

University of Idaho  
2024 – 2025 Faculty Senate Agenda

Meeting #22

Tuesday, February 11, 2025, at 3:30 pm  
Zoom Only

- I. Call to Order
- II. Approval of Minutes (Vote)
  - Minutes of the 2024-2025 Faculty Senate Meeting #21 (February 4, 2025) **Attach. #1**
- III. Chair's Report
  - Who We Are: Nicole Remy, Staff Representative to Faculty Senate
- IV. Provost's Report
- V. Committee Reports
  - University Curriculum Committee (Vote)
    - UCC 6: Leadership and Organization Development MS – Laura Holyoke, Department Chair and Associate Professor; Kyle Znamenak, Clinical Assistant Professor – Leadership and Counseling (Vote) **Attach. #2**
    - UCC 138: Update to FSH 4130 – Standard Course Numbers – Ted Unzicker, Assistant Registrar (Vote) **Attach. #3**
    - UCC 596: Urban Design & Development Graduate Academic Certificate – Xiao Hu, Senator and Associate Professor – Architecture (Vote) **Attach. #4**
    - UCC 230: Geographical Information Systems BS – Eric Mittelstaedt, Associate Professor – Earth and Spatial Sciences (Vote) **Attach. #5**
  - Faculty Staff Policy Group (Vote)
    - FSH 1520 and 1580, Creation of Past Chair – Barb Kirchmeier, FSPG member and Faculty Senator; Sarah Nelson, Chair of FSPG and Professor of French **Attach. #6 and #7**
  - Ad Hoc Salary Committee (Needs motion and vote)
    - Request to revise membership of committee – Alex Maas, Former Chair of Ad Hoc Committee and Kristin Haltinner, Chair of Faculty Senate
  - University Committee on General Education (Needs motion and vote)
    - Charge to Select Common Read - Barb Kirchmeier, Director of General Education and Senator

- VI. Other Policy Business (Needs motion and vote)
  - FSH 4250: Continuing Education and Correspondence Study – Barb Kirchmeier, Director of Independent Study of Idaho and Senator; Nicole Remy, Senator **Attach. #8**
- VII. Other Announcements and Communications
  - America 350 – Dulce Kersting-Lark, Head Special Collections and Archives; Rebecca Scofield, Associate Professor of History
- VIII. New Business
- IX. Adjournment

#### Attachments

- **Attach. #1** Minutes of the 2024-2025 Faculty Senate Meeting #21 (February 4, 2025)
- **Attach. #2** UCC 6: Leadership and Organization Development MS
- **Attach. #3** UCC 138: Update to FSH 4130 – Standard Course Numbers
- **Attach. #4** UCC 596: Urban Design & Development Graduate Academic Certificate
- **Attach. #5** UCC 230: Geographical Information Systems BS
- **Attach. #6** FSH 1520 Constitution of the University Faculty
- **Attach. #7** FSH 1580 Bylaws of Faculty Senate
- **Attach. #8** FSH 4250 Continuing Education and Correspondence Study

**2024 – 2025 Faculty Senate – Pending Approval**

Meeting # 21

Tuesday, February 4, 2025, 3:30 pm – 5:00 pm

Zoom only

**Present:** Aus, Barannyk, Borrelli, Chapman, Corry, Hagen, Haltinner, Hu, Kenyon, Kirchmeier, Torrey Lawrence (w/o vote), Maas, McKenna, Miller, Murphy (vice chair), Pimentel, Ramirez, Remy, Rinker, Roe, Sammarruca (w/o vote), Shook, Strickland, Thorne, Tohaneanu

**Absent:**

**Guests:** Mya Groza, Ben McLuen, Jen Root

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

**Approval of Minutes (vote):**

The minutes of the 2024-25 Meeting #20, January 28, 2025, were approved as distributed.

**Chair's Report**

- Early warning grades are due February 11, in Banner.
- Nominations for the University Excellence Awards are Due February 7.
- **Who we are:** Stefan Tohaneanu, Mathematics, Senate from COS. Stefan was born in Bucharest, Romania. He shared many interesting facts about his upbringing in communist Romania, which he described as contemporary North Korea. Stefan studied mathematics at the University of Bucharest. After visiting a number of institutions, he joined the University of Idaho in 2013. His area of research is commutative algebra and its applications to coding theory. In 2024, he published his first book on the subject. Stefan loves soccer and music, particularly guitar and drums.

Discussion:

Several senators thanked Stefan for sharing such an interesting story.

There were no other comments or questions.

**Provost's Report**

- February Moscow Faculty Gathering, hosted by the College of Business and Economics, to be held on Wednesday February 12, 2025, from 4:30-6:30 PM PT in the Albertson Building Atrium. Please complete this [RSVP form](#) if you plan to attend.
- Legislative week. JFAC is still working on university budgets.
- University policies about how to respond to ICE agents on campus asking questions to identify undocumented individuals. As with any federal agency, everyone is instructed to direct law enforcement to the General Counsel's office. UI must comply with all laws, including FERPA which protects student information, except for directory information (unless the student has selected to keep it confidential).
- Comment: Members of the College of Law who practice Immigration law are happy to help and be a resource.

Discussion:

Tim Murphy asked why there was no community-wide messaging from the university about grant freezing. Provost Lawrence responded that president's executive orders are constantly evolving, at the national level. The grant freezing is now temporarily halted because of an injunction ordered by a federal judge. Our research office has been reaching out directly to faculty who are or might be impacted by this. If faculty are contacted by ORED, they need to

respond immediately. The grant issue is something to be discussed directly with the impacted individuals.

Kristin Haltinner brought up the issue of the U of I healthcare plan being different than the rest of the universities in the State. While we arrange for Brandy Terwilliger to come and give us an in-depth view, she asks whether there is any initial information that can help FSL answer questions. Provost Lawrence replied that this topic has come up many times in the past. A couple of years ago, a group was formed to investigate this issue carefully and concluded that our plan is better than the state's plan. Brandy Terwilliger would be the right resource if we want to dig deeper.

## Committee Reports

- UCC (vote)
  - UCC 180: Mechanical Engineering (BSME) – Eric Wolbrecht, Mechanical Engineering. They propose some major changes to their undergraduate program, centered around removing two required courses and replacing them with technical electives. The reorganization of technical electives is to give students more access to hands-on professional development skills that are needed in industry. In addition, they added numerous certificates, based on faculty expertise, industry needs conveyed by our advisory board, and input from students. They removed ECON 272, which hasn't been offered, and students typically didn't take it because it was one extra credit and kept ECON 201 and ECON 202 as options. PHIL 208 is an alternative option to PHIL 103. They added undergraduate research as a technical elective option, to give students the experience of open-ended projects. There is now a shop training sequence added as a technical elective to give students some hands-on training in the machine shop to see how things are made, so that they can better design them.  
Discussion:  
There was a question about the rationale for dropping the two required courses that seem to be quite foundational. Also, ECON 272 was dropped because it is an extra credit. But, if it is replaced by the other two classes, students could take that single class instead of the two ECON classes and thus have more flexibility. Eric responded that students rarely took ECON 272, which is probably no longer offered. He elaborated further on the benefits of those changes. The senator from CBE confirmed that ECON 272 hasn't been on the schedule for quite some time, and thus this revision makes sense given the ECON 201 and ECON 202 offerings.  
Vote: 23/23 yes. Motion passes.
  - UCC 558: Foundations of Business Management Graduate Academic Certificate – Mya Groza, College of Business and Economics. This graduate certificate aims to create a smaller bite of the 39-credit MBA program. If students enjoy it, they only have 27 credit hours to complete the degree. Additionally, conversations with local industry professionals, Schweitzer Engineering, Micron and Albertsons, indicated market and industry demand for a graduate-level certificate in business. This 12-credit certificate follows the online MBA fee structure. There were no questions.  
Vote: 22/22 yes. Motion passes.
  - UCC 240: Geology MS – Eric Mittelstaedt, Earth and Spatial Sciences. Our MS in Geology does not have a non-thesis option and we need that option to offer a “4+1” MS degree, and also to make it consistent with other MS programs in the department. The non-thesis option can be completed online or in person, while the thesis version can only be completed in person.  
Discussion:

There was a request for clarification on the “4+1” degree. Eric explained that it refers to the non-thesis option completed within one year and no changes to the undergraduate curriculum.

Vote: 22/22 yes. Motion passes.

- University Budget and Finance Committee (UBFC) Update – Mya Groza, College of Business and Economics, chair of UBFC.

Currently, 22 members are on the committee. They are seeking a replacement for CAA. It's a very diverse group of people, with faculty, staff, graduate and undergraduate students, which strengthens this committee. The group's charge is to contribute to the evaluation process of strategic budget requests proposed by division heads and deans – an extensive range of proposals. Mya is proud and impressed by how much the group accomplished in a short time, and thanked Provost Lawrence for kicking off the committee's work in early Fall. The group is also interested in university-level budgeting and projections. The hybrid budget model comes up frequently in their discussions. There is curiosity in academic certificates and how they count in their contribution margin.

The slides attached to these minutes include detailed information on the committee's work since September 20, 2024, as well as their schedule and priorities for Spring 2025. Of note – this past fall they considered a number of budget requests. This spring they intend to look into possibilities for increased salaries for faculty and, by Senate request, the way that the budget model may incentivize certificate programs.

Discussion:

Francesca asked Mya if she could elaborate on the committee's research on certificates from the financial standpoint. The University Curriculum Committee is also having discussions on academic certificates. Mya noted that academic certificates are Gwen's purview. At this point, she is not clear about the financial aspect. She looks forward to partnering with UCC and starting the conversation based on some data points. (Francesca's recollection is that about 31 certificates came through this academic year.)

Kristin provided some background on the decision to reinvigorate UBFC and other university-level committees.

#### **Announcements and Communications:**

- Fundraising Update – Jen Root, Vice President for Development, University of Idaho Foundation, and Ben McLuen, CEO of the University of Idaho Foundation. The guests provided an update on the “Brave.Bold.Unstoppable” campaign (FY15 to FY24). With over \$400M raised by June 2023 and the goal of \$500M by sometime in 2025, the campaign is well on track with their goals. \$40.8M were raised in FY25. For more detailed information, see the presentation attached to these minutes, where one can find campaign timeline, fundraising by constituent type, lasting impact of campaigns on university operations, and the total fundraising by FY from FY09 to FY24.

Discussion:

A senator asked about the reasons for fundraising and the use of the funds. Ben McLuen pointed to student success, through scholarships that remove financial barriers and help enrollment grow. They always try to align the donors' interests with the strategic priorities of the university. For instance, as we pursue R1 status, we have been focusing more resources on faculty support and research. Fundamentally, the goal is to advance the people and the programs of the university.

Tim followed up on the question of where the money goes. It is great that we are able to create endowed positions. But what about our staff colleagues? Does any money go to

creating staff positions to help with the increased administrative load due to the increased support we offer to more students? Ben noted that donors tend to focus on the experiences that have shaped their lives, and that is often reflected in their gifts. In time, the additional support from donors may create a virtuous cycle that allows departments or colleges to provide other forms of support. We have learned that donors view the university operations as our responsibility and prefer to focus on supporting excellence with rather specific ideas on how to do that. Hopefully, more resources allow us to be able to address other needs at the staff level.

Kristin inquired about the allocation of funds that were donated specifically for DEI offices that were recently closed. Ben responded that there is language in our gift agreements concerning the next best use, which is the closest to the original donor's intent. The Foundation is working with the university leadership team to identify those next best uses. In reference to one of the slides, a senator observed that former students and their families were not among the constituent types. Ben and Jen said that, generally, parents are not a large donor base in part because they are paying tuition. But this is an area where there is an opportunity to grow. In the future, they want to focus on parents who really appreciate the college education their students have received.

**New Business:**

- Revisit the U of I health insurance vs. other institutions in the state. It's a complex issue. It is best to include HR in the discussion.
- Data protection when we cross the border with our computers.
- Is there help to find appropriate sources of grant money for diverse disciplines? Yes, this is one of OSP's primary roles.

**Adjournment:**

The meeting was adjourned at 5:00pm.

