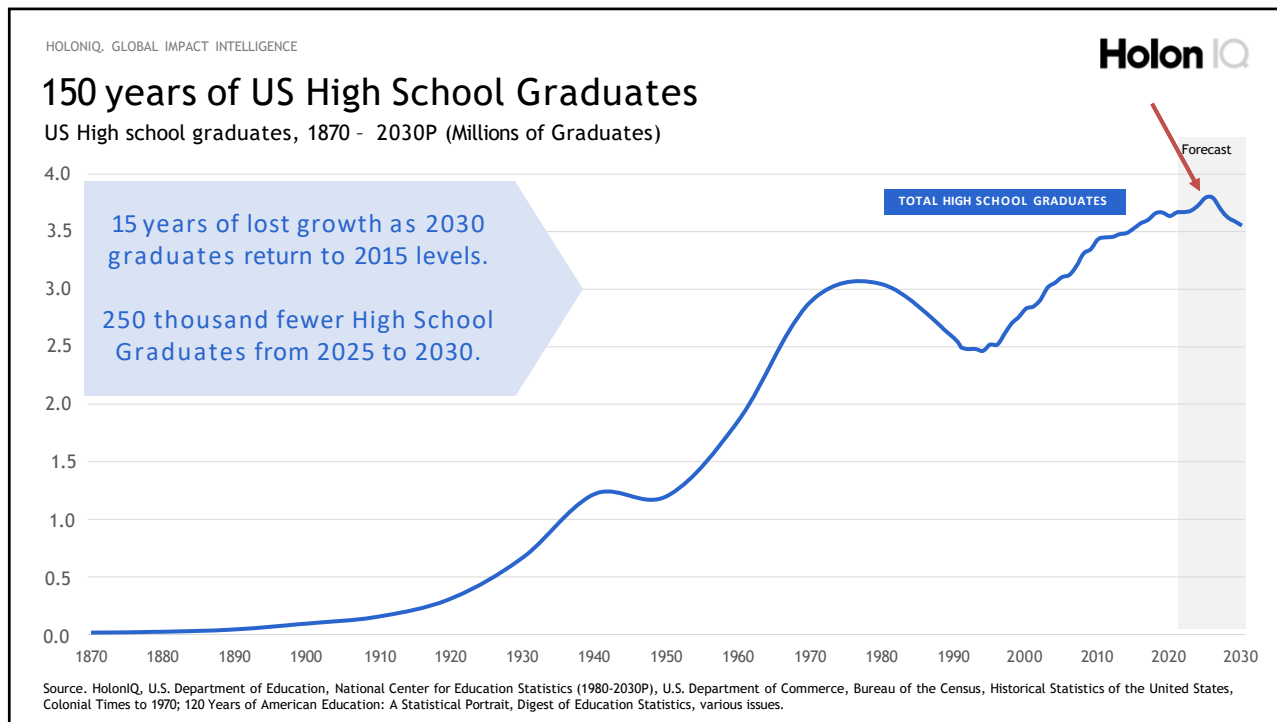
TRIBAL & UNCLASSIFIED



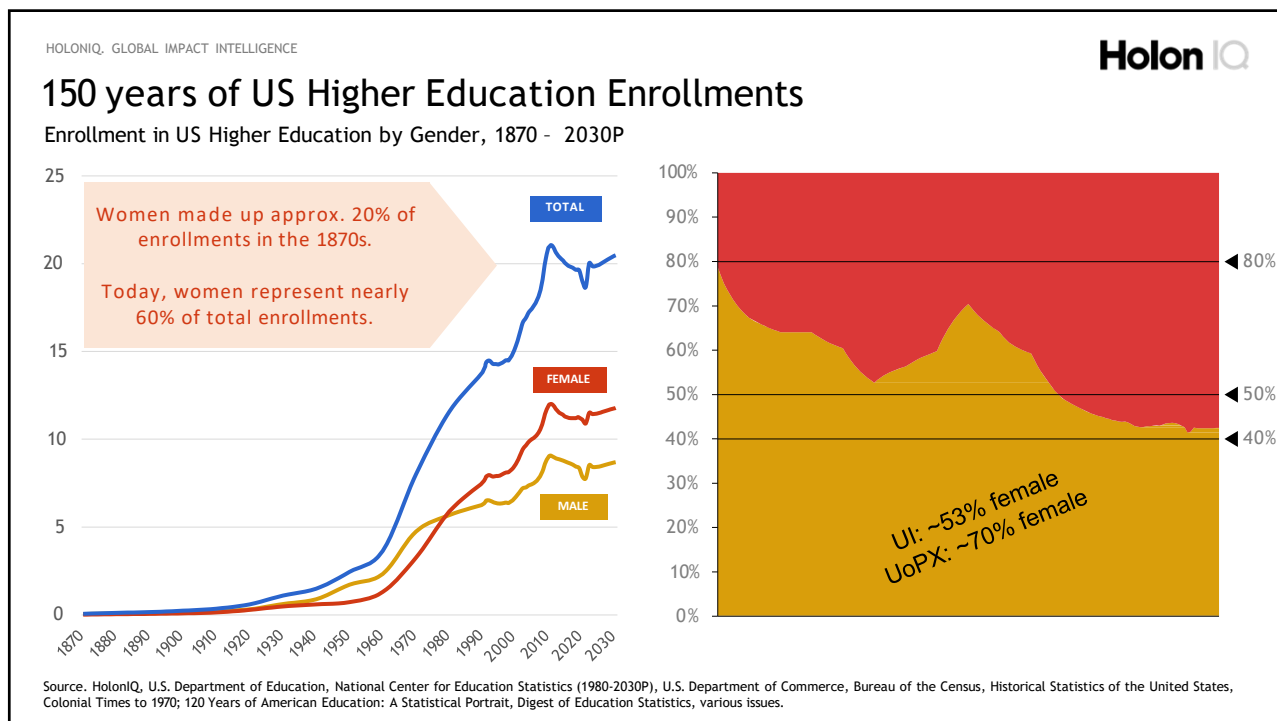
Holon IQ

150 Years of US Education

2



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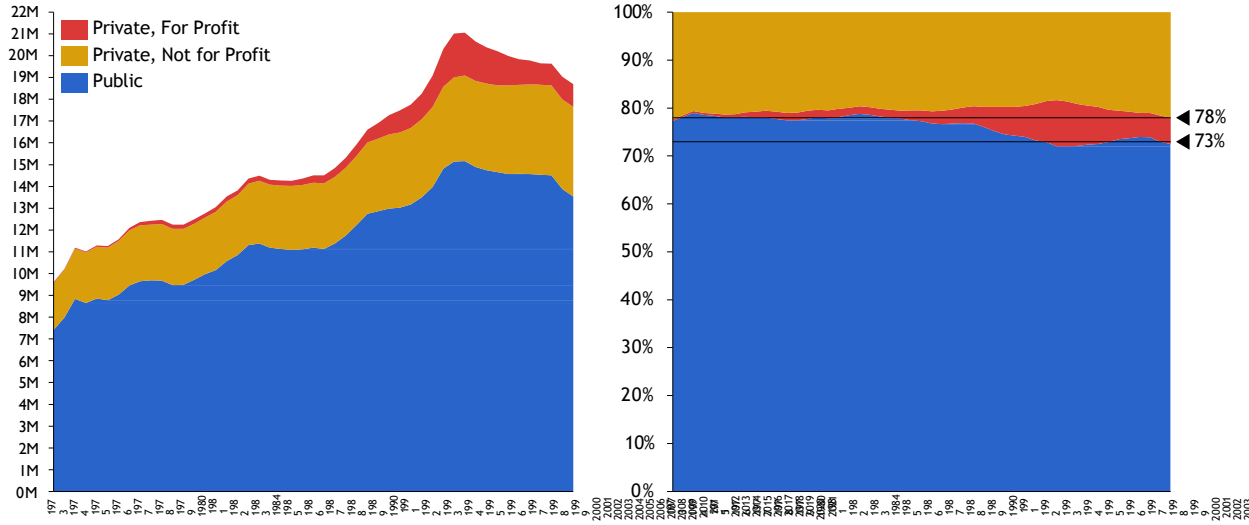


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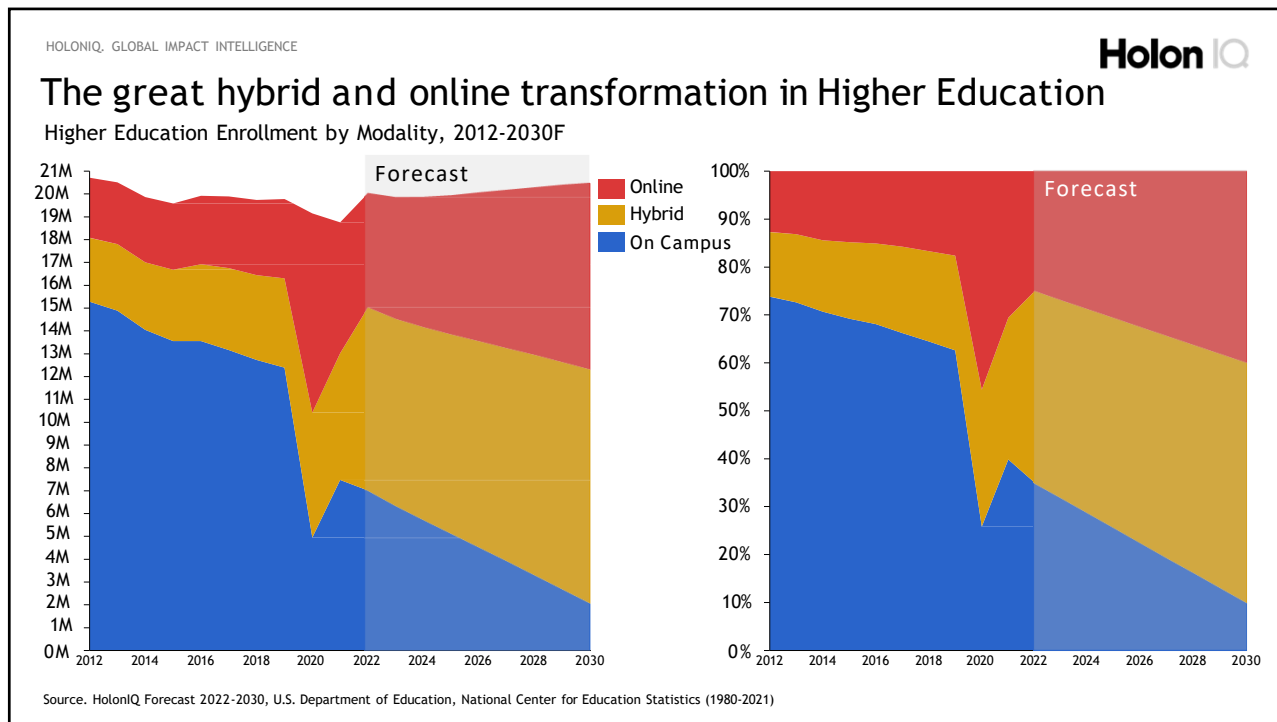
Private For Profit Institutions make up about 5% of enrollments

Higher Education Enrollment by Institutional Control, 1973-2021



Source: HolonIQ Forecast 2022-2030, U.S. Department of Education, National Center for Education Statistics (1980-2021)





14

Growth of Online Universities - examples

*Arizona State University Digital Immersion	57,848
*University of Phoenix	87,709
*Grand Canyon University	103,072
Southern New Hampshire University	145,533
*Western Governors University (founded 1997)	150,116

(2021 IPEDS data)

