AGENDA

REGULAR MEETING OF THE
UTAH STATE UNIVERSITY BOARD OF TRUSTEES

Utah State University – University Inn, Alma Sonne Board Room

January 11, 2019

7:00 – 9:00 a.m.	Light Breakfast	UI 507
7:30 – 9:00 a.m.	Audit Committee Meeting	UI 510
7:30 – 9:00 a.m.	Recruitment, Enrollment, and Retention Committee Meeting	UI 511
9:00 a.m.	Regular Meeting	UI 508
9:00 – 10:15 a.m.	Closed Session	UI 508
10:15 – 12:30 p.m.	Regular Meeting	UI 508

- Strategic Agenda

  Fall 2018 Enrollment Management Discussion (45 minutes)
  Robert Wagner, Vice President, Academic and Instructional Services
  Michael Torrens, Director, Analysis Assessment & Accreditation

  Risk Assessment (15 minutes)
  Noelle E. Cockett, President

- Introductory Items
- Chair's Report
- President's Report
- Consent Agenda
- Action Agenda
- Committee Meeting Items

12:30 – 1:30 p.m.	Lunch	Life Sciences Bldg. *(third floor atrium)*
1:30 – 2:00 p.m.	Marketing/Public Relations Committee Meeting	UI 511
2:00 – 3:00 p.m.	Student Health, Safety, and Well-being Committee Meeting	UI 510

STRATEGIC AGENDA

Fall 2018 Enrollment Management Discussion

Robert Wagner, Vice President, Academic and Instructional Services

Michael Torrens, Director, Analysis Assessment & Accreditation

Risk Assessment

Noelle E. Cockett, President

CHAIR'S REPORT

A. Action Item

1. Oath of Office for Trustee David H. Huntsman

B. Information Items

1. Proposed Committee Changes
2. Academic Approval Committee Report
3. Alumni Association Report
4. Audit Committee Report
5. USUSA Report
6. Founders Day Celebration – March 8, 2019
7. The next Board of Trustees meeting will be held on March 8, 2019 (afternoon)

PRESIDENT'S REPORT

I. PRESIDENT'S REPORT

A. Information Items

1. Introduction of new Vice President for Marketing & Communications, William M. Plate, Jr.
2. Legislative Preview, Neil N. Abercrombie, Vice President Government Relations
3. Student Resolution of Commendation to Madeline Hill

B. Recent Events

1. Football – UNLV at USU – October 13, 2018
2. Panel Member at World Food Prize – 2018 Borlaug Dialogue International Symposium – Des Moines, Iowa, October 16-18
3. Inaugural Professor Lecture, Nathan Greer, President's Home – October 18, 2018
4. Football – USU at Wyoming – October 20, 2018
5. Salt Lake Chamber Board of Governors – Salt Lake City, October 23, 2018
6. Women's Artistic Leadership Initiative VIP Reception – Salt Lake City, October 24, 2018
7. Football – New Mexico at USU – October 27, 2018
8. Remarks at Inclusive Excellence Symposium – October 29, 2018
9. Council of Presidents – Salt Lake City, October 30, 2018
10. Sunrise Session, Joe Wilson – Salt Lake City, October 30, 2018
11. Stater's Council Breakfast Meeting – October 31, 2018
12. Aggies Hero Event – November 1, 2018
13. Basketball – Evergreen State College at USU – November 1, 2018
14. USU Football – USU at Hawaii – November 3, 2018
15. Inaugural Professor Lecture, Karen Munoz, President's Home – November 6, 2018
16. Basketball – USU at Montana State University – November 6, 2018
17. Inaugural Professor Lecture, Erin Davis, President's Home – November 7, 2018
18. USU Alumni/Utah Jazz Game Event – Salt Lake City, November 7, 2018
19. Panel Member at Utah Global Forum – Salt Lake City, November 8, 2018
20. Basketball – University of Hartford at USU – November 9, 2018
21. Association of Public Land-Grant Universities 2018 Annual Meetings – New Orleans, November 10-13, 2018
22. USU Football – San Jose State at USU – November 10, 2018
23. Inaugural Professor Lecture, Chris Skousen, President's Home – November 12, 2018
24. Higher Education Strategic Planning Commission Meeting – Salt Lake City, November 13, 2018
25. Inaugural Professor Lecture, Heidi Wengreen, President's Home – November 13, 2018
26. Basketball – Mississippi Valley State at USU – November 13, 2018
27. Inaugural Professor Lecture, Zonda Wang, President's Home – November 14, 2018
28. Board of Regents at Dixie State University – St. George, November 15-16, 2018
29. Basketball – Utah Valley University at USU – November 16, 2018

30. USU Football – USU at Colorado State – November 17, 2018
31. Basketball – MGM Tournament – Las Vegas, Nevada, November 19-21, 2018
32. Inaugural Professor Lecture, John Stevens, President's Home – November 20, 2018
33. USU Football and Alumni Pre-Game Party – USU at Boise State – November 24, 2018
34. Mountain West Board of Directors Executive Committee Call – November 26, 2018
35. Inaugural Professor Lecture, Kathleen Mohr, President's Home – November 26, 2018
36. Salt Lake Chamber Board of Governors – Salt Lake City, November 27, 2018
37. Inaugural Professor Lecture, Scott Deberard, President's Home – November 27, 2018
38. Speak at Athletics Council re: Mental Health – November 28, 2018
39. Inaugural Professor Lecture, Keith Grant-Davie, President's Home – November 28, 2018
40. Basketball – Northern Iowa at USU – November 28, 2018
41. Salt Lake Tribune Editorial Board – Salt Lake City, November 29, 2018
42. Speak at USU Research Landscapes Luncheon – Salt Lake City, November 29, 2018
43. Board of Regents Fall Resource and Review – Salt Lake City, November 29,2018
44. USU Foundation Board Dinner and Meeting – Salt Lake City, November 29-30, 2018
45. Basketball – USU at University of California Irvine – December 1, 2018
46. Donor Meetings/Events with VP for Advancement Matt White – New York City, December 2-6, 2018
47. Inaugural Professor Lecture, Sherry Marx, President's Home – December 5, 2018
48. Basketball – USU at BYU – December 5, 2018
49. Inaugural Professor Lecture, Sylvia Read, President's Home – December 6, 2018
50. Basketball – USU vs. Weber State at Beehive Classic – Salt Lake City, December 8, 2018
51. Mountain West Board of Directors Meetings – Phoenix, Arizona, December 9-10, 2018
52. Regional Campus Visits to USU Eastern, USU Salt Lake Center, USU Tooele, USU Brigham City – December 11-12, 2018
53. USU Football – USU vs. North Texas – New Mexico Bowl, December 13-14, 2018
54. Basketball – Alabama State University at USU – December 15, 2018
55. Basketball – USU at University of Houston – December 20, 2018
56. Basketball – Eastern Oregon University at USU – December 28, 2018
57. Basketball – USU at Nevada – January 2, 2019
58. Basketball – Air Force at USU – January 5, 2019
59. Council of Presidents – Salt Lake City, January 8, 2019
60. EDCUtah Board of Trustees Meeting – Salt Lake City, January 8, 2019
61. Basketball – Fresno State at USU – January 9, 2019
62. USU Board of Trustees – January 11, 2019

C. Upcoming Events

1. Plant and Animal Genome Conference – San Diego, January 11-14, 2019
2. Basketball – USU at Wyoming – January 12, 2019
3. K-16 Alliance – January 14, 2019
4. Basketball – USU at San Jose State – January 16, 2019
5. Salt Lake Chamber 2019 Economic Outlook and Public Policy Summit – Salt Lake City, January 18, 2019
6. President's Pre-game Reception – January 19, 2019
7. Basketball – Colorado State at USU – January 19, 2019

8. Capitol Council of Presidents – Salt Lake City, January 22, 2019
9. Remarks at 150th Golden Spike Exhibit Celebration – Salt Lake City, January 23, 2019
10. Regence Community Board Meeting – Salt Lake City, January 24, 2019
11. Board of Regents at Utah Valley University – Orem, January 25, 2019
12. Basketball – USU at New Mexico – January 26, 2019
13. Association of Governing Board Conference – Ft. Lauderdale, Florida, January 27-29, 2019
14. Sunrise Session, Michael Twohig – Salt Lake City, January 29, 2019
15. Capitol Council of Presidents – Salt Lake City, January 29, 2019
16. Basketball – San Jose State at USU – January 30, 2019
17. Basketball – UNLV at USU – February 2, 2019
18. Capitol Council of Presidents – Salt Lake City, February 5, 2019
19. Basketball – USU at Fresno State – February 5, 2019
20. Association of Public Land-Grant Universities Winter Board Meeting – Washington, D.C., February 6-7, 2019
21. Basketball – USU at Fresno State – February 6, 2019
22. Basketball – USU at San Diego State – February 9, 2019
23. Salt Lake Chamber Board of Governors – Salt Lake City, February 12, 2019
24. Capitol Council of Presidents – Salt Lake City, February 12, 2019
25. Basketball – Wyoming at USU – February 13, 2019
26. Aggie Ice Cream at the Capitol – Salt Lake City, February 15, 2019
27. Basketball – USU at Air Force – February 16, 2019
28. Capitol Council of Presidents – Salt Lake City, February 19, 2019
29. Basketball – USU at Boise State – February 23, 2019
30. Capitol Council of Presidents – Salt Lake City, February 26, 2019
31. Basketball – San Diego State at USU – February 26, 2019
32. Remarks at Extension Annual Conference – February 27, 2019
33. Mountain West Board of Directors Executive Committee Call – February 28, 2019
34. USU Board of Trustees – March 1, 2019

RESOLUTION OF COMMENDATION

MADELINE HILL

Madeline Hill, a senior from Heber City, was born to be an Aggie. Her parents met at Utah State University and had their first kiss on the block "A" during True Aggie Night.

Madeline came to USU as a transfer student from the University of Utah in the fall of 2015 looking for a fresh start to the college experience in a college town where she could be with others that had left home to find a similar experience. She fell in love with Logan and is thankful for the friendships, opportunities, and experiences she has had while at Utah State.

Following graduation this spring as a psychology major with a minor in human development and family sciences, Maddy plans to study occupational therapy in graduate school. She has a love and passion for working with students with disabilities.

Madeline has been involved in the Aggie Family during her four years at Utah State. She was a part of the Best Buddies Program working with Virginia Petersen and with USU's Special Olympics soccer program. Maddy has been a big help as a director in the President's Cabinet helping with the Aggie-thon, an all-day dance marathon where all proceeds go toward Primary Children's Hospital. She was vital in getting many donations from not only friends and family members, but also businesses from around the valley. She hosted the President's Cabinet retreat at Daniel's Summit Lodge and was in charge of the Christmas tree for USU's Festival of Trees with a Grinch-themed tree winning first place.

In all that she does, she goes above and beyond in the most caring way. She never looks for recognition, but is always looking to help. For that, the Aggie Family thanks you, Maddy, for all you have done to better the USU community and Cache Valley.

Noelle E. Cockett
President
January 11, 2019

CONSENT AGENDA

1. Minutes from the Closed Session held on October 12, 2018
2. Minutes from the Regular Meeting/Workshop held on October 12, 2018
3. Academic Proposals
    a. Office of Academic and Instructional Services proposal for a new Center for Student Analytics
    b. School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposal to change the name of the Bachelor of Science in Agricultural Communication and Journalism to Agriculture Communication
    c. School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposal to offer an emphasis in the Agricultural Systems Technology program
    d. School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposal to add School-Based and Community-Based Emphases to the Bachelor of Science degree in Family and Consumer Sciences Education
    e. The Department of English in the College of Humanities and Social Sciences to change the name of American Studies to Folklore and American Studies and restructure the program
    f. The Department of Mathematics and Statistics in the College of Science proposal to offer an Applied Mathematics Emphasis with Emphases
    g. The Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences to establish the I-System Institute for Transdisciplinary Studies
    h. The School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposal to offer and Elementary Mathematics Specialist Certificate
4. Awards and Proposals – September 2018
5. Awards and Proposals – October 2018
6. Awards and Proposals – November 2018
7. Bad Debt Write-off Recommendation for Fiscal Year Ending 30 June 2018
8. Certificate of Treasurer for July 2018
9. Certificate of Treasurer for August 2018
10. Delegation / Administrative Reports – 08/24/18 to 10/26/18
11. Delegation / Administrative Reports – 10/26/18 to 11/21/18
12. Faculty and Staff Adjustments
13. Honorary Degrees 2019
14. Report of Institutional Discretionary Funds
15. Report of Investments for July 2018
16. Report of Investments for August 2018
17. USU Policy 401.4.2 (7) – Faculty with Term Appointments
18. USU Policy 405.6.2 (2) – Promotion Advisory Committee
19. USU Policy 516 – Meals and Entertainment
20. Written Reports

UTAH STATE UNIVERSITY BOARD OF TRUSTEES

Utah State University, University Inn, Alma Sonne Board Room, Logan, Utah

October 12, 2018

Minutes of the Closed Session of the Utah State University Board of Trustees held in the University Inn, Alma Sonne Board Room, commencing at 1:22 p.m.

MEMBERS PRESENT

Jody K. Burnett	Chair
Mark K. Holland	Vice Chair
Kent K. Alder	
David G. Butterfield	
John Y. Ferry	
Jaren Hunsaker	
Crystal C. Maggelet	via telephone
J. Scott Nixon	
Frank Peczuh, Jr	
Clark L. Whitworth	

MEMBERS EXCUSED

Karen H. Huntsman

UNIVERSITY REPRESENTATIVES PRESENT

Noelle E. Cockett	President
David T. Cowley	Vice President, Business and Finance
Mica McKinney	General Counsel
Sydney M. Peterson	Chief of Staff and Secretary to the Board of Trustees
Frank D. Galey	Executive Vice President and Provost

Chair Burnett conducted the meeting. Personnel, property, and legal issues were discussed.

Action: Trustee Ferry made a motion to adjourn the meeting. Trustee Whitworth seconded the motion; the voting was unanimous in the affirmative.

The meeting adjourned at 2:30 p.m.

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Jody K. Burnett, Chair

_____

Sydney M. Peterson, Secretary
(Minutes taken by Sydney Peterson)

_____

Date Approved

UTAH STATE UNIVERSITY BOARD OF TRUSTEES
Utah State University, University Inn, Alma Sonne Board Room, Logan, Utah
October 12, 2018

Minutes of the Regular Meeting of the Utah State University Board of Trustees held in the University Inn, Alma Sonne Board Room, commencing at 1:21 p.m.

MEMBERS PRESENT

Jody K. Burnett	Chair
Mark K. Holland	Vice Chair
Kent K. Alder	
David G. Butterfield	
John Y. Ferry	
Jaren Hunsaker	
Crystal C. Maggelet	via telephone
J. Scott Nixon	
Frank Peczuh, Jr.	
Clark L. Whitworth	

MEMBERS EXCUSED
Karen H. Huntsman

UNIVERSITY REPRESENTATIVES PRESENT

Neil N. Abercrombie	Vice President, Government Relations
Jodi Bailey	Chief Audit Executive
Carolyn Brittain	Staff Assistant
Noelle E. Cockett	President
David T. Cowley	Vice President, Business and Finance
Steve Funk	President, Staff Employee Association
Francis D. Galey	Executive Vice President and Provost
Christopher T. Gonzalez	Director, Latinx Cultural Center
John H. Hartwell	Vice President and Director of Athletics
Mica McKinney	General Counsel
James D. Morales	Vice President, Student Affairs
Sydney M. Peterson	Chief of Staff and Secretary to the Board of Trustees
Laurens H. Smith, Jr.	Interim Provost
Michael Torrens	Director, Analysis Assessment & Accreditation
Robert W. Wagner	Vice President, Academic and Instructional Services
Kenneth L. White	Vice President for Extension; Dean, College of Agriculture and Applied Sciences; Director, AES
Matthew T. White	Vice President, Advancement
David R. Woolstenhulme	Vice President, Regional Campuses

Chair Burnett called the meeting to order.

Action: Trustee Nixon moved in accordance with 52-4-205 of the Utah Code, that the Trustees go into a Closed Session for the sole purpose of discussing the character, professional competence, or physical or mental health of individuals, pending or reasonably imminent litigation, and the possible sale of real property. Trustee Ferry seconded the motion. The voting was unanimous in the affirmative.

Chair Burnett reopened the Regular Meeting at 2:35 p.m. thanking those present for their attendance.

I. CONSENT AGENDA

Chair Burnett stated that the Trustees were given the following agenda items for review.

Items for Consent:

1. Minutes from the Closed Session held on August 17, 2018
2. Minutes from the Regular Meeting held on August 17, 2018
3. Academic Proposal – NDFS Hunger Solutions Institute [Resolution 18-10-01] (Appendix A)
4. Certificate of Treasurer for May 2018 [Resolution 18-10-02] (Appendix B)
5. Certificate of Treasurer for June 2018 [Resolution 18-10-03] (Appendix C)
6. Contract and Grants Proposals and Awards for July 2018 [Resolution 18-10-04] (Appendix D)
7. Delegation/Administrative Reports – 06/29/18 to 08/24/18 [Resolution 18-10-05] (Appendix E)
8. Faculty and Staff Adjustments [Resolution 18-10-06] (Appendix F)
9. Report of Investments for May 2018 [Resolution 18-10-07] (Appendix G)
10. Report of Investments for June 2018 [Resolution 18-10-08] (Appendix H)
11. USU and USU Eastern Auxiliary and Service Enterprises Annual Reports – FY17-18 [Resolution 18-10-09] (Appendix I)
12. Utah State University Research Foundation – appointment to the Board – Abercrombie [Resolution 18-10-10] (Appendix J)
13. Utah State University Research Foundation – appointment to the Board – Lightfoot [Resolution 18-10-11] (Appendix K)
14. Utah State University Research Foundation – appointment to the Board – Smith [Resolution 18-10-12] (Appendix L)
15. Utah State University Research Foundation – appointment to the Board – White [Resolution 18-10-13] (Appendix M)
16. Utah State University Research Foundation – re-appointment to the Board – Bell [Resolution 18-10-14] (Appendix N)
17. Utah State University Research Foundation – re-appointment to the Board – McKeown [Resolution 18-10-15] (Appendix O)
18. Written Reports
    - Academic & Instructional Services (Appendix P)
    - Advancement (Appendix Q)
    - Business & Finance (Appendix R)

- College of Agriculture and Applied Sciences and USU Extension (Appendix S)
- Executive Vice President and Provost (Appendix T)
- Faculty Senate (Appendix U)
- Public Relations & Marketing (Appendix V)
- Regional Campuses (Appendix W)
- Research & Graduate Studies (Appendix X)
- Staff Employee Association (Appendix Y)
- Student Affairs (Appendix Z)
- USUSA (Appendix AA)

Action: Trustee Holland moved to approve the Consent Agenda. Trustee Ferry seconded the motion. The voting was unanimous in the affirmative.

II. ACTION AGENDA

1. Proposal to accept Non-State-Funded Capital Development Projects
   [Resolution 18-10-16] (Appendix BB)

   Vice President Cowley explained that it is the time of year when permission is requested for projects that are not seeking state funding. Approval for Non-State-Funded Projects first goes to the Trustees, then to the Board of Regents followed by the Building Board. Legislative approval is needed for projects that will request operation and maintenance funds from the State or if bonding authority is required to fund the building.

   The proposed academic building in Moab is on 40-acres of land that USU owns for the future Moab campus. The road and utility infrastructure will be provided by the City of Moab. The building will be in the range of $7 to $11 million dollars. There is an agreement that institutional funds will be matched with community funds.

   Action: Trustee Nixon moved to approve the proposal for the Moab Academic Building a Non-State Funded Capital Development Project. Trustee Alder seconded the motion. The voting was unanimous in the affirmative.

   As the Space Dynamics Lab continues to experience growth, additional buildings are needed. The proposed research building will be the same type of building that has already been completed which houses offices and small-scale labs. This would be the third such building on the campus. The second is currently under construction. The second proposed building will include high-bay space for large-scale equipment. Bonds will be repaid with reimbursements from grants.

   Action: Trustee Holland moved to approve the proposal for the Space Dynamics Lab Research Building and the Space Dynamics High Bay Building both Non-State-Funded Capital Development Projects. Trustee Whitworth seconded the motion. The voting was unanimous in the affirmative.

An Information Technology Services Building is needed to consolidate information technology (IT) functions which would free up space needed for growing academic departments. The building will also house a portion of the Academic & Instructional Services (AIS) department.

Action: Trustee Alder moved to approve the proposal for the Information Technology Services Building Project. Trustee Peczuh seconded the motion. The voting was unanimous in the affirmative.

A proposed USU east parking terrace with 500-600 parking stalls will help address parking demands on campus. Parking spaces are lost as new buildings are constructed. The east side of campus requires additional parking for events held at fine arts venues.

Action: Trustee Ferry moved to approve the proposal for the USU East Parking Terrace Project. Trustee Whitworth seconded the motion. The voting was unanimous in the affirmative.

The Mountain View Residence Hall Replacement Project includes the demolition of an aging high-rise residence hall. The new building will have 109 beds to accommodate future growth.

Action: Trustee Ferry moved to approve the proposal for the Mountain View Resident Hall Replacement Project. Trustee Hunsaker seconded the motion. The voting was unanimous in the affirmative.

2. Latinx Cultural Center (LCC) [Resolution 18-10-17] (Appendix CC)

Provost Galey introduced Christopher Gonzales, Director of the Latinx Cultural Center. Dr. Gonzales shared statistics and explained the need for the center. The center and outreach it provides is important to the Latin community to help them understand the opportunities available and the importance of higher education.

Action: Trustee Ferry moved to approve the proposal for the creation of the Latinx Cultural Center (LCC). Trustee Alder seconded the motion. The voting was unanimous in the affirmative.

III. Strategic Agenda

1. Regional Campuses/Eastern Program Offerings

Vice President Woolstenhulme shared information regarding career and technical education in eastern Utah. Structuring USU Eastern to offer programs from the certificate level up to the doctorate level has been a main focus. Utah State University is responsible for offering training in these areas of the state. USU's goal is to offer stackable credits at

an affordable price in comparison to other technical level training opportunities by seeking funding from the legislature (Appendix DD).

2. Enrollment Update

   Due to time constraints the Enrollment Update will be presented at a future meeting.

IV. Chair's Report

1. Proposed Meeting Schedule for 2019-2020 (note: change in May 2019 date) (Appendix EE)

   Chair Burnett noted that the proposed schedule for 2019-2020 Board of Trustee meetings is in their folders. Due to academic calendar changes commencement dates have changed.

2. Proposed Committee Changes

   Chair Burnett proposed changing the standing Athletics Committee to be a Recruitment, Enrollment and Retention Committee. This committee will be a resource to assist President Cockett and the administration by screening items that would come to the full Board. Vice President Hartwell will be asked to give Athletics updates when appropriate.

   Action: Trustee Butterfield moved to approve the proposal for the Athletics Committee to be replaced by a Recruitment, Enrollment and Retention Committee. Trustee Hunsaker seconded the motion. The voting was unanimous in the affirmative.

   Chair Burnett suggested that the other reports be given at the January meeting.

3. The next Board of Trustees meeting will be held on January 11, 2019

V. President's Report

1. Information Items

   a. Student Resolution of Commendation to Tony Ahlstrom (Appendix FF)

      USUSA President Hunsaker shared the resolution of commendation to Tony highlighting his leadership and involvement at USU.

   b. Athletics Update – John H. Hartwell, Vice President and Director of Athletics

      Vice President Hartwell highlighted how well Aggie athletes are doing academically. Statistics and rankings of USU's athletic teams were shared. Of note, this year is the football teams winning season thus far.

2. Recent Events

a. Athletics Kickoff Event with Leadership Circle – August 18, 2018
b. Speak and Meet with USU Football Team – August 20, 2018
c. LDS Presiding Bishopric and Elder Stevenson – Salt Lake City, August 21, 2018
d. Executive Committee Retreat – August 22, 2018
e. Board of Regents Capital Development Tour – August 23, 2018
f. Speak at Connections Luminary – August 24, 2018
g. Football – USU at Michigan State – August 31, 2018
h. Council of Presidents – Salt Lake City, September 4, 2018
i. Football – New Mexico State at USU – September 8, 2018
j. Welcome/Remarks at Athletic Full Staff Meeting – September 10, 2018
k. EDCUtah Annual Meeting – Salt Lake City, September 11, 2018
l. Football – Tennessee Tech at USU – September 13, 2018
m. Welcome Remarks at Breakfast with Ute Tribe Students – September 14, 2018
n. Hall of Fame Induction Ceremony – September 14, 2018
o. Museum Reopening VIP Reception and Dinner – September 15, 2018
p. LDS Valley-Wide Devotional – September 16, 2018
q. K-16 Alliance – September 17, 2018
r. Board of Regents External Review of President Cockett – September 17-19, 2018
s. Swenson Luncheon and Remarks at Swenson House Groundbreaking – September 18, 2018
t. Remarks at Year of Technical Education Open House – Stansbury Park, Utah, September 19, 2018
u. Board of Regents at University of Utah – Salt Lake City, September 20-21, 2018
v. Huntsman Cancer Foundation Gala – Salt Lake City, September 20, 2018
w. Inauguration of University of Utah President Ruth Watkins – Salt Lake City, September 21, 2018
x. Ag BBQ – September 22, 2018
y. Football – Air Force at USU – September 22, 2018
z. Year of the Arts Concert – September 22, 2018
aa. Luncheon with Collecting on the Edge Faculty Contributors – September 24, 2018
bb. Mountain West Board of Directors Executive Committee Call – September 24, 2018
cc. Center for Growth and Opportunity Dinner, President's Home – September 24, 2018
dd. Fulbright Awards Social – September 25, 2018
ee. Speak at Women's Council of Realtors Luncheon – September 26, 2018
ff. Speak at Utah's Operational Excellence Conference – Salt Lake City, September 27, 2018
gg. Post-Doctoral Research Fellows Dinner, President's Home – September 27, 2018
hh. Regence Blue Cross Blue Shield Western Conference – Maui, Hawaii, September 28-Oct 3, 2018
ii. Speak at Salt Lake Chamber Women in Higher Ed Panel/Breakfast – Salt Lake City, October 4, 2018
jj. Football – USU at BYU – October 5, 2018
kk. EDCUtah Board of Trustees Meeting – Salt Lake City, October 9, 2018

ll. USU Ambassadors Ice Cream Social – October 9, 2018
mm. USU Board of Trustees Regular Meeting – October 12, 2018
nn. Aggie Family Reunion – October 12, 2018
oo. Homecoming Events – October 13, 2018
pp. Football – UNLV at USU – October 13, 2018

3. Upcoming Events

a. Panel Member at World Food Prize – 2018 Borlaug Dialogue International Symposium – Des Moines, Iowa, October 16-18
b. Inaugural Professor Lecture, Nathan Greer, President's Home – October 18, 2018
c. Football – USU at Wyoming – October 20, 2018
d. Salt Lake Chamber Board of Governors – Salt Lake City, October 23, 2018
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n. USU Football – USU at Hawaii – November 3, 2018
o. Basketball – USU at Montana State University – November 6, 2018
p. USU Alumni/Utah Jazz Game Event – Salt Lake City, November 7, 2018
q. Panel Member at Utah Global Forum – Salt Lake City, November 8, 2018
r. Basketball – University of Hartford at USU – November 9, 2018
s. USU Football – San Jose State at USU – November 10, 2018
t. Association of Public Land-Grant Universities 2018 Annual Meetings – New Orleans, November 11-13, 2018
u. Higher Education Strategic Planning Commission Meeting – Salt Lake City, November 13, 2018
v. Inaugural Professor Lecture, Heidi Wengreen, President's Home – November 13, 2018
w. Basketball – Mississippi Valley State at USU – November 13, 2018
x. Inaugural Professor Lecture, Zonda Wang, President's Home – November 14, 2018
y. Board of Regents at Dixie State University – St. George, November 15-16, 2018
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aa. USU Football – USU at Colorado State – November 17, 2018
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gg. Salt Lake Chamber Board of Governors – Salt Lake City, November 27, 2018

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ii. Speak at Athletics Council re: Mental Health – November 28, 2018
jj. Basketball – Northern Iowa at USU – November 28, 2018
kk. USU Foundation Board Dinner and Meeting – Salt Lake City, November 29-30, 2018
ll. Basketball – USU at University of California Irvine – December 1, 2018
mm. Mountain West Championship Football – Location TBD, December 1, 2018
nn. Inaugural Professor Lecture, Yoon Lee, President's Home – December 4, 2018
oo. Inaugural Professor Lecture, Sherry Marx, President's Home – December 5, 2018
pp. Basketball – USU at BYU – December 5, 2018
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uu. Basketball – Eastern Oregon University at USU – December 28, 2018
vv. Basketball – USU at Nevada – January 2, 2019
ww. Basketball – Air Force at USU – January 5, 2019
xx. Council of Presidents – Salt Lake City, January 8, 2019
yy. Basketball – Fresno State at USU – January 9, 2019
zz. USU Board of Trustees – January 11, 2019

VI. Committee Meeting Items

1. Minutes from the Audit Committee meeting held on March 2, 2018 (Appendix GG)
2. Agenda for the meeting on October 12, 2018 (Appendix HH)

Action: Trustee Alder made a motion to adjourn the meeting. Trustee Peczuh seconded the motion; the voting was unanimous in the affirmative.

The meeting and workshop adjourned at 4:51 p.m.