Respectfully Submitted,

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



University  
of Idaho

# **UBFC (UNIVERSITY BUDGET AND FINANCE COMMITTEE)**

**MYA GROZA, UBFC CHAIR  
UPDATE FOR FACULTY SENATE  
FEBRUARY 4, 2025**



20	University Budget & Finance Committee	Budget Office Representative	Ex Officio/Non-voting	Mahoney	Trina	N/A
20	University Budget & Finance Committee	Faculty/At-Large		Kersting-Lark	Dulce	2025-26
20	University Budget & Finance Committee	Faculty/CAA		Johnson	Aaron	2026-27
20	University Budget & Finance Committee	Faculty/CALS		Becker	Hydee	2026-27
20	University Budget & Finance Committee	Faculty/CBE	Chair	Groza	Mya	2025-26
20	University Budget & Finance Committee	Faculty/CEHHS		Kim	Juhee	2025-26
20	University Budget & Finance Committee	Faculty/CLASS		Lange	Michelle	2025-26
20	University Budget & Finance Committee	Faculty/CNR		Latta	Greg	2025-26
20	University Budget & Finance Committee	Faculty/COS		Ridenhour	Benjamin	2025-26
20	University Budget & Finance Committee	Faculty/ENGR		Li	Feng	2025-26
20	University Budget & Finance Committee	Faculty/LAW		Gerwick Couture	Wendy	2026-27
20	University Budget & Finance Committee	Faculty/Senate Member		Shook	Steven	2024-25
20	University Budget & Finance Committee	Provost & Executive Vice President	Ex Officio/Non-voting	Lawrence	Torrey	N/A
20	University Budget & Finance Committee	Staff/Academic Affairs	Staff Council Assigns	Buchert	Charity	2024-25
20	University Budget & Finance Committee	Staff/Advancement	Staff Council Assigns	Doering	Zachary	2025-26
20	University Budget & Finance Committee	Staff/Finance & Administration	Staff Council Assigns	Richards	Kenwyn	2025-26
20	University Budget & Finance Committee	Staff/ITS	Staff Council Assigns	Amos	Teresa	2024-25
20	University Budget & Finance Committee	Staff/ORED		Franklin	Chelsea	2025-26
20	University Budget & Finance Committee	Student/ASUI	ASUI to fill	Carpenter	Justin	2024-25
20	University Budget & Finance Committee	Student/Graduate/GPSA	GSPA to fill	Marquez Acevedo	Adamarie	2024-25
20	University Budget & Finance Committee	Student/Law/SBA	SBA to fill	Zak	Kelsie	2024-25
20	University Budget & Finance Committee	Vice President for Finance and Administration or Designee	Ex Officio/Non-voting	Salisbury	Kim	N/A

Seeking replacement for CAA.

22  
outstanding  
members





**University  
of Idaho**

**HUGE THANK YOU TO  
WENDY GERWICK  
COUTURE!**

**PROFESSOR OF LAW  
SECRETARY OF UBFC 2024-2025**

# RECAP OF UBFC MEETINGS (FALL 2024)



**September 20, 2024** – Introduction of Strategic Budget Requests Evaluation Process by Provost Lawrence and Committee Creation of Potential Rubric.

**October 4, 2024** – Rubric Finalization. Asked for Strategic Budget Requests Evaluation in the Excel file to be completed by October 13. Seven evaluation categories (rated on a Likert scale: 1 – Terrible, 2 – Poor, 3 – Average, 4 – Good, 5 – Excellent):

1. Alignment with Strategic Initiative
2. Collaboration
3. Feasibility
4. Greatest Identified Need
5. Potential Impact
6. Potential Reach
7. Potential ROI

**October 18, 2024** – Discussion and Prioritization of the Requests (11 UBFC members contributed evaluation rubrics for the 58 proposals resulting in scores ranging from 3.9 to 2.26 on average across all the proposal evaluated).

**November 1, 2024** – Recap and Recommendations for Future Process Improvements. Getting to Know Each Other and Discussion of Potential Priorities.

**November 15, 2024** – Setting of Priorities. Scheduling Spring 2025 Meeting Times using When2Meet. Ad-hoc Task Force for Academic Certificates Discussed (Ben Ridenhour, *Mathematics* and Zach Doering, *University Advancement* volunteered).

# SCHEDULE FOR UBFC SPRING 2025 MEETINGS



**Financial Education Series around UBFC's Strategic Priorities for AY 2024-2025.**

**February 3 - Funding Sources.** Trina Bower presented the university's overall budget to learn more about the funding buckets.

**March 3 – University-level Budgeting & Projections.** Trina Bower and Kim Salisbury will discuss the vandal hybrid budget model and the annual general education budget request process.

**March 17 – Student Financial Experience.** We will invite student accounts and financial aid to discuss various topics surrounding our students' financial experience.

**April 7 – Faculty & Staff Salaries.** Kim Salisbury will discuss the CEC (change in employee compensation) process for faculty and staff for the upcoming salary cycle (FY26).

**April 21 – Unit-level Budgeting & Processes.** We will invite personnel from the budget office who will discuss the general education budget setting and all other budget setting for units.

**May 5 – End Of Year Meeting.**



University  
of Idaho

**UNIVERSITY OF IDAHO  
BRAVE.BOLD.UNSTOPPABLE.  
CAMPAIGN UPDATE**

**FEBRUARY 2025**

# CAMPAIGN TIMELINE

**\$500M GOAL!**

**PARTY!**

TBD ~2025

**CURRENT CAMPAIGN  
SILENT PHASE**  
Jan. 2015 – Fall 2021

**“BRAVE. BOLD.”  
LAUNCH OF STUDENT-  
CENTERED CAMPAIGN  
PRIORITIES**  
Oct. 2021

**“UNSTOPPABLE.”  
LAUNCH OF ALL  
OTHER PRIORITIES**  
Oct. 2022

**INSPIRING  
FUTURES  
CAMPAIGN**  
Ended  
Dec. 31, 2014

Industry  
Summits  
Apr. – May  
2021

Campaign  
White Paper  
Jun. 2021

Leadership  
Campaign Workshop  
Jun. 2, 2021

Industry  
Summits Report  
Jun. 5, 2021

College / Unit / University  
“Unstoppable.”  
Case Development  
Jul. 2021 – Mar. 2022

College / Unit / University  
“Brave. Bold.”  
Case Development  
Jun. – Sept. 2021

Deans Workshop  
Jun. 2022

Unit Campaign Plans  
Aug. 2022

Dialogue Dinners  
Jun. – Aug. 2022

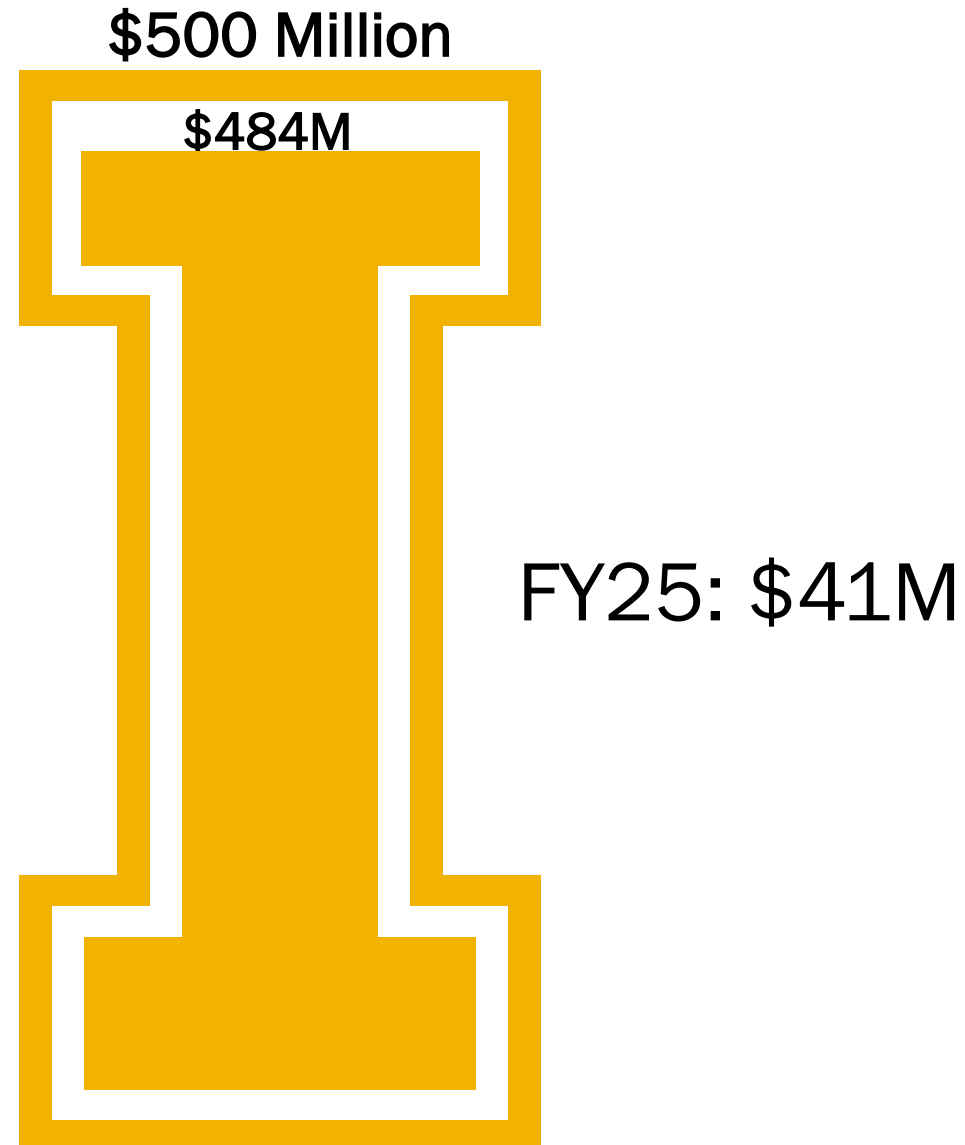
Surpass \$400M  
June 2023

# **BRAVE. BOLD. UNSTOPPABLE.**

## **PROGRESS TO DATE**

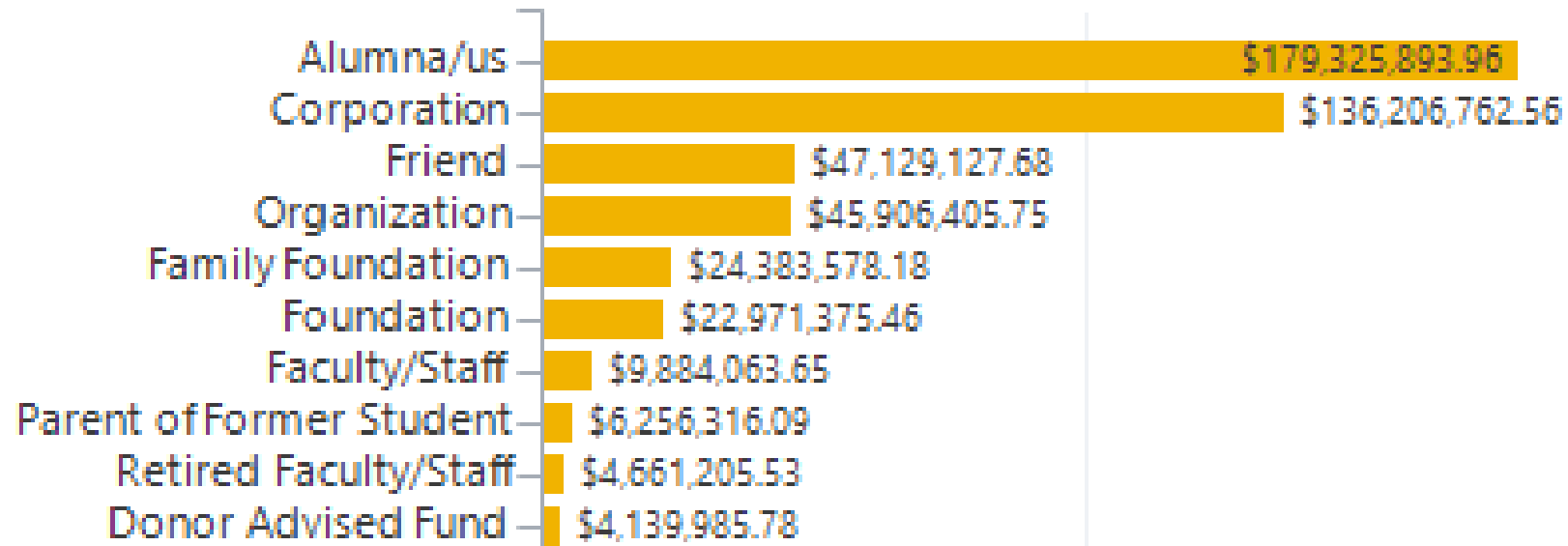
- Student Success
- Sustainable Solutions
- A Thriving Idaho