5

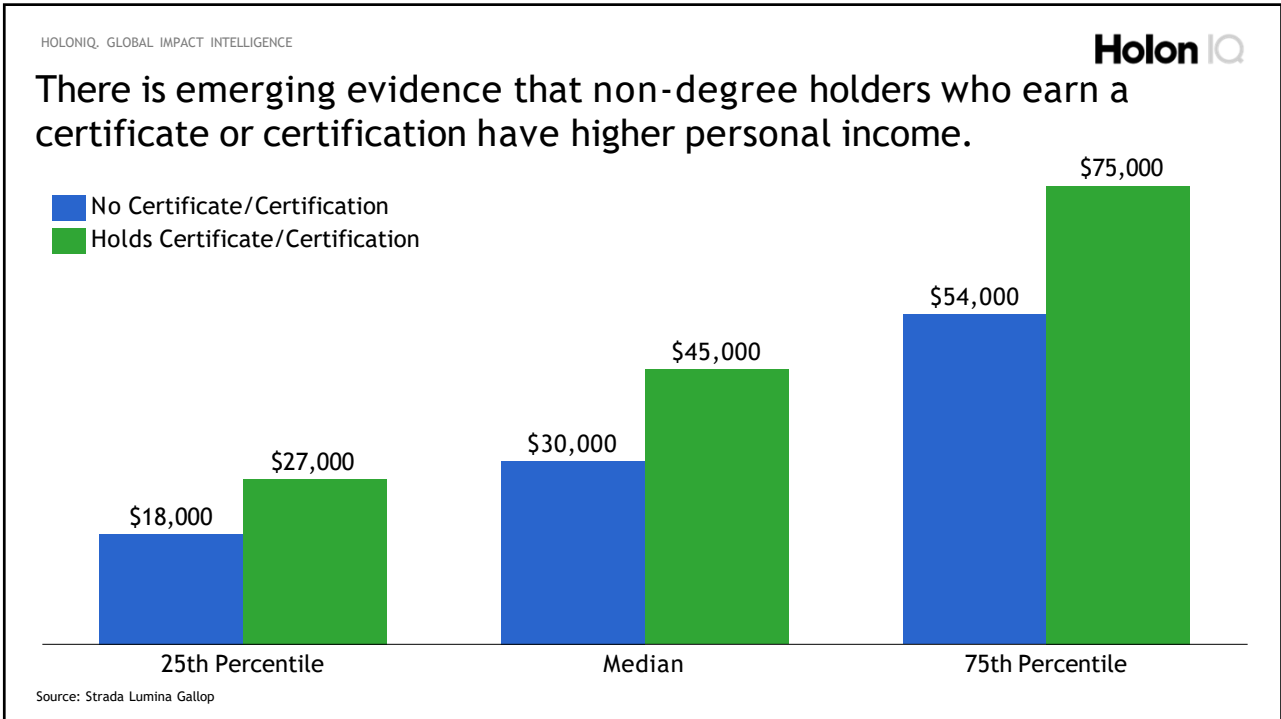
16

Holon IQ

Increasing attention on alternative credentials

4

25



26

6

100M+ Learners spending more than \$10B each year on Micro and Alternative Credentials

2021 Global Micro and Alternative Credential Market Estimate

Illustrative examples only



Source: HolonIQ Estimates

Instructor



Top Instructor

Google Career Certificates

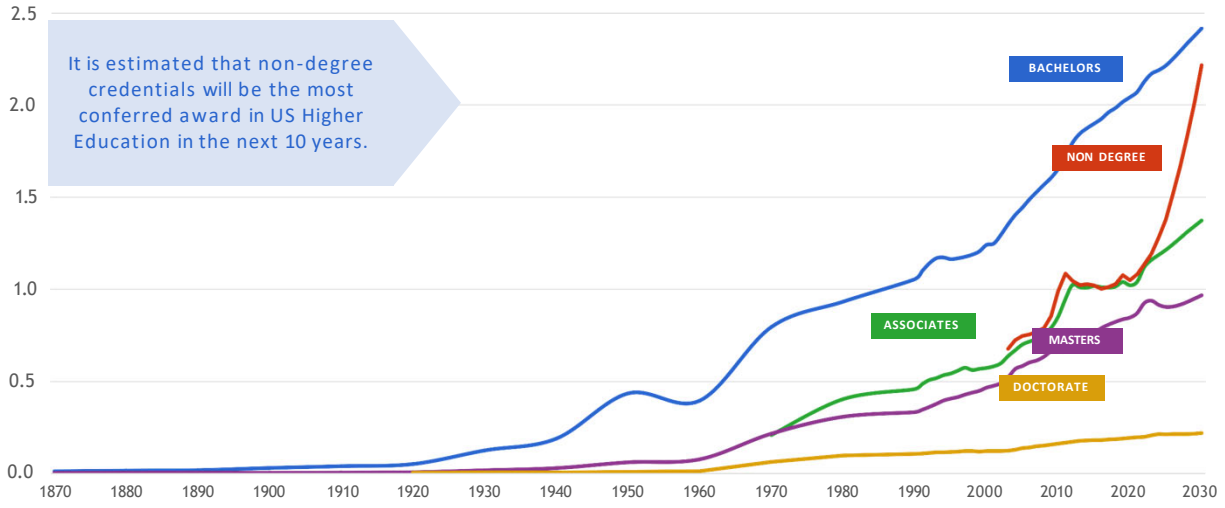
Google

265 Courses • 6,364,412 learners

Web access May 18, 2023

150 years of HE Conferrals. Sharp rise in Non-Degree credentials.

Higher Education Credentials Conferred, 1870 - 2030P (Millions of Conferrals)



Source: HolonIQ, U.S. Department of Education, National Center for Education Statistics (1980-2030P), U.S. Department of Commerce, Bureau of the Census, Historical Statistics of the United States, Colonial Times to 1970; 120 Years of American Education: A Statistical Portrait, Digest of Education Statistics, various issues.

UG Academic Certificate in Sustainability

Brief history of certificate inception and faculty committee

- Fall 2021: President Green commissions a comprehensive Sustainability Working Group to suggest sustainability priorities (both academic and non-academic)
- August 2022: UI Director of Sustainability (Sarah Dawson) hired
- Fall 2022: Working group's Sustainability White Paper is published; report contains recommendation to develop an undergraduate academic certificate in sustainability
- Nov 2022: Initial interdisciplinary committee convened by UI Director of Sustainability, comprised of faculty representatives identified by deans/depts from all colleges
- Jan 2023: Initial draft of certificate curriculum proposed
- February 2023: University Curriculum Committee provides feedback on initial proposal, both academic content and faculty governance issue regarding entities empowered to propose curriculum
- April 2023 – Sept 2023: Faculty working group (WG) reconvenes, elects chair (Erin James) and works toward revised academic content (addressing UCC feedback) and seek official Faculty Senate empowerment to propose and maintain academic curriculum

UG Academic Certificate in Sustainability

Overview of faculty-led vision



The Association for the Advancement
of Sustainability in Higher Education

Definition of Sustainability:

AASHE defines sustainability in a pluralistic and inclusive way, encompassing human and ecological health, social justice, secure livelihoods, and a better world for all generations.

- A university-wide program (UWP) involving as many colleges and faculty as are interested in participating
- Faculty-led committee to set/maintain curriculum; the limited student service admin required for a 12-credit certificate to be handled by cross-trained Provost Office staff

UG Academic Certificate in Sustainability *Curriculum Plan*

Integrative Core (3 credits)

Ecological (3 credits)

Economic (3 credits)

Social (3 credits)

UG Academic Certificate in Sustainability

More detail on course vetting process

- Certificate "bins" and guidelines for course learning outcomes also from AASHE
- Followed guidance from UCC to vet coursework for inclusion in a manner similar to UCGE
 - Solicited proposals from **all nine academic colleges**/faculty, with criteria for inclusion
 - Received * proposals from * **all nine academic colleges**
 - Proposed curriculum includes * courses from * **all nine academic colleges**
- Going forward: Repeat solicitation each year to add additional courses and review existing ones based on assessment

Faculty Governance issue raised at UCC last year – FSH 4120:

E-2. Substantive curricular changes.