Jody K. Burnett, Chair

Sydney M. Peterson, Secretary
(Minutes taken by Carolyn Brittain)

Date Approved

11 January 2019

ITEM FOR ACTION

Utah State University's Office of Academic and Instructional Services proposes a new Center for Student Analytics in the manner described below.

EXECUTIVE SUMMARY

The Office of Academic and Instructional Services proposes a new Center for Student Analytics.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to establish a new Center for Student Analytics in the Office of Academic and Instructional Services.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Office of Academic and Instructional Services proposes a new Center for Student Analytics, and

WHEREAS, The proposed new Center for Student Analytics, under the guidance of USU's Academic and Instructional Services (AIS), will use data analytics to enhance USU's capacity to serve students, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED,That the Utah State University Board of Trustees hereby approve the proposal to establish a Center for Student Analytics in the Office of Academic and Instructional Services and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

_____
DATE:

Utah System of Higher Education
New Administrative Unit Proposal
Cover/Signature Page - Abbreviated Template

Institution Submitting Request:	**Utah State University**
Proposed Effective Date[1]:	**09/01/2018**
Institutional Board of Trustees' Approval Date:	
Proposed Unit Title:	**Center for Student Analytics**
Sponsoring School, College, or Division:	**Academic & Instructional Services**
Sponsoring Academic Department(s) or Unit(s):	

Proposed Unit Type:

☐	New Administrative Unit
☒	New Center
☐	New Institute
☐	New Bureau
☐	Conditional Three-Year Approval for New Center, Institute, or Bureau

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

_____ Date:

☐ I understand that checking this box constitutes my legal signature.

[1] "Proposed Effective Date" refers to date after Regent approval when new unit is operational or change to unit is published.

New Unit Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to establish Center for Student Analytics effective 09/01/2018. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Administrative Unit Description/Rationale

Present a brief description of the unit. Describe the institutional procedures used to arrive at the action being proposed. Briefly Indicate why a new administrative unit or change to the unit is justified. Are similar units offered elsewhere in the USHE or the State? State how the institution and the USHE benefit from the proposed unit or unit change.

Dr. Noelle Cockett, President of Utah State University (USU), in partnership with Dr. Robert Wagner, Vice-President of Academic and Instructional Services, together propose the creation of the **Center for Student Analytics** as a response to emerging trends of 21st century innovation that have highlighted the ability of machine learning and predictive analytics to enhance an institution's capacity to serve students. This proposed unit will function as a service entity at USU, providing professional empowerment and opportunities for enhanced data literacy to other administrative units on campus and, when appropriate, to other USHE institutions, as well. The core tenets of this proposed administrative unit center on the following three premises which relate to why analytics are an essential feature of the modern higher education landscape:

1. Analytics enhance professional capacities and highlight professional competency by making an institution's data more accessible and actionable through robust modeling and dynamic visualizations.

2. When used appropriately and with proper training, analytics are an invaluable resource for informed professional decision making and enhanced deployment of curriculum and student services.

3. Analytics are most effective when used in a manner that leads to increased human collaboration and a greater sense of professional efficacy.

This proposal emerged from the recognition that a center serving this functions does not exist elsewhere in the USHE system or in the State. To these ends, the Center for Student Analytics is committed to the following activities:

1. Identifying opportunities to collect and increase the accessibility of actionable data to staff, administrators, and faculty, with proper transparency and data governance.

2. Using advanced techniques of data science to construct robust statistical models that reveal actionable patterns within the institution's data.

3. Creating dynamic visualizations that support professional consumption of data and subsequent improvements in informed decision making by staff, faculty, and administration.

4. Providing active training on an ongoing basis to catalyze enhanced data literacy and professional efficacy.

5. Supporting data-informed action that leads to increased institutional outcomes.

6. Assessing general and specific evidence of the success and value of analytics and disseminating such evidence in appropriate venues, both in collaboration with research faculty and for the ancillary purpose of procuring external funding.

Acting through USU's initiative and leadership, the Utah System of Higher Education is now fostering a collaborative spirit of analytics deployment. An additional action of the proposed center would be to facilitate ongoing collaboration amongst the USHE institutions related to enhanced deployment of analytics using this same framework of activities (1-6 above), by:

a. Coordinating monthly teleconferences and semi-annual meetings amongst analytics specialists and administrators at USHE schools.

b. Collecting, cataloging, and disseminating best practices related to the activities of analytics (e.g., white papers, online repository, trainings, etc.) through collaboration with other USHE institutions in the production of peer-reviewed publications and conference presentations.

Consistency with Institutional Mission/Institutional Impact

Explain how the unit is consistent with the institution's Regents-approved mission, roles, and goals. Describe how the existing administrative structures support the proposed unit and identify new organizational structures that may be needed. What changes in faculty and staff will be required?

This proposal situates the Center for Student Analytics and its staff under the guidance and within the existing administrative structure of USU's Academic and Instructional Services (AIS), a division that has a heritage of performance as a service entity. In keeping with the values of AIS, the new center will work with other units of the university system in providing the highest level of service to meet the overarching goal of an organization wherein individuals are empowered to be successful. A recent reorganization of AIS has structured the division to include offices related to enrollment management and student success, which will only enhance the proposed Center's ability to collaborate toward the end of student well-being. Additionally, the Center will operate in close collaboration with the Office of Analysis, Assessment, and Accreditation (AAA). As an operational expression of this formal partnership, the Center for Student Analytics and AAA will collaboratively fund one full-time employee, with primary reporting lines to AAA and ancillary duties associated with the Center for Student Analytics.

As a student-centered, land-grant university with 34 campuses and sites throughout the state, Utah State University admits a student population that is uniquely positioned to benefit from the predictive models that analytics systems provide. In keeping with this role, the proposed Center supports each of USU's core themes of *learning, discovery,* and *engagement*:

- The proposed Center aligns with USU's goals for *learning,* as analytics magnify the data collection that occurs in the student information system and learning management system in high quality tools that support the institution's affirmation that "academics come first."
- The proposed Center aligns with USU's goals for *discovery*, as analytics enhance the institution's ability to carry out high quality research related to the innovation of best practices in higher education and enhanced practice that supports student success.
- The proposed Center aligns with USU's goals for *engagement*, as a key element of this proposal is for the Center to facilitate, both internally at USU and externally throughout higher education, active collaboration and advocacy for improved institutional effectiveness.

In striving to uphold these ideals, the proposed Center for Student Analytics will also benefit from the counsel of an Executive Advisory Board with constituent members from multiple division across campus, including: Academic & Instructional Services, Student Affairs, Regional Campuses, the Provost's Office, and the academic Colleges. This board will meet regularly to discuss the affairs of the Center, its successes, and potential directions for its growth and improvement.

Finances

What costs or savings are anticipated with the actions proposed? What new facilities or modifications to existing facilities or equipment are needed? Describe any budgetary impact on other programs or units within the institution. If new funds are required, describe expected sources of funds.

For anticipated costs, see appended budget for a funding breakdown, the vast majority of which comes from existing accounts in AIS and Central Administration, and existing positions restructured to report to the proposed Center. New funds, beyond those already covered by existing accounts and staffing, will be primarily sought from external funding sources through grant writing and related activities. Existing office space under the control of Academic and Instructional Services will be utilized by Center staff.

Anticipated savings will surface when analytics are deployed effectively and with proper training, as their use is designed to increase institutional effectiveness across a wide variety of administrative units. Tracking this improvement of practice is a key function of the proposed Center. In the initial deployment of analytics at USU, we have already observed savings resulting from increased institutional effectiveness which analytics have empowered. For example, USU's first-year retention rate has increased more than 4% compared to last year (i.e., 2017), and USU's continuing student population has increased 356 students compared to last year (i.e., 2017). These results are due to the hard work and dedication of other administrative units on campus, whose efforts the proposed Center, as a service entity, can only ever support. In this way, credit for the retained revenue that we anticipate the proposed Center will help generate will always lie primarily at the feet of other units.

AIS - Center for Student Analytics

Proposed Annual Budget

[8/1/2018]

Summary	ANNUAL	AIS	Central	Gear-Up
TOTAL PROPOSED BUDGET	**$332,949.66**	**$284,925.66**	**$41,304.00**	**$6,720.00**
Professional Staff (Salary & Benefits)	$280,379.66	$239,075.66	$41,304.00	
Student Employees (Wages)	$17,320.00	$10,600.00		$6,720.00
Travel	$11,350.00	$11,350.00		
Office Supplies, Printing, & Event Marketing	$1,000.00	$1,000.00		
Computers, Software, & Misc. Tech	$2,900.00	$2,900.00		
Research & Development	$20,000.00	$20,000.00		

Professional Staff (Salary & Benefits)	ANNUAL
Manager	
-Salary (Grade J) **(50% AIS Funding/50% Central Funding)**	$82,000.00
-Benefits **(50% AIS Funding/50% Central Funding)**	$37,966.66
Programmer Analyst III (Systems Specialist)	
-Salary (Grade H)	$66,000.00
-Benefits	$28,000.00
Data Analyst III (Program Evaluation Specialist) ***TWO YEAR TEMPORARY***	
-Salary (Grade F)	$38,250.00
-Benefits	$28,163.00
Total	**$280,379.66**

Student Employees (Wages)	ANNUAL
Graduate Assistant	
-Wages ($13.25/hr; 20 hrs./wk; 40 wks./yr.)	$10,600.00
Undergraduate Research Assistant **(100% Gear-up Funding)**	
-Wages ($10.50/hr.; 20 hrs./wk; 32 wks./yr.)	$6,720.00
Total	**$17,320.00**

Travel	ANNUAL
Conferences for Professional Staff	
x2 National Conference (if presenting; airfare, hotel, fees, per diem)	$4,400.00
x1 Regional Conference (mileage, fees)	$700.00
Regional Campus Visits	
x8 (mileage, lodging, meals)	$4,000.00
Summits, Colloquia, & Drive-Ins	
x5 (mileage, meals)	$750.00
Vendor Advocacy	
x1 (airfare, lodging, meals)	$1,500.00
Total	**$11,350.00**

Office Supplies, Printing, & Event Marketing	ANNUAL
Posters & Flyers / Workbooks / Postage	$800.00
Event Snacks & Beverages	$200.00
Total	**$1,000.00**

Computers, Software, & Misc. Tech	ANNUAL
Statistical Software Liscences & Tableau	$550.00
Staff Computers, Monitors, Docks, Cables (Maintenance/Upgrade)	$1,500.00
Telephones	$850.00
Total	**$2,900.00**

R&D	ANNUAL
Research & Development	$20,000.00
Total	**$20,000.00**

11 January 2019

ITEM FOR ACTION

Utah State University's School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposes changing the name of the Bachelor of Science in Agricultural Communication and Journalism to Agricultural Communication in the manner described below.

EXECUTIVE SUMMARY

The School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposes changing the name of the Bachelor of Science in Agricultural Communication and Journalism to Agricultural Communication.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to change the name of the Bachelor of Science in Agricultural Communication and Journalism to Agricultural Communication in the College of Agriculture and Applied Sciences.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposes changing the name of the Bachelor of Science in Agricultural Communication and Journalism to Agricultural Communication, and

WHEREAS, The proposed name change from Agricultural Communication and Journalism to Agricultural Communication more accurately reflects what students are studying in the department, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to change the name of the Bachelor of Science in Agricultural Communication and Journalism to Agricultural Communication in the College of Agriculture and Applied Sciences' School of Applied Sciences, Technology, and Education and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

_____
DATE:

Utah System of Higher Education
Changes to Existing Academic Program Proposal
Cover/Signature Page - Abbreviated Template

Institution Submitting Request:	**Utah State University**			
	Current		*Proposed (if applicable)*	
Program Title:	**Agricultural Communication and Journalism**		**Agricultural Communication**	
Sponsoring School, College, or Division:	**College of Agriculture and Applied Sciences**			
Sponsoring Academic Department(s) or Unit(s):	**School of Applied Sciences, Technology, and Education**			
Classification of Instruction Program Code[1]:	**01.0802**			
Min/Max Credit Hours for Full Program Required:	**120**	**/ 120**	**Min Cr Hr**	**/ Max Cr Hr**
Proposed Effective Term for Program Change[2]:	**Fall**	**2019**		
Institutional Board of Trustees' Approval Date:				
Award Type:	BS			

Program Change Type (check all that apply):

☒	Name Change of Existing Program
☐	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☐	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date:

☐ I understand that checking this box constitutes my legal signature.

1 For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
2 "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations,** "effective term" refers to the term the program will suspend admissions.

Program Change Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to change name from Agricultural Communication and Journalism to Agricultural Communication effective Fall 2019. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Program Change Description/Rationale

Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.

The School of Applied Sciences, Technology, and Education requests to change the name of the the Agricultural Communication and Journalism major to Agricultural Communication. This program is designed as a dual major degree program with the Journalism and Communication Department, and students' programs are designed to earn a B.S. in Journalism too. The inclusion of journalism in both degree names has lead to some confused students. Faculty recognize the diversity of communication techniques are evolving with demand for agricultural communication specialists with broad expertise in marketing communication and digital communication skills. The faculty have worked to integrate stackable degree approaches focused on digital media and marketing communication skills which also lends support to this request to change the name of the degree. This request removes the redundancy of journalism from the major's name and will appeal to students less interested in print and broadcast journalism careers.

Consistency with Institutional Mission/Institutional Impact

Explain how the action is consistent with the institution's Regent-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/ . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/ . Will faculty or staff structures be impacted by the proposed change?

Utah State University is a student-centered land-grant and space grant university, so this name change would appeal to more students who are interested in studying agricultural communications and entering into careers related to print, broadcast, public relations, electronic communication, science communication, and marketing.

Finances

What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

No costs or savings are anticipated from changing the degree program name. However, the new degree would appeal to more students, which would increase enrollment in the agricultural communication program at Utah State University.

11 January 2019

ITEM FOR ACTION

Utah State University's School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposes offering an emphasis in the Agricultural Systems Technology program in the manner described below.

EXECUTIVE SUMMARY

The School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposes offering an emphasis in the Agricultural Systems Technology program.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer an emphasis in the Agricultural Systems Technology program in the College of Agriculture and Applied Sciences.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposes offering an emphasis in the Agricultural Systems Technology program, and

WHEREAS, The proposed emphasis in Farm and Ranch Operations will provide a clear degree path for students who wish to efficiently operate a crop or livestock production, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to offer an emphasis in the Agricultural Systems Technology program in the College of Agriculture and Applied Sciences' School of Applied Sciences, Technology, and Education and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

_____

DATE:

Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Abbreviated Template

Institution Submitting Request:	**Utah State University**
Proposed or Current Program Title:	**Agricultural Systems Technology**
Sponsoring School, College, or Division:	**College of Agriculture and Applied Sciences**
Sponsoring Academic Department(s) or Unit(s):	**Applied Sciences, Technology & Education**
Classification of Instructional Program Code[1] :	**01.0301**
Min/Max Credit Hours Required of Full Program:	**120** / **120**
Proposed Beginning Term[2]:	**Fall** **2019**
Institutional Board of Trustees' Approval Date:	

☐	Certificate of Proficiency	☐ Entry-level CTE CP	☐ Mid-level CP
☐	Certificate of Completion		
☐	Minor		
☐	Graduate Certificate		
☐	K-12 Endorsement Program		
☒	NEW Emphasis for Regent-Approved Program		
	Current Program BOR Approval Date:	**01/01/1991**	
	Proposed Emphasis Title	Farm & Ranch Operations	
	Credit Hours for NEW Emphasis Only:	**24** / **24**	
	Propose a NEW Emphasis		
☐	Out of Service Area Delivery Program		

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date:

☐ I understand that checking this box constitutes my legal signature.

[1] For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
[2] "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

Utah System of Higher Education
Program Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to offer the following Degree: Agricultural Systems Technology with emphases effective Fall 2019. This program was approved by the institutional Board of Trustees on .

Section II: Program Proposal/Needs Assessment

Program Description/Rationale

Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.

The Agricultural Systems Technology degree has provided a career path for students entering production agriculture since inception of the degree in 1991. The degree has existing emphases in Agribusiness and Mechanization. This emphasis codifies a path some students have worked towards who were wanting to customize a degree plan to meet their individual career plan (i.e., returning to make a positive contribution on a multi-generation farm and/or ranch). This emphasis will provide a clear degree path for students who wish to efficiently operate a crop or livestock production operation. In addition to the core requirements of this major, which includes classes in agribusiness and technology, students in this emphasis will choose from classes in animal science and plant science. This 8-course emphasis will strengthen knowledge and ability in those areas to meet the variety of challenges in agriculture today.

Labor Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

According to the United States Department of Labor - Bureau of Labor Statistics, (https://www.bls.gov/ooh/management/farmers-ranchers-and-other-agricultural-managers.htm, retrieved September 11, 2018) Employment of farmers, ranchers, and other agricultural managers is projected to show little or no change from 2016 to 2026. Over the past several decades, the efficiencies of large-scale crop production have led to the consolidation of acreage under fewer, but larger, farms. This emphasis will continue to provide students to efficiently operate farms and ranches in the Great Basin region.

Consistency with Institutional Mission/Impact on Other USHE Institutions

Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/ . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/ .

These emphasis areas are consistent with USU's land-grant mission of education and outreach in agriculture. This emphasis clarifies the degree option for students seeking careers in production agriculture. Because of USU's unique mission, the proposed emphasis area does not overlap or conflict with any other USHE institution. This program will not be delivered outside of the designated service area and many of the courses in the degree plan have laboratory sections with dedicated space on the USU-Logan campus.

Finances

What costs or savings are anticipated in implementing the proposed program? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

No impact to funding is anticipated as all courses are already available and used within the degree program. This request codifies program design that have been tailored to meet student needs.

Section III: Curriculum

Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to receive the award. ***For NEW Emphases, skip to emphases tables below.***

For variable credits, please enter the minimum value in the table below for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box below.

Can students complete this degree without emphases? Yes or X No

		Course Number	NEW Course	Course Title	Credit Hours
		General Education Courses (list specific courses if recommended for this program on Degree Map)			
				General Education Credit Hour Sub-Total	
		Required Courses			
+	-				
				Choose of the following courses:	
+	-				
+	-				
				Required Course Credit Hour Sub-Total	0
		Elective Courses			
+	-				
				Elective Credit Hour Sub-Total	
				Core Curriculum Credit Hour Sub-Total	0

	Course Number	NEW Course	Course Title	Credit Hours
	Name of Emphasis:		Farm & Ranch Operations	
+ -	ADVS 1110		Introduction to Animal Science	4
+ -	ADVS 2080		Beef & Dairy Herd Heath and Production	3
+ -	ADVS 5030		Sustainable Agriculture Production Systems with Animals	3
+ -	ASTE 3100		Personal and Team Leadership	3
+ -	ASTE 3600		Management of Agricultural Machinery Systems (QI)	3
+ -	PSC 2010		Soils, Waters and the Environment	3
+ -	PSC 4280		Field Crops	3
+ -	PSC 4550		Weed Management	3
			Emphasis Credit Hour Sub-Total	25
			Total Number of Credits to Complete Program	25
	Remove this emphasis			

Propose a NEW Emphasis to an existing Regent approved program

Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information, as needed.

Other elective course choices are available to meet the needs of students' career goals. Those courses will be selected with input from faculty and advisor, based on students' career goals.

Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see http://higheredutah.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
Farm & Ranch Designated Elective - ADVS 1110	4	ASTE 2200: Electricity in Agricultural Systems	3
ASTE 1010: Intro to Agricultural Systems Techn	3	APEC 1600: Natural Resources and American E	3
ENGL 1010: Intro to Writing	3	MATH 1050: College Algebra (QL)	4
Math Class	4	Farm & Ranch Designated Elective - ADVS 2080	3
Breadth Humanities (BHU)	3	Farm & Ranch Designated Elective - PSC 2010	3
Total	17	**Total**	16
Second Year Fall	**Cr. Hr.**	**Second Year Spring**	**Cr. Hr.**
ACCT 2010: Financial Accounting Principles OR	3	APEC 2010: Intro to Microeconomics (BSS)	3
ASTE 2830: Agribusiness Sales and Marketing	3	ASTE 3080: Compact Power Units for Agricultu	3
ASTE 3030: Metal Welding Processes and Tech	3	CHEM 1110: General Chemistry I (BPS)	4
ENGL 2010: Intermediate Writing: Research Wri	3	Farm & Ranch Designated Elective - ASTE 3100	3
Breadth Creative Arts (BCA)	3	CAAS Elective	3
Total	15	**Total**	16
Third Year Fall	**Cr. Hr.**	**Third Year Spring**	**Cr. Hr.**
Farm & Ranch Designated Elective - ADVS 5030	3	APEC 3010: Intro to Agricultural Economics and	3
ASTE 3050: Technical and Professional Comm	3	ASTE 2900: Food Matters, Ethics, Economics, or	3
PSC 3000: Fundamentals of Soil Science	4	Farm & Ranch Designated Elective - ASTE 3600	3
USU 1350: Integrated Life Science (BLS)	3	ASTE 4100: Agricultural Structures and Enviro	3
CAAS Elective	3	CAAS Elective	3
Total	16	**Total**	15
Fourth Year Fall	**Cr. Hr.**	**Fourth Year Spring**	**Cr. Hr.**
ASTE 5260: Environmental Impacts of Agricultu	3	APEC 3020: Firm Finance and Records Analysis	3
Depth Humanities and Creative Arts Course (DH	2	Farm & Ranch Designated Elective: PSC 4280 F	3
CAAS Elective	3	Farm & Ranch Designated Elective - PSC 4550	3
CAAS Elective	3	TEE 1200: Computer-Aided Drafting and Design	3
CAAS Elective	3		
Total	14	**Total**	12

11 January 2019

ITEM FOR ACTION

Utah State University's School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposes adding School-Based and Community-Based Emphases to the Bachelor Science degree in Family and Consumer Sciences Education in the manner described below.

EXECUTIVE SUMMARY

The School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposes adding School-Based and Community-Based Emphases to the Bachelor Science degree in Family and Consumer Sciences Education.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to add School-Based and Community-Based Emphases to the Bachelor Science degree in Family and Consumer Sciences Education in the College of Agriculture and Applied Sciences.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's School of Applied Sciences, Technology, and Education in the College of Agriculture and Applied Sciences proposes adding School-Based and Community-Based Emphases to the Bachelor Science degree in Family and Consumer Sciences Education, and

WHEREAS, The proposed change to add a School-Based and Community Based Emphases to the Bachelor of Science Degree in Family and Consumer Sciences Education provides students with an emphasis without a focus on teacher licensure requirements and this provides them with additional opportunities in extension, community, non-formal, and corporate education roles, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to add School-Based and Community-Based Emphases to the Bachelor Science degree in Family and Consumer Sciences Education in the College of Agriculture and Applied Sciences' School of Applied Sciences, Technology, and Education and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

_____

DATE:

Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Abbreviated Template

Institution Submitting Request:	**Utah State University**
Proposed or Current Program Title:	**Add School-Based and Community-Based Emphases to the Bachelor of Science degree in Family and Consumer Sciences Education**
Sponsoring School, College, or Division:	**College of Agriculture and Applied Sciences**
Sponsoring Academic Department(s) or Unit(s):	**School of Applied Sciences Technology and Education**
Classification of Instructional Program Code[1] :	**13.1308**
Min/Max Credit Hours Required of Full Program:	**120** / **120**
Proposed Beginning Term[2]:	**Fall** **2019**
Institutional Board of Trustees' Approval Date:	

☐	Certificate of Proficiency	☐ Entry-level CTE CP	☐ Mid-level CP
☐	Certificate of Completion		
☐	Minor		
☐	Graduate Certificate		
☐	K-12 Endorsement Program		
☒	NEW Emphasis for Regent-Approved Program		
	Current Program BOR Approval Date:	**01/01/1919**	
	Proposed Emphasis Title	School-Based Family and Consumer Sciences Education	
	Credit Hours for NEW Emphasis Only:	**120** / **120**	
	Proposed Emphasis Title	Community-Based Family and Consumer Sciences Education	
	Credit Hours for NEW Emphasis Only:	**120** / **120**	
	Propose a NEW Emphasis		
☐	Out of Service Area Delivery Program		

[1] For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
[2] "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date:

☐ I understand that checking this box constitutes my legal signature.

Utah System of Higher Education
Program Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to offer the following Degree: Add School-Based and Community-Based Emphases to the Bachelor of Science degree in Family and Consumer Sciences Education with emphases effective Fall 2019. This program was approved by the institutional Board of Trustees on .

Section II: Program Proposal/Needs Assessment

Program Description/Rationale

Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.

USU requests approval to add the emphasis areas of school-based and community-based to the Bachelor of Science in Family and Consumer Sciences Education effective Fall 2019. The current focus is teacher licensure for public schools, which will be encompassed by the proposed school-based emphasis. Based on labor market demand and student interest, a community-based emphasis without a focus on teacher licensure requirements is necessary and can provide additional opportunities for students in extension, community, nonformal, and corporate education roles.

Labor Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

A significant shortage of high school family and consumer sciences teachers exists in Utah and across the nation. The school-based emphasis will continue to address this need. Utah and several surrounding states have expressed concern that a majority of current university extension faculty are nearing retirement age. The community-based emphasis can help address needs for extension educators, government agency workers, and private and corporate educators. A USDA report from 2015 predicted a shortage of 7,200 positions nationally in the education, communication, and government services by 2020.

Consistency with Institutional Mission/Impact on Other USHE Institutions

Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/ . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/ .

These emphasis areas are consistent with USU's land-grant mission of education and outreach. Both the school-based and community-based education emphases prepare students to serve "the public through learning, discovery and engagement." Because of USU's unique mission, the proposed emphasis areas do not overlap or conflict with any other USHE institution. This program will not be delivered outside of the designated service area. While some coursework may be offered online, most will be delivered at USU campuses.

Finances

What costs or savings are anticipated in implementing the proposed program? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

There will be no changes required to implement the school-based emphasis as this is the program currently offered. The community-based emphasis will require the development of a few new courses, which could be offered using current faculty resources.

Section III: Curriculum

Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to receive the award. ***For NEW Emphases, skip to emphases tables below.***
For variable credits, please enter the minimum value in the table below for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box below.