AS OF FEB 4, 2025



# FUNDRAISING BY CONSTITUENT TYPE

**BRAVE. BOLD.**  
**UNSTOPPABLE.**

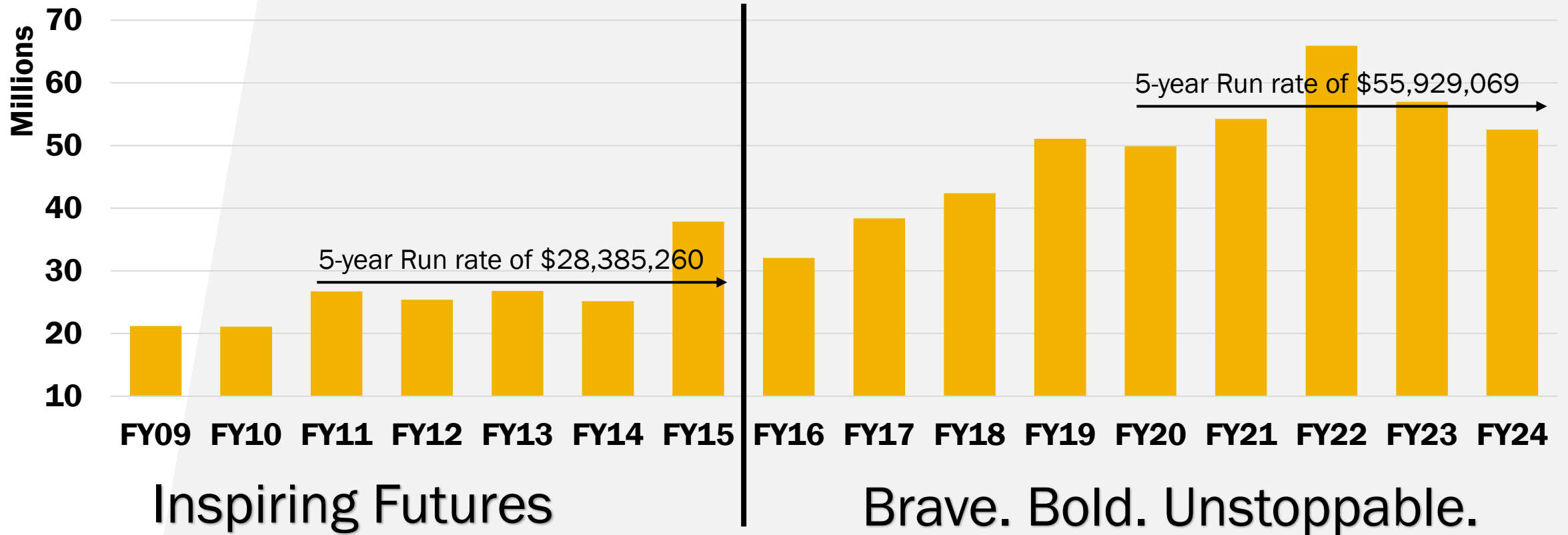


AS OF FEB 4, 2025

# LASTING IMPACT OF CAMPAIGNS ON OPERATIONS

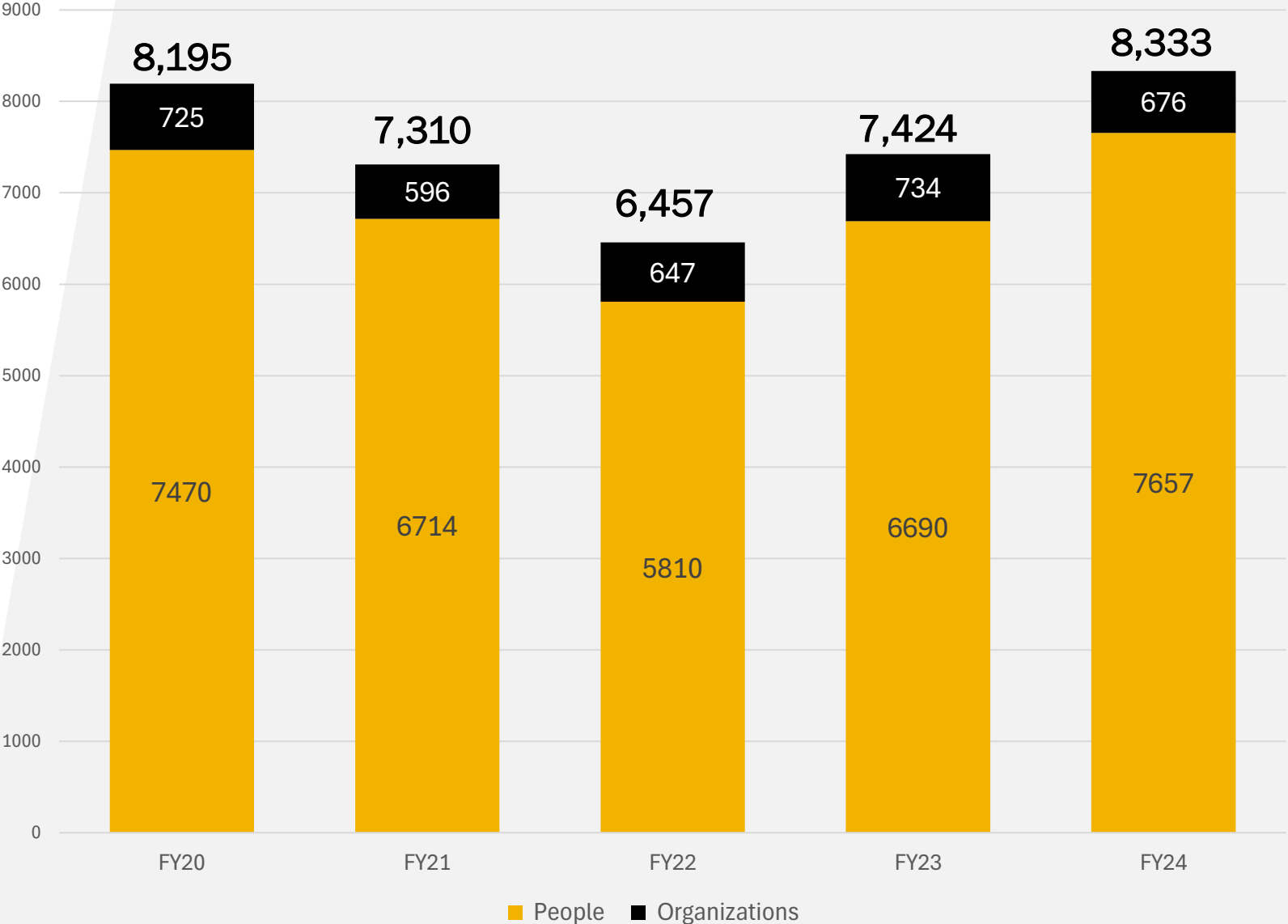


## FY fundraising totals





# DONOR COUNT



**BRAVE. BOLD.**  
**UNSTOPPABLE.**

**QUESTIONS?**

# 6: LEADERSHIP & ORGANIZATION DEVELOPMENT (MS)

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## In Workflow

1. 467 Chair (holyoke@uidaho.edu)
2. 15 Curriculum Committee Chair (dpaul@uidaho.edu)
3. 15 Dean (bblevins@uidaho.edu)
4. Assessment (cslater@uidaho.edu; sandeschlueter@uidaho.edu)
5. DLI (kudas@uidaho.edu; nremy@uidaho.edu; sandeschlueter@uidaho.edu)
6. Provost Q 1 (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
7. Degree Audit Review (rfrost@uidaho.edu; sandeschlueter@uidaho.edu)
8. Graduate Council Chair (mcmurtry@uidaho.edu; slthomas@uidaho.edu; sandeschlueter@uidaho.edu)
9. Registrar's Office (none)
10. Ready for UCC (none)
11. UCC (none)
12. Faculty Senate Chair (stoutm@uidaho.edu; cari@uidaho.edu; nvietz@uidaho.edu; sandeschlueter@uidaho.edu)
13. Provost Q 2 (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
14. State Approval (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
15. NWCCU (stoutm@uidaho.edu; sandeschlueter@uidaho.edu; gwen@uidaho.edu)
16. Catalog Update (sbeal@uidaho.edu)

## Approval Path

1. Thu, 19 Sep 2024 22:22:06 GMT  
Laura Holyoke (holyoke): Approved for 467 Chair
2. Mon, 23 Sep 2024 21:51:39 GMT  
David Paul (dpaul): Approved for 15 Curriculum Committee Chair
3. Mon, 23 Sep 2024 21:55:47 GMT  
Brooke Blevins (bblevins): Approved for 15 Dean
4. Tue, 24 Sep 2024 23:59:16 GMT  
Christine Slater (cslater): Approved for Assessment
5. Wed, 25 Sep 2024 22:29:19 GMT  
Nicole Remy (nremy): Approved for DLI
6. Wed, 16 Oct 2024 17:33:58 GMT  
Sande Schlueter (sandeschlueter): Approved for Provost Q 1
7. Mon, 21 Oct 2024 16:11:28 GMT  
Rebecca Frost (rfrost): Approved for Degree Audit Review
8. Fri, 06 Dec 2024 22:12:57 GMT  
Stephanie Thomas (slthomas): Approved for Graduate Council Chair
9. Fri, 10 Jan 2025 18:43:36 GMT  
Theodore Unzicker (tunzicker): Approved for Registrar's Office
10. Fri, 10 Jan 2025 22:27:33 GMT  
Sydney Beal-Coles (sbeal): Approved for Ready for UCC
11. Tue, 28 Jan 2025 18:14:46 GMT  
Sydney Beal-Coles (sbeal): Approved for UCC

## History

1. Sep 22, 2021 by Sara Mahuron (sara)
2. Sep 10, 2024 by Laura Holyoke (holyoke)

Date Submitted: Thu, 19 Sep 2024 22:21:07 GMT

**Viewing: 6 : Leadership & Organization Development (MS)**

**Last approved: Tue, 10 Sep 2024 21:55:53 GMT**

**Last edit: Tue, 28 Jan 2025 18:14:41 GMT**

Changes proposed by: Laura Holyoke

### Faculty Contact

Faculty Name	Faculty Email
Laura Holyoke	holyoke@uidaho.edu

**Change Type (Choose all that apply)**

Change the name of a degree, major, option, emphasis, minor, certificate, concentration or specialization

**Description of Change**

Request to change program name from "Adult, Organizational, Learning & Leadership" to "Leadership & Organization Development."

**Will this request have a fiscal impact of \$250K or greater?**

No

**Academic Level**

Graduate

**College**

Education, Health & Human Sci

**Department/Unit:**

Leadership & Counseling

**Effective Catalog Year**

2025-2026

**Program Title**

Leadership & Organization Development (MS)

**Program Credits**

30

**CIP Code**

13.1201 - Adult and Continuing Education and Teaching.

**Curriculum:****Master of Science. Major in Leadership and Organization Development.**

Code	Title	Hours
<i>Program Core</i>		
AOLL 507	Course AOLL 507 Not Found	3
AOLL 510	Course AOLL 510 Not Found	3
AOLL 574	Course AOLL 574 Not Found	3
AOLL 577	Course AOLL 577 Not Found	3
AOLL 581	Course AOLL 581 Not Found	3
AOLL 583	Course AOLL 583 Not Found	3
AOLL 526 or AOLL 528	Course AOLL 526 Not Found Course AOLL 528 Not Found	3
Select 6 credits from the following:		6
AOLL 560	Course AOLL 560 Not Found	
AOLL 573	Course AOLL 573 Not Found	
AOLL 575	Course AOLL 575 Not Found	
AOLL 597	Course AOLL 597 Not Found	
AOLL 598	Course AOLL 598 Not Found	
AOLL 599	Course AOLL 599 Not Found	
<i>Research</i>		
AOLL 570	Course AOLL 570 Not Found (or Non-Thesis Option including Comprehensive Examination)	3
Non-Thesis Option (3 credits + Comprehensive Examination)		
<b>Total Hours</b>		<b>30</b>

**Distance Education Availability**

To comply with the requirements of the Idaho State Board of Education (SBOE) and the Northwest Commission on Colleges and Universities (NWCCU) the University of Idaho must declare whether 50% or more of the curricular requirements of a program which may be completed via distance education.

**Can 50% or more of the curricular requirements of this program be completed via distance education?**

Yes

**If Yes, can 100% of the curricular requirements of this program be completed via distance education?**

Yes

## **Geographical Area Availability**

**In which of the following geographical areas can this program be completed in person?**

Online Only

## **Student Learning Outcomes**

**Have learning outcomes changed?**

No

### **Learning Objectives**

1. The student will be able to understand, analyze and apply organization development theory and methods.
2. The student will be able to understand and apply transformative learning processes and strategic thinking.
3. The student will develop personal leadership capacity.
4. The student will demonstrate the ability to facilitate change for healthy organizations.

**A clearly stated rationale for this proposal must be included or the University Curriculum Committee will return the proposal for completion of this section. The rationale should provide a detailed summary of the proposed change(s). In addition, include a statement in the rationale regarding how the department will manage the added workload, if any.**

We are seeking to better convey the essence of the program and more accurately reflect the nature of the research, teaching, and activities that occur in our program.

Considerations/Rationale in changing name:

Accurately Reflect Curriculum and Identity. Align program name to appropriately represent current focus and better align with program's curriculum and student learning outcomes.

Visibility and Recruitment. To enhance visibility and attract prospective students.

Alignment with Disciplinary Conventions: Disciplines have established naming conventions. The program name Adult, Organizational, Learning & Leadership is not commonly used in our field.