- a. Each substantive curricular change proposal shall be submitted to the relevant unit and college for approval, following all notice and approval procedure contained in unit or college bylaws.
- b. Following unit and college approval, the college shall submit the proposal for review by all appropriate committees. Following such review, the college shall submit the proposal to the provost for approval. The provost shall submit approved proposals to the UCC and return disapproved proposals to the unit for further consideration.



Our request to Senate:

Appoint the faculty working group as an ad-hoc program committee to serve as "relevant unit and college" for proposing the new Certificate Program and initial curriculum as a University-Wide Program (UWP).



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: **APM 05.02 PROPERTY COVERAGE**

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

Policy originator: Carry Salonen, Risk Management

Policy sponsor, if different from originator: Nancy Spink, Risk Management

7-24-23

Reviewed by General Counsel: Yes No Name & Date: Kent Nelson 7/19/23

Comprehensive review? Yes No

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

The University discontinued participating in inland marine coverage as of 07/01/2023. APM 05.03 was removed. Removing reference to inland coverage in this policy. Additionally, updating for the deductibles charged by State Risk which changed on 07/01/22 to a tiered structure and for the claims process that changed from unit paid expenses to Risk paid expenses in 2022. Removed fax number. Update the damage notification timing to State Risk requirement and dollar thresholds for reporting a loss.

2. **Fiscal Impact:** What fiscal impact, if any, will this change have?

No fiscal impact other than deductible change. State Risk Management and Insurance changed the deductibles from \$2,000 to tiered \$5,000 for claims under \$50,000 and \$10,000 for claims over \$50,000.

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.

05.02 -- Property Coverage

July 28, 2010 (rewrite)

- A. Purpose
- B. Scope
- C. Definitions
- BD. Policy
- CE. Addition of New Location
- DF. Changes to Existing Location
- EG. Annual Renewal Property
- FH. Annual Renewal Business Interruption and Rental Income
- GI. Claims
- HK. Contact Information
- IL. Forms and Examples

A. Purpose. This policy sets forth unit responsibilities and procedures pertaining to property insurance coverage and claims.

B. Scope. This policy applies to all University of Idaho units.

A.C. Definitions.

AC-1. Boiler and Machinery covers losses arising from: an explosion of a steam boiler, steam turbine, steam piping or steam engine; mechanical breakdown or failure; or electrical injury. Boiler and Machinery coverage is reported annually using data from the property schedule.

AC-2. Building is a structure or an improvement such as a barn, pump house, research lab, classroom, or office facility, etc. Outdoor structures such as bleachers, electronic message or score boards, large signs, etc. are included in this category.

AC-3. Builders Risk is coverage designed to cover property in the course of construction. Coverage is usually written on an all-risk basis, and generally includes materials on-site but not yet installed. The estimated completed value of the project is typically used as the limit of insurance.

AC-4. Business Interruption is coverage for loss of income suffered by a business when a covered loss causes damage to its premises and results in a slowdown or suspension of its operations during the time required to repair or replace the damaged property.

AC-5. Contents is business property such as office furniture, equipment, computers, non-motorized Mobile Equipment, and other property not permanently attached to a Building. Property permanently attached to a Building such as HVAC equipment is considered part of the Building value. Outdoor structures such as bleachers, electronic message or score boards, large signs, etc. are not considered Contents.

AC-6. COPE Form is used for reporting newly acquired property. The abbreviation, COPE, stands for Construction, Occupancy, Protection, and Exposures and is an industry standard form.

AC-7. Draft is the draft property spreadsheet of the annual statement of property values that has the Contents and Mobile Equipment values supplied by Asset Accounting and all changes that Risk has received during the year.

AC-8. Extra Expense is the expenses incurred after a loss that would not have been incurred during normal operations. Examples of Extra Expense include the cost for obtaining a temporary location or setting up equipment at the temporary location.

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AC-9. Facilities is the University of Idaho Facilities Services.

AC-10. Fine Art is coverage for items owned by another party that are on exhibit temporarily in a University facility or that the University owns and is temporarily loaning out for an exhibit. University owned art is covered in the Contents figures for a Building. Coverage for art on exhibit at the University must be requested through the Risk by providing a completed worksheet that contains specifics about the item.

AC-11. IDRMISS is the Idaho Risk Management Information System. IDRMISS is a web-based program administered and maintained by the State of Idaho.

~~**A-12. Inland Marine** is coverage for equipment and business property valued under \$2,000 that are moveable in nature (i.e., laptop, power tools, music instruments, or GPS units). Coverage must be requested through Risk by providing a completed worksheet that contains specifics about the item. See APM-05.03 for more information.~~

AC-1312. Mobile Equipment is anything motorized and not licensed for road use, such as road building machinery, ATV's, off-road motorcycles, riding lawn mowers, golf carts, tractors, etc. Mobile equipment values are actual cash values.

AC-1413. Real Property is land, including improvements. The University's property coverage does not cover land. Property coverage only covers Buildings and Contents.

AC-1514. Rental Income is coverage that pays for the loss of rental income resulting directly from loss or damage by a covered event when property is rendered wholly or partially unusable.

AC-1615. Risk is the University of Idaho's Risk Management Office.

AC-1716. State RMP is the State of Idaho Risk Management Program.

AC-1817. Stock and Supplies is property such as paper, pencils, office supplies, goods for sale, etc.

AC-1918. Tuition or Fees is coverage for the loss of income from tuition or fees should a loss occur and the University be unable to operate.

AC-2019. Unit refers to primary management units within the University, including recognized colleges, administrative centers, such as the Division of Finance and Administration, or the Research Office, and recognized University Centers located remote from the main campus, such as Idaho Falls.

~~**A-21. University** is the University of Idaho.~~

BD. Policy. The University participates in the State RMP for property coverage. Units may not make any separate arrangements for property insurance. Property coverage includes: Buildings, Contents, Mobile Equipment, Stock and Supplies, Business Interruption, Rental Income, Extra Expense, Tuition or Fees, Builders Risk, and Fine Art for which the State has an insurable interest or for which the State has assumed responsibility in writing. The property policy has a **\$25,000** deductible for covered events under \$50,000 or a \$10,000 deductible for over \$50,000. Losses arising from: an explosion of a steam boiler, steam turbine, steam piping or steam engine; mechanical breakdown or failure; or electrical injury will be adjudicated through Boiler and Machinery coverage with a \$5,000 deductible. Employees who use personally-owned equipment at work should consult with Risk. In order to participate in property coverage, the University must report through the IDRMISS. Risk inputs coverage data into the IDRMISS. Typically the State RMP requests the information and/or confirmation of data during spring for the July renewal of the property policy.