Can students complete this degree without emphases? Yes or X No

		Course Number	NEW Course	Course Title	Credit Hours
		General Education Courses (list specific courses if recommended for this program on Degree Map)			
				General Education Credit Hour Sub-Total	15
		Required Courses			
+	-				
+	-				
+	-				
+	-				
+	-				
+	-				
+	-				
+	-				
+	-				
+	-				
				Required Course Credit Hour Sub-Total	
		Elective Courses			
+	-	Any elective		Any Electives	4
+	-				
+	-				
+	-				
+	-				
+	-				
+	-				
+	-				
+	-				
+	-				
				Elective Credit Hour Sub-Total	4
				Core Curriculum Credit Hour Sub-Total	19

	Course Number	NEW Course	Course Title	Credit Hours
	Name of Emphasis:		School-Based Family and Consumer Sciences Education	
+ -	FCSE 2510		Orientation to FCSE	3
+ -	HDFS 1500		Human Development (BSS)	3
+ -	HDFS 2400		Marriage and Family Relationships	3
+ -	MATH 1050		College Algebra (QL)	4
+ -	NDFS 1020		Science and Application of Human Nutrition (BLS)	3
+ -	NDFS 1260		Food Literacy	3
+ -	CHEM 1110		General Chemistry I (BPS)	4
+ -	CHEM 1120		General Chemistry II	4
+ -	FCSE 2520		Managing FCCLA	2
+ -	FCSE 3080		Dress and Humanity	3
+ -	HDFS 3350		Family Finance (DSS)	3
+ -	FCSE 3030		Textile Science (DSC/QI)	3
+ -	NDFS 2020		Nutrition Throughout the Life Cycle	3
+ -	FCSE 2040		Clothing Production Principles	3
+ -	FCSE 3700		Housing and Interiors for FCSE	3
+ -	HDFS 4550		Preschool Methods and Curriculum	3
+ -	ITLS 5500		Integration and Innovation of Technology in Education	3
+ -	SPED 4000		Education of Exceptional Individuals	2
+ -	FCSE 3300		FCSE Clinical Experience	1
+ -	FCSE 3400		FCSE Teaching Methods I	3
+ -	NDFS 3070		Science of Food Prep	4
+ -	FCSE 4350		Advanced Family Finance	3
+ -	SCED 5200		Language Literacy and Learning in Content Areas	3
+ -	SCED 3210		Education and Multicultural Foundations (DSS/CI)	3
+ -	FCSE 4000		Early Childhood Internship	1
+ -	FCSE 4300		FCSE Clinical Experience II	1
+ -	FCSE 4400		FCSE Teaching Methods II	3
+ -	FCSE 3790		Housing and Interiors Teaching Methods	3
+ -	SCED 5100		Motivation and Classroom Management	3
+ -	FCSE 3XXX	X	Adult Responsibilities Methods	3
+ -	FCSE 5500		Student Teaching Seminar	2
+ -	FCSE 5630		Student Teaching in Secondary Schools	10
			Choose 1 of the following courses:	
+ -	FCSE 3040		Advanced Clothing: Patternmaking	3
+ -	FCSE 4040		Advanced Clothing: Couture and Tailoring	3
+ -				
			Emphasis Credit Hour Sub-Total	101
			Total Number of Credits to Complete Program	120

	Course Number	NEW Course	Course Title	Credit Hours
	Remove this emphasis			

	Course Number	NEW Course	Course Title	Credit Hours
	Name of Emphasis:		Community-Based Family and Consumer Sciences Education	
+ -	FCSE 2510		Orientation to FCSE	3
+ -	HDFS 1500		Human Development (BSS)	3
+ -	HDFS 2400		Marriage and Family Relationships	3
+ -	MATH 1050		College Algebra (QL)	4
+ -	NDFS 1020		Science of Human Nutrition (BLS)	3
+ -	FCSE 2040		Clothing Production Principles	3
+ -	CHEM 1110		General Chemistry I (BPS)	4
+ -	CHEM 1120		General Chemistry II	4
+ -	FCSE 2520		Managing FCCLA	2
+ -	HDFS 3350		Family Finance (DSS)	3
+ -	FCSE 3030		Textile Science (DSC/QI)	3
+ -	NDFS 2020		Nutrition Throughout the Life Cycle	3
+ -	HDFS 4550		Preschool Methods and Curriculum	3
+ -	HDFS 2100		Family Resource Management	3
+ -	FCSE 3700		Housing and Interiors for FCSE	3
+ -	FCSE 4350		Advanced Family Finance	3
+ -	FCSE 3400		FCSE Teaching Methods	3
+ -	NDFS 3070		Science of Food Prep	4
+ -	FCSE 3080		Dress and Humanities	3
+ -	NDFS 1260		Food Literacy	3
+ -	FCSE 4400		FCSE Teaching Methods II	3
+ -	FCSE 3790		Housing and Interiors Teaching Methods	3
+ -	ITLS 5500		Integration of Innovation of Technology in Education	3
+ -	FCSE 3XXX	X	Adult Responsibilities Methods	3
+ -	ASTE 3XXX	X	Internship I in Ag Ed/FCSE	3
+ -	ASTE 5220/6220		Volunteer Programs and Partnerships	3
+ -	ASTE 5XXX	X	4-H and Youth Development	3
+ -	ASTE 5XXX	X	Outreach and Nonformal Teaching Methods	3
+ -	ASTE 4XXX	X	Internship II in Ag Ed/FCSE	3

	Course Number	NEW Course	Course Title	Credit Hours
			Choose 5 of the following courses:	
+ -	FCSE 4000		Early Childhood Internship	1
+ -	FCSE 3040		Advanced Clothing: Patternmaking	3
+ -	FCSE 4040		Advanced Clothing: Couture and Tailoring	3
+ -	FCSE 3140		Digital Pattern Rendering	3
+ -	FCSE 4030		Advanced Textile Science	3
+ -	NDFS 1010		Chocolate: Science, History, and Society (BPS)	3
+ -	NDFS 1050		Food Safety Manager Certification	0.5
+ -	NDFS 1250		Sanitation and Safety	3
+ -	NDFS 3020		Nutrition and Physical Performance	2
+ -	NDFS 3110		Food, Technology, and Health (DSC)	3
+ -	HDFS 1010		Balancing Work and Family (BSS)	3
+ -	HDFS 2450		Consumer and Family Economic Issues (BSS)	3
+ -	HDFS 3100		Abuse and Neglect	3
+ -	HDFS 3110		Human Sexuality	3
+ -	HDFS 3450		Consumer Credit Problems	3
+ -	HDFS 3500		Infancy and Childhood	3
+ -	HDFS 3540		Adult Development and Aging	3
+ -	HDFS 3570		Youth and Adolescence	3
+ -	HDFS 3700		Mental Health Awareness and Advocacy	3
+ -	HDFS 4220		Family Crises and Interventions	3
+ -	Any Elective		Any elective	1.5
			Emphasis Credit Hour Sub-Total	101
			Total Number of Credits to Complete Program	120
	Remove this emphasis			

Propose a NEW Emphasis to an existing Regent approved program

Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information, as needed.

Both emphasis areas require the same core courses in Family and Consumer Sciences Education. The primary differences between the two emphasis areas are in the pedagogy coursework areas. Several of the courses required in these two emphasis areas have general education designations, thus reducing the number of general education courses students select beyond the major courses to 15 credit hours.

Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see http://higheredutah.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below

The degree map below is for the community-based Family and Consumer Sciences Education emphasis. The school-based Family and Consumer Sciences Education emphasis can be found in the current USU Catalog at http://catalog.usu.edu/preview_program.php?catoid=12&poid=9452&hl=Family+and+Consumer+Sciences+Education&returnto=search

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
FCSE 2510	3	HDFS 2400	3
ENGL 1010 (CL1)	3	MATH 1050 (QL)	4
HDFS 1500 (BSS)	3	NDFS 1020	3
GE BCA	3	FCSE 2040	3
FCSE 1140	2	GE BAI	3
Total	14	**Total**	16
Second Year Fall	**Cr. Hr.**	**Second Year Spring**	**Cr. Hr.**
CHEM 1110 (BPS)	4	CHEM 1120	4
ENGL 2010 (CL2)	3	HDFS 3350 (DSS)	3
FCSE 3XXX	3	FCSE 3030 (DSC/QI)	4
GE BHU	3	NDFS 2020	3
FCSE 2520	2		
Total	15	**Total**	14
Third Year Fall	**Cr. Hr.**	**Third Year Spring**	**Cr. Hr.**
HDFS 4550	3	FCSE 3400	3
FCSE 3700	3	NDFS 3070	4
HDFS 2100	3	FCSE 3080 (DHA)	3
FCSE 4350	3	NDFS 1260	3
Elective Credits	3	Elective Credits	3
Total	15	**Total**	16
Fourth Year Fall	**Cr. Hr.**	**Fourth Year Spring**	**Cr. Hr.**
FCSE 4400	3	ASTE 5220/6220	3
FCSE 3790	3	ASTE 5XXX (Youth Development)	3
ITLS 5500	3	ASTE 5XXX (Outreach and Nonformal Teaching	3
ASTE 3XXX (Internship I in Ag Ed/FCSE)	3	ASTE 4XXX (Internship II in Ag Ed/FCSE)	3
Elective Credits	3	Elective Credits	3
Total	15	**Total**	15

11 January 2019

ITEM FOR ACTION

Utah State University's Department of English in the College of Humanities and Social Sciences proposes changing the name of American Studies to Folklore and American Studies and restructuring the program in the manner described below.

EXECUTIVE SUMMARY

The Department of English in the College of Humanities and Social Sciences proposes changing the name of American Studies to Folklore and American Studies and restructuring the program.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to change the name of American Studies to Folklore and American Studies and restructuring the program in the College of Humanities and Social Sciences' Department of English.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of English in the College of Humanities and Social Sciences proposes changing the name of American Studies to Folklore and American Studies and restructuring the program and

WHEREAS, The proposed name change from American Studies to Folklore and American Studies more accurately reflects what students are studying in the department and better helps recruit students to the major, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to change the name of American Studies to Folklore and American Studies and restructuring the program in the College of Humanities and Social Sciences' Department of English and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

_____

DATE:

Utah System of Higher Education
Changes to Existing Academic Program Proposal
Cover/Signature Page - Abbreviated Template

Institution Submitting Request:	**Utah State University**			
	Current		*Proposed (if applicable)*	
Program Title:	**American Studies**		**Folklore and American Studies**	
Sponsoring School, College, or Division:	**CHaSS**			
Sponsoring Academic Department(s) or Unit(s):	**English**			
Classification of Instruction Program Code[1]:	**05.0102**		**05.0209, 05.0102**	
Min/Max Credit Hours for Full Program Required:	**Min Cr Hr**	**/ Max Cr Hr**	**Min Cr Hr**	**/ Max Cr Hr**
Proposed Effective Term for Program Change[2]:	**Fall**	**2019**		
Institutional Board of Trustees' Approval Date:				

Award Type: MA

Program Change Type (check all that apply):

☒	Name Change of Existing Program
☒	Program Restructure with or without Consolidation
☐	Program Transfer to a new academic department or unit
☐	Program Suspension
☐	Program Discontinuation
☐	Reinstatement of Previously Suspended Program
☐	Out of Service Area Delivery Program

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date:

☐ I understand that checking this box constitutes my legal signature.

1 For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
2 "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations,** "effective term" refers to the term the program will suspend admissions.

Program Change Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to change name from American Studies to Folklore and American Studies and restructure Folklore and American Studies effective Fall 2019. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Program Change Description/Rationale

Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.

The Department of English proposes changing the name of the graduate program and graduate degree from "American Studies" to "Folklore and American Studies" as part of larger strategy for a more integrated and holistic graduate program. Currently, Folklore Studies is a specialization in American Studies and therefore administratively a minor partner, despite the fact that USU's Folklore Program is historically strong and nationally recognized. For example, although Folklore students undertake a rigorous program of courses, the Master's degree says "American Studies" and does not reflect their Folklore Studies background. Similarly, many American Studies students take folklore courses but also do not have this reflected in their degree. The proposed change would more accurately reflect the work that students are doing. As part of the larger program change, there will be minor curricular changes to ensure that all students take at least one Folklore and one American Studies course, ensuring a more integrated and interdisciplinary Master's Degree program. that will provide students with greater depth in both of these subject areas. The proposed change will also help the Department of English recruit students to the program by delineating the dual strengths and focus of the degree more clearly. This change will also help the English department improve our administrative efficiency as it will be able to consolidate admissions and assessment responsibilities (currently operating as two separate committees for each process) into two integrated admission and assessment committees for the program as a whole. The decision to make these program changes was accomplished through discussions held by American Studies and Folklore faculty in their monthly program meetings, as well as a joint meeting involving faculty from both areas. A formal vote was held to approve these program changes with members of the American Studies and Folklore faculty on Sept. 12, 2018, where the changes were approved unanimously.

Consistency with Institutional Mission/Institutional Impact

Explain how the action is consistent with the institution's Regent-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/ . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/ . Will faculty or staff structures be impacted by the proposed change?

This action is completely consistent with USU's mission as both a research-oriented university and as a student-centered, land grant university because the proposed changes promote a more rigorous interdisciplinary program of study and will expose students to a greater range of ideas and faculty. No existing faculty or staff structures will be adversely impacted by this proposed change, and this proposed change will allow the Department of English to manage existing faculty and curricular resources more efficiently.

Finances

What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

No new funds are required for this change. It allows for greater collaboration and sharing of resources between Folklore and American Studies faculty, since the programs will share courses, students, and faculty more fully. In particular the programs anticipate fewer canceled classes due to low enrollment and more faculty available to serve on graduate thesis committees. Faculty will also be able to manage admission and assessment processes more efficiently by consolidating them under a single committee for each, comprised of faculty from both areas.

11 January 2019

ITEM FOR ACTION

Utah State University's Department of Mathematics and Statistics in the College of Science proposes offering an Applied Mathematics Emphasis with Emphases in the manner described below.

EXECUTIVE SUMMARY

The Department of Mathematics and Statistics in the College of Science proposes offering an Applied Mathematics Emphasis with Emphases.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer an Applied Mathematics Emphasis with Emphases in the College of Sciences' Department of Mathematics and Statistics.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Mathematics and Statistics in the College of Science proposes offering an Applied Mathematics Emphasis with Emphases, and

WHEREAS, The proposed change in Applied Mathematics from "option" to emphasis will benefit the students as the word "emphasis" would appears on their diploma, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to offer an Applied Mathematics Emphasis with Emphases in the College of Sciences' Department of Mathematics and Statistics and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

_____

DATE:

Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Abbreviated Template

Institution Submitting Request:	**Utah State University**
Proposed or Current Program Title:	**Applied Mathematics Emphasis**
Sponsoring School, College, or Division:	**Science**
Sponsoring Academic Department(s) or Unit(s):	**Mathematics & Statistics**
Classification of Instructional Program Code[1] :	**27.0301**
Min/Max Credit Hours Required of Full Program:	**71 / 71**
Proposed Beginning Term[2]:	**Fall 2018**
Institutional Board of Trustees' Approval Date:	

☐	Certificate of Proficiency ☐ Entry-level CTE CP ☐ Mid-level CP
☐	Certificate of Completion
☐	Minor
☐	Graduate Certificate
☐	K-12 Endorsement Program
☒	NEW Emphasis for Regent-Approved Program *Current Program BOR Approval Date:* Propose a NEW Emphasis
☐	Out of Service Area Delivery Program

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date:

☐ I understand that checking this box constitutes my legal signature.

[1] For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
[2] "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

Utah System of Higher Education
Program Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to offer the following Degree: Applied Mathematics Emphasis with emphases effective Fall 2018. This program was approved by the institutional Board of Trustees on .

Section II: Program Proposal/Needs Assessment

Program Description/Rationale

Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.

The Department of Mathematics and Statistics currently provides students with an "Applied Mathematics Option." This request is to change the word in its current name, from "Option" to "Emphasis" (i.e., Applied Mathematics Emphasis).

The emphasis program would be no different from what is currently offered in the Applied Mathematics Option. The department believes this change would be beneficial for the students as the word "emphasis" would appear on their diploma.

The emphasis program focuses on training students to be skillful in the application of mathematics and statistics to the solution of problems in engineering and sciences in general. The program includes the study of natural phenomena modeling, continuum mechanics, reaction-diffusion equations, wave propagation, dynamical systems, numerical and asymptotic methods, variational calculus, inverse problems, and applications to specific scientific and industrial topics.

This program addresses the need of exposing the students to both theory and real-world problem-solving. It also prepares students to work across disciplines and employment sectors instead of focusing in a single area of expertise. Students enrolled in this program will be able to engage in a "global collaboration" culture that characterizes the current approaches to university education.

Labor Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

According to the Utah Department of Workforce Services, applied mathematics degrees are in high demand.

Mathematicians and statisticians analyze data and apply mathematical and statistical techniques to help solve real-world problems in business, engineering, healthcare, or other fields. According to the Bureau of Labor Statistics, the job outlook in this field is very promising as the overall employment of mathematicians and statisticians is projected to grow 33 percent from 2016 to 2026, much faster than the average for all occupations. Businesses will need these workers to analyze the increasing volume of digital and electronic data (https://www.bls.gov/ooh/math/mathematicians-and-statisticians.htm)

Consistency with Institutional Mission/Impact on Other USHE Institutions

Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/ . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/ .

This program is already in existence at USU.

Finances

What costs or savings are anticipated in implementing the proposed program? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

None as the program is already in existence at USU.

Section III: Curriculum

Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to receive the award. ***For NEW Emphases, skip to emphases tables below.***
For variable credits, please enter the minimum value in the table below for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box below.

		Course Number	NEW Course	Course Title	Credit Hours
		General Education Courses (list specific courses if recommended for this program on Degree Map)			
				General Education Credit Hour Sub-Total	
		Required Courses			
+	-	MATH 1210 (QL)		Calculus I	4
+	-	MATH 1220 (QL)		Calculus II	4
+	-	MATH 2210 (QI)		Multivariable Calculus	3
+	-	MATH 2270 (QI)		Linear Algebra	3
+	-	MATH 2280 (QI)		Ordinary Differential Equations	3
+	-	MATH 3310		Discrete Mathematics	3
+	-	MATH 4200 (CI)		Foundations of Analysis	3
+	-	MATH 5210		Introduction to Analysis I	3
+	-	MATH 5220		Introduction to Analysis II	3
+	-	MATH 5270		Complex Variables	3
+	-	MATH 5410		Methods of Applied Mathematics	3
+	-	MATH 5420		Partial Differential Equations	3
+	-	MATH 5710		Introduction to Probability	3
+	-	STAT 3000 (QI)		Statistics for Scientists	3
				Choose of the following courses:	
+	-				
+	-	CS 1400		Introduction to Computer Science-CS 1	4
+	-	PHYS 2110		General Physics-Life Sciences I	4
+	-	PHYS 2120 (BPS)		General Physics-Life Sciences II	4
+	-	MATH 4610		Fundamentals of Computational Mathematics	3
+	-	MATH 5620		Numerical Solution of Differential Equations	3
				Required Course Credit Hour Sub-Total	62
		Elective Courses			
+	-	MATH 5110		Differential Geometry	3
+	-	MATH 5310		Introduction to Modern Algebra	3
+	-	MATH 5340		Theory of Linear Algebra	3
+	-	MATH 5460		Introduction to the Theory and Application of Nonlinear Dynamical	3
+	-	MATH 5470		Advanced Ordinary Differential Equations	3

		Course Number	NEW Course	Course Title	Credit Hours
+	-	MATH 5510		Introduction to Topology	3
+	-	MATH 5560		Actuarial Financial Mathematics	3
+	-	MATH 5720		Introduction to Mathematical Statistics	3
+	-	MATH 5760		Stochastic Processes	3
+	-	MATH 5810		Topics in Mathematics	3
+	-	MATH 5820		Topics in Mathematics	3
+	-	STAT 5100		Linear Regression and Time Series	3
+	-	STAT 5120		Catagorical Data Analysis	3
+	-	STAT 5200		Design of Experiments	3
+	-	STAT 5410		Applied Multivariate Statistics	3
+	-	STAT 5500		Biostatistics Methods	3
+	-	STAT 5570		Statistical Bioinformatics	3
+	-	STAT 5600		Applied Multivariate Statistics	3
+	-	STAT 5810		Topics in Statistics	3
+	-	STAT 5820		Topics in Statistics	3
+	-	STAT 5890		Problem Solving in Statistics	3
				Elective Credit Hour Sub-Total	63
				Core Curriculum Credit Hour Sub-Total	125

Propose a NEW Emphasis to an existing Regent approved program

Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information, as needed.

Students are required to complete 62 credits in the core and choose 9 Elective Credits in either Mathematics or Statistics courses numbered 5000 and above.

Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see http://higheredutah.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
CS 1400: Introduction to Computer Science-CS 1	4	ENGL 2010: Intermediate Writing: Research Writ	3
ENGL 1010: Introduction to Writing: Academic Pr	3	MATH 1220: Calculus II (QL)	4
MATH 1210: Calculus I (QL)	4	STAT 3000: Statistics for Scientists (QI)	3
Breadth Creative Arts (BCA)	3	Breadth Life Sciences (BLS)	3
Total	14	**Total**	13
Second Year Fall	**Cr. Hr.**	**Second Year Spring**	**Cr. Hr.**
MATH 2210: Multivariable Calculus (QI)	3	MATH 2280: Ordinary Differential Equations (QI)	3
MATH 2270: Linear Algebra (QI)	3	MATH 4200: Foundations of Analysis (CI)	3
Depth Social Sciences (DSS)	3	Deapth Humanities and Creative Arts (DHA)	3
PHYS 2110: General Physics - Life Sciences I	4	PHYS 2120: General Physics - Life Science II	4
Total	13	**Total**	13
Third Year Fall	**Cr. Hr.**	**Third Year Spring**	**Cr. Hr.**
MATH 5210: Introduction to Analysis I	3	MATH 5220: Introduction to Analysis II	3
MATH 4610: Fundamentals of Computational Ma	3	MATH 5710: Introduction to Probability	3
Breadth American Studies (BAI)	3	MATH 5620: Numerical Solution of Differential E	3
		Breadth Social Sciences (BSS)	3
Total	9	**Total**	12
Fourth Year Fall	**Cr. Hr.**	**Fourth Year Spring**	**Cr. Hr.**
MATH 5410: Methods of Applied Mathematics	3	MATH 5270: Complex Variables	3
MATH/STAT Elective Courses	3	MATH 5420: Partial Differential Equations	3
MATH/STAT Elective Courses	3	MATH/STAT Elective Courses	3
Breadth Humanities (BHU)	3		
Total	12	**Total**	9

11 January 2019

ITEM FOR ACTION

Utah State University's Department of Sociology, Social Work and Anthropology in the College of Humanities and Sciences proposes establishing the I-System Institute for Transdisciplinary Studies in the manner described below.

EXECUTIVE SUMMARY

The Department of Sociology, Social Work and Anthropology in the College of Humanities and Sciences proposes establishing the I-System Institute for Transdisciplinary Studies.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to establish the I-System Institute for Transdisciplinary Studies in the College of Humanities and Social Sciences' Department of Sociology, Social Work and Anthropology.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences proposes establishing the I-System Institute for Transdisciplinary Studies, and

WHEREAS, The proposed request to establish the I-Sytem Institute for Transdisciplinary Studies will provide a public service to USU students and the larger community as the I-System Model presents a view of individual and collective psychosocial human functioning and embraces a holistic approach to healing and wellness, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to establish the I-System Institute for Transdisciplinary Studies in the College of Humanities and Social Sciences' Department of Sociology, Social Work and Anthropology and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

_____

DATE:

Utah System of Higher Education
New Administrative Unit Proposal
Cover/Signature Page - Abbreviated Template

Institution Submitting Request:	**Utah State University**
Proposed Effective Date[1]:	**10/01/2018**
Institutional Board of Trustees' Approval Date:	
Proposed Unit Title:	**I-System Institute for Transdisciplinary Studies**
Sponsoring School, College, or Division:	**College of Humanities and Social Sciences**
Sponsoring Academic Department(s) or Unit(s):	**Sociology, Social Work and Anthropology**

Proposed Unit Type:

☐	New Administrative Unit
☐	New Center
☒	New Institute
☐	New Bureau
☐	Conditional Three-Year Approval for New Center, Institute, or Bureau

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date:

☐ I understand that checking this box constitutes my legal signature.

[1] "Proposed Effective Date" refers to dale after Regent approval when new unit is operational or change to unit is published.

New Unit Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to establish I-System Institute for Transdisciplinary Studies effective 10/01/2018. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Administrative Unit Description/Rationale

Present a brief description of the unit. Describe the institutional procedures used to arrive at the action being proposed. Briefly Indicate why a new administrative unit or change to the unit is justified. Are similar units offered elsewhere in the USHE or the State? State how the institution and the USHE benefit from the proposed unit or unit change.

In 2018, Dr. Stan and Carolyn Block provided USU with an expendable gift of $350,000 to establish the I-System Institute for Transdisciplinary Studies within the Department of Sociology, Social Work, and Anthropology in the College of Humanities and Social Sciences. The Blocks also funded an $800,000 endowment to sustain the Institute. They also donated certain I-System and Mind-Body Bridging Intellectual Property (IP) to the Institute. The Institute's mission is to provide a public service to USU students and to larger communities and social units through the broadest outreach of education, training, and research using the I-System model and Mind-Body Bridging model IP Assets.

The Blocks developed the I-System Model to optimize health, wellness, and human performance. The I-System Model embraces a holistic approach to healing and wellness. Mind-Body Bridging is an evidence-based therapeutic modality based on the I-System and current neuroscience research. Health and mental health clinicians can through the Institute become certified to use Mind-Body Bridging with individuals and groups in clinical settings. The Blocks together with a group of clinicians and researchers developed the clinical modality of Mind-Body Bridging (MBB) through their work with individuals and groups suffering from addiction, violence, trauma, PTSD, cancer, pain, and other health and mental health disorders. The I-System model can also be used to improve organizational functioning through the Productive Mind program, a version of MBB for businesses and other goal-oriented organizations.

No other similar unit is found within USHE or Utah. Both USU, USHE, and Utah will benefit from the Institute's work to increase well-being, decrease suffering, and increase productivity and creativity.

Consistency with Institutional Mission/Institutional Impact

Explain how the unit is consistent with the institution's Regents-approved mission, roles, and goals. Describe how the existing administrative structures support the proposed unit and identify new organizational structures that may be needed. What changes in faculty and staff will be required?

The Institute's mission is consistent with USU's mission (i.e., education, research, service). No new faculty will be required. The director position will be filled by a current faculty member (Derrik Tollefson) who will dedicate a portion (25%) of his time to the Institute. A full-time staff-level Associate Director will be hired to assist the director. Department and college staff will provide additional administrative support.

Finances

What costs or savings are anticipated with the actions proposed? What new facilities or modifications to existing facilities or equipment are needed? Describe any budgetary impact on other programs or units within the institution. If new funds are required, describe expected sources of funds.

The Institute is funded by a generous gift from Stan and Carolyn Block. These funds will support a full-time Associate Director, a part-time Director and cover operating costs. No other USU funds will be used to support the Institute. It is anticipated that the Institute will generate funds to help support its growth over time.

11 January 2019

ITEM FOR ACTION

Utah State University's School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes offering an Elementary Mathematics Specialist Certificate in the manner described below.

EXECUTIVE SUMMARY

The School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes offering an Elementary Mathematics Specialist Certificate.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer an Elementary Mathematics Specialist Certificate in the Emma Eccles Jones College of Education and Human Services' School of Teacher Education and Leadership.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes offering an Elementary Mathematics Specialist Certificate, and

WHEREAS, The proposed Elementary Mathematics Specialist Certificate will provide post-baccalaureate elementary mathematics specialists with an on-line certificate program, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to offer an Elementary Mathematics Specialist Certificate in the Emma Eccles Jones College of Education and Human Services' School of Teacher Education and Leadership and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

_____

DATE:

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Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Abbreviated Template

Institution Submitting Request:	**Utah State University**
Proposed or Current Program Title:	**Elementary Mathematics Specialist Certificate**
Sponsoring School, College, or Division:	**College of Education and Human Services**
Sponsoring Academic Department(s) or Unit(s):	**School of Teacher Education and Leadership**
Classification of Instructional Program Code[1] :	**13.1299**
Min/Max Credit Hours Required of Full Program:	**24 credits / 24 credits**
Proposed Beginning Term[2]:	**Summer 2019**
Institutional Board of Trustees' Approval Date:	

☐	Certificate of Proficiency	☐ Entry-level CTE CP	☐ Mid-level CP
☐	Certificate of Completion		
☐	Minor		
☒	Graduate Certificate		
☐	K-12 Endorsement Program		
☐	NEW Emphasis for Regent-Approved Program		
☐	Out of Service Area Delivery Program		

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date:

☐ I understand that checking this box constitutes my legal signature.

[1] For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
[2] "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

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Utah System of Higher Education
Program Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to offer the following Graduate Certificate: Elementary Mathematics Specialist Certificate effective Summer 2019. This program was approved by the institutional Board of Trustees on .

Section II: Program Proposal/Needs Assessment

Program Description/Rationale

Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.

The School of Teacher Education and Leadership is requesting approval of an online Post Baccalaureate Certificate for Elementary Mathematics Specialists. Elementary Mathematics Specialists are defined by the Association of Mathematics Teacher Educators (AMTE) as "teachers, teacher leaders, or coaches who are responsible for supporting effective mathematics instruction and student learning at the classroom, school, district, or state levels." This program will provide the opportunity for professionals with bachelor's degrees and teacher certification to obtain the requisite education to become certified mathematics leaders at the elementary level. The purpose of this proposal is to organize existing elementary mathematics education courses, and add one new elementary mathematics education course, in the current Elementary Mathematics Education program into a Post Baccalaureate Certificate that meets the national standards for Elementary Mathematics Specialists. This proposed certificate program will benefit Utah State University and the USHE system by providing the only Post Baccalaureate Certificate for Elementary Mathematics Specialists in the state of Utah delivered entirely online.

A number of national education reports indicate that elementary school teachers are not adequately prepared to take on the demands of teaching mathematics at the K-6 elementary school level (National Council of Teachers of Mathematics, 2000; National Mathematics Advisory Panel, 2008). To respond to the need to strengthen elementary school teachers' mathematics knowledge for teaching, many states, including Utah, have developed Elementary Mathematics Endorsement Programs. In Utah, this sequence of 6 courses is designed to improve the mathematics knowledge of K-6 elementary school teachers. As of May 2018, only 10% of elementary educators (840 of 8364) in Utah schools had earned an Elementary Mathematics Endorsement. According to the Bureau of Labor Statistics, there is a greater need in the elementary school for Instructional Coordinators and Leaders of Mathematics. There is a need to strengthen mathematics leadership among elementary school teachers and leaders, so that they can take on the role as mathematics teacher leaders and coaches that support other elementary teachers and provide leadership for selecting mathematics curriculum and designing mathematics assessments. To address this need for elementary-level mathematics leaders, the Association of Mathematics Teacher Educators (AMTE) developed standards for the certification and training of *Elementary Mathematics Specialists*.

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The proposed Post Baccalaureate Certificate for Elementary Mathematics Specialists program will build on seven existing courses at Utah State University that meet the AMTE certification guidelines, and add one new course that focuses on strengthening teacher leadership at the elementary level. This set of eight courses (24 credits) directly aligns with the AMTE Standards for Elementary Mathematics Specialists. The proposed certificate provides Utah teachers with the opportunity to strengthen their own mathematics knowledge at the elementary level, and to also provide leadership and support to colleagues in their schools that strengthens mathematics teaching for the children in their schools. For example, the AMTE Standards report the following information about Elementary Mathematics Specialists:

> Recent studies of states with a corps of EMS professionals show evidence of a positive impact on student learning. For example, the Vermont Mathematics Initiative (VMI) has built a corps of K -8 mathematics teacher leaders across the state who can support other teachers in their schools and districts (Kessel, 2009, pp. 36 -38). (AMTE, EMS Standards, 2013, p. 2)

The AMTE Standards provide clear guidelines and standards for establishing Elementary Mathematics Specialists programs (AMTE, 2013). The prerequisites for entering the program are teacher certification and three years of mathematics teaching experience. The recommended program content is 24 credit hours focused on content knowledge for teaching elementary mathematics, pedagogical knowledge for teaching elementary mathematics, and leadership knowledge and skills. To obtain the Post Baccalaureate Certificate as an Elementary Mathematics Specialist, students in USU's proposed program will complete the following graduate-level coursework: TEAL 6521: Mathematics for Teaching K-8 Numbers and Operations (3 credits), TEAL 6522: Mathematics for Teaching K-8 Rational Numbers and Proportional Reasoning (3 credits), TEAL 6523: Mathematics for Teaching K-8 Algebraic Reasoning (3 credits), TEAL 6524: Mathematics for Teaching K-8 Geometry and Measurement (3 credits), TEAL 6525: Mathematics for Teaching K-8 Data Analysis and Problem Solving (3 credits), TEAL 6300: Workshop in Mathematics Education (3 credits), TEAL 6551: Mathematics for Teaching K-8 Assessment and Intervention (3 credits), and TEAL 6552: Mathematics Education Leadership Knowledge and Skills (3 credits). All of these course are existing courses, except TEAL 6552, which will be a newly developed course to address the requirements of the AMTE Standards. All of these courses are offered online every semester, which provides great flexibility for busy professionals interested in developing their knowledge and skills in elementary mathematics and leadership.