Employment and Recognition. A program's name can influence how employers perceive its graduates. A recognizable, industry-standard name such as Leadership & Organization Development has been researched and can boost employability.

A name change will add minimal workload in the department. Letterhead, electronic forms, and business cards will need to be updated.

### **Supporting Documents**

Considerations and Rationale for AOLL name change.docx

### **Reviewer Comments**

**Theodore Unzicker (tunzicker) (Fri, 10 Jan 2025 18:42:34 GMT):** Updated program title to match rationale for change. Also updated title of program under the curriculum block.

Key: 6

# 138: UPDATE FSH 4130 - STANDARD COURSE NUMBERS

## In Workflow

1. Registrar's Office (none)
2. Provost Q 1 (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
3. Ready for UCC (none)
4. UCC (none)
5. Post-UCC Registrar (none)
6. Faculty Senate Chair (stoutm@uidaho.edu; cari@uidaho.edu; nvietz@uidaho.edu; sandeschlueter@uidaho.edu)
7. Provost Q 2 (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
8. Catalog Update (sbeal@uidaho.edu)

## Approval Path

1. Mon, 14 Oct 2024 15:37:57 GMT  
Sydney Beal-Coles (sbeal): Approved for Registrar's Office
2. Tue, 22 Oct 2024 20:27:01 GMT  
Sande Schlueter (sandeschlueter): Approved for Provost Q 1
3. Tue, 22 Oct 2024 22:52:54 GMT  
Sydney Beal-Coles (sbeal): Approved for Ready for UCC
4. Tue, 29 Oct 2024 17:36:02 GMT  
Sydney Beal-Coles (sbeal): Approved for UCC
5. Thu, 31 Oct 2024 18:08:54 GMT  
Sydney Beal-Coles (sbeal): Approved for Post-UCC Registrar
6. Tue, 10 Dec 2024 21:43:51 GMT  
Nichole Vietz (nvietz): Rollback to Post-UCC Registrar for Faculty Senate Chair
7. Fri, 31 Jan 2025 19:05:34 GMT  
Sydney Beal-Coles (sbeal): Approved for Post-UCC Registrar

## New Proposal

Date Submitted: Tue, 01 Oct 2024 21:37:39 GMT

## Viewing: Update FSH 4130 - Standard Course Numbers

Last edit: Tue, 29 Oct 2024 17:40:05 GMT

Changes proposed by: Theodore Unzicker

## Faculty Contact

Faculty Name	Faculty Email
Ted Unzicker	tunzicker@uidaho.edu

## Request Type

Add/Drop/Change a policy in the Faculty-Staff Handbook (4000s)

## Effective Catalog Year

2025-2026

## Title

Update FSH 4130 - Standard Course Numbers

## Request Details

We are updating 4130, Standard Course Numbers, due to the 3 to 4 digit course number changes. We are also adding standard course numbers 2999 and 4999 for Undergraduate Research. Finally, we are reserving course numbers 2991-8, 4991-8, 5991-8, and 6991-8 for future standard course numbers.

## Supporting Documents

FSH 4130 10-21-24 with UCC edit.docx

## Reviewer Comments

**Nichole Vietz (nvietz) (Tue, 10 Dec 2024 21:43:51 GMT):** Rollback: Please route through the process for changes to the Faculty Staff Handbook.

Key: 138

## 4130 - Standard Course Numbers

Owner:

Position: University Registrar

Email: registrar@uidaho.edu

Last updated: July 01, 2011

A. STANDARD COURSE NUMBERS. University-wide standard numbers have been established for certain categories of courses. These courses need not be listed in a subject-field section in the catalog. They may be offered and listed in the Class Schedule whenever they are needed. Catalog course numbers are assigned by the Office of the Registrar at the time of approval by the University Curriculum Committee.

B. AUTHORIZED COMBINATIONS OF COURSE NUMBERS AND TITLES. The following course numbers and titles are authorized: 2000, 4000, 5010, 6010 Seminar; 2030, 4030, 5030, 6030 Workshop; 2040, 4040, 5040, 6040 Special Topics; 4050, 5050, 6050 Professional Development; 2980, 3980, 4980, 5980, 6980 Internship; 2990, 4990, 5020, 6020 Directed Study; Optional 4000s number Practicum in Tutoring; 2999, 4999 Undergraduate Research; 5000 Master's Research and Thesis; 5970 Graduate Practicum; 5990 Non-thesis Master's Research; 6000 Doctoral Research and Dissertation. (Courses in this group that are appropriate to the College of Law are assigned analogous numbers in the 8000s and 9000s.)

### C. CONDITIONS.

C-1. Authorized Fields. With the exception of Practicum in Tutoring, the undergraduate-level standard courses may be offered in any subject field, excluding those approved for graduate degrees only. Practicum in Tutoring and Undergraduate Research courses may be offered in subject fields in which a bachelor's degree has been approved. Courses 5010, 5020, 5030, 5040, 5050 may be offered in subject fields in which graduate-level courses or degree have been approved. Courses 5970, 5980, 5990 may be offered in subject fields in which a graduate degree has been approved. Course 5000 must be offered in, and only in, those subject fields in which a thesis master's degree has been approved. Course 6000 must be offered in, and only in, those subject fields in which the doctorate-level programs are offered. Courses 6010, 6020, 6030, 6040, 6050, 6980 must be offered in, and only in, those subject fields in which doctoral-level programs are offered.



C-2. Expanded Titles and Descriptions. All of the foregoing titles, except for 5000, 6000, and Practicum in Tutoring, may be expanded (in the nature of subtitles) to indicate the subject more specifically. This possibility is indicated by the symbol "(s)" between the number and the title in the catalog entry. If more than one such specific topic is to be offered, they will be listed in the Time Schedule as separate sections. Also, special conditions or restrictions may be added to the course description. Illustrative catalog entry: MusH 4000 (s) Seminar (cr arr); Illustrative Time Schedule entries: MusH 4000 Lec 01 Seminar (cr arr); MusH 4000 Lec 02 Seminar in Ethnomusicology (3 cr); MusH 4000 Lec 03 Seminar in Medieval Music (1-3 cr).

C-3. Credits. All of these courses, except Practicum in Tutoring, may be offered on a variable-credit basis (cr arr). Practicum in Tutoring is to be offered for one credit and may be repeated once (1 cr, max 2).

Directed Study: A method of delivering specially designed content to a student outside of the normal classroom environment. A student cannot repeat the same directed study. Directed study courses cannot duplicate an existing course.

Internship: Supervised practical experience related to a student's major.

Practicum: Course of study that involves the supervised application of previously studied theory.

Practicum in Tutoring: Tutorial services performed by advanced students under faculty supervision.

Professional Development: A professional activity designed to provide information or skills, which have practical value. Usually developed to meet the needs of a particular group of practitioners.

Graduate Research: Supervised collection of information about a particular subject.

Seminar: A course offered to a group of advanced students studying under a professor with each doing in-depth study and discussion of the course material with the professor and other students.

Special Topic: Extended discussion on a topic or subject area not covered in an existing course offering. Topic cannot be offered more than three times under this course number. After the second offering appropriate curricular approval paperwork must be filed.

Workshop: A usually brief, intensive course for a relatively small group of students that focuses on techniques and skills in a particular field.

Undergraduate Research: A mentored investigation or creative inquiry conducted by undergraduates that seek to make a scholarly or artistic contribution to knowledge.

C-4. Prerequisites. Prerequisites are not usually listed for courses 5000. Courses in the 6000-series are intended for doctoral students only and will carry a system-enforced prerequisite of enrollment in a doctoral program (Ph.D., Ed.D.).

C-5. Grading. Seminars, workshops, directed studies, Practicum in Tutoring, and internships may be graded on the P/F basis or normal mode.

C-6. Limitations. A separate special-topics course should not be offered under the number 2040, 4040, 5040, or 6040 more than three times; after the third offering, it should be assigned its own number, title, and description so that with few exceptions the official descriptions of courses students take will be in the catalog. Use 5990 for research not directly related to a thesis or dissertation. A maximum of 10 credits in course 5000 may be applied toward the minimum of 30 credits required for a thesis master's degree; nevertheless, the number of credits a student may earn in course 5000 is not limited to the number required by the student's department. Credit in course 5000 cannot be counted toward the minimum of 30 credits required for a nonthesis master's degree. Credit earned in 4050, 5050 and 6050 will not be accepted toward graduate degree programs. Courses numbered 6000-6999 may never be conducted jointly and can be cross listed only with 6000-level courses in a second department. Standard course numbers may not be cross- or joint-listed with catalog courses.

C-7. Limitations on Directed Study. Directed study is intended as a method of delivering specially designed content to the student outside of the normal classroom environment. General classroom space is not available for this purpose and enrollment in any directed study course should not exceed five. Students cannot repeat the same directed study. Directed study courses cannot duplicate an existing course.

C-7. Reserved Standard Course Numbers. Course numbers 2991, 2992, 2993, 2994, 2995, 2996, 2997, 2998, 4991, 4992, 4993, 4994, 4995, 4996, 4997, 4998, 5991, 5992, 5993, 5994, 5995, 5996, 5997, 5998, 6991, 6992, 6993, 6994, 6995, 6996, 6997, and 6998 are reserved for future standard course numbers and may not be used for regular catalog courses.

# 596: URBAN DESIGN & DEVELOPMENT GRADUATE ACADEMIC CERTIFICATE

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## In Workflow

1. 232 Chair (rteal@uidaho.edu)
2. 09 Curriculum Committee Chair (stacyi@uidaho.edu)
3. Ready for UCC (none)
4. UCC (none)
5. Faculty Senate Chair (stoutm@uidaho.edu; cari@uidaho.edu; nvietz@uidaho.edu; sandeschlueter@uidaho.edu)
6. Provost Q 2 (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
7. State Approval (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
8. NWCCU (stoutm@uidaho.edu; sandeschlueter@uidaho.edu; gwen@uidaho.edu)
9. Catalog Update (sbeal@uidaho.edu)

## Approval Path

1. Wed, 29 Jan 2025 00:29:32 GMT  
Randall Teal (rteal): Approved for 232 Chair
2. Wed, 29 Jan 2025 00:34:23 GMT  
Stacy Isenbarger (stacyi): Approved for 09 Curriculum Committee Chair
3. Wed, 29 Jan 2025 16:11:22 GMT  
Sydney Beal-Coles (sbeal): Approved for Ready for UCC
4. Tue, 04 Feb 2025 16:47:47 GMT  
Sydney Beal-Coles (sbeal): Approved for UCC

## New Program Proposal

Date Submitted: Wed, 29 Jan 2025 00:09:19 GMT

**Viewing: 596 : Urban Design & Development Graduate Academic Certificate**

**Last edit: Tue, 04 Feb 2025 16:47:27 GMT**

Changes proposed by: Stacy Isenbarger

### Faculty Contact

Faculty Name	Faculty Email
Xiao Hu	xiaoh@uidaho.edu

**Will this request have a fiscal impact of \$250K or greater?**

No

### Academic Level

Graduate

### College

Art & Architecture

### Department/Unit:

Architecture

### Effective Catalog Year

2025-2026

### Program Title

Urban Design & Development Graduate Academic Certificate

### Degree Type

Certificate

Please note: Majors and Certificates over 30 credits need to have a state form approved before the program can be created in Curriculum.

**Program Credits**

15

**CIP Code**

04.0401 - Environmental Design/Architecture.

**Will the program be Self-Support?**

No

**Will the program have a Professional Fee?**

Yes

**Will the program have an Online Program Fee?**

Yes

**Will this program lead to licensure in any state?**

No

**Will the program be a statewide responsibility?**

No

**Financial Information****What is the financial impact of the request?**

Less than \$250,000 per FY

**Note: If financial impact is greater than \$250,000, you must complete a Program Proposal Form****Curriculum:**

The Urban Design & Development Graduate Certificate provides an interdisciplinary learning experience to develop skills, knowledge, and expertise in shaping the future of cities through innovative and sustainable urban design approaches. Through curriculum offered, this program fosters creative research and speculative design thinking that equips students with the skill sets necessary to lead urban design and development for more livable and resilient communities.

This certificate program is intended for students seeking graduate degrees in architecture, landscape architecture, or other related areas and professionals with a background in architecture, landscape architecture, planning, interior architectural design, public policy, environmental science, or related areas who want to develop and enhance their theoretical understanding and design expertise in sustainable urban design.

Students enrolled in this certificate program will have an advising meeting at the beginning of the program period to discuss their learning objectives and tailor their course choices.

All required coursework must be completed with a grade of B or better (O-10-a (<https://catalog.uidaho.edu/general-requirements-academic-procedures/o-miscellaneous/>)).