BD-1. Building, Contents, Mobile Equipment, and Stock and Supplies. Units must report this information to Risk **as changes occur**. Follow steps in section **C-E** or **D-F** as applicable. Units must **verify** property values during the renewal process **annually**. Follow steps in section **E-G**.

BD-2. Fine Art. Fine Art values are captured through the Contents figures obtained from Asset Accounting.

Fine Art not owned by the University can be covered by the State RMP if a contractual agreement obligates the University to cover the piece(s) while it is in the University's care, custody, or control. Coverage can be arranged by completing a Fine Art Insurance Request form. Return the Fine Art Insurance Request form to Risk at risk@uidaho.edu or fax to 885-9490.

BD-3. Builders Risk. Coverage is not always automatic. Project managers (Facilities/other Units as appropriate) must consult with Risk about larger construction projects. During the planning phase of these projects, involve Risk if any of the following apply:

- (i) any new "ground up" projects, **regardless of project value**;
- (ii) renovations or additions in excess of \$5,000,000; and
- (iii) renovations/additions that increase the existing Building's square footage by more than 50%. Units are responsible for completing and forwarding the Builders' Risk Application to Risk. Typically, the State RMP is able to include projects valued at less than \$15,000,000 on the property policy. The State RMP will seek alternate coverage for projects valued at more than \$15,000,000. It is important to consult with Risk during the planning phase of construction projects in order to provide enough time for the Unit to complete the application and for Risk and the State RMP to work on coverage. If Risk and the State RMP are not consulted in a timely manner, it could jeopardize the start date of the project.

BD-4. Business Interruption, Rental Income, and Extra Expense. As the situation occurs, income generating Units need to request coverage for any new location or existing operation that have changed locations by completing the Business Interruption Loss and Rental Income form and returning it to Risk at risk@uidaho.edu or faxing it to 885-9490. Units need to annually report to Risk any data on Business Interruption, Rental Income, and Extra Expense, see section F.

GE. Addition of New Location. The Unit is responsible for reporting to Risk all newly acquired real property or new leased locations by completing a COPE form. Policies regarding real property transactions, including purchase, sale, lease, easement, or exchange can be found in APM 61.62.

Return the COPE form to Risk at risk@uidaho.edu or fax to 885-9490.

DE. Changes to Existing Location.

DE-1. Additions to Existing Location. The Unit is responsible for reporting to Risk all

- (i) newly acquired Contents valued over \$25,000,
- (ii) newly purchased or changes in location for Mobile Equipment,
- (iii) changes in Stock and Supplies of more than \$500,000, and
- (iv) changes in retail locations that are temporary or have moved, by completing the Property Value Adjustment form.

Return the Property Value Adjustment form to Risk at risk@uidaho.edu or fax to 885-9490.

DE-2. Deletions to Existing Location. The Unit is responsible for reporting to Risk any

- (i) divested Real Property,
- (ii) Building demolition,
- (iii) Building move,
- (iv) lease termination,

- (v) sale or destruction of Contents valued over \$25,000,
- (vi) sale of Mobile Equipment, (vii) changes in Stock and Supplies of more than \$1,0500, and
- (viii) changes in retail locations that are temporary or have moved, by completing the Property Value Adjustment form.

Return the Property Value Adjustment form to Risk at risk@uidaho.edu or fax to 885-9490.

EG. Annual Renewal Property. Risk prepares and circulates the Draft to Units responsible for providing information regarding Buildings, Contents, Mobile Equipment, and Stock and Supplies. Changes to the values listed in the Draft need to be done by completing the Property Value Adjustment form. Units need to ensure all new Buildings and locations in which the University has operations and equipment appear on the Draft, as well as freestanding improvements such as extensive fencing, bleachers, scoreboards, astro turf, electronic signs, etc.

Multi-Unit Structures: Each Unit within a Building reports its own values separately. Risk will add the values from the different Units to obtain a final figure.

Changes to the Draft need to be done by completing the PROPERTY VALUE ADJUSTMENT FORM.

EG-1. Units receiving the Draft should do the following:

- a. Add a Building or Location. Follow steps in section **GF** if a Building or location does not appear on the Draft.
- b. Increase or Decrease Building Value. Review existing Building values that have been carried forward with an appreciation factor from the prior year. Building values should be increased if a remodel or addition increases the value.
- c. Removing a Building or Location. Report Buildings that need to be removed from the Draft because they were removed, demolished, sold, or a facilities use agreement or lease has terminated.
- d. Contents. Review for accuracy the value for Contents listed for Buildings that the Unit controls. These values have been supplied from Asset Accounting and should be reviewed for any changes.
- e. Mobile Equipment. Review for accuracy the value for Mobile Equipment listed for Buildings that the Unit controls. These values have been supplied from Asset Accounting and should be reviewed for any changes.
- f. Stock and Supplies. Review for accuracy the value of all Stock and Supply items. These values have been carried forward from the prior year and may have changed or may not have been previously listed. The value should be an estimate of an average monthly value for Stock and Supplies.
- g. Return the completed Property Value Adjustment form, or COPE form, to Risk at risk@uidaho.edu or fax to 885-9490. If the Unit has no changes to the Draft, email risk@uidaho.edu that the Unit has no changes for the Unit's area of responsibility.

FH. Annual Renewal for Business Interruption and Rental Income. Units will need to provide details for any income generating operation, listing figures per Building on the Business Interruption and Rental Income spreadsheet provided from Risk. Provided figures should include:

- (i) net profit after all expenses from production or service operation;
- (ii) rental income;
- (iii) cost of salaries and benefits of all executives, officers, deans, unit managers and heads, full-time faculty, and coaches and employees under contract that would not be discharged in the event of a loss;
- (iv) cost of bonded debts secured by real property;
- (v) cost of all non-cancellable contracts (i.e., rent, utilities, other services, etc.); and

(vi) any budgetary changes that will occur during the year. Units can participate in this coverage by completing the Business Interruption Loss and Rental Income form and returning it to Risk at risk@uidaho.edu or by faxing it to 885-9490.