Labor Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

In the AMTE 2015 report, only 20 states offered the EMS license or certificate, even though these leaders are needed in every state throughout the country. In Utah, these elementary mathematics leaders are called “Education Specialists” and “Curriculum Specialists” because there is currently no certification for Elementary Mathematics Specialists. By establishing a Post Baccalaureate Certificate for Elementary Mathematics Specialists, this provides incentives for elementary teachers to strengthen their mathematics knowledge and leadership skills. It will also bring teacher leaders formal recognition that they

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have met national guidelines for Elementary Mathematics Specialists. Schools in, and beyond, Utah will be better able to fill leadership positions in their schools by being able to identify highly-qualified personnel that have met the national guidelines for Elementary Mathematics Specialist Certification.

Elementary Mathematics Specialists fall under the broader general heading of Instructional Coordinators. According to the Bureau of Labor Statistics, the employment of Instructional Coordinators is projected to grow 11% from 2016 to 2026 (faster than average for all occupations). Data by state indicates that Utah is #2 in the country with the highest concentration of jobs and location quotients in the occupation of Instructional Coordinators. Data by metropolitan areas indicates that Salt Lake City is #10 in the country with the highest employment level for the occupation of Instructional Coordinators. The Utah Department of Workforce Services states the following information about the occupation, Instructional Coordinators: “This occupation is expected to experience about average employment growth with a moderate volume of annual job openings. Expansion, as opposed to the need for replacements, will provide the majority of job openings in the coming decade. Employment growth is expected as schools focus on evaluating and improving curricula and teachers’ effectiveness.” Note that this estimate is only for individuals who have the title of Instructional Coordinators as their full-time positions, and it does not account for the many teachers and teacher leaders in Utah schools who serve in these positions as Elementary Mathematics Specialists in addition to their regular instructional duties. In other words, many teachers and teacher leaders need the training and skills to support their schools as Elementary Mathematics Specialists, even though they do not have the job title as a full-time Elementary Mathematics Specialist.

Utah State University (USU) has been offering the six required courses in the EME program since 2011 when the program was launched by the Utah State Board of Education (USBE). The EME program includes the following six courses at USU: TEAL 6521, 6522, 6523, 6524, 6525, 6551. In 2015, USU began offering these six EME courses online. Offering the courses online meets the needs of busy Utah teachers and allows them much greater flexibility to earn the endorsement. Since launching the six courses online, there has been a steady number of teachers enrolled in the program and USU has partnered with several school districts to acquire grants and offer the EME courses to teachers (e.g., Logan SD, Cache County SD, Weber SD). As of spring 2018, over 200 teachers participated in USU’s EME courses online, with an average of 43 teachers per semester enrolling in the courses. The proposed Certificate for Elementary Mathematics Specialists will include these six EME courses. These six courses, offered completely online, have shown steady enrollment over the past four years, demonstrating that Utah teachers are interested in the quality and availability of courses in USU's online format. Past interest in the six EME courses at USU is a strong predictor of interest in the Elementary Mathematics Specialist (EMS) Certificate because these six courses make up 75% of the proposed Certificate program.

The proposed Post Baccalaureate Certificate for Elementary Mathematics Specialists program meets a need that is not currently being met for the elementary teachers of the state. In addition, by offering the courses in the program in an online format, teachers outside of Utah may also be interested in earning the Post Baccalaureate Certificate. For example, many states do not offer Elementary Mathematics Specialist programs. This Post Baccalaureate Certificate could support the needs of teachers in other states as well. There are also many job opportunities for educators with elementary mathematics leadership training. For example, in a recent search on Google, there were position announcements for Math Specialist Teaching, Elementary Licensed Specialist, Elementary Math Instructional Specialist, Instructional Coach – Elementary Math, and Math Enrichment Tutor. These job titles are all the types of positions that a person with a Certificate as an Elementary Mathematics Specialists would be qualified to fill, and demonstrate the high need for individuals with this training and skills. The interest by teachers in Utah State University’s current Elementary Mathematics courses for professional development, and the national and state trends showing the growing need for Instructional Coordinators in elementary mathematics provides strong evidence of the labor market demand for the proposed Post Baccalaureate Certificate for Elementary Mathematics Specialists that will be provided by the Utah State University EMS program.

Consistency with Institutional Mission/Impact on Other USHE Institutions

Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/ . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/ .

Currently, various USHE institutions (including Weber State, UVU, and SUU) offer the

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six courses that satisfy the USBE requirements for an Elementary Mathematics Endorsement (EME), but no USHE institutions offer the proposed Elementary Mathematics Specialist (EMS) Certificate. While various USHE institutions offer the EME courses face-2-face, Utah State University is the only USHE institution that offers the EME courses online. In summer 2018, the USBE began the two-year process of revising the six EME course frameworks and has plans to develop the course frameworks for the additional courses in the Elementary Mathematics Specialist Endorsement by 2020. Once these frameworks are established by USBE, other USHE institutions (including Weber State, UVU, and SUU) will begin offering the two new courses. However, no USHE institution has plans to offer the Elementary Mathematics Specialist Certificate online. When launched in summer 2019, Utah State University will be the first Post Baccalaureate Certificate for Elementary Mathematics Specialists in the state of Utah, and the only USHE institution that offers the Certificate online, thereby fulfilling our land-grant mission of outreach to all teacher populations and communities.

According to the Association of Mathematics Teacher Educators (https://amte.net/ems), only six of the thirteen states in the Western Interstate Commission for Higher Education (WICHE) region have an Elementary Mathematics Specialists or an Elementary Mathematics Endorsement program (e.g., Arizona, California, Idaho, Oregon, South Dakota, and Utah). Because the proposed Certificate for Elementary Mathematics Specialists program at USU will be offered completely online, this may provide additional professional development options for teachers and elementary leaders in states in the WICHE region that do not currently have the Elementary Mathematics Specialists program in their states. Teachers who choose to participate in USU's Post Baccalaureate Certificate for Elementary Mathematics Specialists will be able to complete their certificate completely online.

As a land-grant institution, Utah State University serves the public, and in particular, serves public schools, by supporting the mathematics professional development of elementary teachers and teacher leaders by providing high-quality instructional programs to educators in Utah and beyond. By providing mathematics education programs in the online environment, USU supports educators in reaching their professional development and professional advancement goals. The Certificate will expand employment opportunities for many elementary teachers to take on leadership roles in elementary mathematics in their local schools and at the Utah State Board of Education.

Finances

What costs or savings are anticipated in implementing the proposed program? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

There are no new funds required to add the proposed Post Baccalaureate Certificate to the existing Mathematics Education Programs in the School of Teacher Education and Leadership, and no additional faculty will be needed. Current online course offerings are supported by distance education tuition return to the department. A distance education contract will support the development of one new course required for the program to meet the national guidelines for Elementary Mathematics Specialists. The proposed certificate will not affect current base budgets or programs in the department or at the university. There are currently existing administrative processes in place that are sufficient to ensure the delivery of the proposed

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certificate program, including registration, advising, instruction, and marketing. No new administrative structures, faculty or staff will be required to deliver the proposed certificate program.

The financial analysis below shows the projected enrollments each year for the next five years (approximately 30+ teachers per year). The distance education tuition return to the department covers the cost of instruction for the courses in the EMS Certificate program.

Financial Analysis Form for Elementary Mathematics Specialist Certificate

	Year 1	Year 2	Year 3	Year 4	Year 5
Students					
Projected Enrollments	30	31	32	33	34
Projected Student Credit Hours (SCH)	90	93	96	99	102
Projected Tuition [1]	34,110	36,642	39,360	42,174	45,186
Projected Tuition					
Gross Tuition	34,110	36,642	39,360	42,174	45,186
Tuition to Program [2]	18,540	19,902	21,408	22,968	24,582

5 Year Budget Projection

	Year 1	Year 2	Year 3	Year 4	Year 5
Expense					
Salaries & Wages	10,000	10,000	10,000	10,000	10,000
Benefits	4,600	4,600	4,600	4,600	4,600
Total Personnel	14,600	14,600	14,600	14,600	14,600
Current Expense	3,940	5,302	6,808	8,368	9,982
Total Expense	18,540	19,902	21,408	22,968	24,582
Revenue					
Tuition to Program	18,540	19,902	21,408	22,968	24,582
Total Revenue	18,540	19,902	21,408	22,968	24,582
Difference					
Revenue - Expenses	0	0	0	0	0

Comments

[1] Gross Tuition based on current average per SCH tuition rate of 2017-2018 Elementary Math Endorsement enrollments of $355/SCH, with a 4% annual increase.

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[2] Tuition to program based on current 2018-2019 transfer rate of $198.50/SCH with a 4% increase each year. Actual increase will match the annual Board of Regents approved tuition increase.

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Section III: Curriculum

Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to receive the award. ***For NEW Emphases, skip to emphases tables below.***
For variable credits, please enter the minimum value in the table below for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box below.

		Course Number	NEW Course	Course Title	Credit Hours
		General Education Courses (list specific courses if recommended for this program on Degree Map)			
				General Education Credit Hour Sub-Total	
		Required Courses			
+	-	TEAL 6521		Mathematics for Teaching K-8: Numbers & Operations	3
+	-	TEAL 6522		Mathematics for Teaching K-8: Rational Numbers & Proportional	3
+	-	TEAL 6523		Mathematics for Teaching K-8: Algebraic Reasoning	3
+	-	TEAL 6524		Mathematics for Teaching K-8: Geometry & Measurement	3
+	-	TEAL 6525		Mathematics for Teaching K-8: Data Analysis & Problem Solving	3
+	-	TEAL 6551		Mathematics for Teaching K-8: Assessment & Intervention	3
+	-	TEAL 6552	X	Mathematics Education Leadership Knowledge & Skills	3
+	-	TEAL 6300		Workshop in Math Education	3
+	-				
+	-				
				Required Course Credit Hour Sub-Total	24
		Elective Courses			
+	-				
+	-				
+	-				
+	-				
+	-				
+	-				
+	-				
+	-				
+	-				
+	-				
				Elective Credit Hour Sub-Total	
				Core Curriculum Credit Hour Sub-Total	24

Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information, as needed.

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The AMTE Standards provide clear guidelines and standards for establishing Elementary Mathematics Specialists certification programs (AMTE, 2013). The prerequisites for entering the program are teacher certification and three years of mathematics teaching experience. The program content should be 24 credit hours focused on content knowledge for teaching elementary mathematics, pedagogical knowledge for teaching elementary mathematics, and leadership knowledge and skills. To obtain the Post Baccalaureate Certificate as an Elementary Mathematics Specialist, students will complete the following graduate-level coursework:

TEAL 6521: Mathematics for Teaching K-8 Numbers and Operations (3 credits): This course, for K-8 teachers, will cover the content of Number and Operations to develop comprehensive understanding of our number system and relate its structure to computation, arithmetic, algebra, and problem solving.

TEAL 6522: Mathematics for Teaching K-8 Rational Numbers and Proportional Reasoning (3 credits): This course, for K-8 teachers, will provide practicing teachers a deeper understanding of rational numbers, operations with rational numbers, and proportionality, and instructional strategies to facilitate the instruction of this content for elementary students.

TEAL 6523: Mathematics for Teaching K-8 Algebraic Reasoning (3 credits): This course, for K-8 teachers, will provide practicing teachers a deeper understanding of algebraic expressions, equations, functions, real numbers, and instructional strategies to facilitate the instruction of this content for elementary students.

TEAL 6524: Mathematics for Teaching K-8 Geometry and Measurement (3 credits): This course, for K-8 teachers, will provide practicing teachers a deeper understanding of the geometry and measurement context that exists in the state core and instructional strategies to facilitate the instruction of this content.

TEAL 6525: Mathematics for Teaching K-8 Data Analysis and Problem Solving (3 credits): This course, for K-8 teachers, will provide practicing teachers a deeper understanding of probability and data representation and analysis through problem solving.

TEAL 6300: Workshop in Mathematics Education (3 credits): This course, for K-8 teachers, will provide practicing teachers with pedagogical knowledge for teaching mathematics, including an understanding of elementary learners and learning, elementary teaching, and elementary mathematics curriculum.

TEAL 6551: Mathematics for Teaching K-8 Assessment and Intervention (3 credits): This course, for K-8 teachers, will provide practicing teachers a deeper understanding of the various types of assessment and their appropriate use for guiding instruction, intervention, and evaluation of student learning.

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TEAL 6552: Mathematics Education Leadership Knowledge and Skills (3 credits): This course develops the following mathematics education leadership knowledge and skills: policy and curriculum issues; research informing instructional practice; implementation and evaluation of professional development; evaluation of educational structures that affect equity; and responsibilities of math coaches and mentors.

All of these course are existing courses, except TEAL 6552, which will be a newly developed course to address the requirements of the AMTE Standards for Elementary Mathematics Specialists. All of these courses are offered online every semester, which provides great flexibility for busy professionals interested in earning the certificate. Prospective students can complete the Certificate program in one or two years, depending on the number of courses they select to take each semester. Students can apply the coursework in the Certificate program to the Master's Degree in Education - Elementary Mathematics emphasis.

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Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see http://higheredutah.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below

11 January 2019

ITEM FOR ACTION

RE: Contract/Grant Proposals and Awards (September 2018)

The summary of the Status of Sponsored Program Awards, prepared by our Sponsored Programs Office for September 2018 is submitted for the Trustees' consideration. They have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The awards for the month of September 2018 amounted to $37,518,273 versus $43,537,528 for September 2017.

The comparative graph, "Utah State University Sponsored Program Awards" indicates that through September 2018 cumulative award dollars in FY2019 were higher (26%) for the same time period in FY2018. Scholarships, fellowships and state appropriations for research are not included in either figure.

The value of proposals submitted increased (183.5%) from $54,940,299 in September 2017 to $155,738,705 during September 2018. The total number of current year proposals (431) is more than FY2018 (415).

RECOMMENDATION

The President and Vice President for Research recommend that the Board of Trustees approves the contract and grant status report for September 2018.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The attached list of contract/grant proposals and awards (September 2018) are recommended by the President and the Vice President for Research to the Board of Trustees:

NOW THEREFORE, BE IT NOW RESOLVED, That the USU Board of Trustees hereby approves the recommendation of the President and the Vice President for Research.

RESOLUTION APPROVED BY BOARD OF TRUSTEES:

_____

Date

Selected List of Awards from 09-01-2018 to 09-30-2018

Filters Applied*: No Filter

Award # 1

Control Number	S00001524	Agency	99,846.00
Contracting Agency	University of Maryland Baltimore County	Cost Share	0.00
Flow Through Agency	NASA - General	Total	99,846.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Tim Neilsen		
Co-PI(s)			
Period of Performance	08-10-2013 -- 02-28-2019		
Original Award Date	09-12-2013		
Change/Mod Effective Date	09-18-2018		
Program Name	HyperAngular Rainbow Polarimeter (HARP)		
Statement	In support of the University of Maryland Baltimore County's NASA grant, the Space Dynamics Laboratory will perform all spacecraft-level systems engineering tasks including requirements flow-down, performance budgets, design, validation, and quality management.		

Award # 2

Control Number	S00001639	Agency	-425,000.00
Contracting Agency	Misc Federal Sponsors	Cost Share	0.00
Flow Through Agency	Misc Federal Sponsors	Total	-425,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Adam Shelley		
Co-PI(s)			
Period of Performance	04-26-2013 -- 12-29-2023		
Original Award Date	04-26-2013		
Change/Mod Effective Date	09-18-2018		
Program Name	Pelican		
Statement	This is a Space Dynamics Laboratory Proprietary Program.		

Award # 3

Control Number	S00001640	Agency	220,550.00
Contracting Agency	Misc Federal Sponsors	Cost Share	0.00
Flow Through Agency	Misc Federal Sponsors	Total	220,550.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Alan Thurgood		
Co-PI(s)			
Period of Performance	04-26-2013 -- 12-31-2021		
Original Award Date	04-26-2013		
Change/Mod Effective Date	09-01-2018		
Program Name	Hatch		
Statement	This is a Space Dynamics Laboratory Proprietary Program.		

Award # 4

Control Number	S00001959	Agency	75,000.00
Contracting Agency	Misc Federal Sponsors	Cost Share	0.00
Flow Through Agency	Misc Federal Sponsors	Total	75,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Matt Cupal		
Co-PI(s)			
Period of Performance	07-28-2014 -- 04-30-2019		
Original Award Date	07-28-2014		
Change/Mod Effective Date	09-12-2018		
Program Name	Solus Prime		
Statement	THIS PROJECT WILL TRANSFORM OUR SECURITY		

Award # 5

Control Number	S00001959	Agency	75,000.00
Contracting Agency	Misc Federal Sponsors	Cost Share	0.00
Flow Through Agency	Misc Federal Sponsors	Total	75,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Matt Cupal		
Co-PI(s)			
Period of Performance	07-28-2014 -- 04-30-2019		
Original Award Date	07-28-2014		
Change/Mod Effective Date	09-14-2018		
Program Name	Solus Prime		
Statement	THIS PROJECT WILL TRANSFORM OUR SECURITY		

Award # 6

Control Number	S00002605	Agency	402,000.00
Contracting Agency	Air Force	Cost Share	0.00
Flow Through Agency	Air Force	Total	402,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Don Thompson		
Co-PI(s)			
Period of Performance	01-04-2016 -- 10-31-2019		
Original Award Date	12-17-2015		
Change/Mod Effective Date	09-14-2018		
Program Name	Steelhead		
Statement	Small Satellite Study		

Award # 7

Control Number	S00003235	Agency	100,000.00
Contracting Agency	Misc Private Sources	Cost Share	0.00
Flow Through Agency	Misc Federal Sponsors	Total	100,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Matt Cupal		
Co-PI(s)			
Period of Performance	03-29-2017 -- 01-25-2019		
Original Award Date	03-29-2017		
Change/Mod Effective Date	09-06-2018		
Program Name	AOS		
Statement	Space Dynamics Laboratory will switch the Blackout unit from being air cooled to conduction cooled as part of this program.		

Award # 8

Control Number	S00003235	Agency	1,209,152.00
Contracting Agency	Misc Private Sources	Cost Share	0.00
Flow Through Agency	Misc Federal Sponsors	Total	1,209,152.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Matt Cupal		
Co-PI(s)			
Period of Performance	03-29-2017 -- 01-25-2019		
Original Award Date	03-29-2017		
Change/Mod Effective Date	09-20-2018		
Program Name	AOS		
Statement	Space Dynamics Laboratory will switch the Blackout unit from being air cooled to conduction cooled as part of this program.		

Award # 9

Control Number	S00003459	Agency	451,707.00
Contracting Agency	NASA Jet Propulsion Laboratory	Cost Share	0.00
Flow Through Agency	NASA - General	Total	451,707.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Burt Lamborn		
Co-PI(s)			
Period of Performance	06-12-2017 -- 04-06-2019		
Original Award Date	06-12-2017		
Change/Mod Effective Date	09-04-2018		
Program Name	Near-Earth Object Camera (NEOCam) Extended Phase A		
Statement	The Space Dynamics Laboratory will provide the necessary resources, materials, and facilities to support the Jet Propulsion Laboratory with instrument development for the Near-Earth Object Camera (NEOCam) Flight Systems for NEOCam during the extended phase A.		

Award # 10

Control Number	S00003549	Agency	700,000.00
Contracting Agency	Air Force	Cost Share	0.00
Flow Through Agency	Air Force	Total	700,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Thor Cummings		
Co-PI(s)			
Period of Performance	01-01-2018 -- 10-31-2019		
Original Award Date	12-20-2017		
Change/Mod Effective Date	09-25-2018		
Program Name	Extensible Web enabled Operations Center (EWOC) Mission Operations		
Statement	Space Dynamics Laboratory will build an operations center.		

Award # 11

Control Number	S00003843	Agency	380,940.00
Contracting Agency	Arizona Optical Systems, LLC	Cost Share	0.00
Flow Through Agency	Raytheon Corp General	Total	380,940.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Alan Thurgood		
Co-PI(s)			
Period of Performance	09-13-2018 -- 07-26-2019		
Original Award Date	09-13-2018		
Change/Mod Effective Date	09-13-2018		
Program Name	Arizona Optical System (AOS) Radiometer Calibration & Characterization		
Statement	The Space Dynamics Laboratory will calibrate the absolute radiance scale and relative spectral response of a custom-built radiometer that will be used as part of a Thermal Vacuum (TVAC) Test Facility.		

Award # 12

Control Number	S00003853	Agency	29,582.00
Contracting Agency	Lockheed Martin Space Systems	Cost Share	0.00
Flow Through Agency	Lockheed Martin Space Systems	Total	29,582.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Erik Syrstad		
Co-PI(s)			
Period of Performance	05-17-2018 -- 12-12-2018		
Original Award Date	05-17-2018		
Change/Mod Effective Date	09-12-2018		
Program Name	Design and Prototype of an Image Data Processing and Compression Board		
Statement	The Space Dynamics Laboratory will provide a design and prototype of an image data processing and compression board using CCSDS-122 (Consultative Committee for Space Data Systems).		

Award # 13

Control Number	S00003857	Agency	70,841.12
Contracting Agency	L-3 Integrated Optical Systems - SSG	Cost Share	0.00
Flow Through Agency	NASA - General	Total	70,841.12
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Matt Sinfield		
Co-PI(s)			
Period of Performance	09-07-2018 -- 12-21-2018		
Original Award Date	09-07-2018		
Change/Mod Effective Date	09-07-2018		
Program Name	Thermal Links - L3 Europa		
Statement	The Space Dynamics Laboratory will build, test and clean eight thermal straps for the L3 Europa program.		

Award # 14

Control Number	S00003887	Agency	4,100,114.00
Contracting Agency	U.S. Customs and Border Protection	Cost Share	0.00
Flow Through Agency	Department of Homeland Security (C)	Total	4,100,114.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Scott Anderson		
Co-PI(s)			
Period of Performance	09-26-2018 -- 09-25-2020		
Original Award Date	09-28-2018		
Change/Mod Effective Date	09-26-2018		
Program Name	SuperSTARS		
Statement	The Space Dynamics Laboratory (SDL) will support the Tethered Aerostat Radar System (TARS) technology modernization effort by providing radar design services, prototyping, procurement and fabrication, test and validation, reporting, and program management.		

Award # 15

Control Number	S00003907	Agency	292,937.17
Contracting Agency	Air Force	Cost Share	0.00
Flow Through Agency	Air Force	Total	292,937.17
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Will Bagley		
Co-PI(s)			
Period of Performance	09-21-2018 -- 09-20-2019		
Original Award Date	09-20-2018		
Change/Mod Effective Date	09-20-2018		
Program Name	Virtual Imagery Processing Capability (VIP-C) & Support		
Statement	The Space Dynamics Laboratory will provide sustainment for the Virtual Imagery Processing Capability (VIP-C) servers in the Beale Air Force Base (BAFB) and Grand Forks Air Force Base (GFAFB) Tech Control Facilities.		

Award # 16

Control Number	S00003915	Agency	18,844.72
Contracting Agency	Raytheon Corp General	Cost Share	0.00
Flow Through Agency	Raytheon Corp General	Total	18,844.72
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Matt Sinfield		
Co-PI(s)			
Period of Performance	09-07-2018 -- 12-21-2018		
Original Award Date	09-07-2018		
Change/Mod Effective Date	09-07-2018		
Program Name	Thermal Links - Raytheon HADES		
Statement	The Space Dynamics Laboratory will build and deliver two Thermal Straps, per Raytheon HADES design.		

Award # 17

Control Number	S00003933	Agency	10,000.00
Contracting Agency	Lockheed Martin Space Systems	Cost Share	0.00
Flow Through Agency	Lockheed Martin Space Systems	Total	10,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Adam Shelley		
Co-PI(s)			
Period of Performance	06-29-2018 -- 10-31-2018		
Original Award Date	06-29-2018		
Change/Mod Effective Date	09-13-2018		
Program Name	Ascendent		
Statement	The Space Dynamics Laboratory will provide systems engineering support to Lockheed Martin as part of a spaceflight research study.		

Award # 18

Control Number	S00003949	Agency	7,084.46
Contracting Agency	Ball Aerospace and Technology Co	Cost Share	0.00
Flow Through Agency	NASA - General	Total	7,084.46
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Matt Sinfield		
Co-PI(s)			
Period of Performance	09-21-2018 -- 10-22-2018		
Original Award Date	09-21-2018		
Change/Mod Effective Date	09-21-2018		
Program Name	Thermal Links - Ball Wide Field Infrared Survey Telescope (WFIRST)		
Statement	The Space Dynamics Laboratory will perform conductance testing on one thermal strap and deliver to Ball Aerospace for the Wide Field Infrared Survey Telescope (WFIRST) program.		

Award # 19

Control Number	S00003955	Agency	9,488.54
Contracting Agency	NASA Jet Propulsion Laboratory	Cost Share	0.00
Flow Through Agency	NASA - General	Total	9,488.54
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Matt Sinfield		
Co-PI(s)			
Period of Performance	09-07-2018 -- 11-19-2018		
Original Award Date	09-07-2018		
Change/Mod Effective Date	09-07-2018		
Program Name	Thermal Straps - Jet Propulsion Laboratory (JPL) Snow and Water Imaging Spectrometer (SWIS)		
Statement	The Space Dynamics Laboratory will build and test one strap to be delivered to Jet Propulsion Laboratory for the SWIS program.		

Award # 20

Control Number	S00003975	Agency	8,395.47
Contracting Agency	University of Illinois - Urbana	Cost Share	0.00
Flow Through Agency	University of Illinois - Urbana	Total	8,395.47
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Matt Sinfield		
Co-PI(s)			
Period of Performance	09-17-2018 -- 12-10-2018		
Original Award Date	09-17-2018		
Change/Mod Effective Date	09-17-2018		
Program Name	Thermal Straps - University of Illinois		
Statement	The Space Dynamics Laboratory will build one strap to be delivered to University of Illinois.		

Award # 21

Control Number	S00003987	Agency	50,000.00
Contracting Agency	Georgia Institute of Technology (Georgia Tech)	Cost Share	0.00
Flow Through Agency	Missile Defense Agency	Total	50,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Jim Perry		
Co-PI(s)			
Period of Performance	10-01-2018 -- 12-21-2021		
Original Award Date	09-28-2018		
Change/Mod Effective Date	09-28-2018		
Program Name	Yellow Jacket		
Statement	The Space Dynamics Laboratory (SDL) shall shall provide technical expertise.		

Award # 22

Control Number	S00003989	Agency	6,716.51
Contracting Agency	Northrop Grumman Systems Corporation	Cost Share	0.00
Flow Through Agency	Northrop Grumman Systems Corporation	Total	6,716.51
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Matt Sinfield		
Co-PI(s)			
Period of Performance	09-18-2018 -- 10-11-2018		
Original Award Date	09-18-2018		
Change/Mod Effective Date	09-18-2018		
Program Name	Thermal Straps - W-Band Northrop Grumman		
Statement	The Space Dynamics Laboratory will build one strap to be delivered to Northrop Grumman.		

Award # 23

Control Number	S00005015	Agency	-5,962.43
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Hill Air Force Base	Total	-5,962.43
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Doug Jewell, Brent Carlsen		
Co-PI(s)			
Period of Performance	02-28-2012 -- 02-27-2012		
Original Award Date	02-27-2012		
Change/Mod Effective Date	09-11-2018		
Program Name	Hill Air Force Base Common Configuration Implementation Program Phase 4		
Statement	Space Dynamics Laboratory (SDL) will develop, fabricate, and assemble the Hill Air Force Base Interface Adapters (ITAs)) for the ground systems within the Configuration Implementation Program (CCIP) to include the Module Mission Computer (MMC) and the Common Data Entry Electronic Unit (CDEEU).		

Award # 24

Control Number	S00243002	Agency	1,025,994.00
Contracting Agency	Misc Federal Sponsors	Cost Share	0.00
Flow Through Agency	Air Force	Total	1,025,994.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Shane Jenkins		
Co-PI(s)			
Period of Performance	03-08-2017 -- 12-10-2019		
Original Award Date	03-16-2017		
Change/Mod Effective Date	09-10-2018		
Program Name	CubeSat and GEOINT (Geospatial Intelligence) Research and Development (CGRAD) Task Order 0002 - Virtual Imagery Processing Capability (VIP-C) Enhancements and Sky Lynx Modernization		
Statement	Space Dynamics Laboratory (SDL) will provide new capabilities for the Virtual Imagery Processing Capability (VIP-C) product, including enhancements to the VANTAGE software and Sky Lynx hardware.		