<b>Code</b>	<b>Title</b>	<b>Hours</b>
ARCH 4830	Urban Theory and Issues	3
LARC 5120	Landscape Analysis and Site Planning	3
<b>Select three of the following courses:</b>		<b>9-12</b>

*Applied Design & Development*

ARCH 4540	Architectural Design: Vertical Studio	
or ARCH 5540	Architectural Design: Vertical Studio	
or ARCH 5520	Alternate Graduate Design Experience	
LARC 5540	Landscape Architecture Graduate Studio 1	
or LARC 5580	Landscape Architecture Graduate Studio 3	

*Methodologies and Communication*

LARC 5100	Advanced Design Representation and Communication	
ARCH 5200	Architectural Research Methods	

*Sustainability and Resilience*

ARCH 4160/5160	Social Sustainability in Contemporary Cities	
LARC 4800	The Resilient Landscape	
LARC 4810	Urban Systems in Ecology	

*Special topics approved by academic advisor*

ARCH 5040	Special Topics	
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ARCH 5020	Directed Study
LARC 5020	Directed Study

**Total Hours**

**15-18**

**Courses to total 15 credits for this certificate**

## Distance Education Availability

To comply with the requirements of the Idaho State Board of Education (SBOE) and the Northwest Commission on Colleges and Universities (NWCCU) the University of Idaho must declare whether 50% or more of the curricular requirements of a program which may be completed via distance education.

**Can 50% or more of the curricular requirements of this program be completed via distance education?**

Yes

**If Yes, can 100% of the curricular requirements of this program be completed via distance education?**

Yes

## Geographical Area Availability

**In which of the following geographical areas can this program be completed in person?**

Boise  
Moscow

## Student Learning Outcomes

**List the intended learning outcomes for program component. Use learner centered statements that indicate what will students know, be able to do, and value or appreciate as a result of completing the program.**

Students who successfully complete this certificate program will be able to:

- Understand and apply significant urban design theories and principles that address emerging issues of urban environment and life and their potential influences on urban design practices.
- Conduct interdisciplinary research to investigate, analyze and synthesize complex information and problems in urban spatial planning and design, urban place making and promotion, and urban public life quality.
- Develop creative spatial solutions and innovation approaches in a range of settings and scales to tackle critical urban challenges.
- Communicate clearly and effectively with appropriate delivery formats to present, explain, and interpret design propositions, methodologies, decisions, and research outcomes to diverse audiences.

**Describe the assessment process that will be used to evaluate how well students are achieving the intended learning outcomes of the program component.**

In each course listed in this certificate program, students will be evaluated based on exams, projects, presentations, papers, and any other ways by the course instructor. The CAA Curriculum Committee will make an annual review of this certificate program. The program content, curricular structure, learning outcomes, student work, and student feedback will be reviewed, discussed and recommendations of changes will be made.

**How will you ensure that the assessment findings will be used to improve the program?**

Annual review feedback and recommendations will be shared with the participating faculty members and be taken consideration by the College to inform changes, updates, and improvements to the certificate program. In addition, the College will engage with community stakeholders across the state and the region to ensure that students completing this certificate program meet expectations.

**What direct and indirect measures will be used to assess student learning?**

Direct measurement: assignments, presentations, exams, papers, and works of team/individual projects will be required for all the relevant courses and evaluated regularly.

Indirect measurement: monitor the performance of each student in this certificate program in each participating course.

**When will assessment activities occur and at what frequency?**

Course assessments will occur during the time when the course is offered. Annual assessment of this certificate program will occur in the end of each Spring semester.

## Student Learning Outcomes

### Learning Objectives

Students who successfully complete this certificate program will be able to:

- Understand and apply significant urban design theories and principles that address emerging issues of urban environment and life and their potential influences on urban design practices.
- Conduct interdisciplinary research to investigate, analyze and synthesize complex information and problems in urban spatial planning and design, urban place making and promotion, and urban public life quality.
- Develop creative spatial solutions and innovation approaches in a range of settings and scales to tackle critical urban challenges.
- Communicate clearly and effectively with appropriate delivery formats to present, explain, and interpret design propositions, methodologies, decisions, and research outcomes to diverse audiences.

**A clearly stated rationale for this proposal must be included or the University Curriculum Committee will return the proposal for completion of this section. The rationale should provide a detailed summary of the proposed change(s). In addition, include a statement in the rationale regarding how the department will manage the added workload, if any.**

In recent decades, the State of Idaho has become one of the fastest urbanized states in the US. The rapid urban growth is attracting record numbers of new residents and makes its cities transform hundreds of thousands of acres of farmland into urban spaces. The rapid urban growth brings many challenges ranging from affordable housing, public infrastructures to historical preservation, urban mobility, and land use control.

There is a strong growing demand for well-trained professionals in urban design and development who have sufficient expertise and skills to make our future urban communities more livable, efficient, aesthetically pleasing, sustainable, and resilient. Those professionals are expected to help design new communities, public places, streets, commercial business districts, corporate and academic campuses, and parks, as well as play a role in the renovation of neighborhoods, districts, cities, or metropolitan regions.

The field of urban design requires an active collaboration between architecture and landscape architecture. It offers the necessary design frameworks, tools, techniques, and skills to shape the built urban environment through holistic, systematic, and sustainable thinking and to confront the current challenges of cities in this 21st century. However, there is no urban design training program offered by higher education institutes within Idaho. There is an increasing gap between the needs of our urban communities and the intelligence support we are providing.

The curriculum of the proposed certificate program utilizes existing courses offered by both architecture and landscape architecture. There is no further investment required to add any new course offerings or personnel at this time.

(Note: Prior CIM proposal attached to show approval workflow until UCC meeting 1/27/25 when new program proposal form was requested prior to vote.)

#### **Supporting Documents**

376\_Cert Proposal\_1\_27\_25.pdf

#### **Reviewer Comments**

**Sydney Beal-Coles (sbeal) (Wed, 29 Jan 2025 00:57:38 GMT):** Added curriculum table from previous reactivation iteration of proposal

Key: 596

# 376: URBAN DESIGN & DEVELOPMENT GRADUATE ACADEMIC CERTIFICATE

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## In Workflow

1. Stacy Isenbarger (stacyi@uidaho.edu)
2. 234 Chair (rulaa@uidaho.edu)
3. 09 Curriculum Committee Chair (stacyi@uidaho.edu)
4. Provost Q 1 (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
5. Assessment (cslater@uidaho.edu; sandeschlueter@uidaho.edu)
6. Degree Map Review (rfrost@uidaho.edu; sandeschlueter@uidaho.edu)
7. Graduate Council Chair (mcmurtry@uidaho.edu; slthomas@uidaho.edu; sandeschlueter@uidaho.edu)
8. Registrar's Office (none)
9. Ready for UCC (none)
10. UCC (none)
11. Post-UCC Registrar (none)
12. Faculty Senate Chair (stoutm@uidaho.edu; cari@uidaho.edu; nvietz@uidaho.edu; sandeschlueter@uidaho.edu)
13. Provost Q 2 (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
14. State Approval (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
15. NWCCU (stoutm@uidaho.edu; sandeschlueter@uidaho.edu; gwen@uidaho.edu)
16. Catalog Update (sbeal@uidaho.edu)

## Approval Path

1. Mon, 16 Sep 2024 17:23:09 GMT  
Stacy Isenbarger (stacyi): Approved for V00404557
2. Mon, 23 Sep 2024 03:28:40 GMT  
Rula Awwad-Rafferty (rulaa): Approved for 234 Chair
3. Wed, 25 Sep 2024 18:50:27 GMT  
Stacy Isenbarger (stacyi): Approved for 09 Curriculum Committee Chair
4. Thu, 03 Oct 2024 20:20:50 GMT  
Sande Schlueter (sandeschlueter): Approved for Provost Q 1
5. Fri, 04 Oct 2024 00:02:49 GMT  
Christine Slater (cslater): Approved for Assessment
6. Tue, 15 Oct 2024 18:41:32 GMT  
Rebecca Frost (rfrost): Approved for Degree Map Review
7. Fri, 06 Dec 2024 22:11:25 GMT  
Stephanie Thomas (slthomas): Approved for Graduate Council Chair
8. Fri, 10 Jan 2025 18:35:10 GMT  
Theodore Unzicker (tunzicker): Approved for Registrar's Office
9. Fri, 10 Jan 2025 22:40:53 GMT  
Sydney Beal-Coles (sbeal): Approved for Ready for UCC

## History

1. Jun 14, 2021 by Amy Kingston (amykingston)

## Program Reactivation Proposal

Date Submitted: Mon, 09 Sep 2024 23:52:43 GMT

**Viewing: 376 : Urban Design & Development Graduate Academic Certificate**

**Last approved: Mon, 14 Jun 2021 21:03:08 GMT**

**Last edit: Fri, 24 Jan 2025 19:17:55 GMT**

Changes proposed by: Theodore Unzicker

## Faculty Contact

Faculty Name	Faculty Email
Xiao Hu	xiaoh@uidaho.edu

## Change Type (Choose all that apply)

Change curriculum requirements

Change the name of a degree, major, option, emphasis, minor, certificate, concentration or specialization  
Add/Edit Learning Outcomes

### Description of Change

A similarly titled certificate was pulled previously during the University's program prioritization but now with restructuring of our college and continued requests from firms in our region and our CAA advisory board, we wish to return to this offering while also updating it curriculum so it is more sustainable for our college.

The University of Idaho is the home for the state's only accredited professional programs in architecture and landscape architecture, making it possible to offer the critical and unique learning experience of urban design and development to respond to the strong needs of Idaho's urban growth. Our students and professionals will benefit from this learning opportunity to further their career developments.

### Will this request have a fiscal impact of \$250K or greater?

No

### Academic Level

Graduate

### College

Art & Architecture

### Department/Unit:

Architecture

### Effective Catalog Year

2025-2026

### Program Title

Urban Design & Development Graduate Academic Certificate

### Program Credits

15

### CIP Code

04.0401 - Environmental Design/Architecture.

### Curriculum:

#### Overview

The Urban Design & Development Graduate Certificate provides an interdisciplinary learning experience to develop skills, knowledge, and expertise in shaping the future of cities through innovative and sustainable urban design approaches. Through curriculum offered, this program fosters creative research and speculative design thinking that equips students with the skill sets necessary to lead urban design and development for more livable and resilient communities.

This certificate program is intended for students seeking graduate degrees in architecture, landscape architecture, or other related areas and professionals with a background in architecture, landscape architecture, planning, interior architectural design, public policy, environmental science, or related areas who want to develop and enhance their theoretical understanding and design expertise in sustainable urban design.

Students enrolled in this certificate program will have an advising meeting at the beginning of the program period to discuss their learning objectives and tailor their course choices.

All required coursework must be completed with a grade of B or better.

Code	Title	Hours
<i>Required:</i>		
ARCH 4830	Urban Theory and Issues	3
LARC 5120	Landscape Analysis and Site Planning	3
<i>Select 3 of the following courses:</i>		9-12
Applied Design & Development		
ARCH 4540 or ARCH 5540 or ARCH 5520	Architectural Design: Vertical Studio Architectural Design: Vertical Studio Alternate Graduate Design Experience	
LARC 5540 or LARC 5580	Landscape Architecture Graduate Studio 1 Landscape Architecture Graduate Studio 3	



Methodologies & Communication	
LARC 5100	Advanced Design Representation and Communication
ARCH 5200	Architectural Research Methods
Sustainability & Resilience	
ARCH 4160/5160	Social Sustainability in Contemporary Cities
LARC 4800	The Resilient Landscape
LARC 4810	Urban Systems in Ecology
Special Topics approved by Academic Advisor	
ARCH 5040	Special Topics
ARCH 5020	Directed Study
LARC 5020	Directed Study

**Total Hours****15-18**

## Distance Education Availability

To comply with the requirements of the Idaho State Board of Education (SBOE) and the Northwest Commission on Colleges and Universities (NWCCU) the University of Idaho must declare whether 50% or more of the curricular requirements of a program which may be completed via distance education.

**Can 50% or more of the curricular requirements of this program be completed via distance education?**

Yes

**If Yes, can 100% of the curricular requirements of this program be completed via distance education?**

Yes

## Geographical Area Availability

**In which of the following geographical areas can this program be completed in person?**

Boise  
Moscow

## Student Learning Outcomes

**Have learning outcomes changed?**

Yes

### Learning Objectives

Students who successfully complete this certificate program will be able to:

- Understand and apply significant urban design theories and principles that address emerging issues of urban environment and life and their potential influences on urban design practices.
- Conduct interdisciplinary research to investigate, analyze and synthesize complex information and problems in urban spatial planning and design, urban place making and promotion, and urban public life quality.
- Develop creative spatial solutions and innovation approaches in a range of settings and scales to tackle critical urban challenges.
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**A clearly stated rationale for this proposal must be included or the University Curriculum Committee will return the proposal for completion of this section. The rationale should provide a detailed summary of the proposed change(s). In addition, include a statement in the rationale regarding how the department will manage the added workload, if any.**

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There is a strong growing demand for well-trained professionals in urban design and development who have sufficient expertise and skills to make our future urban communities more livable, efficient, aesthetically pleasing, sustainable, and resilient. Those professionals are expected to help design new communities, public places, streets, commercial business districts, corporate and academic campuses, and parks, as well as play a role in the renovation of neighborhoods, districts, cities, or metropolitan regions.