G. Claims. A property claim would be for covered damages to University Buildings, Contents (including equipment valued over \$2,000 and owned Fine Art), Mobile Equipment, Stock and Supplies and Business Interruption. Call Risk within 24 hours to report any water event and any possible claim that could be over \$25,000. **Prompt reporting allows Risk to assist with remediation, and allows time for an independent adjuster to do a review, if necessary.** Damages that are under \$2,000 can be reported within 90 days to Risk by completing a property reporting form.

Risk will work with Facilities and/or the independent contractors to get bids for repairs to a Building. The Unit will work with Facilities and/or the independent contractors to schedule the repairs and make the area accessible. Within two weeks after the initial report of the incident, the Unit will need to supply to Risk any invoices for the replacement of Contents that were damaged or two estimates for the repair or future replacement of the Contents.

Risk will alert the State RMP that there is a possible claim by supplying them with details of the incident. The State RMP will determine if an independent adjuster is needed to review the damages.

Risk will collect costs from Facilities for

- (i) materials and/or the independent contractor's invoice for the job performed,
- (ii) the two estimates for replacement or repair, or
- (iii) the invoice for the replacement of any Contents, and any Stock and Supplies replacement cost documents from the Unit to present a final claim to State RMP for the recovery of damages. The State RMP will adjudicate the claim and make payment if the damages are from a covered event.

Units are responsible for providing the index number to Risk for transferring the deductible to the insurance reimbursement account. The payment from State RMP will reflect the applicable deductible \$2,000 deductible for a property claim. When the check is received from State RMP, Risk will deposit it into the insurance reimbursement account and will request from the Unit the budget number to which the Unit would like the funds to be cost transferred. Risk will request a cost transfer from General Accounting for the amount of reimbursement. Risk will pay invoices to contractors and, when applicable, or request a cost transfer from General Accounting to Unit for Unit-paid expenses related to Contents and Stock and Supplies reimbursements.

H. Contact Information. For any questions regarding the coverage for property, Business Interruption or property claims, please contact Risk at (208) 885-7177, or risk@uidaho.edu.

I. Further Instructions; Forms and Examples. For further instructions on procedures, please visit: <https://www.uidaho.edu/dfa/division-operations/risk-management/insurance>



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: **APM 90.24 STUDENT HEALTH INSURANCE REQUIREMENT**

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

Policy originator: Crystal Hogg, Director, DOS Admin & Fiscal Ops

Policy sponsor, if different from originator: Blaine Eckles, DOS

Reviewed by General Counsel: Yes No Name & Date: Kim Rytter, 9/1/23

Comprehensive review? Yes No

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

Comprehensive review and rewrite to clarify language and bring policy into alignment with federal regulatory requirements.

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.

90.24 -- - Student Health Insurance Requirement

A. Purpose. The purpose of this policy is to ensure the health and wellness of students by setting forth requirements for student health insurance.

B. Scope. This policy applies to all students at the University of Idaho.

C. Policy

C-1. In general. At the University of Idaho, preserving our student's health and wellness is paramount. Access to health services and payments for healthcare services can hinder a student from achieving their academic goals. This policy was founded on removing as many obstacles as possible for our students to reach graduation.

C-2. Health insurance required. All domestic full-time degree-seeking undergraduate students enrolled in 12 or more credits, graduate and law students enrolled in 9 or more credits, student athletes enrolled in 1 or more credits and all international students with sponsored government health insurance as part of their educational program are required to show proof of personal health insurance before they can complete enrollment of academic classes each semester. In each semester, if proof of personal health insurance is not provided, the student will be enrolled automatically into the Student Health Insurance Program (SHIP) and will be responsible for the associated charges.

C-3. Coverage requirements for all non-SHIP policies. All personal health insurance policies for both domestic and international students must adhere to the Affordable Care Act. In order to opt out of the Student Health Insurance Program (SHIP), a student must provide proof of a health insurance policy that meets the following requirements:

- a. The plan does not have any limitations or exclusions on pre-existing conditions.
- b. The plan covers hospital stays for medical and surgical care and inpatient care for mental health conditions.
- c. The plan covers doctors' office visits for medical care and outpatient care for mental health conditions.
- d. The plan covers prescriptions written by a doctor. Prescription benefits through a third-party vendor such as CVS Caremark, etc. are acceptable.
- e. The plan provides access to a provider network within the Moscow/Pullman area. Coverage must be available for routine, diagnostic, urgent and hospital care. Coverage for only telehealth, urgent and emergency care is not acceptable.
- f. The plan covers services related to injury from participation in all types of recreational sports, including intercollegiate athletics.
- g. If the plan has a deductible, either 1) the deductible is less than \$1500 or 2) the student provides proof of financial means to meet the higher deductible amount. A funded FSA or HSA account may be used to meet this requirement.

- h. The plan covers maternity care, including prenatal care and delivery, with no pre-existing condition limitations.
- i. The plan provides coverage for diagnostic services, including laboratory tests.
- j. The plan pays 70% or more of usual, customary, reasonable charges per accident or illness, after deductible is met, for in-network providers, and 50% or more of usual, customary, reasonable charges for out-of-network providers per accident or illness.

C-4. Medical evacuation and repatriation coverage for students in J visa status.

The University provides the medical evacuation and repatriation coverage required by the Department of State for international students in J visa status.

C-5. Policies not accepted. Travel plans, county medical service plans (i.e., Medicaid) outside the state of Idaho or Washington, fixed indemnity plans, short-term plans, and supplemental or reimbursement plans are not accepted as comparable coverage.

C-6. Effective dates of coverage. All plans must meet the following requirements:

- a. The plan is effective on or before the first day of the semester with no break in coverage.
- b. The plan is effective on the first day of the calendar month following the first day of the semester.
- c. The plan is effective on or before the first day of the calendar month following an involuntary loss of previous coverage.
- d. The plan does not have a gap in coverage of more than seven days. If the plan has a gap in coverage longer than seven days, the student must provide proof of COBRA coverage.

C-7. Audit. To ensure legal compliance, information provided by students is forwarded to a third-party auditor each semester for verification. Students who are discovered to be uninsured or to have insurance that does not meet the minimum requirements will be enrolled in the Student Health Insurance Program and the charge will be placed on the student's account.

D. Procedure. For SHIP program procedure, including enrollment, appeals, and policy coverage, please see the [Student Health Insurance Program](#) website.



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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: **APM 45.21 Responsible Conduct of Research Training**

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

Policy originator: Arch Harner

Policy sponsor, if different from originator: Kay Dee Holmes

Reviewed by General Counsel: XX Yes No Name & Date: Manisha Wilson

Comprehensive review? XX Yes No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Updated to reflect federal policy changes by NSF to require training by more individuals. Made editorial revisions to get the policy in a standard format and improve usability and readability.