Award # 25

Control Number	S04202000	Agency	208,509.00
Contracting Agency	Air Force Research Laboratory	Cost Share	0.00
Flow Through Agency	Air Force	Total	208,509.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Principal Investigator(s)	Brent Carlsen		
Co-PI(s)			
Period of Performance	09-26-2018 -- 09-26-2023		
Original Award Date	09-26-2018		
Change/Mod Effective Date	09-26-2018		
Program Name	Advanced Military Space Sensor Systems IDIQ TO2		
Statement	The Precision Atomic Clocks, Magnetometers and Navigation (PACMaN) program is to provide subject matter expert (SME) support to the Air Force Research Laboratory's (AFRL) Strategic, Atomic Navigation Devices and Systems (SANDS) program with research, engineering, development, integration, and test/evaluation.		

Award # 26

Control Number	S06001001	Agency	4,648,309.00
Contracting Agency	Air Force Research Laboratory	Cost Share	0.00
Flow Through Agency	Air Force Research Laboratory	Total	4,648,309.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Todd Eppich		
Co-PI(s)			
Period of Performance	04-29-2016 -- 03-15-2021		
Original Award Date	04-29-2016		
Change/Mod Effective Date	09-04-2018		
Program Name	DSS TO 0001 - Small Satellite Portfolio		
Statement	The Space Dynamics Laboratory (SDL) will support the development of advanced space situational awareness (SSA) sensor concepts, analyses, and designs. Work will also include continued development of the Full Sky Array (FSA) concept, as well as several new SSA sensor system concepts, and the associated program management activities.		

Award # 27

Control Number	S06001001	Agency	4,239,000.00
Contracting Agency	Air Force Research Laboratory	Cost Share	0.00
Flow Through Agency	Air Force Research Laboratory	Total	4,239,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Todd Eppich		
Co-PI(s)			
Period of Performance	04-29-2016 -- 03-15-2021		
Original Award Date	04-29-2016		
Change/Mod Effective Date	09-26-2018		
Program Name	DSS TO 0001 - Small Satellite Portfolio		
Statement	The Space Dynamics Laboratory (SDL) will support the development of advanced space situational awareness (SSA) sensor concepts, analyses, and designs. Work will also include continued development of the Full Sky Array (FSA) concept, as well as several new SSA sensor system concepts, and the associated program management activities.		

Award # 28

Control Number	S08004000	Agency	1,445,667.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Missile Defense Agency	Total	1,445,667.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Scott Conner		
Co-PI(s)			
Period of Performance	01-31-2017 -- 09-30-2019		
Original Award Date	01-30-2017		
Change/Mod Effective Date	09-04-2018		
Program Name	Missile Defense Agency Ground-Based Midcourse (GM) Technical Direction Agent Team Support		
Statement	As a member of the Ground-Based Midcourse Defense (GMD) Technical Direction Agent (TDA) Team, the Space Dynamics Laboratory (SDL) will provide subject matter expertise in technical areas being assessed within the scope of the TDA Team and SDL's University Affiliated Research Center (UARC) core competencies.		

Award # 29

Control Number	S08004000	Agency	20,000.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Missile Defense Agency	Total	20,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Scott Conner		
Co-PI(s)			
Period of Performance	01-31-2017 -- 09-30-2019		
Original Award Date	01-30-2017		
Change/Mod Effective Date	09-07-2018		
Program Name	Missile Defense Agency Ground-Based Midcourse (GM) Technical Direction Agent Team Support		
Statement	As a member of the Ground-Based Midcourse Defense (GMD) Technical Direction Agent (TDA) Team, the Space Dynamics Laboratory (SDL) will provide subject matter expertise in technical areas being assessed within the scope of the TDA Team and SDL's University Affiliated Research Center (UARC) core competencies.		

Award # 30

Control Number	S08005001	Agency	-1,000.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Air Force Research Laboratory	Total	-1,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Amy Secrist		
Co-PI(s)			
Period of Performance	02-28-2017 -- 08-16-2021		
Original Award Date	02-28-2017		
Change/Mod Effective Date	09-21-2018		
Program Name	UARC TO 0005 Tuttle - Juniper		
Statement	The Space Dynamics Laboratory (SDL) will assist the Air Force Research Laboratory (AFRL) in developing and providing innovative technology development approaches to advance the state-of-the-art electronic, electro-optical, and software systems and components-of-interests and provide improved, reliable, and affordable space systems, spacecraft, payloads, components, and assembly, integration and test (AI&T) equipment and techniques.		

Award # 31

Control Number	S08005002	Agency	-22,000.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Air Force Research Laboratory	Total	-22,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Amy Secrist		
Co-PI(s)			
Period of Performance	02-28-2017 -- 08-16-2021		
Original Award Date	02-28-2017		
Change/Mod Effective Date	09-21-2018		
Program Name	UARC TO 0005 Tuttle - Flash Test Bed		
Statement	The Space Dynamics Laboratory (SDL) will assist the Air Force Research Laboratory (AFRL) in developing and providing innovative technology development approaches to advance the state-of-the-art electronic, electro-optical, and software systems and components-of-interests and provide improved, reliable, and affordable space systems, spacecraft, payloads, components, and assembly, integration and test (AI&T) equipment and techniques.		

Award # 32

Control Number	S08005004	Agency	23,000.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Air Force Research Laboratory	Total	23,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Amy Secrist		
Co-PI(s)			
Period of Performance	11-07-2017 -- 08-16-2021		
Original Award Date	11-07-2017		
Change/Mod Effective Date	09-21-2018		
Program Name	UARC TO 0005 Tuttle - Project P		
Statement	The Space Dynamics Laboratory (SDL) will assist the Air Force Research Laboratory (AFRL) in developing and providing innovative technology development approaches to advance the state-of-the-art electronic, electro-optical, and software systems and components-of-interests and provide improved, reliable, and affordable space systems, spacecraft, payloads, components, and assembly, integration and test (AI&T) equipment and techniques.		

Award # 33

Control Number	S08006000	Agency	37,049.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Army	Total	37,049.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Kori Moore		
Co-PI(s)			
Period of Performance	02-17-2017 -- 02-16-2020		
Original Award Date	02-10-2017		
Change/Mod Effective Date	09-06-2018		
Program Name	Dugway Lidar Support		
Statement	The Space Dynamics Laboratory will provide sustainment and maintenance, as well as upgrades of current Dugway Proving Ground (DPG) lidar systems, sub-systems and processes, and development of new referee lidar systems, sub-systems and processes to Dugway Proving Ground. The Missile Defense Agency (MDA) and DPG have had a long-term cooperative relationship regarding the development of lidar stand-off referee systems for use during testing at Dugway Proving Ground's West Desert Test Center (WDTC).		

Award # 34

Control Number	S08014000	Agency	100,000.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Missile Defense Agency	Total	100,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Ping Hagler		
Co-PI(s)			
Period of Performance	02-17-2017 -- 08-16-2021		
Original Award Date	02-17-2017		
Change/Mod Effective Date	09-06-2018		
Program Name	Seeker Component Technology Subject Matter Expert (SME) Support		
Statement	The purpose of this task order is to provide Subject Matter Expert (SME) support to the Missile Defense Agency (MDA) Advanced Technology (DV) program. MDA supports the Ballistic Missile Defense System (BMDS) and space architecture, threat, countermeasures and phenomenology expertise to MDA/BMDS Reviews.		

Award # 35

Control Number	S08014000	Agency	1,001.84
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Missile Defense Agency	Total	1,001.84
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Ping Hagler		
Co-PI(s)			
Period of Performance	02-17-2017 -- 08-16-2021		
Original Award Date	02-17-2017		
Change/Mod Effective Date	09-19-2018		
Program Name	Seeker Component Technology Subject Matter Expert (SME) Support		
Statement	The purpose of this task order is to provide Subject Matter Expert (SME) support to the Missile Defense Agency (MDA) Advanced Technology (DV) program. MDA supports the Ballistic Missile Defense System (BMDS) and space architecture, threat, countermeasures and phenomenology expertise to MDA/BMDS Reviews.		

Award # 36

Control Number	S08014000	Agency	33,299.03
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Missile Defense Agency	Total	33,299.03
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Ping Hagler		
Co-PI(s)			
Period of Performance	02-17-2017 -- 08-16-2021		
Original Award Date	02-17-2017		
Change/Mod Effective Date	09-21-2018		
Program Name	Seeker Component Technology Subject Matter Expert (SME) Support		
Statement	The purpose of this task order is to provide Subject Matter Expert (SME) support to the Missile Defense Agency (MDA) Advanced Technology (DV) program. MDA supports the Ballistic Missile Defense System (BMDS) and space architecture, threat, countermeasures and phenomenology expertise to MDA/BMDS Reviews.		

Award # 37

Control Number	S08016000	Agency	2,139,808.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Air Force Space and Missiles Command	Total	2,139,808.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	John Seamons, Tom Bernhardt		
Co-PI(s)			
Period of Performance	09-21-2018 -- 06-30-2022		
Original Award Date	09-21-2018		
Change/Mod Effective Date	09-21-2018		
Program Name	Wide-Field-of-View (WFOV) Testbed Mission Data Processing (MDP) & Sensor Calibration Campaign R&D		
Statement	The Space Dynamics Laboratory will provide research, development, and engineering support for the Overhead Persistent Infrared (OPIR) Space Modernization Initiative (SMI) under two main tasks: 1)Wide Field of View (WFOV) Mission Data Processor (MDP) integration, test, implementation and on-orbit support; and, 2) WFOV Sensor calibration and support.		

Award # 38

Control Number	S08018001	Agency	66,000.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Missile Defense Agency	Total	66,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Scott Conner		
Co-PI(s)			
Period of Performance	02-17-2017 -- 12-31-2018		
Original Award Date	02-17-2017		
Change/Mod Effective Date	09-06-2018		
Program Name	MDA TO18 CubeSat/NanoSat Testbed Initiative		
Statement	The Space Dynamics Laboratory (SDL) will provide a subject matter expert (SME and analytical services to support Missile Defense Agency (MDA). Key support areas include systems engineering, technical assessments of missile defense programs, architectures and technologies. Work conducted under this effort will not place any Federally Funded Research and Development Centers (FFRDCs) or the University Affiliated Research Center (UARC) in direct competition with domestic private industry		

Award # 39

Control Number	S08018002	Agency	71,151.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Missile Defense Agency	Total	71,151.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Scott Conner		
Co-PI(s)			
Period of Performance	08-31-2017 -- 12-31-2018		
Original Award Date	07-01-2017		
Change/Mod Effective Date	09-06-2018		
Program Name	MDA TO18 CNCE		
Statement	The Space Dynamics Laboratory (SDL) will provide a subject matter expert (SME and analytical services to support Missile Defense Agency (MDA). Key support areas include systems engineering, technical assessments of missile defense programs, architectures and technologies. Work conducted under this effort will not place any Federally Funded Research and Development Centers (FFRDCs) or the University Affiliated Research Center (UARC) in direct competition with domestic private industry		

Award # 40

Control Number	S08021000	Agency	126,000.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Missile Defense Agency	Total	126,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Alan Thurgood		
Co-PI(s)			
Period of Performance	05-26-2017 -- 09-30-2019		
Original Award Date	05-26-2017		
Change/Mod Effective Date	09-14-2018		
Program Name	Missile Defense Agency Seeker Window Characterization		
Statement	The Space Dynamics Laboratory will provide technical products, consultations, and testing to the Missile Defense Agency's (MDA) Advanced Technology (DV) program office and contractors to support Advanced Seeker Window Characterization.		

Award # 41

Control Number	S08022001	Agency	199,000.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Air Force Research Laboratory	Total	199,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Mike Wojcik		
Co-PI(s)			
Period of Performance	09-28-2017 -- 09-28-2019		
Original Award Date	09-28-2017		
Change/Mod Effective Date	09-04-2018		
Program Name	UARC TO22 Precision Navigation & Timing (PNT) Subtask		
Statement	The Space Dynamics Laboratory will provide subject matter experts (SME) support to the Air Force Research Laboratory (AFRL) in the development of an advanced optical atomic clock, inertial navigation system, and alternate Precision Navigation and Timing (PNT) methods.		

Award # 42

Control Number	S12004001	Agency	147,652.00
Contracting Agency	Naval Research Lab	Cost Share	0.00
Flow Through Agency	Naval Research Lab	Total	147,652.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Darin Partridge		
Co-PI(s)			
Period of Performance	05-25-2016 -- 05-30-2019		
Original Award Date	05-25-2016		
Change/Mod Effective Date	09-13-2018		
Program Name	Naval Research Laboratory (NRL) Intelligence, Surveillance, and Reconnaissance Systems (ISRS) Task Order 0004 - NCMIFTI		
Statement	The Space Dynamics Laboratory (SDL) will provide support to the Naval Research Laboratory (NRL) Intelligence, Surveillance, and Reconnaissance Systems (ISRS) contract in the following areas: (1) The development and implementation of ground stations; (2) Platform structures and mechanisms; (3) System architecture and development of multi-INT payloads; (4) Reconnaissance/surveillance systems engineering capability.		

Award # 43

Control Number	S12004002	Agency	95,238.00
Contracting Agency	Naval Research Lab	Cost Share	0.00
Flow Through Agency	Naval Research Lab	Total	95,238.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Scott Anderson		
Co-PI(s)			
Period of Performance	06-21-2016 -- 05-30-2019		
Original Award Date	06-21-2016		
Change/Mod Effective Date	09-13-2018		
Program Name	Naval Research Laboratory (NRL) Intelligence, Surveillance, and Reconnaissance Systems (ISRS) Task Order 0004 - Tactical Electronic Warfare (TEW)		
Statement	Space Dynamics Laboratory will provide engineering support for the Tactical Electronic Warfare program with the Naval Research Laboratory. Field support will also be provided.		

Award # 44

Control Number	S12004008	Agency	600,000.00
Contracting Agency	Naval Research Lab	Cost Share	0.00
Flow Through Agency	Naval Research Lab	Total	600,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Scott Anderson		
Co-PI(s)			
Period of Performance	01-24-2018 -- 05-30-2019		
Original Award Date	01-24-2018		
Change/Mod Effective Date	09-13-2018		
Program Name	Naval Research Laboratory (NRL) Intelligence, Surveillance, and Reconnaissance Systems (ISRS) Task Order 0004 - Brilliant Effects Employment Shadow (BEES)		
Statement	Space Dynamics Laboratory will assist the Naval Research Laboratory (NRL) in building a autonomous, multi-platform with Unmanned Autonomous System (UAS) capability to perform Intelligence, Surveillance, and Reconnaissance (ISR) while delivering electronic warfare effects to find, fix, track and target mobile targets.		

Award # 45

Control Number	S12004013	Agency	500,000.00
Contracting Agency	Naval Research Lab	Cost Share	0.00
Flow Through Agency	Naval Research Lab	Total	500,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Scott Anderson		
Co-PI(s)			
Period of Performance	08-01-2018 -- 05-30-2019		
Original Award Date	08-01-2018		
Change/Mod Effective Date	09-13-2018		
Program Name	Naval Research Laboratory (NRL) Intelligence, Surveillance, and Reconnaissance Systems (ISRS) Task 4 - Small Unmanned Air System - Edge Computing (SUAS-EC)		
Statement	Space Dynamics Laboratory (SDL) will perform flight testing for the Small Unmanned Air System - Edge Computing (SUAS-EC) Program at the Naval Research Laboratory(NRL). SDL will be in charge of System Integration for Minotar, SIGMA/Tactical Electro-Optical Infrared Signit Integration for Targeting (TEISIT) and DRAGON.		

Award # 46

Control Number	S27020003	Agency	60,678.00
Contracting Agency	Air Force Materiel Command	Cost Share	0.00
Flow Through Agency	Air Force	Total	60,678.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Shane Jenkins		
Co-PI(s)			
Period of Performance	09-19-2018 -- 02-28-2019		
Original Award Date	09-19-2018		
Change/Mod Effective Date	09-19-2018		
Program Name	Photogrammetric Registration of Imagery from Manned and Unmanned Systems (PRIMUS) support of VIP-C		
Statement	The Space Dynamics Laboratory will support the Photogrammetric Registration of Imagery from Manned and Unmanned Systems (PRIMUS) and associated source code.		

Award # 47

Control Number	S27020004	Agency	2,508,030.00
Contracting Agency	Air Force Materiel Command	Cost Share	0.00
Flow Through Agency	Air Force	Total	2,508,030.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Shane Jenkins		
Co-PI(s)			
Period of Performance	09-26-2018 -- 09-27-2019		
Original Award Date	09-26-2018		
Change/Mod Effective Date	09-26-2018		
Program Name	Integration of Machine Learning Algorithm/Network Tuning		
Statement	The Space Dynamics Laboratory shall perform the necessary tasks in support of the integration of Commercial Imagery, integration of Machine Learning Algorithms, resolution of Data Dissemination Element (DDE) Deficiency Report (DR)s, and Network Tuning in support of the Virtual Imagery Processing Capability (VIP-C) applicable to the Extended Tether Program		

Agency Total	**26,159,622.43**
Cost Share Total	**0.00**
Grand Total	**26,159,622.43**

* Only awards from the listed filters are included in this report. If you believe that you should have access to information about additional departments, colleges, or research centers, please submit a support request on the Electronic-Office website or email Keith Paskett: Ketih.Paskett@usurf.usu.edu.

Selected List of Proposals Greater than $1,000,000.00 from 09-01-2018 to 09-30-2018

Filters Applied*: No Filter

Proposal # 1: Revision

Control Number	S00003381	Agency	$2,298,782.00
Proposal ID	T00005489 Revision: 1	Cost Share	$0.00
Contracting Agency	NASA Goddard Space Flight Center	Other	$0.00
Customer	NASA - General	Total	$2,298,782.00
Proposal Value	10,989,043.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Trent Newswander		
Co-PI(s)			
Period of Performance	05-01-2018 -- 09-30-2020		
Proposal Date	09-07-2018		
Program Name	Ocean Color Instrument (OCI) Short Wave Infra-Red (SWIR) Aft Optics Box (AOB)		
Statement	The Space Dynamics Laboratory (SDL) will assemble, integrate, and test the Aft Optics Box (AOB) for the Ocean Color Instrument (OCI). SDL will deliver one complete AOB engineering test unit (ETU), one complete AOB flight unit, and one spare Short Wave Infra-Red (SWIR) detector subassemblies (SDS) of each of the five variants.		

Proposal # 2: New

Control Number	S00003735	Agency	$1,638,249.00
Proposal ID	T00005131 Revision: 0	Cost Share	$0.00
Contracting Agency	NASA Goddard Space Flight Center	Other	$0.00
Customer	NASA - General	Total	$1,638,249.00
Proposal Value	1,638,249.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Tim Neilsen		
Co-PI(s)			
Period of Performance	01-01-2019 -- 02-28-2020		
Proposal Date	09-19-2018		
Program Name	IRIS Transponder for NASA Goddard Space Flight Center		
Statement	The Space Dynamics Laboratory will provide one IRIS flight transponder to NASA Goddard Space Flight Center.		

Proposal # 3: New

Control Number	S00003883	Agency	$9,896,684.00
Proposal ID	T00005393 Revision: 0	Cost Share	$0.00
Contracting Agency	NASA Jet Propulsion Laboratory	Other	$0.00
Customer	NASA - General	Total	$9,896,684.00
Proposal Value	9,896,684.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Robert Burt		
Co-PI(s)			
Period of Performance	05-01-2020 -- 04-30-2025		
Proposal Date	09-27-2018		
Program Name	STORM-PROBE		
Statement	The Space Dynamics Laboratory will design, build and test three flight spacecrafts for the Earth Venture Instrument 5.		

Proposal # 4: New

Control Number	S00003887	Agency	$4,100,114.00
Proposal ID	T00005401 Revision: 0	Cost Share	$0.00
Contracting Agency	U.S. Customs and Border Protection	Other	$0.00
Customer	Department of Homeland Security (C)	Total	$4,100,114.00
Proposal Value	4,100,114.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Scott Anderson		
Co-PI(s)			
Period of Performance	10-01-2018 -- 09-30-2019		
Proposal Date	09-20-2018		
Program Name	SuperSTARS		
Statement	The Space Dynamics Laboratory (SDL) will support the Tethered Aerostat Radar System (TARS) technology modernization effort by providing radar design services, prototyping, procurement and fabrication, test and validation, reporting, and program management.		

Proposal # 5: New

Control Number	S00003897	Agency	$11,580,475.00
Proposal ID	T00005427 Revision: 0	Cost Share	$0.00
Contracting Agency	Air Force Research Laboratory	Other	$0.00
Customer	Air Force Research Laboratory	Total	$11,580,475.00
Proposal Value	11,580,475.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Adam Shelley		
Co-PI(s)			
Period of Performance	11-01-2018 -- 06-01-2023		
Proposal Date	09-12-2018		
Program Name	Odyssey		
Statement	The Space Dynamics Laboratory (SDL) will provide the Air Force Research Laboratory (AFRL) with a 27U CubeSat Odyssey spacecraft.		

Proposal # 6: New

Control Number	S00003909	Agency	$4,577,672.00
Proposal ID	T00005621 Revision: 0	Cost Share	$0.00
Contracting Agency	Northrop Grumman Systems Corporation	Other	$0.00
Customer	Air Force	Total	$4,577,672.00
Proposal Value	4,577,672.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Shane Jenkins		
Co-PI(s)			
Period of Performance	07-01-2019 -- 06-30-2023		
Proposal Date	09-13-2018		
Program Name	Global Hawk (GH) Unmanned Aircraft System Engineering and Manufacturing Development Integrated Functional Capability (IFC) 9		
Statement	The Space Dynamics Laboratory (SDL) will develop, integrate, install, calibrate, perform qualification testing, and support developmental testing (DT) and operational testing (OT) in support of the fielding of the Integrated Functional Capability (IFC) 9.		

Proposal # 7: New

Control Number	S00004027	Agency	$27,377,647.11
Proposal ID	T00005635 Revision: 0	Cost Share	$0.00
Contracting Agency	Lockheed Martin Space Systems	Other	$0.00
Customer	Misc Federal Sponsors	Total	$27,377,647.11
Proposal Value	27,377,647.11		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Amy Secrist		
Co-PI(s)			
Period of Performance	02-01-2019 -- 02-01-2022		
Proposal Date	09-22-2018		
Program Name	Diamondback		
Statement	The Space Dynamics Laboratory will build a sensor.		

Proposal # 8: New

Control Number	S00004029	Agency	$1,638,249.00
Proposal ID	T00005639 Revision: 0	Cost Share	$0.00
Contracting Agency	ARGO-ITALY	Other	$0.00
Customer	ARGO-ITALY	Total	$1,638,249.00
Proposal Value	1,638,249.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Tim Neilsen		
Co-PI(s)			
Period of Performance	01-01-2019 -- 02-28-2020		
Proposal Date	09-26-2018		
Program Name	Flight IRIS Radio for Argotec		
Statement	The Space Dynamics Laboratory will provide one flight IRIS radio to Argotec.		

Proposal # 9: New

Control Number	S00004031	Agency	$2,335,691.00
Proposal ID	T00005641 Revision: 0	Cost Share	$0.00
Contracting Agency	ispace, inc.	Other	$0.00
Customer	ispace, inc.	Total	$2,335,691.00
Proposal Value	2,335,691.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Tim Neilsen		
Co-PI(s)			
Period of Performance	03-01-2019 -- 05-31-2020		
Proposal Date	09-26-2018		
Program Name	Flight IRIS Radios for ispace		
Statement	The Space Dynamics Laboratory will provide two flight IRIS radios and a development board to ispace.		

Proposal # 10: New

Control Number	S00004035	Agency	$9,337,459.00
Proposal ID	T00005651 Revision: 0	Cost Share	$0.00
Contracting Agency	Misc Federal Sponsors	Other	$0.00
Customer	Misc Federal Sponsors	Total	$9,337,459.00
Proposal Value	9,337,459.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Paul Stradling		
Co-PI(s)			
Period of Performance	09-29-2018 -- 09-28-2023		
Proposal Date	09-05-2018		
Program Name	Wakeboard		
Statement	This is a Space Dynamics Laboratory Proprietary Program.		

Proposal # 11: Change Order

Control Number	S00243002	Agency	$-23,593.00
Proposal ID	T00005591 Revision: 1	Cost Share	$0.00
Contracting Agency	Misc Federal Sponsors	Other	$0.00
Customer	Air Force	Total	$-23,593.00
Proposal Value	1,027,649.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Shane Jenkins		
Co-PI(s)			
Period of Performance	09-05-2018 -- 12-31-2019		
Proposal Date	09-05-2018		
Program Name	CubeSat and GEOINT (Geospatial Intelligence) Research and Development (CGRAD) Task Order 0002 - Virtual Imagery Processing Capability (VIP-C) Enhancements and Sky Lynx Modernization		
Statement	Space Dynamics Laboratory (SDL) will provide new capabilities for the Virtual Imagery Processing Capability (VIP-C) product, including enhancements to the VANTAGE software and Sky Lynx hardware.		

Proposal # 12: New

Control Number	S04201000	Agency	$17,934,299.00
Proposal ID	T00005623 Revision: 0	Cost Share	$0.00
Contracting Agency	Air Force	Other	$0.00
Customer	Air Force Research Laboratory	Total	$17,934,299.00
Proposal Value	17,934,299.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Paul Stradling		
Co-PI(s)			
Period of Performance	10-05-2018 -- 08-29-2025		
Proposal Date	09-01-2018		
Program Name	Advanced Military Space Sensor Systems (AMSSS) TO1		
Statement	The Space Dynamics Laboratory will provide technical support to the Air Force Research Laboratory (AFRL) as a University Affiliated Research Center (UARC).		

Proposal # 13: New

Control Number	S04202000	Agency	$36,000,000.00
Proposal ID	T00005649 Revision: 0	Cost Share	$0.00
Contracting Agency	Air Force Research Laboratory	Other	$0.00
Customer	Air Force	Total	$36,000,000.00
Proposal Value	36,000,000.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Principal Investigator(s)	Brent Carlsen		
Co-PI(s)			
Period of Performance	09-26-2018 -- 12-26-2023		
Proposal Date	09-01-2018		
Program Name	Advanced Military Space Sensor Systems IDIQ TO2		
Statement	The Precision Atomic Clocks, Magnetometers and Navigation (PACMaN) program is to provide subject matter expert (SME) support to the Air Force Research Laboratory's (AFRL) Strategic, Atomic Navigation Devices and Systems (SANDS) program with research, engineering, development, integration, and test/evaluation.		

Proposal # 14: Change Order

Control Number	S08010000	Agency	$1,068,337.00
Proposal ID	T00005647 Revision: 0	Cost Share	$0.00
Contracting Agency	Missile Defense Agency	Other	$0.00
Customer	Missile Defense Agency	Total	$1,068,337.00
Proposal Value	1,068,337.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Bruce Guilmain		
Co-PI(s)			
Period of Performance	05-01-2019 -- 08-16-2021		
Proposal Date	09-28-2018		
Program Name	Missile Defense Agency Counter/Countermeasures Support Task Order 10		
Statement	The Missile Defense Agency (MDA) supports the Ballistic Missile Defense System (BMDS) and space architectures, threat, countermeasures and phenomenology expertise to MDA/BMD Reviews. MDA also supports countermeasure mitigation, requirements definition, and advanced concepts evaluation. The Space Dynamics Laboratory (SDL) will provide technical analysis, program planning, test and meeting support.		

Agency Total	**$129,760,065.11**
Cost Share Total	**$0.00**
Other Total	**$0.00**
Grand Total	**$129,760,065.11**

* Only proposals from the listed filters are included in this report. If you believe that you should have access to information about additional departments, colleges, or research centers, please submit a support request on the Electronic-Office website or email Keith Paskett: Ketih.Paskett@usurf.usu.edu.

Utah State University/Division of Sponsored Programs - List of Awards Over $1,000,000: 09/01/2018 - 09/30/2018

Award Numbe	Funding Sponsor/PTE	Prime Sponsor	lead_unit	College	Principal Investigator	Award Action	Function Type	Original Awar	Award Date (T	Title	Awarded Funding (
201735-00001	UT Department of Health		Center for Persons with Disabilities	Emma Eccles Jones College of Education & Human Services	Susan E Thain Olsen	New	Other Sponsored Activities	2018-07-01	2018-09-13	Up to 3 Baby Watch Early Intervention Program	$ 1,266,521.00
										Total	$ 1,266,521.00

Utah State University/Division of Sponsored Programs - List of Proposals Over $1,000,000: 09/01/2018 - 09/30/2018

Proposal Number	Funding Sponsor/FTE	Department/Unit	College	Principal Investigator	Function Type	Proposal Status	Proposed Start Date (Initial Period)	Proposed End Date (Total Period)	Title	Proposed Funding (This Action)
00184446	UT Department of Workforce Services	Nutrition Dietetics & Food Sciences	College of Agriculture & Applied Sciences	Heidi Reese LeBlanc	Other Sponsored Activities	Funded	2018-10-01	2019-09-30	Food $ense (SNAP-Ed) Supplemental Nutrition Assistance Program - Education	$ 1,544,689.00
00184709	Substance Abuse and Mental Health Services Admin	Kinesiology & Health Science	Emma Eccles Jones College of Education & Human Services	Sandra H Sulzer	Research Applied	Pending	2018-09-30	2020-09-29	Translating Effective Opioid Harm Reduction and Wellness Training to Tribal and Rural Utah	$ 1,094,337.77
00184717	U.S. National Science Foundation (NSF)	Electrical & Computer Engineering	College of Engineering	Koushik Chakraborty	Research Basic	Pending	2019-07-01	2023-06-30	CNS Core: Medium: Overcoming Barriers to Adapt Near Threshold Systems to Mainstream Computing	$ 1,199,984.38
00184736	U.S. NSF - Directorate for Geosciences	Plants Soils & Climate	College of Agriculture & Applied Sciences	Yoshimitsu Chikamoto	Research Basic	Pending	2019-04-01	2023-03-31	PREEVENTS Track 2: Catching Fire From Deluge to Drought: Building Integrated Prediction Framework and Risk Assessment in US West	$ 1,641,852.95
00184926	Utah State Board of Education	Northern Region	Extension	Vernon C Parent	Other Sponsored Activities	Pending	2018-10-29	2023-10-28	SLCO/Juab 4-H after-school partnership	$ 1,073,819.16
00185096	National Institutes of Health (NIH)	Animal Dairy & Veterinary Sciences	College of Agriculture & Applied Sciences	Kenneth L White	Research Basic	Pending	2019-07-01	2024-06-30	Improving Bovine Cloning Efficiency by Enhancing Reprogramming during Embryonic Genome Activation (EGA)	$ 2,548,265.60
									TOTALS	$ 9,102,948.86

11 January 2019

ITEM FOR ACTION

RE: Contract/Grant Proposals and Awards (October 2018)

The summary of the Status of Sponsored Program Awards, prepared by our Sponsored Programs Office for October 2018 is submitted for the Trustees' consideration. They have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The awards for the month of October 2018 amounted to $14,743,235 versus $28,120,689 for October 2017.