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offered by higher education institutes within Idaho. There is an increasing gap between the needs of our urban communities and the intelligence support we are providing.

The curriculum of the proposed certificate program utilizes existing courses offered by both architecture and landscape architecture. There is no further investment required to add any new course offerings or personnel at this time.

**Reviewer Comments**

**Theodore Unzicker (tunzicker) (Tue, 10 Sep 2024 18:58:40 GMT):** I did not create this proposal. Any rollbacks should start with Stacy Isenbarger.

**Rebecca Frost (rfrost) (Tue, 15 Oct 2024 18:41:22 GMT):** Added the summed hours to the curriculum total to reflect the sum statement added by the department as per catalog standards.

Key: 376

# 230: GEOGRAPHICAL INFORMATION SYSTEMS (BS)

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## In Workflow

1. 224 Chair (alistair@uidaho.edu)
2. 19 Curriculum Committee Chair (gharley@uidaho.edu)
3. 19 Dean (gingercarney@uidaho.edu)
4. DLI (kudas@uidaho.edu; nremy@uidaho.edu; sandeschlueter@uidaho.edu)
5. Assessment (cslater@uidaho.edu; sandeschlueter@uidaho.edu)
6. Provost Q 1 (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
7. Degree Audit Review (rfrost@uidaho.edu; sandeschlueter@uidaho.edu)
8. Registrar's Office (none)
9. Ready for UCC (none)
10. UCC (none)
11. Faculty Senate Chair (stoutm@uidaho.edu; cari@uidaho.edu; nvietz@uidaho.edu; sandeschlueter@uidaho.edu)
12. Provost Q 2 (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
13. State Approval (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
14. NWCCU (stoutm@uidaho.edu; sandeschlueter@uidaho.edu; gwen@uidaho.edu)
15. Catalog Update (sbeal@uidaho.edu)

## Approval Path

1. Thu, 14 Nov 2024 22:57:52 GMT  
Alistair Smith (alistair): Approved for 224 Chair
2. Thu, 14 Nov 2024 23:15:50 GMT  
Grant Harley (gharley): Approved for 19 Curriculum Committee Chair
3. Fri, 15 Nov 2024 17:43:49 GMT  
Ginger Carney (gingercarney): Approved for 19 Dean
4. Wed, 20 Nov 2024 00:17:04 GMT  
Nicole Remy (nremy): Approved for DLI
5. Wed, 20 Nov 2024 01:59:53 GMT  
Christine Slater (cslater): Approved for Assessment
6. Thu, 19 Dec 2024 22:04:19 GMT  
Sande Schlueter (sandeschlueter): Approved for Provost Q 1
7. Mon, 27 Jan 2025 16:45:23 GMT  
Rebecca Frost (rfrost): Approved for Degree Audit Review
8. Tue, 28 Jan 2025 21:14:53 GMT  
Theodore Unzicker (tunzicker): Approved for Registrar's Office
9. Tue, 28 Jan 2025 21:31:36 GMT  
Sydney Beal-Coles (sbeal): Approved for Ready for UCC
10. Tue, 04 Feb 2025 18:10:34 GMT  
Sydney Beal-Coles (sbeal): Approved for UCC

## History

1. Jun 16, 2021 by Rebecca Frost (rfrost)
2. Dec 20, 2022 by Alistair Smith (alistair)
3. Jan 12, 2023 by Theodore Unzicker (tunzicker)
4. May 9, 2023 by Theodore Unzicker (tunzicker)
5. Mar 27, 2024 by Renee Love (rlove)
6. Apr 19, 2024 by Sydney Beal-Coles (sbeal)
7. Oct 10, 2024 by Sydney Beal-Coles (sbeal)

Date Submitted: Thu, 14 Nov 2024 20:49:14 GMT

**Viewing: 230 : Geographical Information Systems (BS)**

**Last approved: Thu, 10 Oct 2024 23:29:18 GMT**

**Last edit: Mon, 27 Jan 2025 16:47:55 GMT**

Changes proposed by: Eric Mittelstaedt

**Faculty Contact**

Faculty Name	Faculty Email
Eric Mittelstaedt	emittelstaedt@uidaho.edu

**Change Type (Choose all that apply)**

CIP code change

**Description of Change**

Change the CIP code from 45.0701 to 45.0702.

**Will this request have a fiscal impact of \$250K or greater?**

No

**Academic Level**

Undergraduate

**College**

Science

**Department/Unit:**

Earth &amp; Spatial Sciences

**Effective Catalog Year**

2026-2027

**Program Title**

Geographical Information Systems (BS)

**Program Credits**

120

**CIP Code**

45.0702 - Geographic Information Science and Cartography.

**Emphasis/Option CIP Code(s)**

Code(s)
30.4401

**Curriculum:**

This program is offered through the College of Science (<https://catalog.uidaho.edu/colleges-related-units/science/>). Students must earn a grade of C or better in all geography courses. Required course work includes the university requirements (see regulation J-3 (<https://catalog.uidaho.edu/general-requirements-academic-procedures/j-general-requirements-baccalaureate-degrees/>)) and:

Code	Title	Hours
ENGL 3130 or ENGL 3170	Business Writing Technical Writing II	3
MATH 1143	Precalculus I: Algebra (or higher)	3
CS 2120 or CS 1120 or CS 1112	Practical Python Computer Science I Computational Thinking and Problem Solving	3
STAT 2510	Statistical Methods	3
GEOG 1000	Introduction to Planet Earth	3
GEOG 1000L	Introduction to Planet Earth Lab	1
GEOG 1650 or GEOG 2000	Human Geography World Cultures and Globalization	3
GEOG 3850	Foundations of GIS	3
GEOG 3900	Cartographic Design & Geovisualization	3
GEOG 4750	Intermediate GIS	3
GEOG 4790	GIS Programming	3
GEOG 4930	Senior Capstone in Geography	3

Select 6 credits from the following Geography courses:	6
GEOG 3300	Urban Geography
GEOG 3650	Geopolitics and Conflict
GEOG 3010	Meteorology
GEOG 3170	Tree Rings and Environmental Change
GEOG 4010	Climatology
GEOG 4100	Biogeography
GEOG 4300	Climate Change Ecology
GEOG 4350	Climate Change Mitigation
GEOG 4880	Geography of Energy Systems
GEOG 3500	Sustainability of Global Development
Select 12 additional credits in GEOL, GEOG, or ESS.	12
Choose 3 GIS courses out of the following list. Note: GEOG 4240 and GEOG 4830 can only count once in the major.	9
GEOG 4070	Spatial Analysis and Modeling
GEOG 4140	Socioeconomic Applications of GIS
GEOG 4240	Hydrologic Applications of GIS and Remote Sensing
GEOG 4830	Remote Sensing/GIS Image Analysis
FIRE 4407	GIS Application in Fire Ecology and Management
Choose 2 Remote Sensing courses from the following list. Note: GEOG 4240 and GEOG 4830 can only count once in the major.	4-6
FOR 4720	Remote Sensing of the Environment
GEOG 4240	Hydrologic Applications of GIS and Remote Sensing
GEOG 4830	Remote Sensing/GIS Image Analysis
REM 4750	Remote Sensing Application with Unmanned Aerial Systems (UAS)
REM 4760	Unmanned Aerial Systems (UAS) Operations
Choose 1 Data Analytics course from the following list:	3
STAT 4310	Statistical Analysis
BIA 3500	Managing Information
BIA 4400	Data Visualization for Managerial Decision Making
BIA 4530	Database Design
Free electives	18

**Total Hours** **86-88**

**Courses to total 120 credits for this degree**

**Degree Maps:**

	<b>Hours</b>
<b>Fall Term 1</b>	
ENGL 1101	Writing and Rhetoric I
GEOG 1000	Introduction to Planet Earth
GEOG 1000L	Introduction to Planet Earth Lab
MATH 1143	Precalculus I: Algebra (or higher)
Oral Communication Course	
Social and Behavioral Ways of Knowing Course	
<b>Hours</b>	<b>16</b>
<b>Spring Term 1</b>	
ENGL 1102	Writing and Rhetoric II
GEOG 1650 or GEOG 2000	Human Geography or World Cultures and Globalization
Humanistic and Artistic Ways of Knowing Course	
GEOL/GEOG/ESS Elective	
GEOL/GEOG/ESS Elective	
<b>Hours</b>	<b>15</b>
<b>Fall Term 2</b>	
ENGL 3130 or ENGL 3170	Business Writing or Technical Writing II
STAT 2510	Statistical Methods
GEOL/GEOG/ESS Elective	
Scientific Ways of Knowing Course	
<b>Hours</b>	<b>13</b>
<b>Spring Term 2</b>	
CS 2120 or CS 1120 or CS 1112	Practical Python or Computer Science I or Computational Thinking and Problem Solving
GEOG 3850	Foundations of GIS

GEOG 3010 OR GEOG 3170 OR GEOG 3300 OR GEOG 3500 OR GEOG 3650 OR GEOG 4010 OR GEOG 4100 OR GEOG 4300 OR GEOG 4350	3
GEOG 3010 OR GEOG 3170 OR GEOG 3300 OR GEOG 3500 OR GEOG 3650 OR GEOG 4010 OR GEOG 4100 OR GEOG 4300 OR GEOG 4350	3
Remote Sensing, Major Elective Course	3
<b>Hours</b>	<b>15</b>
<b>Fall Term 3</b>	
GEOG 3900	3
Cartographic Design & Geovisualization	3
GIS, Major Elective Course	3
Humanistic and Artistic Ways of Knowing Course	3
Elective Course	3
GIS Elective, Major Elective Course	3
<b>Hours</b>	<b>15</b>
<b>Spring Term 3</b>	
GEOG 4750	3
Intermediate GIS	3
American Experience Course	3
Elective Course	4
Elective Course	3
Elective Course	3
<b>Hours</b>	<b>16</b>
<b>Fall Term 4</b>	
GEOG 4790	3
GIS Programming	3
GEOG 4930	3
Senior Capstone in Geography	3
GEOG/GEOG/ESS Elective Course	3
GIS, Major Elective Course	3
Elective Course	3
<b>Hours</b>	<b>15</b>
<b>Spring Term 4</b>	
Remote Sensing, Major Elective Course	3
Data Analytics, Major Elective Course	3
GIS, Major Elective Course	3
Elective Course	3
Elective Course	3
<b>Hours</b>	<b>15</b>
<b>Total Hours</b>	<b>120</b>

The degree map is a guide for the timely completion of your curricular requirements. Your academic advisor or department may be contacted for assistance in interpreting this map. This map is not reflective of your academic history or transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding your official degree/certificate completion status.

## Distance Education Availability

To comply with the requirements of the Idaho State Board of Education (SBOE) and the Northwest Commission on Colleges and Universities (NWCCU) the University of Idaho must declare whether 50% or more of the curricular requirements of a program which may be completed via distance education.

**Can 50% or more of the curricular requirements of this program be completed via distance education?**

No

## Geographical Area Availability

**In which of the following geographical areas can this program be completed in person?**

Moscow

## Student Learning Outcomes

**Have learning outcomes changed?**

No

## Learning Objectives

1. The ability to write clearly and to verbally explain problems and issues in geographic science and related human and environmental topics in an effective manner and with supportive visual and statistical materials.
2. The ability to understand empirical research reports and most methodology in the science of geography and related fields.
3. The ability to use GIS to map and analyze spatial patterns and relationships in a wide variety of data types.
4. The ability to use basic statistics and data analysis for constructing models of cause and effect.

5. The ability to design research methods to both problem-solve and to provide sound analysis for addressing practical and policy related questions.

**A clearly stated rationale for this proposal must be included or the University Curriculum Committee will return the proposal for completion of this section. The rationale should provide a detailed summary of the proposed change(s). In addition, include a statement in the rationale regarding how the department will manage the added workload, if any.**

When the Geography BS was changed to the BS in Geographical Information Systems, the CIP code was incorrectly left as 45.0701 Geography, but it should have been changed to 45.0702, which is the code for Geographic Information Science and Cartography. This change rectifies this error.

This change allows aligns the BS in Geographical Information Systems with the MS in GIS that already has the correct CIP code of 45.0702, so this change would provide consistency.

A further motivation for this change is that the former CIP code is not recognized by the US Department of Homeland Security as a STEM program for the OPT (Optional Practical Training), while is not aligned with the other programs offered in the College of Science. The proposed CIP code of 45.0702 is included on the list of STEM recognized topics.