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.

45.21 – Responsible Conduct of Research Training

A. Purpose. This policy establishes requirements for the training of individuals at the University of Idaho to conduct research with honesty and based on established professional norms and ethical principles.

B. Scope.

B-1. This policy applies to certain individuals conducting research on projects funded by the following entities:

- a. the National Institutes of Health (“NIH”),
- b. the National Science Foundation (“NSF”),
- c. the US Department of Agriculture National Institute of Food Agriculture (“NIFA”), and
- d. other entities that require training on how to conduct research with integrity.

B-2. All individuals engaged in research at the University of Idaho, regardless of the source of funding, are encouraged to complete the training described in this policy.

C. Definitions

C-1. Responsible Conduct of Research (RCR) is the practice of scientific investigation with integrity. It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research. ([National Institutes of Health, Notice Number NOT-OD-10-019](#)) [ed. 4-18]

D. Policy

D-1. General Requirements. RCR training is required for certain individuals conducting research on projects funded by NSF, NIH, and NIFA as outlined below. All individuals engaged in research at the University of Idaho are encouraged to complete RCR training.

D-2. NIH-funded project requirements. RCR training is required for trainees, fellows, participants, and scholars receiving NIH support through:

- a. A training award, career development award (individual or institutional), research education grant, or dissertation research grant.

b. Projects that require RCR training as stated in the funding opportunity announcement or grant terms.

c. The following programs: D43, D71, F05, F30, F31, F32, F33, F34, F37, F38, K01, K02, K05, K07, K08, K12, K18, K22, K23, K24, K25, K26, K30, K99/R00, KL1, KL2, R25, R36, T15, T32, T34, T35, T36, T37, T90/R90, TL1, TU2, and U2R.

D-3. NSF-funded project requirements. RCR training is required for the following individuals on all NSF funded grants: undergraduate students, graduate students, and postdoctoral scholars. Beginning July 31, 2023, faculty and senior personnel on proposals submitted or due on or after that date are also required to take RCR training.

D-4. NIFA-funded project requirements. RCR training is required for the following individuals on all USDA NIFA-funded grants: program directors, faculty, undergraduate students, graduate students, postdoctoral researchers, and any staff participating in the research project. The following programs are

currently exempt from the NIFA RCR training requirement: Formula Funded programs, the 1890 Facilities Program, and the Small Business Innovation Research Program.

E. Procedure

E-1. General training procedures. RCR training may be completed either online or in person (but see section E-6 for NIH online training restrictions). The online or in-person seminars fulfill the RCR requirements for NSF- and NIFA-funded projects.

a. Online training. Online training is provided through the University's membership to the online Collaborative Institutional Training Initiative (CITI) program (<http://www.citiprogram.org>). Instructions on how to register for or access CITI through the University may be found [here](#). ORA maintains individual training records in CITI.

b. In-person seminars. In-person seminars are offered every fall and spring semester by the ORA. The schedule for the seminars is posted on the Responsible Conduct of Research [website](#) at the beginning of each semester. ORA maintains individual attendance records for the seminars.

E-2. Additional training resources. Depending on the nature of the research being conducted, additional training in RCR related topics may be required. Such additional training may include animal care and use, general biosafety, biosafety cabinet, select agent, hazardous waste management, human participants in research, radiological safety, chemical hygiene plan, general lab safety, and so forth.

a. Ethics course. In addition to the seminars, an ethics class is offered on campus that covers ethical conduct of research principles which fulfills NIH's in person training requirements. For information on current courses offered, please contact the College of Graduate Studies or the Office of Research Assurances.

b. Other sources. Undergraduate students, graduate students, and postdoctoral researchers receive mentoring from faculty in the RCR; such mentoring is an obligation of every PI at the University. Elements of RCR training are also incorporated into required and elective courses at the University. Face-to-face classes are offered on campus that cover principles of the ethical conduct of research. For information on current courses offered, please contact the College of Graduate Studies or the Office of Research Assurances.

E-3. PI responsibilities

a. Ensuring training. The PI on a project is responsible for ensuring that all required persons on the project complete RCR training. The PI is also responsible for determining the amount of additional RCR training appropriate for individuals.

b. Training documentation. The PI is responsible for keeping records of RCR training for their project. Training records shall be kept according to the grant or project record retention requirements. Training records are subject to review upon request by the funding agency.

E-4. Certification. The University shall certify on proposals submitted to NSF, or other agencies as required, that the University has an RCR training plan that aligns with the agency's requirements. Training documentation and the RCR training plan are available for review upon request by the agency.

E-5. Authority of PI to require training. A PI may require RCR training for persons working on a research project even if the funding agency does not require it. The PI should work with the individuals or leave it to their discretion to determine if the training will be completed via CITI or in-person. It is the responsibility of the PI to maintain RCR training records of the individuals on their project. The PI may contact ORA for verification of in-person or CITI trainings completed.

E-6. NIH requirements. For NIH projects that require RCR training (see section D-3), the PI must include an RCR training plan with the grant proposal. Online instruction alone is not acceptable for an NIH RCR training plan. An acceptable training plan generally involves at least eight contact hours between trainees/fellows/scholars/participants and the participating faculty. The RCR training plan will be evaluated by NIH as part of the peer review process. The PI is responsible for implementing the training plan and maintaining all documentation pertinent to the training plan.

E-7. NSF Requirements. A discussion of how PIs provide RCR training to their students and postdoctoral scholars is required for the Public Outcomes Report required by the NSF.

F. Contact Information

Office of Research Assurances (ORA)

Phone: (208) 885-6162

Email: rcr@uidaho.edu

G. Related University Policies

Faculty-Staff Handbook:

[FSH 2300 - Student Code of Conduct](#)

[FSH 3170 - University Ethics](#)

[FSH 3230 - Scientific Misconduct](#)

[FSH 5200 - Human Participant Research](#)

[FSH 5300 - Copyrights, Protectable Discoveries, and Other Intellectual Property Rights](#)

[FSH 5700 - Research Data](#)

[FSH 6240 - Conflicts of Interest or Commitment](#)

Administrative Procedures Manual:

[APM 35.11 - Biohazard Safety](#)

[APM 35.40 - Hazardous Waste Management](#)

[APM 45.01 - Animal Care and Use](#)

[APM 45.19 - Export Controls, U.S.](#)

[APM 45.20 - Select Agents and Toxins](#)



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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:


Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **APM 50.03 How to Prepare Electronic personnel Action Forms (EPAFs)**

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

Originator: **Brandi Terwilliger, Director of Human Resources**

 **3-29-23**

Policy Sponsor, if different from Originator: **Brian Foisy, VP of Finance and Administration**

Reviewed by General Counsel Yes X No Name & Date: **Kim Rytter, 8-10-22**

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
Update to reflect current processes. Comprehensive review was conducted.
2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None
3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
The Director of Payroll reviewed and agrees with the changes.
4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

50.03 -- How to Prepare Electronic Personnel Action Forms (EPAFs)

Last updated ~~November 6, 2006~~

A. **General.** All personnel actions such as appointments, terminations or other changes in employment status, including labor distribution, are processed by means of the Electronic Personnel Action Form (EPAF). Departments should appoint employees by creating EPAFs as soon as employment is accepted or status change is approved. If this is not done a full three weeks before the first pay date following an appointment or change in status, the employee's initial direct deposit ~~will~~ may not be received until the second pay date.