The comparative graph, "Utah State University Sponsored Program Awards" indicates that through October 2018 cumulative award dollars in FY2019 were higher (7%) for the same time period in FY2018. Scholarships, fellowships and state appropriations for research are not included in either figure.

The value of proposals submitted increased (19.4%) from $46,787,490 in October 2017 to $55,874,239 during October 2018. The total number of current year proposals (547) is more than FY2018 (544).

RECOMMENDATION

The President and Vice President for Research recommend that the Board of Trustees approves the contract and grant status report for October 2018.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The attached list of contract/grant proposals and awards (October 2018) are recommended by the President and the Vice President for Research to the Board of Trustees:

NOW THEREFORE, BE IT NOW RESOLVED, That the USU Board of Trustees hereby approves the recommendation of the President and the Vice President for Research.

RESOLUTION APPROVED BY BOARD OF TRUSTEES:

_____

Date

Selected List of Awards Greater than $1,000,000.00 from 10-01-2018 to 10-31-2018

Filters Applied*: No Filter

Award # 1

Control Number	S00002605	Agency	1,500,932.00
Contracting Agency	Air Force	Cost Share	0.00
Flow Through Agency	Air Force	Total	1,500,932.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Don Thompson		
Co-PI(s)			
Period of Performance	01-04-2016 -- 10-31-2019		
Original Award Date	12-17-2015		
Change/Mod Effective Date	10-17-2018		
Program Name	Steelhead		
Statement	Small Satellite Study		

Agency Total	**1,500,932.00**
Cost Share Total	**0.00**
Grand Total	**1,500,932.00**

* Only awards from the listed filters are included in this report. If you believe that you should have access to information about additional departments, colleges, or research centers, please submit a support request on the Electronic-Office website or email Keith Paskett: Ketih.Paskett@usurf.usu.edu.

Selected List of Proposals Greater than $1,000,000.00 from 10-01-2018 to 10-31-2018

Filters Applied*: No Filter

Proposal # 1: Change Order

Control Number	S00002605	Agency	$4,064,790.00
Proposal ID	T00005729 Revision: 0	Cost Share	$0.00
Contracting Agency	Air Force	Other	$0.00
Customer	Air Force	Total	$4,064,790.00
Proposal Value	4,064,790.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Don Thompson		
Co-PI(s)			
Period of Performance	11-01-2018 -- 10-31-2019		
Proposal Date	10-31-2018		
Program Name	Steelhead		
Statement	Small Satellite Study		

Proposal # 2: Revision

Control Number	S00003381	Agency	$-577,853.00
Proposal ID	T00005489 Revision: 2	Cost Share	$0.00
Contracting Agency	NASA Goddard Space Flight Center	Other	$0.00
Customer	NASA - General	Total	$-577,853.00
Proposal Value	10,411,190.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Trent Newswander		
Co-PI(s)			
Period of Performance	05-01-2018 -- 09-30-2020		
Proposal Date	10-29-2018		
Program Name	Ocean Color Instrument (OCI) Short Wave Infra-Red (SWIR) Aft Optics Box (AOB)		
Statement	The Space Dynamics Laboratory (SDL) will assemble, integrate, and test the Aft Optics Box (AOB) for the Ocean Color Instrument (OCI). SDL will deliver one complete AOB engineering test unit (ETU), one complete AOB flight unit, and one spare Short Wave Infra-Red (SWIR) detector subassemblies (SDS) of each of the five variants.		

Proposal # 3: Revision

Control Number	S00004031		Agency	$997.00
Proposal ID	T00005641	Revision: 1	Cost Share	$0.00
Contracting Agency	ispace, inc.		Other	$0.00
Customer	ispace, inc.		Total	$997.00
Proposal Value	2,336,688.00			
Research Center	USU Research Foundation			
Research Function	Sponsored Research-Applied			
Program Manager(s)	Tim Neilsen			
Co-PI(s)				
Period of Performance	01-01-2019 -- 03-31-2020			
Proposal Date	10-10-2018			
Program Name	Flight IRIS Radios for ispace			
Statement	The Space Dynamics Laboratory will provide two flight IRIS radios and a development board to ispace.			

Proposal # 4: Revision

Control Number	S00004031		Agency	$-371,912.00
Proposal ID	T00005641	Revision: 2	Cost Share	$0.00
Contracting Agency	ispace, inc.		Other	$0.00
Customer	ispace, inc.		Total	$-371,912.00
Proposal Value	1,964,776.00			
Research Center	USU Research Foundation			
Research Function	Sponsored Research-Applied			
Program Manager(s)	Tim Neilsen			
Co-PI(s)				
Period of Performance	01-01-2019 -- 03-31-2020			
Proposal Date	10-23-2018			
Program Name	Flight IRIS Radios for ispace			
Statement	The Space Dynamics Laboratory will provide two flight IRIS radios and a development board to ispace.			

Proposal # 5: New

Control Number	S00004053	Agency	$1,380,139.00
Proposal ID	T00005677 Revision: 0	Cost Share	$0.00
Contracting Agency	Arizona State University	Other	$0.00
Customer	NASA - General	Total	$1,380,139.00
Proposal Value	1,380,139.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Tim Neilsen		
Co-PI(s)			
Period of Performance	01-01-2019 -- 12-31-2019		
Proposal Date	10-01-2018		
Program Name	IRIS Radio for Arizona State University		
Statement	The Space Dynamics Laboratory will provide one engineering development unit to Arizona State University.		

Proposal # 6: Revision

Control Number	S00004053	Agency	$-67,051.00
Proposal ID	T00005677 Revision: 1	Cost Share	$0.00
Contracting Agency	Arizona State University	Other	$0.00
Customer	NASA - General	Total	$-67,051.00
Proposal Value	1,313,088.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Tim Neilsen		
Co-PI(s)			
Period of Performance	01-01-2019 -- 12-31-2019		
Proposal Date	10-29-2018		
Program Name	IRIS Radio for Arizona State University		
Statement	The Space Dynamics Laboratory will provide one engineering development unit to Arizona State University.		

Proposal # 7: New

Control Number	S00004065	Agency	$19,645,981.85
Proposal ID	T00005717 Revision: 0	Cost Share	$0.00
Contracting Agency	Lockheed Martin Space Systems	Other	$0.00
Customer	Misc Federal Sponsors	Total	$19,645,981.85
Proposal Value	19,645,981.85		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Amy Secrist		
Co-PI(s)			
Period of Performance	02-01-2019 -- 11-30-2022		
Proposal Date	10-12-2018		
Program Name	Kopitar		
Statement	The Space Dynamics Laboratory will build a sensor.		

Proposal # 8: Change Order

Control Number	S00243004	Agency	$1,112,041.00
Proposal ID	T00005701 Revision: 0	Cost Share	$0.00
Contracting Agency	Misc Federal Sponsors	Other	$0.00
Customer	Misc Federal Sponsors	Total	$1,112,041.00
Proposal Value	1,112,041.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Ryan Beus		
Co-PI(s)			
Period of Performance	11-01-2018 -- 10-31-2019		
Proposal Date	10-12-2018		
Program Name	CubeSat and GEOINT (Geospatial Intelligence) Research and Development (CGRAD) Task Order 0004 - Rift		
Statement	The Space Dynamics Laboratory will provide support and maintenance of the SmallSat Agile Transmit and Receive Network (SATRN).		

Proposal # 9: Change Order

Control Number	S08018000	Agency	$2,108,245.00
Proposal ID	T00005271 Revision: 0	Cost Share	$0.00
Contracting Agency	Missile Defense Agency	Other	$0.00
Customer	Missile Defense Agency	Total	$2,108,245.00
Proposal Value	2,108,245.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Scott Conner		
Co-PI(s)			
Period of Performance	01-11-2019 -- 10-31-2020		
Proposal Date	10-26-2018		
Program Name	CubeSat/NanoSat Testbed Initiative		
Statement	The Space Dynamics Laboratory (SDL) will provide a subject matter expert (SME and analytical services to support Missile Defense Agency (MDA). Key support areas include systems engineering, technical assessments of missile defense programs, architectures and technologies. Work conducted under this effort will not place any Federally Funded Research and Development Centers (FFRDCs) or the University Affiliated Research Center (UARC) in direct competition with domestic private industry		

Proposal # 10: Change Order

Control Number	S08019000	Agency	$1,285,299.00
Proposal ID	T00005713 Revision: 0	Cost Share	$0.00
Contracting Agency	Missile Defense Agency	Other	$0.00
Customer	Missile Defense Agency	Total	$1,285,299.00
Proposal Value	1,285,299.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Scott Conner		
Co-PI(s)			
Period of Performance	02-01-2019 -- 01-31-2020		
Proposal Date	10-31-2018		
Program Name	Missile Defense Agency (MDA) Space Senior Advisory Group Support		
Statement	The Space Dynamics Laboratory shall provide Subject Matter Expertise (SME) and analytical services to support Missile Defense Agency (MDA)/Director of Engineering (DE) and MDA/CR. Key support areas include systems engineering, technical assessments of missile defense programs, architectures and technologies.		

Agency Total	**$28,580,676.85**
Cost Share Total	**$0.00**
Other Total	**$0.00**
Grand Total	**$28,580,676.85**

* Only proposals from the listed filters are included in this report. If you believe that you should have access to information about additional departments, colleges, or research centers, please submit a support request on the Electronic-Office website or email Keith Paskett: Ketih.Paskett@usurf.usu.edu.

Utah State University/Division of Sponsored Programs - List of Awards Over $1,000,000: 10/01/2018 - 10/31/2018

Award Number	Funding Sponsor/PTE	lead_unit	College	Principal Investigator	Award Action Type	Function Type	Original Award Date	Award Date (This Action)	Title	Awarded Funding (This Action)
201907-00001	UT Department of Workforce Services	Nutrition Dietetics & Food Sciences	College of Agriculture & Applied Sciences	Heidi Reese LeBlanc	New	Other Sponsored Activities	2018-10-01	2018-10-01	Food $ense (SNAP-Ed) Supplemental Nutrition Assistance Program - Education	$ 1,544,689.00
201929-00001	U.S. Department of Education (DoED)	School of Teacher Education & Leadership	Emma Eccles Jones College of Education & Human Services	James T Dorward	New	Other Sponsored Activities	2018-10-01	2018-10-01	Utah State University STARS! GEAR UP Partnership	$ 2,441,600.00
									TOTALS	$ 3,986,289.00

Utah State University/Division of Sponsored Programs - List of Proposals Over $1,000,000: 10/01/2018 - 10/31/2018

Proposal Number	Funding Sponsor/FTE	Department/Unit	College	Principal Investigator	Proposal Type	Function Type	Proposal Status	Proposed Start Date (Initial Period)	Proposed End Date (Total Period)	Title	Proposed Funding (This Action)
00185183	U.S. National Science Foundation (NSF)	Electrical & Computer Engineering	College of Engineering	Sanghamitra Roy	New	Research Basic	Pending	2019-07-01	2023-06-30	SHF: Medium: Understanding Formalism in NoC Design: A Clean-Slate Approach	$ 1,183,671.03
00185454	National Institutes of Health (NIH)	Chemistry & Biochemistry	College of Science	Ryan Neal Jackson	New	Research Basic	Pending	2019-07-01	2024-06-30	Determining the Structure and Function of Dual-Nuclease Class 2 CRISPR Systems	$ 1,795,539.98
00185520	National Institute of Food and Agriculture	Biological Engineering	College of Engineering	Foster Aryi Agblevor	New	Research Basic	Pending	2019-01-01	2023-12-31	DEVELOPMENT AND CONVERSION OF SUSTAINABLE BIOMASS FEEDSTOCKS INTO ADVANCED HYDROCARBON FUELS (SAS Bioenergy)	$ 9,723,323.30
00186161	UT Gov. Off. - Utah Public Service Commission	Center for Persons with Disabilities	Emma Eccles Jones College of Education & Human Services	John D Copenhaver	New	Other Sponsored Activities	Pending	2019-01-01	2023-12-31	Sign Language Interpreter Training	$ 1,492,943.41
										TOTALS	$ 14,195,477.72

11 January 2019

ITEM FOR ACTION

RE: Contract/Grant Proposals and Awards (November 2018)

The summary of the Status of Sponsored Program Awards, prepared by our Sponsored Programs Office for November 2018 is submitted for the Trustees' consideration. They have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The awards for the month of November 2018 amounted to $21,768,716 versus $15,047,931for November 2017.

The comparative graph, "Utah State University Sponsored Program Awards" indicates that through November 2018 cumulative award dollars in FY2019 were fewer (-6%) for the same time period in FY2018. Scholarships, fellowships and state appropriations for research are not included in either figure.

The value of proposals submitted were down (-24.3%) from $70,694,855 in November 2017 to $53,527,422 during November 2018. The total number of current year proposals (647) is more than FY2018 (643).

RECOMMENDATION

The President and Vice President for Research recommend that the Board of Trustees approves the contract and grant status report for November 2018.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The attached list of contract/grant proposals and awards (November 2018) are recommended by the President and the Vice President for Research to the Board of Trustees:

NOW THEREFORE, BE IT NOW RESOLVED, That the USU Board of Trustees hereby approves the recommendation of the President and the Vice President for Research.

RESOLUTION APPROVED BY BOARD OF TRUSTEES:

_____

Date

Selected List of Awards Greater than $1,000,000.00 from 11-01-2018 to 11-30-2018

Filters Applied*: No Filter

Award # 1

Control Number	S00243004	Agency	1,390,346.00
Contracting Agency	Misc Federal Sponsors	Cost Share	0.00
Flow Through Agency	Misc Federal Sponsors	Total	1,390,346.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Jacob Christensen		
Co-PI(s)			
Period of Performance	04-05-2017 -- 12-31-2019		
Original Award Date	04-06-2017		
Change/Mod Effective Date	11-30-2018		
Program Name	CubeSat and GEOINT (Geospatial Intelligence) Research and Development (CGRAD) Task Order 0004 - Rift		
Statement	The Space Dynamics Laboratory will provide support and maintenance of the SmallSat Agile Transmit and Receive Network (SATRN).		

Award # 2

Control Number	S08005001	Agency	1,790,000.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Air Force Research Laboratory	Total	1,790,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Amy Secrist		
Co-PI(s)			
Period of Performance	02-28-2017 -- 08-16-2021		
Original Award Date	02-28-2017		
Change/Mod Effective Date	11-27-2018		
Program Name	UARC TO 0005 Tuttle - Juniper		
Statement	The Space Dynamics Laboratory (SDL) will assist the Air Force Research Laboratory (AFRL) in developing and providing innovative technology development approaches to advance the state-of-the-art electronic, electro-optical, and software systems and components-of-interests and provide improved, reliable, and affordable space systems, spacecraft, payloads, components, and assembly, integration and test (AI&T) equipment and techniques.		

Award # 3

Control Number	S08014000	Agency	1,067,000.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Missile Defense Agency	Total	1,067,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Ping Hagler		
Co-PI(s)			
Period of Performance	02-17-2017 -- 08-16-2021		
Original Award Date	02-17-2017		
Change/Mod Effective Date	11-28-2018		
Program Name	Seeker Component Technology Subject Matter Expert (SME) Support		
Statement	The purpose of this task order is to provide Subject Matter Expert (SME) support to the Missile Defense Agency (MDA) Advanced Technology (DV) program. MDA supports the Ballistic Missile Defense System (BMDS) and space architecture, threat, countermeasures and phenomenology expertise to MDA/BMDS Reviews.		

Award # 4

Control Number	S08016000	Agency	1,000,000.00
Contracting Agency	Missile Defense Agency	Cost Share	0.00
Flow Through Agency	Air Force Space and Missiles Command	Total	1,000,000.00
Department	USURF		
College	USURF		
Admin. Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	John Seamons		
Co-PI(s)			
Period of Performance	09-21-2018 -- 06-30-2022		
Original Award Date	09-21-2018		
Change/Mod Effective Date	11-29-2018		
Program Name	Wide-Field-of-View (WFOV) Testbed Mission Data Processing (MDP) & Sensor Calibration Campaign R&D		
Statement	The Space Dynamics Laboratory will provide research, development, and engineering support for the Overhead Persistent Infrared (OPIR) Space Modernization Initiative (SMI) under two main tasks: 1)Wide Field of View (WFOV) Mission Data Processor (MDP) integration, test, implementation and on-orbit support; and, 2) WFOV Sensor calibration and support.		

Agency Total	**5,247,346.00**
Cost Share Total	**0.00**

Grand Total	**5,247,346.00**

* Only awards from the listed filters are included in this report. If you believe that you should have access to information about additional departments, colleges, or research centers, please submit a support request on the Electronic-Office website or email Keith Paskett: Ketih.Paskett@usurf.usu.edu.

Selected List of Proposals Greater than $1,000,000.00 from 11-01-2018 to 11-30-2018

Filters Applied*: No Filter

Proposal # 1: Revision

Control Number	S00001660		Agency	$-1,545,379.00
Proposal ID	T00002281	Revision: 5	Cost Share	$0.00
Contracting Agency	Exelis Inc.		Other	$0.00
Customer	NASA Langley Research Center		Total	$-1,545,379.00
Proposal Value	12,066,231.00			
Research Center	USU Research Foundation			
Research Function	Sponsored Research-Applied			
Program Manager(s)	Joel Cardon			
Co-PI(s)				
Period of Performance	06-17-2014 -- 12-31-2018			
Proposal Date	11-01-2018			
Program Name	Radiation Budget Instrument Calibration (RBI)			
Statement	The Space Dynamics Laboratory (SDL) will provide thermal vacuum testing and calibration of the Radiation Budget Instruments (RBI) and provide Miniature On-orbit Temperature Reference (MOTR) Phase Change Cells.			

Proposal # 2: New

Control Number	S00003327		Agency	$39,761,204.00
Proposal ID	T00005691	Revision: 0	Cost Share	$0.00
Contracting Agency	Air Force		Other	$0.00
Customer	Air Force		Total	$39,761,204.00
Proposal Value	39,761,204.00			
Research Center	USU Research Foundation			
Research Function	Sponsored Research-Applied			
Program Manager(s)	Shane Jenkins			
Co-PI(s)				
Period of Performance	12-01-2018 -- 12-31-2022			
Proposal Date	11-05-2018			
Program Name	Republic of Korea (ROK) Global Hawk (GH) Tasking, Collecting, Processing, Exploitation, and Dissemination (TCPED)			
Statement	The Space Dynamics Laboratory will establish the Tasking, Collecting, Processing, Exploitation, and Dissemination (TCPED) capability for the Republic of Korea (ROK) Global Hawk (GH). The ROK GH TCPED capability is a scaled down version of the United States Air Force Distributed Common Ground System (DCGS).			

Proposal # 3: Revision

Control Number	S00003327	Agency	$-12,284,858.00
Proposal ID	T00005691 Revision: 1	Cost Share	$0.00
Contracting Agency	Air Force	Other	$0.00
Customer	Air Force	Total	$-12,284,858.00
Proposal Value	27,476,346.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Shane Jenkins		
Co-PI(s)			
Period of Performance	01-01-2019 -- 05-31-2023		
Proposal Date	11-30-2018		
Program Name	Republic of Korea (ROK) Global Hawk (GH) Tasking, Collecting, Processing, Exploitation, and Dissemination (TCPED)		
Statement	The Space Dynamics Laboratory will establish the Tasking, Collecting, Processing, Exploitation, and Dissemination (TCPED) capability for the Republic of Korea (ROK) Global Hawk (GH). The ROK GH TCPED capability is a scaled down version of the United States Air Force Distributed Common Ground System (DCGS).		

Proposal # 4: New

Control Number	S00004049	Agency	$9,086,204.00
Proposal ID	T00005671 Revision: 0	Cost Share	$0.00
Contracting Agency	The University of Arizona	Other	$0.00
Customer	NASA - General	Total	$9,086,204.00
Proposal Value	9,086,204.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Robert Burt		
Co-PI(s)			
Period of Performance	10-01-2019 -- 03-31-2026		
Proposal Date	11-28-2018		
Program Name	Spatial Heterodyne Interstellar Emission Line Dynamics Spectrometer (SHIELDS) - Heliophysics Technical Demonstration		
Statement	The Space Dynamics Laboratory will fabricate, test, and deliver one spacecraft to the University of Arizona in support of the (Spatial Heterodyne Interstellar Emission Line Dynamics Spectrometer) SHIELDS Mission.		

Proposal # 5: Revision

Control Number	S00243004	Agency	$278,305.00
Proposal ID	T00005701 Revision: 1	Cost Share	$0.00
Contracting Agency	Misc Federal Sponsors	Other	$0.00
Customer	Misc Federal Sponsors	Total	$278,305.00
Proposal Value	1,390,346.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Ryan Beus		
Co-PI(s)			
Period of Performance	12-01-2018 -- 11-30-2019		
Proposal Date	11-02-2018		
Program Name	CubeSat and GEOINT (Geospatial Intelligence) Research and Development (CGRAD) Task Order 0004 - Rift		
Statement	The Space Dynamics Laboratory will provide support and maintenance of the SmallSat Agile Transmit and Receive Network (SATRN).		

Proposal # 6: New

Control Number	S08013000	Agency	$1,015,614.00
Proposal ID	T00005217 Revision: 0	Cost Share	$0.00
Contracting Agency	Missile Defense Agency	Other	$0.00
Customer	NASA Ames Research Center	Total	$1,015,614.00
Proposal Value	1,015,614.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Tom Bernhardt		
Co-PI(s)			
Period of Performance	12-01-2018 -- 07-31-2019		
Proposal Date	11-27-2018		
Program Name	NASA Event Tracking using Space Based Infrared System (SBIRS) Assets (DOTTIE)		
Statement	The Space Dynamics Laboratory (SDL) will automate the processing of data produced by the Defense Support Program (DSP) sensors, Space Based Infrared System (SBIRS) Highly Elliptical Orbit (HEO) sensors, and SBIRS Geosynchronous Earth Orbiting (GEO) satellite (in both scanner and step stare modes).		

Proposal # 7: Revision

Control Number	S08018000	Agency	$-560,793.00
Proposal ID	T00005271 Revision: 1	Cost Share	$0.00
Contracting Agency	Missile Defense Agency	Other	$0.00
Customer	Missile Defense Agency	Total	$-560,793.00
Proposal Value	1,547,452.00		
Research Center	USU Research Foundation		
Research Function	Sponsored Research-Applied		
Program Manager(s)	Scott Conner		
Co-PI(s)			
Period of Performance	12-01-2019 -- 10-31-2020		
Proposal Date	11-08-2018		
Program Name	CubeSat/NanoSat Testbed Initiative		
Statement	The Space Dynamics Laboratory (SDL) will provide a subject matter expert (SME and analytical services to support Missile Defense Agency (MDA). Key support areas include systems engineering, technical assessments of missile defense programs, architectures and technologies. Work conducted under this effort will not place any Federally Funded Research and Development Centers (FFRDCs) or the University Affiliated Research Center (UARC) in direct competition with domestic private industry		

Agency Total	**$35,750,297.00**
Cost Share Total	**$0.00**
Other Total	**$0.00**
Grand Total	**$35,750,297.00**

* Only proposals from the listed filters are included in this report. If you believe that you should have access to information about additional departments, colleges, or research centers, please submit a support request on the Electronic-Office website or email Keith Paskett: Ketih.Paskett@usurf.usu.edu.

Utah State University/Division of Sponsored Programs - List of Awards Over $1,000,000: 11/01/2018 - 11/30/2018

Award Number	Funding Sponsor/PTE	Prime Sponsor	lead_unit	College	Principal Investigator	Function Type	Original Award Date	Award Date (This Action)	Title	Awarded Funding (This Action)
202007-00001	Substance Abuse and Mental Health Services Admin		Kinesiology & Health Science	Emma Eccles Jones College of Education & Human Services	Sandra H Sulzer	Research Applied	2018-09-30	2018-11-13	Translating Effective Opioid Harm Reduction and Wellness Training to Tribal and Rural Utah	$ 1,094,336.00
202021-00001	UT Gov. Off. - Utah Public Service Commission		Center for Persons with Disabilities	Emma Eccles Jones College of Education & Human Services	John D Copenhaver	Other Sponsored Activities	2019-01-01	2018-11-12	Sign Language Interpreter Training	$ 1,500,000.00
202033-00001	U.S. National Science Foundation (NSF)	U.S. National Science Foundation (NSF)	Instructional Technology & Learning Sciences	Emma Eccles Jones College of Education & Human Services	Jody Clarke Midura	Research Applied	2018-09-01	2018-11-26	Measuring IMPACT: Integrated Mathematics Programming & Computational Thinking in Early Childhood	$ 1,120,807.00
									TOTALS	**$ 3,715,143.00**

Utah State University/Division of Sponsored Programs - List of Proposals Over $1,000,000: 11/01/2018 - 11/30/2018

Proposal Number	Funding Sponsor/FTE	Department/Unit	College	Principal Investigator	Function Type	Proposal Status	Proposed Start Date (Initial Period)	Proposed End Date (Total Period)	Title	Proposed Funding (This Action)
00186519	U.S. National Science Foundation (NSF)	Computer Science	College of Engineering	Vicki H Allan	Research Basic	Pending	2019-09-01	2023-08-31	Mentoring+ Pathways: A Mentoring Model for Informal Learning Environments	$ 1,686,751.52
00186576	U.S. National Science Foundation (NSF)	Biology	College of Science	Nancy J Huntly	Research Basic	Pending	2019-07-01	2022-12-31	Expedition Science - Science as a Way of Knowing for Early Learners	$ 1,394,828.50
									TOTALS	**$ 3,081,580.02**

11 January 2019

ITEM FOR ACTION

RE: Bad Debt Write-off Recommendation for Fiscal Year Ending 30 June 2018

The attached information is submitted for the Trustees' consideration. The material has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The bad debt write-off recommendations for fiscal year ending 30 June 2018 represented on Schedule 1 and Schedule 2 attached.

Short-term Loans, Returned Checks, E & G Tuition/Fees, USUE Tuition/Fees, and State Line Tuition/Fees

This document provides an analysis of the recommended write-off for FY 2018 in each of the five categories of receivables and a comparative analysis for FY 2016 and 2017.

The comparative analysis for short-term loans shows that the recommended FY 2018 dollar amount of write-off is $3,527 less than FY 2017. The percent of approximate annual dollar volume for FY 2018 is 4.11 percent and FY 2017 was 16.92 percent.

The comparative analysis for returned checks shows that the recommended FY 2018 dollar amount of write-off is $970 less than FY 2017. The percent of approximate annual dollar volume for FY 2018 is 0.19 percent and FY 2017 was 0.93 percent.

The comparative analysis for E & G tuition/fees shows that the recommended FY 2018 dollar amount of write-off is $88,648 less than FY 2017. The percent of approximate annual dollar volume for FY 2018 is 0.12 percent and FY 2017 was 0.24 percent.

The comparative analysis for USUE tuition/fees shows that the recommended FY 2018 dollar amount of write-off is $17,182 less than FY 2017. The percent of approximate annual dollar volume for FY 2018 is 1.47 percent and FY 2017 was 1.75 percent.

The comparative analysis for State Line tuition/fees shows that the recommended FY 2018 dollar amount of write-off is $36,352 less than FY 2017. The percent of approximate annual dollar volume for FY 2018 is 0.11 percent and FY 2017 was 0.14 percent.

Auxiliaries, Services, and Other

This document provides a comparative analysis for FY 2016, 2017, and 2018 of the dollar amounts recommended for bad debt write-off by entity. The recommended bad debt write-off for FY 2018 is $137,799 compared with $139,699 for FY 2017 and $167,093 for FY 2016.