#### **Reviewer Comments**

**Sydney Beal-Coles (sbeal) (Mon, 27 Jan 2025 16:47:55 GMT):** Update of Gen Ed category name ("American Diversity" to "American Experience") and update of MIS courses per subject prefix change (MIS to BIA)

Key: 230



## POLICY COVER SHEET

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**Faculty Staff Handbook (FSH)**

Addition  Revision\*  Deletion\*  Interim  Minor Amendment

Policy Number & Title: **FSH 1520 Constitution of the University Faculty**

**Administrative Procedures Manual (APM)**

Addition  Revision\*  Deletion\*  Interim  Minor Amendment

Policy Number & Title:

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

**Policy originator: Kristin Haltinner**

**Policy sponsor, if different from originator:**

**Reviewed by General Counsel:** \_\_Yes \_\_x\_No Name & Date: n/a

**Comprehensive review?** \_\_Yes \_\_x\_No

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

Revised to clarify the past chair terms of office and to highlight the expected continued service of the vice chair (except in special circumstances). These changes are based on proposed revision to FSH 1580 Bylaws of Faculty Senate.

**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.

1580 is also being edited. There are two changes: 1) to make it clear that it is expected that a vice chair will continue on as chair except in special circumstances (resignation or a vote of no confidence) and 2) create the position of past chair. This would be an advisory role that would support the chair and vice chair and serve on the executive council.

**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.



## FSH 1520 - Constitution of the University Faculty

### Owner:

- **Position:** Faculty Secretary
- **Email:** [facsec@uidaho.edu](mailto:facsec@uidaho.edu)

**Last updated:** August 23, 2023

### CONTENTS:

[Preamble](#)

[Article I. General Provisions](#)

[Article II. Faculty Classifications](#)

[Article III. Faculty Meetings](#)

[Article IV. Responsibilities of the University Faculty](#)

[Article V. Faculty Senate](#)

[Article VI. Rules of Order](#)

[Article VII. Amendments](#)

### ARTICLE V--FACULTY SENATE.

**Section 1. Function.** The Faculty Senate functions as provided in this constitution and in accordance with its bylaws as approved by the university faculty. (See I-3 and [1580](#).)

**Section 2. Structure.** The senate is constituted as follows:

#### Clause A. Elected Members.

**(1) College Faculties.** The faculty of each college, except the College of Graduate Studies, elects one senator for each 50, or major fraction thereof, full-time-equivalent faculty members in the college, provided, however, that each college faculty elects at least one senator. If, because of a reduction in the membership of a college faculty, there is to be a corresponding reduction in the college's representation in the senate, the reduction does not take place until the expiration of the term of office of an elected senator from the college.

**(2) University Centers.** The resident faculty of the university centers in Boise, Coeur d'Alene and Idaho Falls each elects one senator from among its number. Senators elected to represent a center have a unique role on senate, which is to provide a voice and vote from the perspective of their centers. That perspective is not intended to be college or discipline specific.

**(3) Faculty-at-Large.** Members of the university faculty who are not affiliated with a college faculty constitute the faculty-at-large, and this constituent faculty, in accordance with procedures adopted by the faculty-at-large, elects senators to serve with vote in the senate on the same basis as provided above for college faculties.<sup>1</sup>

<sup>1</sup>The constitution of the university faculty originally provided that faculty status could be conferred by presidential designation on certain administrative and service officers who did not hold academic rank. When the faculty, on May 13, 1986, amended the constitution by, among other things, deleting that provision, it explicitly granted continuing membership, for the duration of their then current incumbencies, to those officers who on that date were members by virtue of presidential designation. These officers are members of the constituency known as the faculty-at-large.

**(4) Dean.** The academic deans elect one of their number to serve with vote in the senate.

**(5) Staff.** The representative body (Staff Council) of the university staff elects two employees who do not have faculty status to serve with vote in the senate.

**(6) Students.** Two undergraduate students, one graduate student, and one law student serve as voting members of the senate, and the senate provides regulations governing the qualifications, terms of office, and election of student members, and procedures for filling vacancies in the student membership. (See [1580 VI.](#))

**Clause B. Members Ex Officiis.** The president or the president's designated representative and the secretary of the faculty are members ex officio of the senate, with voice but without vote. [The past chair is a member ex officio of the senate, with voice but without vote, unless the past chair is also a member of the senate pursuant to Clause A above, in which case the past chair is a voting member pursuant to their appointment under Clause A.](#)

**Section 3. Officers.** Each year the senate elects ~~a chair and~~ a vice chair from among the elected faculty members of the senate. [In the event that a sitting vice chair does not wish to become chair or loses a vote of confidence the senate votes not to approve the sitting vice chair to become chair, a chair will also be elected.](#)

**Section 4. Terms of Office.** Elected faculty members of the senate serve for three years. The academic dean shall serve one year, the staff representatives shall serve for staggered two year terms. The terms of office for student members are as established by the senate. (See [1580 VI.](#)) Newly elected members take office each year on September 1 or on the official opening date of the academic year, whichever is earlier. To carry out the requirement that approximately one-third of the elected faculty members are to take office each year, the senate may shorten the initial term of office of faculty senators elected to fill

new positions in the senate to conform to a balanced rotation plan. When members are elected to fill a vacancy, they take office at the first meeting after the election and serve for the unexpired term of the vacancy. A faculty member elected to the senate may serve two consecutive terms. After serving two consecutive terms the faculty senate member must wait one full year before they are again eligible for election (see also FSH [1580 III-3](#)). [The past chair can serve a fourth year \(in other words, for one additional year after the expiration of their membership pursuant to Section 2, Clause A\) in an ex officio \(non-voting\) position capacity as set forth in Section 2, Clause B.](#)

**Section 5. Eligibility.** Every member of the university faculty is eligible to vote for members of the senate representing his or her college or other unit. Every member of the university faculty is eligible to serve as an elected member of the Faculty Senate and to hold an elective or appointive office in the senate.

**Section 6. Elections.** Regular elections for senators on the senate are held before April 15 of each year in which an election is to be held. All elections for members of the senate are by secret ballot. Appropriate procedures for nominations and elections are developed and approved by a majority vote of the faculty of the college or other unit.

**Section 7. Vacancies.**

**Clause A.** If it is necessary for a member of the senate to be absent temporarily (more than a month, but less than four months), the candidate who received the next highest number of votes in the most recent election in the college or unit acts as his or her alternate in the senate with full vote. If it is necessary for a member to be absent for more than four months, but less than one year, a special election is held to fill the temporary vacancy. When the senate member returns, he or she resumes the position in the senate. If it is necessary for a member to be absent for more than one year, or if the member is unable to complete the term of office for any reason, a special election is held to fill the unexpired term. (See [1580 VI](#) for procedures covering student vacancies.)

**Clause B.** The chair of the Faculty Senate must declare a position vacant if a member is absent from three consecutive meetings unless the member has informed the chair of the senate in writing that he or she intends to participate fully in the activities of the senate in the future. When a position is declared vacant, the chair must notify the constituency concerned.

**Section 8. Recall.** The recall of a member of the senate may be initiated by a petition bearing the signatures of at least 10 percent, or five members, whichever is greater, of the membership of the particular constituency represented. The petition must be delivered to the chair of the senate. In the receipt of a valid petition, the chair calls a meeting of the

faculty of the college or other unit and appoints a chair. Charges against the member are presented in writing and the member is given adequate opportunity for his or her defense. A two-thirds majority vote by secret ballot of the members of the college or other unit present at the meeting is necessary for recall, providing the members present constitute a quorum as defined in the bylaws of the college or other unit. In the event that the vote is to recall the senator, the member may appeal the case to the senate within 10 days. If the case is appealed and the senate affirms the recall, or if the recall stands for 10 days without appeal, the members of the college or other unit elect another senator. Regular procedures are followed in replacing the recalled person, except that the chair of the senate appoints the chair of the election committee of the college or other unit. During the interval between recall and the election of a replacement, the candidate who received the next highest number of votes in the most recent election acts as the alternate in the senate with full vote.

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### **Version History**

**Amended August 2023.** Minor edit to update cross-reference.

**Amended January 2023.** Minor edit to update cross-reference.

**Amended September 2022.** Clerical Minor edit to correct cross-reference.

**Amended July 2022.** University faculty meeting procedure moved from Article III to FSH 1420 Standing Rules of the University Faculty. Outdated information regarding remote participation removed from Article V.

**Amended July 2019.** Language from FSH 1566 was moved to a footnote to Article V, Section 2, and language in Article V, Section 3 was removed to address the restructure of the Faculty Secretary position.

**Amended July 2015.** Faculty Senate members were allowed to serve an additional term and language was added to Article I. Section 4 that affirms academic freedom in faculty governance and university programs and policies.

**Amended July 2014.** Editorial changes.

**Amended July 2013.** The Faculty Senate's membership was increased by one member to represent the Student Bar Association.

**Amended July 2012.** The Faculty Senate Center Senator's role/responsibility was clarified, staff membership increased to two, and the required annual venue determination removed.

**Amended July 2011.** The clinical faculty rank was added and language with respect to associated faculty voting was clarified.

**Amended July 2009.** The Faculty Council changed its name to Faculty Senate, a more common name used in academia, off campus faculty will have voting members on Senate at Coeur d'Alene, Boise, and Idaho Falls, and off-campus faculty will now be counted in the quorum at university faculty meetings with vote through designated sites and delegates given available technology (see 1640.94 and 1540 A).

**Amended July 2006.** Editorial changes.

**Amended July 2005.** Editorial changes.

**Amended July 2001.** Editorial changes.

**Amended July 2000.** Editorial changes

**Amended July 1999.** Editorial changes.

**Amended July 1997.** Editorial changes.

**Amended 1986.** Content of revision unknown.

**Adopted 1968.**



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**Faculty Staff Handbook (FSH)**

Addition  Revision\*  Deletion\*  Interim  Minor Amendment

Policy Number & Title: **FSH 1580 Bylaws of Faculty Senate**

**Administrative Procedures Manual (APM)**

Addition  Revision\*  Deletion\*  Interim  Minor Amendment

Policy Number & Title:

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

**Policy originator: Kristin Haltinner**

**Policy sponsor, if different from originator:**

**Reviewed by General Counsel:** \_\_Yes \_\_No Name & Date: n/a

**Comprehensive review?** \_\_Yes \_\_No

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

The recommendations here are intended to improve the strength and continuity of faculty senate/faculty senate leadership. They include two changes: 1) to make it clear that it is expected that a vice chair will continue on as chair except in special circumstances (resignation or a vote of no confidence) and 2) create the position of past chair. This would be an advisory role that would support the chair and vice chair and serve on the executive council.

There is also a change to Article IV, Section 2. At present the policy indicates that the chair/vice chair will be elected three days after the nominating meeting. In practice, we do this 1 week later. The policy was edited to mirror the practice.

**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.

1520 will need to be edited to clarify the past chair terms of office and to highlight the expected continued service of the vice chair (except in special circumstances)

**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.

# UI FACULTY-STAFF HANDBOOK

## CHAPTER ONE:

### HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

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1580

#### BYLAWS OF FACULTY SENATE

#### **OWNER:**

Faculty Secretary  
Francesca Sammarucca  
[facsec@uidaho.edu](mailto:facsec@uidaho.edu)

**LAST REVISION:** July 2019

#### **CONTENTS:**

- Article I. Function and Membership
- Article II. Duties of Officers
- Article III. Terms of Office
- Article IV. Election of Officers
- Article V. Meetings
- Article VI. Student Members
- Article VII. Executive Committee
- Article VIII. Other Committees

**ARTICLE I--FUNCTION AND MEMBERSHIP.** The function and membership of the Faculty Senate are as provided in the constitution of the university faculty. [See 1520 I-3 and V.]

#### **ARTICLE II--DUTIES OF OFFICERS.**

**Section 1. Chair.** The chair shall: preside at meetings of the senate; appoint the secretary, subject to confirmation by the senate; appoint special or *ad hoc* committees in consultation with the senate; maintain lines of communication between the senate and the president, between the senate and the university faculty, and between the senate and the Staff Affairs Committee; serve as a member ex officio without vote of all committees and similar bodies under the jurisdiction of the university faculty; and perform all other duties pertaining to the office of chair. Given the nature of leadership responsibilities and time requirements of this position, it is UI administrative policy that the chair is given the opportunity for release time of up to one course per semester, or equivalent.

**Section 2. Vice Chair.** The vice chair shall: assume the duties and responsibilities of the chair in the temporary absence or disability of the chair; serve as chair of the Committee on Committees; and perform such other duties as may be assigned by the chair or by the senate.

**Section 3. Past Chair.** The past chair shall: serve in an advisory capacity to the chair and vice chair and may be responsible for continuing initiatives started during their term as vice chair and chair. The past chair will attend all regular and special meetings. This is a non-voting role unless the past chair is also a senator representing a unit of the University, in which case, all votes by the past chair will be their capacity as a senator.

**Section 4. Secretary.** The faculty secretary shall be the secretary to the faculty senate and shall maintain minutes and assume other responsibilities set forth in FSH 1570.

#### **ARTICLE III--TERMS OF OFFICE.**

**Section 1. Members.** The terms of office for members of the senate are as provided in the constitution of the university faculty [1520 V-4] and in accordance with these bylaws.