B. **Process.** EPAFs are electronic documents which travel through approval queues and are applied directly to the Banner database.

B-1. **Deadlines.** The final deadline for EPAFs is Tuesdays at 5:00 p.m., three weeks prior to the payday. For example, the deadline is 5:00 p.m., ~~7/31/0322~~ for pay received on ~~7/31/0322~~. However, please complete as soon as employment is accepted, or status change is approved. Please refer to the payroll deadline calendar on the Human Resource website at www.uidaho.edu/human-resources/payroll/payroll-calendarshr.uidaho.edu.

B-2. **Academic Year Appointment Pay Periods.** Faculty on a ~~fifty-percent~~ 0.5 FTE or more regular academic year appointment shall have their salary paid over the academic year (19.5 pay periods), twelve months (26 pay periods) as long as there is an expectation for reappointment in the subsequent year. All academic year faculty will have their pay deferred. All academic year faculty who have been grandfathered into deferred pay over the full year need to make that election each year to continue on deferred pay.

i) Exception. Faculty and staff on less than ~~fifty-percent~~ 0.5 FTE academic year appointment or on temporary nine-month or mid-year appointments for only one or two semesters shall be paid only over the length of their appointments when there is no expectation of reappointment.

B-3. **Appointment on Holidays.** Unless actual work is performed, appointments shall not commence on a holiday. To receive holiday pay without a work requirement, the individual must be appointed and work the work day prior to the holiday or, if terminating, work the day subsequent to the holiday ~~if terminating.~~ Whenever possible, new employees should begin their employment on the first Monday of a pay period.

B-4. **Retroactive EPAFs.** For EPAFs that affect previous pay periods, a ~~\$50~~ special check fee may apply. If you are trying to retroactively pay a board-appointed benefits-eligible position, you will need to request a special check from the Payroll Office which will incur a fee. Please consult with Payroll on the current special check fee cost \$50. If the position is not benefits eligible, you can make the adjustment in the employee's next paycheck, costing the department nothing. If the employee cannot wait an additional pay period, departments can request a special check from the Payroll Office for a ~~\$50~~ fee. Special checks are usually processed every Monday with the exception of holidays. ~~the Tuesday following payday Friday.~~

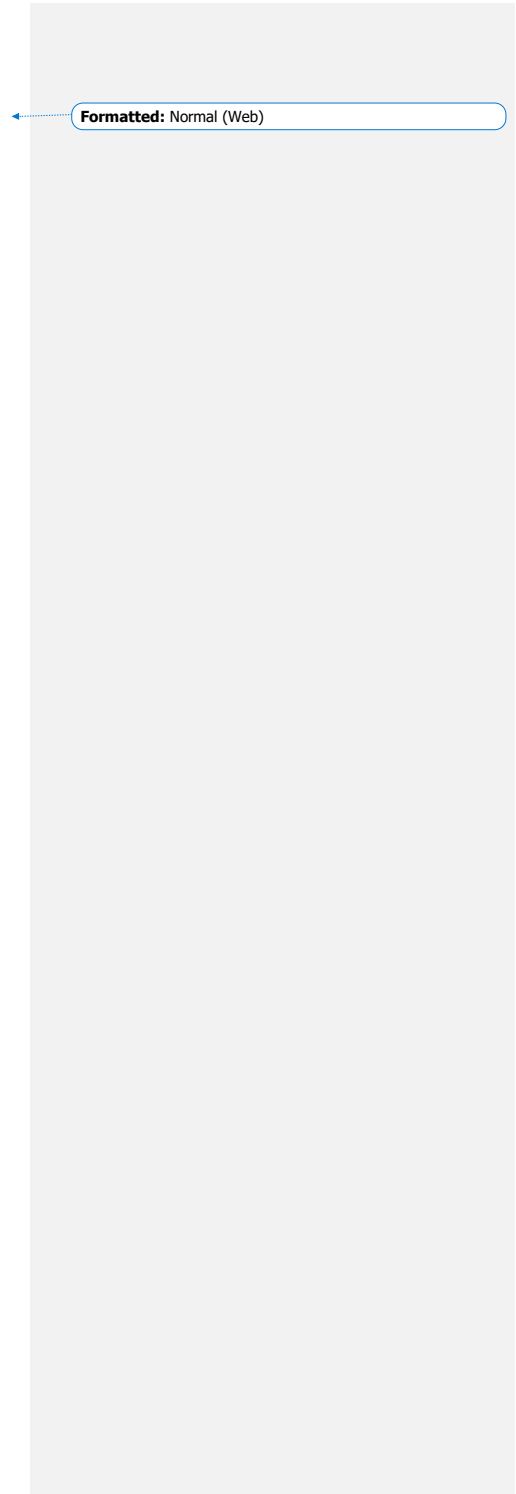
B-5. **Process for Retroactive EPAFs.** For payroll cost transfers affecting past payrolls, the labor redistribution process must be followed. Please visit Payroll Website for instructions. complete a Payroll Cost Transfer Form [See 55.03], include documentation, and send to the Payroll Office, Campus Mail Stop 4345. [Note: If the position is paid on a grant or contract, send it to the Grants and Contracts Office, Campus Mail Stop 3020.]

C. **Procedure.** For instructions on entering an Electronic Personnel Action Form (EPAF), please refer to the Human Resources Information System (HRIS) Module Manual, distributed during the HRIS module training, or at:

<https://www.uidaho.edu/human-resources/managers/banner-epaf>~~http://www.uidaho.edu/banner/hris-~~

D. **Information.** For further information or questions regarding EPAFs, call Employment Services (208) 885-3677~~28~~.

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