Auxiliaries, Service Enterprises, and other entities were asked to submit accounts for write-off approval. The total amount submitted for write-off represents approximately 0.85 percent of total credit sales. Normal collection efforts, including statements, telephone calls, collection letters,

and collection agencies have been used as warranted before the accounts were submitted for write-off approval.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Bad Debt Write-off Recommendations for fiscal year ending 30 June 2018.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The Bad Debt Write-off Recommendations for fiscal year ending 30 June 2018 have been compiled, reviewed and submitted for approval by the Utah State University Controller's Office; and

WHEREAS, The President and Vice President for Business and Finance have reviewed the Bad Debt Write-off Recommendations for fiscal year ending 30 June 2018 and recommend approval to the Board of Trustees; and

WHEREAS, The Utah State University Board of Trustees has reviewed the Bad Debt Write-off Recommendations for the fiscal year ending 30 June 2018:

NOW, THEREFORE, BE IT RESOLVED, That the Utah State University Board of Trustees hereby approves the Bad Debt Write-off Recommendations for fiscal year ending 30 June 2018 as presented.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

_____
Date

Schedule 1

BAD DEBT WRITE-OFF RECOMMENDATIONS
SHORT-TERM LOANS, RETURNED CHECKS
E & G TUITION/FEES, AND STATE LINE TUITION/FEES
Fiscal Year Ending 30 June 2018

Program	Approximate Annual Dollar Volume	Bad Debt Expense		Percent of Approximate Annual Dollar Volume	Funding Source
		Number Of Accounts	Amount		
Short-term Loans	$19,400.00	2	$797.21	4.11%	B
Returned Checks	$108,726.25	1	$205.07	0.19%	A
E & G Tuition/Fees	$198,719,649.44	565	$235,695.06	0.12%	C
USUE Tuition/Fees	$4,943,056.70	160	$72,830.07	1.47%	C
State Line Tuition/Fees	$27,916,297.25	67	$30,206.00	0.11%	C

Note A: The bad debt expense for returned checks is funded from service charges.

Note B: The bad debt expense for short-term loans is written off against the interest earned on loans and when necessary the principal balance of the individual loan funds.

Note C: The bad debt expense for tuition and fees is written off against the tuition and fee revenue.

THREE-YEAR COMPARATIVE FIGURES

Program	Bad Debt Expense						Percent of Approximate Annual Dollar Volume		
	2016		2017		2018				
	No. of Accounts	Amount	No. of Accounts	Amount	No. of Accounts	Amount	2016	2017	2018
Short-term Loans	8	$7,413	10	$4,324	2	$797	23.88	16.92	4.11
Returned Checks	13	$3,235	6	$1,175	1	$205	8.17	0.93	0.19
E & G Tuition/Fees	380	$167,289	595	$324,343	565	$235,695	0.09	0.24	0.12
USUE Tuition/Fees	187	$70,375	206	$90,012	160	$72,830	1.42	1.75	1.47
State Line Tuition/Fees	36	$41,279	106	$66,558	67	$30,206	0.12	0.14	0.11

Schedule 2

COMPARATIVE SCHEDULE OF BAD DEBT WRITE-OFF RECOMMENDATIONS
AUXILIARIES, SERVICES, AND OTHER
Fiscal Year Ending June 30, 2018

	FY 2016	FY 2017	FY 2018	Three -Year Total	Three -Year Average
Auxiliaries					
Bookstore	20,693	23,122	20,272	64,087	21,362.20
Dining Services	40,822	30,086	26,670	97,578	32,525.99
Health Center	-	7,485	9,330	16,815	5,605.09
Housing	104,135	73,136	79,500	256,771	85,590.28
Triple Beam Bakery	-	-	-	-	-
Total Auxiliaries	165,650	133,829	135,772	435,251	145,083.57
Services					
Soils Testing Lab	265	-	-	265	88.33
Total Services	265	-	-	265	88.33
Other					
Statesman Newspaper	1,178	5,816	1,808	8,802	2,933.99
Veterinary Diagnostic Lab	-	-	219	219	73.07
Innovation Campus - Caisson	-	-	-	-	-
Caine College of the Arts - Equipment	-	54	-	54	18.00
Total Other	1,178	5,870	2,027	9,075	3,025
Grand Total	167,093	139,699	137,799	444,591	148,197

11 January 2019

ITEM FOR ACTION

RE: Certificate of Treasurer for July 2018

The Certificate of Treasurer for July 2018 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The State Appropriated Funds budget at 31 July 2018 totaled $412,050,141, up $15,234,381 (3.84%) over the same 2017-2018 period. The year-to-date state appropriated funds expenditures totaled $33,074,475, up $2,217,226 (7.19%) over the same 2017-2018 period and represented 8% of the total budget. The percent of budget expended, 8%, was the percent of budget expected to be spent on a strict time of budget year expired basis.

Total expenditures for all funds totaled $72,296,979, up $15,691,512 (27.72%) over the same 2017-2018 period.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Certificate of Treasurer for July 2018.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Authorized invoices and supporting papers have been filed pertaining to those expenditures listed on the attached Certificate of Treasurer; and

WHEREAS, Expenditures listed on the attached Certificate of Treasurer have been reviewed and approved for payment by the USU Controller's Office, Purchasing Department, and other departments; and

WHEREAS, The expenditures listed on the attached Certificate of Treasurer are in accordance with the laws and rules of Utah State University and the State of Utah; and

WHEREAS, The Chief Financial Officer for Utah State University, David T. Cowley, Vice President for Business and Finance, has certified to the best of his knowledge and belief that all expenditures listed on the attached Certificate of Treasurer were legitimate claims against Utah State University and funds were available for payment of said claims; and

WHEREAS, Vice President Cowley requests approval of the listed expenditures by fund for the period 1 July 2018 to 31 July 2018 on the attached Certificate of Treasurer; and

WHEREAS, The President of Utah State University has reviewed the attached Certificate of Treasurer and recommends its approval of those expenditures listed thereon by the Utah State University Board of Trustees; and

WHEREAS, The USU Board of Trustees has reviewed and given due consideration, review, and authorization of the expenditures listed on the attached Certificate of Treasurer;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Certificate of Treasurer as presented and ratifies the expenditures listed on said Certificate of Treasurer for July 2018.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

_____

Date

CERTIFICATE OF TREASURER

I, David T. Cowley, Vice President for Business and Finance, of Utah State University, do hereby certify as follows and request approval of the listed expenditures by fund for the period 1 July 2018 to 31 July 2018.

Authorization, invoices, and supporting papers have been filed pertaining to the following enumerated expenditures, which have been reviewed and processed for payment by the Controller's Office, Purchasing Department, and other departments; according to the laws, rules, and regulations of Utah State University and the State of Utah. To the best of my knowledge and belief, all are legitimate claims against Utah State University and funds were available for payment of said claims.

State Appropriated Funds	Budget	Percent of Budget Expended (8% Fiscal Year Expired)	1-Jul-18 31-Jul-18	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
Education and General (Except Athletics)	$273,616,870	7%	$18,526,646	$18,526,646	$17,416,662	$1,109,984	6.37 %
Athletics	7,064,181	6%	436,144	436,144	478,905	(42,761)	(8.93) %
E&G - O&M	4,323,453	2%	78,878	78,878	52,178	26,700	51.17 %
Agricultural Experiment Station	17,322,240	6%	1,045,613	1,045,613	1,315,881	(270,268)	(20.54) %
UWRL Appropriation	3,718,609	6%	237,652	237,652	156,419	81,233	51.93 %
UWRL Apportionment	2,966,393	4%	116,035	116,035	129,872	(13,837)	(10.65) %
Tooele - Cont. Ed. Center	13,151,860	28%	3,743,131	3,743,131	3,596,631	146,500	4.07 %
Educationally Disadvantaged	100,000	35%	34,822	34,822	42,082	(7,260)	(17.25) %
Southeastern Utah - Cont. Ed. Center	532,735	3%	16,999	16,999	823,378	(806,379)	(97.94) %
Uintah Basin - Cont. Ed. Center	10,106,809	20%	2,019,779	2,019,779	1,160,414	859,365	74.06 %
Cooperative Extension	25,001,479	5%	1,271,118	1,271,118	1,203,385	67,733	5.63 %
Brigham City - Cont. Ed. Center	15,921,858	16%	2,496,293	2,496,293	2,852,199	(355,906)	(12.48) %
USTAR	238	0%	-	-	-	-	100.00 %
E&G - Vet Med	9,806,050	6%	554,318	554,318	258,287	296,031	114.61 %
Regianl Campuses - Administration	5,292,109	19%	992,862	992,862	-	992,862	100.00 %
Price (USU Eastern)	16,391,426	6%	1,055,044	1,055,044	929,053	125,991	13.56 %
Regianl Campuses - Administration	4,514,106	7%	299,742	299,742	290,242	9,500	3.27 %
Educationally Disadvantaged (USU Eastern)	145,522	1%	2,086	2,086	4,128	(2,042)	(49.47) %
Prehistoric Museum (USU Eastern)	541,370	8%	40,881	40,881	35,745	5,136	14.37 %
Workforce Education (USU Eastern)	1,532,833	7%	106,432	106,432	111,788	(5,356)	(4.79) %
Total State Appropriated Funds	$412,050,141	8%	$33,074,475	$33,074,475	$30,857,249	$2,217,226	7.19 %
Total State Appropriated Funds 2017-2018	$396,815,760						
Increase from 2017-2018	$15,234,381						
Percent Increase from 2017-2018	3.84%						

Other Unrestricted Funds	1-Jul-18 31-Jul-18	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
Overhead Reimbursement for R & D	$1,301,541	$1,301,541	$768,680	$532,861	69.32 %
Designated	7,508,521	7,508,521	1,029,653	6,478,868	629.23 %
Service Departments	4,573,548	4,573,548	4,644,923	(71,375)	(1.54) %
Auxiliary Enterprises (Except Athletics)	2,569,146	2,569,146	2,403,256	165,890	6.90 %
Athletics - USU	2,421,997	2,421,997	1,989,503	432,494	21.74 %
	18,374,753	18,374,753	10,836,015	7,538,738	69.57 %
Other Restricted Funds					
Instruction	1,091,930	1,091,930	1,054,817	37,113	3.52 %
Research	4,617,436	4,617,436	3,561,615	1,055,821	29.64 %
Public Service	3,208,217	3,208,217	2,524,935	683,282	27.06 %
Academic Support	596,899	596,899	525,774	71,125	13.53 %
Student Services	529,706	529,706	506,192	23,514	4.65 %
Institutional Support	62,642	62,642	32,861	29,781	90.63 %
Operation and Maintenance of Plant	7,115	7,115	6,363	752	11.82 %
Scholarships and Fellowships	9,373,972	9,373,972	5,510,480	3,863,492	70.11 %
Service Departments	-	-	-	-	- %
Auxiliary Enterprises	605,311	605,311	505,452	99,859	19.76 %
	20,093,228	20,093,228	14,228,489	5,864,739	41.22 %
Other Funds					
Plant Funds	747,518	747,518	673,529	73,989	10.99 %
Associated Students	-	-	-	-	- %
Other Agency Funds	7,005	7,005	10,185	(3,180)	(31.22) %
	754,523	754,523	683,714	70,809	10.36 %
Total All Funds	$72,296,979	$72,296,979	$56,605,467	$15,691,512	27.72 %

12/17/18
Date

David T. Cowley

11 January 2019

ITEM FOR ACTION

RE: Certificate of Treasurer for August 2018

The Certificate of Treasurer for August 2018 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The State Appropriated Funds budget at 31 August 2018 totaled $412,365,740, up $15,549,980 (3.92%) over the same 2017-2018 period. The year-to-date state appropriated funds expenditures totaled $62,099,491, up $3,207,282 (5.45%) over the same 2017-2018 period and represented 15% of the total budget. The percent of budget expended, 15%, was 2% less than would be expected to be spent on a strict time of budget year expired basis.

Total expenditures for all funds totaled $150,287,435, up $13,002,616 (9.47%) over the same 2017-2018 period.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Certificate of Treasurer for August 2018.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Authorized invoices and supporting papers have been filed pertaining to those expenditures listed on the attached Certificate of Treasurer; and

WHEREAS, Expenditures listed on the attached Certificate of Treasurer have been reviewed and approved for payment by the USU Controller's Office, Purchasing Department, and other departments; and

WHEREAS, The expenditures listed on the attached Certificate of Treasurer are in accordance with the laws and rules of Utah State University and the State of Utah; and

WHEREAS, The Chief Financial Officer for Utah State University, David T. Cowley, Vice President for Business and Finance, has certified to the best of his knowledge and belief that all expenditures listed on the attached Certificate of Treasurer were legitimate claims against Utah State University and funds were available for payment of said claims; and

WHEREAS, Vice President Cowley requests approval of the listed expenditures by fund for the period 1 August 2018 to 31 August 2018 on the attached Certificate of Treasurer; and

WHEREAS, The President of Utah State University has reviewed the attached Certificate of Treasurer and recommends its approval of those expenditures listed thereon by the Utah State University Board of Trustees; and

WHEREAS, The USU Board of Trustees has reviewed and given due consideration, review, and authorization of the expenditures listed on the attached Certificate of Treasurer;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Certificate of Treasurer as presented and ratifies the expenditures listed on said Certificate of Treasurer for August 2018.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

_____

Date

CERTIFICATE OF TREASURER

I, David T. Cowley, Vice President for Business and Finance, of Utah State University, do hereby certify as follows and request approval of the listed expenditures by fund for the period 1 July 2018 to 31 August 2018.

Authorization, invoices, and supporting papers have been filed pertaining to the following enumerated expenditures, which have been reviewed and processed for payment by the Controller's Office, Purchasing Department, and other departments; according to the laws, rules, and regulations of Utah State University and the State of Utah. To the best of my knowledge and belief, all are legitimate claims against Utah State University and funds were available for payment of said claims.

State Appropriated Funds	Budget	Percent of Budget Expended (17% Fiscal Year Expired)	1-Aug-18 31-Aug-18	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
Education and General (Except Athletics)	$273,582,867	14%	$20,837,157	$39,363,804	$37,286,742	$2,077,062	5.57 %
Athletics	7,364,181	14%	572,717	1,008,861	927,716	81,145	8.75 %
E&G - O&M	4,323,453	-2%	(151,940)	(73,061)	128,440	(201,501)	(156.88) %
Agricultural Experiment Station	17,322,240	12%	1,071,592	2,117,205	2,424,576	(307,371)	(12.68) %
UWRL Appropriation	3,719,309	15%	317,675	555,327	373,219	182,108	48.79 %
UWRL Apportionment	2,966,393	7%	99,208	215,242	266,757	(51,515)	(19.31) %
Tooele - Cont. Ed. Center	12,821,860	34%	620,876	4,364,007	4,277,924	86,083	2.01 %
Educationally Disadvantaged	100,000	35%	(13)	34,809	42,306	(7,497)	(17.72) %
Southeastern Utah - Cont. Ed. Center	54,782	13%	(9,935)	7,064	980,465	(973,401)	(99.28) %
Uintah Basin - Cont. Ed. Center	9,973,510	27%	636,867	2,656,647	1,630,298	1,026,349	62.95 %
Cooperative Extension	25,045,279	10%	1,321,714	2,592,832	2,247,274	345,558	15.38 %
Brigham City - Cont. Ed. Center	14,567,134	22%	774,033	3,270,326	4,014,773	(744,447)	(18.54) %
USTAR	238	0%	-	-	-	-	- %
E&G - Vet Med	9,806,050	16%	1,027,263	1,581,581	1,194,255	387,326	32.43 %
Regianl Campuses - Administration	7,593,187	15%	176,858	1,169,721	-	1,169,721	100.00 %
Price (USU Eastern)	16,391,426	14%	1,193,528	2,248,572	2,124,152	124,420	5.86 %
Blanding Campus (USU Eastern)	4,514,106	15%	363,455	663,197	655,865	7,332	1.12 %
Educationally Disadvantaged (USU Eastern)	145,522	11%	13,703	15,789	7,746	8,043	103.83 %
Prehistoric Museum (USU Eastern)	541,370	17%	52,152	93,033	75,636	17,397	23.00 %
Workforce Education (USU Eastern)	1,532,833	14%	108,103	214,535	234,065	(19,530)	(8.34) %
Total State Appropriated Funds	$412,365,740	15%	$29,025,013	$62,099,491	$58,892,209	$3,207,282	5.45 %
Total State Appropriated Funds 2017-2018	$396,815,760						
Increase from 2017-2018	$15,549,980						
Percent Increase from 2017-2018	3.92%						

Other Unrestricted Funds	1-Aug-18 31-Aug-18	Year to Date	Prior Year to Date	Increase (Decrease) from Prior Year	Percent Increase (Decrease) from Prior Year
Overhead Reimbursement for R & D	$1,080,026	$2,381,567	$1,934,741	$446,826	23.09 %
Designated	3,357,276	10,865,798	5,873,057	4,992,741	85.01 %
Service Departments	5,798,420	10,371,968	10,088,765	283,203	2.81 %
Auxiliary Enterprises (Except Athletics)	4,561,115	7,130,261	5,054,419	2,075,842	41.07 %
Athletics - USU	1,857,723	4,279,720	3,611,160	668,560	18.51 %
	16,654,560	35,029,314	26,562,142	8,467,172	31.88 %
Other Restricted Funds					
Instruction	1,625,274	2,717,204	2,860,460	(143,256)	(5.01) %
Research	5,139,142	9,756,578	9,582,106	174,472	1.82 %
Public Service	4,263,654	7,471,871	6,535,808	936,063	14.32 %
Academic Support	583,773	1,180,671	1,164,898	15,773	1.35 %
Student Services	902,676	1,432,382	1,263,709	168,673	13.35 %
Institutional Support	46,261	108,903	67,291	41,612	61.84 %
Operation and Maintenance of Plant	2,768	9,883	25,480	(15,597)	(61.21) %
Scholarships and Fellowships	19,171,989	28,545,962	26,305,098	2,240,864	8.52 %
Service Departments	-	-	-	-	- %
Auxiliary Enterprises	(1,775,238)	(1,169,927)	325,067	(1,494,994)	(459.90) %
	29,960,299	50,053,527	48,129,917	1,923,610	4.00 %
Other Funds					
Plant Funds	2,340,210	3,087,728	3,679,905	(592,177)	(16.09) %
Associated Students	-	-	-	-	- %
Other Agency Funds	10,370	17,375	20,646	(3,271)	(15.84) %
	2,350,580	3,105,103	3,700,551	(595,448)	(16.09) %
Total All Funds	$77,990,452	$150,287,435	$137,284,819	$13,002,616	9.47 %

12/17/18
Date

David T. Cowley

11 January 2019

ITEM FOR ACTION

RE: Delegation/Administrative Reports – 08/24/18 to 10/26/18

Utah State University has been given authority by the Division of Facilities Construction and Management (DFCM) to exercise direct supervision of the design and construction of all alterations, repairs, and improvements to existing facilities on individual projects with budgets of less than $4 million. The supervision of new construction can also be delegated to USU on a project-by-project basis and can exceed the $4 million amount. As part of the delegation authority, administrative reports are prepared by USU and presented to the Utah State Building Board at each of its meetings. The monthly format of USU's reports is similar to that of the DFCM's reports presenting professional and construction contracts issued during the reporting period, contingency and project reserves status, and a delegated projects list showing budget and status. On a quarterly basis, additional reports are prepared showing contingency fund cumulative transfers, a summary of the statewide (paving) account, and a construction contract status. The Board of Regents has transferred its authority to review the delegation/ administrative reports to the Board of Trustees.

The reports have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The following is a summary of the administrative reports for USU for the period 08/24/18 to 10/26/18.

Professional Contracts, 14 contracts issued (Page 1)
Comments are provided on the report.

Construction Contracts, 18 contracts issued (Page 2)
Comments are provided on the report.

Report of Contingency Reserve Fund (Page 3)
No projects contributed to and eight projects needed funds from the contingency reserve fund during this reporting period. Based on an internal risk assessment, the University finds this fund's balance to be adequate.

Report of Project Reserve Fund Activity (Page 4)
One project needed funds from and three projects contributed to the reserve fund during this reporting period. Based on an internal risk assessment, the University finds this fund's balance to be adequate.

Current Delegated Projects List (Pages 5-7)
Of USU's 101 projects, 16 are pending, 21 are in the design/study phase, 47 are in construction, 13 are substantially complete and 4 are complete. The 4 projects completed during this period were Classroom/Auditorium Upgrades FY16, IC Irrigation Trunk Line, Parking Lot Paving FY18 and Water Lab Front Bridge.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the delegation/ administrative reports for the current reporting period be approved as presented.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The Utah Legislature appropriates state funds through the Division of Facilities Construction and Management to Utah State University for the purpose of capital improvements; and

WHEREAS, The Division of Facilities Construction and Management has delegated its authority to exercise direct supervision of the design and construction of such capital improvements to Utah State University; and

WHEREAS, Non-state funded projects with budgets of less than $4 million are also delegated to Utah State University; and

WHEREAS, Projects in excess of $4 million can also be delegated to Utah State University with specific approval of the Utah State Building board; and

WHEREAS, Utah State University presents reports on the status of all its delegated projects to the Utah State Building Board on a regular basis; and

WHEREAS, The State Board of Regents has transferred its authority to review the delegation/ administrative reports to the Board of Trustees; and

WHEREAS, The President and Vice President for Business and Finance have reviewed the delegation/administrative reports for the current reporting period and recommend approval of the reports to the Board of Trustees; and

WHEREAS, The Board of Trustees has reviewed and given due consideration to the delegation/ administrative reports:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the delegation/administrative reports as presented.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES

_____
Date

VICE PRESIDENT FOR BUSINESS AND FINANCE

Professional Contracts
Awarded From 08/24/18 to 10/26/18

	Project Name	Firm Name	A/E Budget	Fee Amount	Comments
1	South Farm Horse Barn	Cache Landmark	$33,050.00	$28,800.00	Civil, mechanical, electrical design services
2	Airport FL-10 Remodel	Cartwright Consulting Engineers	$13,500.00	$13,500.00	Design services
3	South Farm Horse Barn	Equine Estates	$33,050.00	$4,250.00	Engineering design services
4	Medium Voltage FY18	Sine Source Engineering	$98,000.00	$2,550.00	Design services
	MISCELLANEOUS CONTRACTS				
5	May Swenson House	West Coast Consultants	$12,310.00	$9,704.00	Code review, inspection services
6	USUE Blanding Campus Triplex	City of Blanding	$4,700.00	$3,500.00	Inspection services
7	Sign System FY15	Cache Landmark	$8,670.00	$3,260.00	Bike lane survey and signage
8	South Farm Beef Barn	Utah Testing and Engineering	$2,921.00	$2,921.00	Materials testing, inspection services
9	Education Atrium Skylight	West Coast Code Consultants	$975.00	$975.00	Plan review, inspection services
10	USUE Blanding Housing Fire Safety	Dixon Information	$950.00	$950.00	Bulk samples Quad
11	Bio Tech Lab Controls	Dixon Information	$5,000.00	$175.00	Bulk samples Bio Tech
12	USUE Price Library Remodel	Dixon Information	$136.00	$136.00	Bulk samples USUE Lib
13	Access Control FY19	Dixon Information	$382,648.00	$25.00	Bulk samples FL control door
14	Health, LS, Code, Asbestos FY17	ALS Group	$139,916.00	$25.00	Bulk sample materials

VICE PRESIDENT FOR BUSINESS AND FINANCE

Construction Contracts
Awarded From 08/24/18 to 10/26/18

	Project	Firm Name	Const Budget	Contract Amt	Exp to Date	Comments
1	South Farm Horse Barn	Equine Estates	$1,421,117.00	$568,340.00	$174,543.00	Construction services
2	USU Reservoir Pump Station	Spindler Construction	$293,642.00	$236,786.00	$0.00	Construction services
3	1400 North Soils Relocation	Edge Excavation	$228,104.00	$228,104.00	$0.00	Rough grading, soil removal
4	EVR Storm Drain Pond	Edge Excavation	$203,730.00	$203,730.00	$0.00	Construction services
5	USUE Blanding Housing Fire Safety	Jacobsen Construction	$231,210.00	$188,160.00	$3,172.00	Fire protection system upgrades
6	USU Hay Sheds	Ellis Builders	$159,000.00	$159,000.00	$15,900.00	Construction services
7	Lighting Control Upgrade	CVE Technologies	$70,229.00	$70,229.00	$0.00	Electrical installation MC Lib
8	South Farm Horse Barn	DWA Construction	$1,421,117.00	$32,500.00	$174,543.00	CMGC services
9	Medium Voltage FY18	TEC Electric	$1,385,182.00	$30,902.00	$962,765.00	Electrical service Skaggs
10	Access Control FY19	USU Information Technology	$382,648.00	$13,344.00	$3,630.00	Install cabling JQL, EEJ, Edith Bowen
11	Health, LS, Code, Asbestos FY19	Lundahl Building Systems	$139,838.00	$12,300.00	$44,972.00	ADA access sidewalk South Farm
12	UWRL Hydronic Heating System	Thermal West	$159,817.00	$6,136.00	$116,196.00	Insulate pipes, fittings UWRL
13	Health, LS, Code, Asbestos FY19	USU Facilities P&D	$139,838.00	$4,142.00	$44,972.00	Install light pole OM Hill
14	Classroom Upgrades FY18	USU Facilities P&D	$179,495.00	$3,732.00	$146,704.00	Install chair rail
15	Classroom Upgrades FY19	USU Facilities P&D	$208,086.00	$3,400.00	$82,814.00	Install carpet Engr Lab 105
	MISCELLANEOUS CONTRACTS					
16	UWRL Hydronic Heating System	Gritton & Associates	$159,817.00	$9,394.00	$116,196.00	Replacement controllers UWRL
17	Medium Voltage FY18	G&W Electric	$1,385,182.00	$7,742.00	$962,765.00	Portable motor controls
18	Health, LS, Code, Asbestos FY17	Eagle Environmental	$139,916.00	$923.00	$138,640.00	Asbestos removal FA 223

UtahState University
VICE PRESIDENT FOR BUSINESS AND FINANCE

Report of Contingency Reserve Fund
From 08/24/18 to 10/26/18

Project Title	Current Transfers	Total Transfers To (From) Contingency	% to Construction Budget	Project Status	% Completed (Paid)
BEGINNING BALANCE	**$874,969.35**				
INCREASES TO CONTINGENCY RESERVE FUND					
None					
DECREASES FROM CONTINGENCY RESERVE FUND					
Parking Lot Paving FY18	(43,797.08)	(60,207.05)	16.12%	Complete	100.00%
(additional work on manholes)					
Lillywhite HVAC Upgrade	(21,821.25)	(47,215.55)	5.90%	Construction	43.99%
(upgrade HVAC control system)					
USUE Infrastructure/Automation Upgrade	(19,489.00)	(19,489.00)	4.22%	Construction	68.94%
(remove concrete, backfill, testing, add fill, breakers)					
SE Sidewalks & Safety Lighting	(8,030.36)	(17,829.65)	2.31%	Construction	96.89%
(remove and replace asphalt 900 N)					
Technology Roof Recoat	(5,740.40)	(5,740.40)	2.13%	Construction	92.77%
(building repairs)					
Ray B. West Reroof	(899.00)	(94,009.00)	12.18%	Sub Complete	98.13%
(add smoke detector)					
Classroom Upgrades FY19	(378.79)	(378.79)	0.18%	Construction	39.80%
(podium millwork changes)					
Health, LS, Code, Asbestos FY19	(350.00)	(350.00)	0.27%	Construction	32.16%
(replace junction box)					
ENDING BALANCE	**$774,463.47**				

UtahState University
VICE PRESIDENT FOR BUSINESS AND FINANCE

Report of Project Reserve Fund Activity
From 08/24/18 to 10/26/18

Project Title	Transfer Amount	Description	% of Construction Budget
BEGINNING BALANCE	**$534,371.38**		
INCREASES TO PROJECT RESERVE FUND			
Water Lab Front Bridge Study	42,100.00	Close project	84.20%
Parking Lot Paving FY18	1,804.46	Close project	0.48%
Classroom Auditorium Upgrades FY16	1,407.52	Close project	0.55%
DECREASES TO PROJECT RESERVE FUND			
Lighting Control Upgrades	(9,270.00)	Award contract	15.21%
ENDING BALANCE	**$570,413.36**		

UtahState University
VICE PRESIDENT FOR BUSINESS AND FINANCE

Current Delegated Projects List
10/26/18

Project Number	Project Name	Phase	Project Budget
CAPITAL DEVELOPMENT/IMPROVEMENT			
A29004	Emergency Generator FY14	Sub Completion	250,390
A31325	Emergency Generator FY15	Construction	243,382
A31328	HVAC Controls Upgrade FY15	Construction	229,140
A31333	Planning & Design FY15	Sub Completion	175,075
A31334	Sign System FY15	Sub Completion	47,193
A34107	Kaysville Building Addition	Sub Completion	3,274,910
A34283	Chilled Water Infrastructure FY16	Sub Completion	357,878
A34284	Classroom/Auditorium Upgrades FY16	Complete	291,080
A34285	Concrete Replacement FY16	Sub Completion	243,096
A34300	VCT Tile Replacement in Hallways	Construction	331,255
A34301	Vet Science Electrical Upgrade FY16	Design	98,753
A35569	Townhouse Stucco Proj Bldg 3	Pending	139,470
A36118	Utility Meter Upgrades FY16	Construction	92,721
A36468	Hydraulics Lab Landscape FY17	Construction	128,357
A36734	Classroom Upgrades FY17	Construction	295,598
A36736	Bike Racks/Site Furn FY17	Construction	45,662
A36738	Health, LS, Code, Asbestos FY17	Sub Completion	139,916
A36741	Planning & Design FY17	Design/Study	85,457
A37302	South Farm New Dairy Barn	Construction	2,282,776
A38008	Blue Square Parking Expansion	Sub Completion	559,564
A38143	Student Organic Farm Facility	Design	146,666
A38594	Lillywhite HVAC Upgrade	Construction	1,774,500
A38598	Edith Bowen Playground	Sub Completion	413,300
A38777	IC Irrigation Trunk Line	Complete	388,799
A39185	Medium Voltage Upgrade FY18	Construction	1,493,182
A39186	Planning & Design FY18	Design/Study	175,000
A39187	Health, LS, Code, Asbestos FY18	Construction	146,599
A39188	Concrete Replacement FY18	Construction	381,255
A39189	Bike Racks/Site Furn FY18	Construction	54,795
A39190	Sign System FY18	Construction	45,662