## UI FACULTY-STAFF HANDBOOK

### Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

#### Section 1580: Bylaws of Faculty Senate

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**Section 2. Officers.** The term of office for officers of the senate is one year in each role, beginning on September 1 or on the official opening date of the academic year, whichever is earlier. No member may serve as chair more than two consecutive one-year terms. At the end of their term as vice chair, the vice chair will automatically become the chair for the following year unless the senate votes to prohibit this transition as set forth in Article IV below or the vice chair rejects the chair position. At the end of their term as chair, the chair will automatically become the past chair for the following year. ~~the of in the vice chairs~~

**Section 3. Members Completing Unexpired Terms.** A member who has been elected or appointed to complete the unexpired term of another member and has served more than half of that term will be considered to have served one full term.[see FSH 1520 V-4 – Terms of Office.

#### ARTICLE IV--ELECTION OF OFFICERS.

**Section 1. Nomination and Confirmation.** Each spring, as soon as practicable following the appointment and election of new members of the senate, the president of the university or the president's designated representative calls and presides at a meeting of those who will be members during the ensuing year for the purpose of confirming or rejecting the vice chair transition to chair and nominating candidates for the offices of ~~chair and~~ vice chair, and, if the vice chair is not confirmed to the chair position at this meeting or the vice chair rejects the chair position, the chair. ~~the of~~ Nominations and votes for confirmation are by secret ballot, and no other official business is transacted at this meeting. The vice chair will be confirmed to the chair position if a majority of all votes cast are in favor of confirmation.

**Section 2. Election.** At the subsequent meeting, to occur no longer than one week after ~~Not less than three days following~~ the nominating and confirming meeting referred to in section 1, above, the president or the president's designated representative calls and presides at a second meeting of the same group for the purpose of electing ~~the chair and~~ the vice chair, and if the previous vice chair is not confirmed to or rejects the chair position, the chair for the ensuing term. No other official business is transacted at this meeting. The requirement that there be no less than ~~three days~~ one week between the two meetings may be suspended only by the unanimous consent of the members in attendance. The procedures for the election are as follows:

**Clause A. Additional Nominations.** Before balloting begins for each office, additional nominations may be made for that office.

**Clause B. Procedure for Balloting.** Elections for officers of the senate are by secret ballot, and a majority of all votes cast is necessary for election, a quorum being present [see V-3]. In the event that more than two candidates are nominated for either office and none receives a majority of the votes cast on the first ballot, balloting continues with the name of the candidate receiving the fewest votes being dropped from the ballot after each vote. In the event that there is no candidate with the fewest votes, balloting continues with all names included until such time as a candidate receives a majority of votes (in which case he or she is declared elected) or until a candidate receives the fewest votes (in which case his or her name is dropped from the ballot and the balloting continues).

#### ARTICLE V--MEETINGS.

**Section 1. Regular Meetings.** The senate determines the time and place for its regular meetings.

**Section 2. Special Meetings.** Special meetings of the senate may be called at any time by the chair. Such meetings must be called upon the request of the president of the university or the president's designated representative. Meetings may be convened by 35 percent of the voting membership with a three-day written notice to all members.

**Section 3. Quorum.** A quorum is half of the voting members of the senate, including half of the elected membership.



## UI FACULTY-STAFF HANDBOOK

### Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

#### Section 1580: Bylaws of Faculty Senate

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**Section 4. Agenda.** The chair is responsible for the agenda and causes it to be issued at least one day before each regular meeting. Notice of special meetings may be given orally, provided each member so notified is informed of the purpose of the special meeting.

**Section 5. Order of Business.** The usual order of business for regular meetings is: (a) approval of the minutes of the previous meeting; (b) communications; (c) committee reports; (d) special orders; (e) unfinished business and general orders; and (f) new business.

**Section 6. Communications.** Communications that require action by the senate should be furnished in sufficient quantity to provide one copy for each member of the senate and five copies for the secretary.

**Section 7. Alternates.** Alternates participate in meetings of the senate only as permitted by the constitution of the university faculty [see 1520 V-7]. This rule does not preclude a member from having another person attend the meeting in his or her stead as an auditor.

**Section 8. Policy Actions.** Before each regular meeting of the senate, the agenda for that meeting is to be published on the Faculty Senate website. The website shall include the number, if any, and the title of each agenda item involving the formulation or substantive change of policy and also a link to the proposed redline document. Final action may not be taken on any such item unless it has been included in an agenda previously published on the website and distributed electronically to all senators (preferably the Friday before the meeting, but no later than 24 hours prior to the meeting, see Section 4 above); this requirement for prior notice may be suspended only in emergencies and with approval by a two-thirds vote of the senate members in attendance at a meeting, a quorum being present.

**Section 9. Motions.** Motions involving the formulation or change of policy should be in writing and handed to the secretary. The minutes are to show the names of the person making a motion and of the seconder.

**Section 10. Record of Attendance.** The minutes are to show the names of members attending and of those absent from meetings.

**Section 11. Voting.** Voting on motions is by raising a hand. Proxy votes are not allowed. (According to a standing rule of the senate, the chair does not ask how many members abstained from voting on a particular motion, and abstentions are not recorded in the minutes unless a member requests that his or her abstention be recorded.)

**Section 12. Open Meetings.** The university faculty's general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in FSH 1620.

**Section 13. Publication of Minutes.** The complete text or a summary of the approved minutes of meetings of the senate is published on the Faculty Senate website and sent electronically to senate members at least one day before the meeting at which they will be ratified.

#### ARTICLE VI--STUDENT MEMBERS.

**Section 1. Qualifications.** The two undergraduate-student representatives must have completed at least 26 credits at UI before taking office and must be full-time students as defined in the catalog (regulation O-1). The graduate-student representative must be regularly enrolled in a program leading to an advanced degree.

**Section 2. Terms of Office.** Student members are elected for one-year terms and are eligible for reelection for a second term.

**Section 3. Election.** The election of the two undergraduate-student representatives to serve on the senate is entrusted to the ASUI Senate. The election of one graduate-student representative is entrusted to the Graduate and Professional Student Association. The election of one law-student representative is entrusted to the Student Bar Association.

**Section 4. Vacancies.** Vacancies occurring in student positions are filled by the ASUI and GPSA as appropriate.

## **ARTICLE VII--EXECUTIVE COMMITTEE.**

**Section 1. Function.** The function of the Executive Committee is to act for the senate on emergency matters when the senate will not be in regular session for a period of more than two weeks and a quorum cannot easily be convened. The Executive Committee reports to and is subject to the orders of the senate, and the senate retains the authority to review actions of the Executive Committee.

**Section 2. Structure and Quorum.** The Executive Committee is made up of such members of the senate as are present at a meeting called upon 36 hours' written or oral notice. Seven voting members of the senate constitute a quorum for meetings of the Executive Committee.

**Section 3. Officers.** The officers of the senate also serve as the officers of the Executive Committee. In the absence or incapacity of both the chair and the vice chair, the members of the Executive Committee attending the meeting designate a chair *pro tempore*.

**Section 4. Call of Meetings.** Meetings of the Executive Committee may be called on 36 hours' notice by the chair or vice chair or by the president of the university or the president's designee.

## **ARTICLE VIII--OTHER COMMITTEES.**

**Section 1. Authority of the Faculty Senate.** Under the authority of the constitution of the university faculty, the senate has the responsibility to establish and maintain all university-wide and interdivisional standing and special committees, except those specifically reserved to the president. [See 1420 A-1-c and 1520 IV-11.]

**Section 2. General Regulations.** The general regulations governing committees, as adopted by the senate and the university faculty, are contained in 1620.

## **ARTICLE IX--RULES OF ORDER.** [See 1520 VI.]

**ARTICLE X--AMENDMENTS.** These bylaws may be amended by a majority vote of the university faculty, as defined in the constitution of the university faculty [see 1520 II-1], in attendance at a regular meeting, a quorum being present. Amendments that conflict with any provision of the constitution of the university faculty or with regents' policies are without effect. Proposed amendments must have been published in full in the agenda at least one week before the meeting of the university faculty or presented in writing at a meeting previous to the one at which the vote is to be taken.

### **Version History**

**Amended July 2019.** Changes were made to reflect the restructure of the Faculty Secretary position.

**Amended July 2015.** Faculty Senate members' term was expanded allowing an additional term.

**Amended July 2013.** The Faculty Senate's membership was increased by one member to represent the Student Bar Association.

**Amended July 2012.** The election process for the graduate student representative on Senate was clarified.

**Amended July 2011.** The requirements for publishing senate meeting minutes were revised to reflect changes in publishing processes across the university.

**Amended July 2010.** Editorial changes.

**Amended January 2010.** The Faculty Council changed its name to Faculty Senate.

**Amended July 2000.** Editorial changes.

**UI FACULTY-STAFF HANDBOOK**  
Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE  
Section 1580: Bylaws of Faculty Senate

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**Amended July 1997.** Editorial changes.

**Adopted 1979.**



## POLICY COVER SHEET

For instructions on policy creation and change, please see <https://sitecore.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](mailto:ui-policy@uidaho.edu).

**Faculty Staff Handbook (FSH)**

Addition  Revision\*  Deletion\*  Emergency  Minor Amendment

Policy Number & Title: **FSH 4250 Continuing Education and Correspondence Study**

**Administrative Procedures Manual (APM)**

Addition  Revision\*  Deletion\*  Emergency  Minor Amendment

Policy Number & Title:

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

**Originator: Barb Kirchmeier**

**Policy Sponsor, if different from Originator: Ken Udas, Vice Provost, Digital Learning Initiatives**

**Reviewed by General Counsel**     Yes  No

Name & Date: Patrick Grace 1/24/25

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

Current policy is out of date. The revision reflects current processes and provides clarification regarding continuing education and correspondence study at the U of I.

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.

Catalog D-5 (<https://catalog.uidaho.edu/general-requirements-academic-procedures/d-credit-continuing-education-unit/>)

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.

**Complete rewrite of existing FSH 4250—see current version here:**  
<https://www.uidaho.edu/governance/policy/policies/fsh/4/4250>

FSH 4250

## Continuing Education and Correspondence Study

A. Purpose. This policy provides guidance on continuing education and correspondence study programming offered by the University of Idaho. Consistent with its land-grant mission, the University of Idaho, in addition to the academic credit courses offered in the University's undergraduate, graduate and professional programs, offers continuing education and correspondence education to members of the public who may not be admitted to the institution or may not be eligible for federal financial aid.

B. Scope. The provisions of this policy apply to all continuing education and correspondence education programs, curricula, and courses administered by the University of Idaho.

## C. Definitions

C-1. Continuing education programs. Education offered by financially independent and self-sustaining organizational entities approved by and operating within the University of Idaho who provide curricula, certificate programs, microcredentials, badges, extension courses, online courses or other self-supporting courses that are not for academic credit and for which fees may be charged.

C-2. Continuing Education Unit (CEU): Non-academic credit granted by Continuing Education Programs for courses or curricula approved by the University of Idaho. CEUs may not contribute to academic certificates or degrees.

C-3. Continuing Professional Education Unit (CPEU): Non-academic credit granted by Continuing Education Programs for courses or curricula approved by the University of Idaho or professional accrediting agencies. CPEUs may contribute to professional certification or professional licensure processes but not to academic certificates or degrees.

C-4. Correspondence education. A course of study where students and instructors communicate asynchronously, and students work at their own pace to complete required coursework. College-level correspondence education at the University of Idaho is administered by Independent Study in Idaho. Independent Study in Idaho is an Idaho State Board of Education Program and is a cooperative of regionally accredited Idaho institutions led by the University of Idaho.

## D. Policy

#### D-1. Continuing education courses

- a. The provost has institutional oversight of all continuing-education programs and activities.
- b. Admission to the University of Idaho is not required for participation in continuing education programs.
- c. Continuing education courses include guided study on a particular area of knowledge, which may or may not be part of a larger curriculum, which is not for academic credit, and for which the institution does not collect academic tuition.
- d. Continuing education programs may offer CEUs, CPEUs or professional development credits; these non-academic credits may be reported on a continuing education record separate from a student's academic record.
- e. Continuing education courses are designed to help participants achieve defined objectives relevant to the CPU/CPEU's scope, focus, and level.
- f. Continuing education instruction may be offered in a variety of settings and modalities (on campus, off campus, online, and so on) consistent with best educational practices.
- g. Each continuing education program establishes its own written program operating procedures which set the calendars, the forms and formats, the processes and procedures, and the reporting structure for the program.

#### D-2. Correspondence programs

- a. Correspondence education at the University of Idaho is administered by Independent Study in Idaho.
- b. Admission to the University of Idaho is not required for participation in correspondence courses.
- c. No correspondence study course may be sponsored by the University of Idaho unless it is approved for listing in the catalog, thus signifying both institutional and board approval.
- d. Correspondence study may be offered in print or online formats.