A39191	Classroom Upgrades FY18	Construction	183,907
A39193	NFS Lab Ventilation Replace	Design	950,154
A39194	Parking Lot Paving FY18	Complete	620,423
A39195	Parking Lot Repair & Seal	Construction	138,027
A39196	Champ/OM Hill Sewer Line Repl	Construction	1,312,386
A39197	Water Lab Front Bridge Study	Complete	7,900
A39198	SE Sidewalks & Safety Lighting	Construction	800,244
A39202	Lighting Control Upgrade	Construction	78,479
A39203	Campus Mapping	Design/Study	200,000
A39204	Bio Tech Lab Controls	Construction	462,135
A39205	NR Fire Alarm Upgrade	Construction	138,418
A39206	SDL Fire Alarm Upgrade	Construction	166,101
A39207	Ray B. West Reroof	Sub Completion	926,198
A39502	SLC Campus Relocation	Construction	5,005,117
A40010	Education Atrium Remodel	Sub Completion	421,681
A40454	Tooele Landscape Improvements	Design	170,104
A40585	Education Suite 413 Remodel	Construction	185,490
A40762	Campus Wide Metering	Construction	92,283
A40823	BCC Trail & Historical Bldg	Construction	266,084
A41399	Technology Shop Renovation	Construction	156,450
A41400	Aggie Chocolate Factory	Sub Completion	316,909
A41702	South Farm Beef Barn	Construction	517,043
A41724	Medium Voltage Upgrade FY19	Pending	1,390,966
A41725	Planning & Design FY19	Design/Study	175,000
A41726	Health, LS, Code, Asbestos FY19	Construction	149,601
A41727	Concrete Replacement FY19	Construction	507,357
A41728	Bike Racks/Site Furn FY19	Pending	55,192
A41729	Access Control FY19	Construction	382,648
A41730	Sign System FY19	Pending	46,009
A41731	Classroom Upgrades FY19	Construction	230,611
A41732	Parking Lot Paving FY19	Design	692,651
A41733	Education Atrium Skylight	Design	691,789
A41734	UWRL Lab 339 Upgrade	Pending	93,189
A41735	Tooele Classroom Bldg Reroof	Construction	161,460
A41736	MC Library Reheat Coils	Pending	45,662
A41737	Blue Square Pedestrian Crossing	Design	368,702
A41738	Fire Sprinkling Upgrade	Pending	184,302
A41739	USU Reservoir Pump Station	Construction	322,838

A41740	Technology Roof Recoat	Construction	280,763
A41741	UWRL Hydronic Heating System	Construction	159,817
A41742	MC Library Flooring	Pending	183,950
A41743	HPER Swimming Pools	Pending	320,790
A41744	Mtn. Aire to FA Irrigation Line	Design	345,803
A41745	NFS Dairy Lab Mech Upgrade	Construction	879,582
A41746	FAC Concrete Panel Repl	Construction	414,884
A41747	Rock Garden Landscape	Design	193,302
A41748	SDL Chiller Replacement	Pending	414,884
A41801	May Swenson House	Design	850,314
A42103	SLC Campus East Entrance	Design	80,000
A42197	Motor Pool Car Wash	Construction	149,881
A42226	EVR Storm Drain Pond	Construction	274,672
A42375	TSC Student Affairs Remodel	Pending	1,000,000
A42467	South Farm Horse Barn (NEW PROJECT)	Construction	1,600,000
A42468	Alumni House Remodel	Design	100,000
A42506	CEP Dry Cooling Tower	Design	250,000
A42872	Airport FL-10 Remodel (NEW PROJECT)	Design	200,000
A43133	USU Hay Sheds (NEW PROJECT)	Construction	190,335
A43179	1400 N Soils Relocation (NEW PROJECT)	Construction	287,055
C11461	USUE Infrastructure/Automation Upgrade	Construction	532,324
C11615	USUE Geary Theatre Bldg Upgrades	Sub Completion	7,103,037
C11781	USUE Blanding Housing Fire Safety	Construction	285,788
C11931	USUE Price Fire Lane	Pending	461,269
C11932	USUE Price Utility Upgrades	Pending	693,033
C11933	USUE Price Slurry Seal Lots	Construction	71,453
C11934	USUE Price MCC Steam Piping	Pending	69,391
C11935	USUE Price BDAC Skylight	Pending	322,838
C11936	USUE Blanding Slurry Seal Lots	Construction	26,484
C11937	USUE Outdoor Lighting Upgrade	Pending	322,838
C11943	USUE Price Library Remodel	Design	471,428
C11953	USUE Price Student Center Remodel	Design	49,445
C11954	USUE Blanding Campus Triplex	Design	311,146
TOTAL (101)			$51,841,446

11 January 2019

ITEM FOR ACTION

RE: Delegation/Administrative Reports – 10/26/18 to 11/21/18

Utah State University has been given authority by the Division of Facilities Construction and Management (DFCM) to exercise direct supervision of the design and construction of all alterations, repairs, and improvements to existing facilities on individual projects with budgets of less than $4 million. The supervision of new construction can also be delegated to USU on a project-by-project basis and can exceed the $4 million amount. As part of the delegation authority, administrative reports are prepared by USU and presented to the Utah State Building Board at each of its meetings. The monthly format of USU's reports is similar to that of the DFCM's reports presenting professional and construction contracts issued during the reporting period, contingency and project reserves status, and a delegated projects list showing budget and status. On a quarterly basis, additional reports are prepared showing contingency fund cumulative transfers, a summary of the statewide (paving) account, and a construction contract status. The Board of Regents has transferred its authority to review the delegation/ administrative reports to the Board of Trustees.

The reports have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The following is a summary of the administrative reports for USU for the period 10/26/18 to 11/21/18.

Professional Contracts, 14 contracts issued (Page 1)
Comments are provided on the report.

Construction Contracts, 11 contracts issued (Page 2)
Comments are provided on the report.

Report of Contingency Reserve Fund (Page 3)
Four projects needed funds and no projects contributed to the contingency reserve fund during this reporting period. Based on an internal risk assessment, the University finds this fund's balance to be adequate.

Report of Project Reserve Fund Activity (Page 4)
One project needed funds and six projects contributed to the reserve fund during this reporting period. Based on an internal risk assessment, the University finds this fund's balance to be adequate.

Current Delegated Projects List (Pages 5-7)
Of USU's 100 projects, 11 are pending, 27 are in the design/study phase, 39 are in construction, 15 are substantially complete and 8 are complete. The 8 projects completed during this period were Chilled Water Infrastructure FY16, Concrete Replacement FY16, Health, LS, Code, Asbestos FY17, Hydraulics Lab Landscape, Kaysville Building Addition, Technology Roof Recoat, USUE Blanding Slurry Seal Lots and USUE Price Slurry Seal Lots.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the delegation/ administrative reports for the current reporting period be approved as presented.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The Utah Legislature appropriates state funds through the Division of Facilities Construction and Management to Utah State University for the purpose of capital improvements; and

WHEREAS, The Division of Facilities Construction and Management has delegated its authority to exercise direct supervision of the design and construction of such capital improvements to Utah State University; and

WHEREAS, Non-state funded projects with budgets of less than $4 million are also delegated to Utah State University; and

WHEREAS, Projects in excess of $4 million can also be delegated to Utah State University with specific approval of the Utah State Building board; and

WHEREAS, Utah State University presents reports on the status of all its delegated projects to the Utah State Building Board on a regular basis; and

WHEREAS, The State Board of Regents has transferred its authority to review the delegation/ administrative reports to the Board of Trustees; and

WHEREAS, The President and Vice President for Business and Finance have reviewed the delegation/administrative reports for the current reporting period and recommend approval of the reports to the Board of Trustees; and

WHEREAS, The Board of Trustees has reviewed and given due consideration to the delegation/ administrative reports:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the delegation/administrative reports as presented.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES

_____
Date

VICE PRESIDENT FOR BUSINESS AND FINANCE

Professional Contracts
Awarded From 10/26/18 to 11/21/18

	Project Name	Firm Name	A/E Budget	Fee Amount	Comments
1	USUE Price Utility Upgrades	Method Studio	$55,466.00	$55,466.00	Design services
2	USUE Price Fire Lane	Method Studio	$31,880.00	$31,880.00	Design services
3	USUE Price BDAC Skylight	Method Studio	$27,510.00	$27,510.00	Design services
4	USUE Outdoor Lighting Upgrade	Method Studio	$26,935.00	$26,935.00	Design services
5	Fire Sprinkling Upgrade	Colvin Engineering	$21,500.00	21,500.00	Design services SER Data Center
6	Medium Voltage FY18	Spectrum Engineers	$98,000.00	19,380.00	Electrical engineering design services
7	USUE Price MCC Shed Addition	Method Studio	$16,406.00	16,406.00	Design services
8	USUE Price MCC Steam Piping	Method Studio	$13,306.00	13,306.00	Design services
9	Planning & Design FY19	Method Studio	$176,585.00	3,000.00	Design services master plan N district
	MISCELLANEOUS CONTRACTS				
10	USU Hay Sheds	Utah Testing and Engineering	$165,035.00	3,235.00	Inspection services
11	USUE Price Student Center Remodel	West Coast Consultants	$4,500.00	680.00	Plan review services
12	Health, LS, Code, Asbestos FY19	Dixon Information	$139,838.00	564.00	Bulk samples USUE Blanding, BRASC
13	Health, LS, Code, Asbestos FY19	The Express Transport	$139,838.00	30.00	Bulk samples BRASC
14	EVR Storm Drain Pond	Dixon Information	$209,452.00	25.00	Bulk samples EVR pond

VICE PRESIDENT FOR BUSINESS AND FINANCE

Construction Contracts
Awarded From 10/26/18 to 11/21/18

	Project	Firm Name	Const Budget	Contract Amt	Exp to Date	Comments
1	EVR Solar Array	Intermountain Wind & Solar	$243,493.00	$243,493.00	$0.00	Construction services solar system
2	Institutional Residence Remodel	USU Facilities	$114,679.00	$114,678.00	$0.00	Construction services
3	NFS Lab Dairy Mech Upgrade	Raymond Construction	$804,786.00	$23,370.00	$26,040.00	CMGC services
4	Health, LS, Code, Asbestos FY19	USU Facilities	$139,838.00	$2,609.77	$45,977.59	Install security screens GEOL
5	Education Atrium Remodel	USU Facilities	$239,075.00	$450.00	$98,892.00	Install new ceiling
	MISCELLANEOUS CONTRACTS					
6	Campus Wide Metering	USU Facilities	$93,560.00	$84,835.00	$86,455.00	Meter upgrades Price
7	Technology Shop Renovation	VO Brothers Mechanical	$145,412.00	$7,400.00	$112,314.00	Install sink
8	Campus Wide Metering	USU Information Technology	$93,560.00	$7,104.59	$86,455.00	Install cabling
9	Technology Shop Renovation	Nicholls Brothers Painting	$145,412.00	$2,139.00	$112,314.00	Painting services
10	Technology Shop Renovation	Advanced Heating & Air	$145,412.00	$1,613.00	$112,314.00	Install fan, duct and grill
11	Health, LS, Code, Asbestos FY17	Eagle Environmental	$139,731.00	$1,091.00	$139,731.00	Asbestos removal Spectrum 113

UtahState University
VICE PRESIDENT FOR BUSINESS AND FINANCE

Report of Contingency Reserve Fund
From 10/26/18 to 11/21/18

Project Title	Current Transfers	Total Transfers To (From) Contingency	% to Construction Budget	Project Status	% Completed (Paid)
BEGINNING BALANCE	**$774,463.47**				
INCREASES TO CONTINGENCY RESERVE FUND					
None					
DECREASES FROM CONTINGENCY RESERVE FUND					
Lillywhite HVAC Upgrade	(11,313.24)	(58,528.79)	7.32%	Construction	75.56%
(steam powered pump trap)					
SE Sidewalks & Safety Lighting	(10,678.70)	(28,508.35)	3.69%	Sub Complete	96.57%
(fire hydrant, re-work grades, junction box, concrete work)					
USUE Infrastructure/Automation Upgrade	(8,330.00)	(27,819.00)	6.02%	Construction	67.73%
(safety ladder, post re-route piping)					
Hydraulics Lab Landscape	(5,706.27)	(6,547.29)	7.97%	Complete	100.00%
(steel edging, add rock, water line connect, re-set signs)					
ENDING BALANCE	**$738,435.26**				

VICE PRESIDENT FOR BUSINESS AND FINANCE

Report of Project Reserve Fund Activity
From 10/26/18 to 11/21/18

Project Title	Transfer Amount	Description	% of Construction Budget
BEGINNING BALANCE	**$570,413.36**		
INCREASES TO PROJECT RESERVE FUND			
Chilled Water Infrastructure	81,692.38	Close project	25.00%
Technology Roof Recoat	24,942.00	Close project	9.24%
Concrete Replacement FY16	12,782.78	Close project	6.14%
USUE Blanding Slurry Seal Lots	7,146.00	Close project	26.98%
Kaysville Building Addition	6,920.87	Close project	0.31%
Health, LS, Code, Asbestos FY17	185.13	Close project	0.14%
DECREASES TO PROJECT RESERVE FUND			
Campus Wide Metering	(1,276.96)		1.36%
ENDING BALANCE	**$702,805.56**		

UtahState University
VICE PRESIDENT FOR BUSINESS AND FINANCE

Current Delegated Projects List
11/21/18

Project Number	Project Name	Phase	Project Budget
CAPITAL DEVELOPMENT/IMPROVEMENT			
A29004	Emergency Generator FY14	Sub Completion	250,390
A31325	Emergency Generator FY15	Construction	243,382
A31328	HVAC Controls Upgrade FY15	Construction	229,140
A31333	Planning & Design FY15	Sub Completion	175,075
A31334	Sign System FY15	Sub Completion	47,193
A34107	Kaysville Building Addition	Complete	3,255,686
A34283	Chilled Water Infrastructure FY16	Complete	276,186
A34285	Concrete Replacement FY16	Complete	230,313
A34300	VCT Tile Replacement in Hallways	Construction	331,255
A34301	Vet Science Electrical Upgrade FY16	Design	98,753
A36118	Utility Meter Upgrades FY16	Construction	92,721
A36468	Hydraulics Lab Landscape FY17	Complete	134,063
A36734	Classroom Upgrades FY17	Sub Completion	295,598
A36736	Bike Racks/Site Furn FY17	Sub Completion	45,662
A36738	Health, LS, Code, Asbestos FY17	Complete	139,731
A36741	Planning & Design FY17	Design/Study	85,457
A37302	South Farm New Dairy Barn	Construction	2,282,776
A38008	Blue Square Parking Expansion	Sub Completion	559,564
A38143	Student Organic Farm Facility	Design	146,666
A38594	Lillywhite HVAC Upgrade	Construction	1,840,635
A38598	Edith Bowen Playground	Sub Completion	413,300
A39185	Medium Voltage Upgrade FY18	Construction	1,493,182
A39186	Planning & Design FY18	Design/Study	175,000
A39187	Health, LS, Code, Asbestos FY18	Sub Completion	146,599
A39188	Concrete Replacement FY18	Construction	381,255
A39189	Bike Racks/Site Furn FY18	Construction	54,795
A39190	Sign System FY18	Construction	45,662
A39191	Classroom Upgrades FY18	Construction	183,907
A39193	NFS Lab Ventilation Replace	Design	950,154

A39195	Parking Lot Repair & Seal	Construction	138,027
A39196	Champ/OM Hill Sewer Line Repl	Construction	1,312,386
A39198	SE Sidewalks & Safety Lighting	Sub Completion	810,922
A39202	Lighting Control Upgrade	Construction	78,479
A39203	Campus Mapping	Design/Study	200,000
A39204	Bio Tech Lab Controls	Construction	462,135
A39205	NR Fire Alarm Upgrade	Construction	138,418
A39206	SDL Fire Alarm Upgrade	Construction	166,101
A39207	Ray B. West Reroof	Sub Completion	926,198
A39502	SLC Campus Relocation	Sub Completion	5,005,117
A40010	Education Atrium Remodel	Sub Completion	421,681
A40454	Tooele Landscape Improvements	Design	170,104
A40585	Education Suite 413 Remodel	Construction	185,490
A40762	Campus Wide Metering	Sub Completion	93,560
A40823	BCC Trail & Historical Bldg	Construction	273,998
A41399	Technology Shop Renovation	Construction	176,470
A41400	Aggie Chocolate Factory	Sub Completion	316,909
A41702	South Farm Beef Barn	Construction	517,043
A41724	Medium Voltage Upgrade FY19	Pending	1,390,966
A41725	Planning & Design FY19	Design/Study	175,000
A41726	Health, LS, Code, Asbestos FY19	Construction	149,601
A41727	Concrete Replacement FY19	Construction	507,357
A41728	Bike Racks/Site Furn FY19	Pending	55,192
A41729	Access Control FY19	Construction	382,648
A41730	Sign System FY19	Pending	46,009
A41731	Classroom Upgrades FY19	Construction	230,611
A41732	Parking Lot Paving FY19	Design	692,651
A41733	Education Atrium Skylight	Design	691,789
A41734	UWRL Lab 339 Upgrade	Pending	93,189
A41735	Tooele Classroom Bldg Reroof	Construction	161,460
A41736	MC Library Reheat Coils	Pending	45,662
A41737	Blue Square Pedestrian Crossing	Design	368,702
A41738	Fire Sprinkling Upgrade	Pending	184,302
A41739	USU Reservoir Pump Station	Construction	322,838
A41740	Technology Roof Recoat	Complete	255,821
A41741	UWRL Hydronic Heating System	Construction	159,817
A41742	MC Library Flooring	Pending	183,950

A41743	HPER Swimming Pools	Pending	320,790
A41744	Mtn. Aire to FA Irrigation Line	Design	345,803
A41745	NFS Dairy Lab Mech Upgrade	Construction	879,582
A41746	FAC Concrete Panel Repl	Construction	414,884
A41747	Rock Garden Landscape	Design	193,302
A41748	SDL Chiller Replacement	Pending	414,884
A41801	May Swenson House	Design	850,314
A42103	SLC Campus East Entrance	Design	80,000
A42197	Motor Pool Car Wash	Construction	149,881
A42226	EVR Storm Drain Pond	Construction	274,672
A42375	TSC Student Affairs Remodel	Pending	1,000,000
A42467	South Farm Horse Barn	Construction	1,599,443
A42468	Alumni House Remodel	Design	100,000
A42506	CEP Dry Cooling Tower	Design	250,000
A42872	Airport FL-10 Remodel	Design	200,000
A42914	Institutional Residence Remodel (NEW PROJECT)	Construction	182,625
A43133	USU Hay Sheds	Construction	190,335
A43179	1400 N Soils Relocation	Construction	287,055
A43459	EVR Solar Array (NEW PROJECT)	Construction	271,495
A43528	Alumni House IOGP Remodel (NEW PROJECT)	Pending	100,000
C11461	USUE Infrastructure/Automation Upgrade	Construction	540,654
C11615	USUE Geary Theatre Bldg Upgrades	Sub Completion	7,103,037
C11781	USUE Blanding Housing Fire Safety	Construction	285,788
C11931	USUE Price Fire Lane	Design	461,269
C11932	USUE Price Utility Upgrades	Design	693,033
C11933	USUE Price Slurry Seal Lots	Complete	71,453
C11934	USUE Price MCC Steam Piping	Design	69,391
C11935	USUE Price BDAC Skylight	Design	322,838
C11936	USUE Blanding Slurry Seal Lots	Complete	19,338
C11937	USUE Outdoor Lighting Upgrade	Design	322,838
C11943	USUE Price Library Remodel	Design	1,700,000
C11953	USUE Price Student Center Remodel	Design	599,055
C11954	USUE Blanding Campus Triplex	Design	311,146
C11984	USUE Price MCC Shed Addition (NEW PROJECT)	Design	100,000
TOTAL (100)			$52,799,607

11 January 2019

ITEM FOR ACTION

RE: Faculty and Staff Adjustments

The attached faculty and staff adjustments are submitted for the Trustees consideration. They have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The faculty and staff adjustments include thirteen (13) changes in title or assignment; and four (4) new appointments.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the attached faculty and staff adjustments.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The President and the Provost recommend that the Board of Trustees approve thirteen (13) changes in title or assignment; and four (4) new appointments.

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approve the recommendation of the faculty and staff adjustments.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date

11 January 2019

Faculty and Staff Adjustments

a. Change in Title or Assignment

College of Agriculture and Applied Sciences

Abby Benninghoff, Associate Professor, Department of Animal, Dairy and Veterinary Sciences, College of Agriculture and Applied Sciences, to also be Associate Dean of Research and Graduate Student Services, College of Agriculture and Applied Sciences; effective 01 November 2018; replacing Dee Von Bailey. Change in salary to $149,679/12-months.

Emma Eccles Jones College of Education and Human Services

Eadric Bressel, Professor, Department of Kinesiology and Health Science, Emma Eccles Jones College of Education and Human Services, to be Department Head and Professor of the same; effective 01 January 2019; replacing Dennis G. Dolny. Change in salary to $134,740/12-months.

Karen F. Muñoz, Interim Department Head and Professor, Department of Communicative Disorders and Deaf Education, Emma Eccles Jones College of Education and Human Services, to be Department Head and Professor of same; effective 01 January 2019; replacing Kim Corbin-Lewis. Salary to be $147,485/12-months.

University Extension

David W. Francis, Extension Professor, University Extension, to also be Director of Youth Programs of same; effective 19 November 2018; replacing Kevin C. Kessler. Change in salary to $94,605/12-months.

Office of Vice President for Legal Affairs

Mica A. McKinney, General Counsel, to also be Vice President for Legal Affairs, a newly established division and position; effective 11 January 2019. No change in salary.

Office of Vice President for Regional Campuses

Dan W. Black, Executive Director, USU Brigham City Regional Campus to be Associate Vice President of the same; effective 01 January 2019. No change in salary.

Lianna K. Etchberger, Executive Director, USU Moab to be Associate Vice President of the same; effective 01 January 2019. No change in salary.

Nancy K. Glomb, Executive Director, USU Southwest to be Associate Vice President of the same; effective 01 January 2019. No change in salary.

James Y. Taylor, Executive Director, USU Uintah Basin Regional Campuses to be Associate Vice President of the same; effective 01 January 2019. No change in salary.

Jennifer S. Van Cott, Executive Director, USU Tooele Center to be Associate Vice President of the same; effective 01 January 2019. No change in salary.

David C. Vernon, Executive Director, USU Wasatch Centers to be Associate Vice President of the same; effective 01 January 2019. No change in salary.

Taylor K. Adams, Project Coordinator Sr., Regional Campuses, to be Assistant Vice President of the same; effective 01 November 2018. Change in salary to $95,000.

Office of Vice President for Advancement

John S. Cockett, Systems Administrator, Emma Eccles Jones College of Education and Human Services, to be Director of Technology, Emma Eccles Jones College of Education and Human Services, and Associate Vice President for Central Development, University Advancement; effective 01 January 2019. Change in salary to $115,000.

b. New Appointments

Office of Affirmative Action/Equal Opportunity

Alison Adams-Perlac, Executive Director, Office of Affirmative Action/Equal Opportunity, replacing Stacy Sturgeon; effective 02 January 2019. B.A. University of Utah, 2006; J.D. University of Utah, 2009. Salary to be $90,000/12-months.

College of Engineering

D. Keith Roper, Department Head and Professor with tenure, Department of Biological Engineering; effective 01 January 2019; replacing Ronald C. Sims. B.S. Brigham Young University, 1989; Ph.D. University of Wisconsin-Madison, 1994. Salary to be $180,000/12-months.

College of Humanities and Social Sciences

Patrick Q. Mason, Associate Professor and Leonard J. Arrington Chair of Mormon History and Culture, Department of History, College of Humanities and Social Sciences; effective 01 July 2019; replacing Philip J. Barlow. B.A. Brigham Young University, 1999; two M.A.'s University of Notre Dame, 2003; Ph.D. University of Notre Dame, 2005. Salary to be $97,000/9-months.

Office of Vice President for Marketing and Communications

William M. Plate, Jr., Vice President for Marketing and Communications, a newly established division and position; effective 11 January 2019. B.F.A. Rochester Institute of Technology, New York, 1999; M.B.A. Florida Atlantic University, 2009. Salary to be $215,000/12-months.

11 January 2019

ITEM FOR ACTION

RE: Honorary Degrees for 2019

EXECUTIVE SUMMARY

The Honorary Degrees and Awards Screening Committee has completed its work and recommends to the Board of Trustees names of individuals to receive Honorary Degrees for 2019. When the individuals are approved, the administration will contact them for availability and acceptance.

RECOMMENDATION

The Honorary Degrees and Awards Screening Committee recommends approval by the Board of Trustees the names of individuals to receive 2019 Honorary Degrees.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The Honorary Degrees and Awards Screening Committee recommends to the Board of Trustees names of individuals to receive 2019 Honorary Degrees; and

WHEREAS, The administration will need to contact the selected individuals to determine availability and acceptance before names are made public;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the names and authorizes the administration to contact these individuals.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

_____
Date

11 January 2019

ITEM FOR ACTION

RE: Report of Institutional Discretionary Funds for 2017-2018 (Actual), 2018-2019 (Estimate), and 2019-2020 (Estimate) and Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2018

The Report of Institutional Discretionary Funds and Institutional Discretionary Funds Supplemental Report of Budget Variances are submitted to the Board of Trustees for consideration. The reports have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

Institutional discretionary funds are funds available for expenditure or transfer at the direction of the President of the University, generated from one or both of the following sources:

A. Investment Income – Earnings resulting from the investment of cash balances in the Education and General Current Funds, and earnings resulting from the investment of other funds.

B. Unrestricted Gifts and Grants – Gift and grant funds which are not restricted by the source to specific purposes, and are deposited in the Education and General Current Fund for expenditure or transfer.

Board of Regents Policy R548 requires that a three-year report of discretionary funds be submitted as part of the annual appropriated operating budget process. The report includes the actual expenditures of discretionary funds for the most recent fiscal year (2017-2018), estimates for the current fiscal year (2018-2019), and preliminary estimates of receipts and uses of funds for the request year (2019-2020).

The Supplemental Report of Budget Variances includes the actual sources of funds available; and the expenditures/transfers of these discretionary funds for the most recent fiscal year (2017-2018), the original budget for the year, and the actual variance from the budget.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Institutional Discretionary Funds and the Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2018.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, State Board of Regents policy R548 requires an annual Report of Institutional Discretionary Funds; and

WHEREAS, Utah State University is required to submit the Report of Institutional Discretionary Funds to the Utah State University Board of Trustees for approval; and

WHEREAS, The Vice President for Business and Finance has reviewed the Report of Institutional Discretionary Funds and the Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2018 and recommends approval to the Board of Trustees; and

WHEREAS, The President of Utah State University has reviewed the Report of Institutional Discretionary Funds and the Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2018 and recommends approval to the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, That the Utah State University Board of Trustees hereby approves the Report of Institutional Discretionary Funds and the Institutional Discretionary Funds Supplemental Report of Budget Variances for the Fiscal Year Ended 30 June 2018 as presented.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

_____
Date

Date: 10/09/18
Initials: DC/WP

Utah State University

REPORT OF INSTITUTIONAL DISCRETIONARY FUNDS

	2017-18 Actual (1) $	2018-19 Estimate (2) $	2019-20 Estimate (3) $
I SOURCES OF INSTITUTIONAL DISCRETIONARY FUNDS			
A. Carry forward	$ 581,425	$ 668,757	418,757
B. Current Funds Interest	5,791,837	5,600,000	5,600,000
C. Unrestricted Gifts and Grants	213,853	300,000	300,000
D. Total Amount Available	6,587,115	6,568,757	6,318,757
II. EXPENDITURES & TRANSFERS BY CATEGORY AND PROJECT			
A. Academic Program Enrichment	1,500	10,000	10,000
B. Cultural Enrichment			
C. Scholarships, Fellowships and Student Aid	2,524,393	2,700,000	2,700,000
D. Faculty Development and Recognition			
E. Campus Development			
F. Seed Money for Program Grants and Contracts			
G. Fund Raising and Institutional Development		80,000	80,000
H. Equipment Acquisitions			
I Supplemental Library Support			
J. Other E&G Current Operating Support	1,743	100,000	100,000
K. Transfers To/From Other Funds			
1. Other Funds			
2. Support of Athletic Department	3,001,902	3,000,000	3,000,000
3. Quasi-Endowment Funds	125,316		
4. USU Eastern Current Funds	263,504	260,000	260,000
L. TOTAL EXPENDITURES & TRANSFERS	5,918,358	6,150,000	6,150,000
III. CARRY FORWARD	$ 668,757	$ 418,757	$ 168,757

11 January 2019

ITEM FOR ACTION

RE: Report of Investments for July 2018

The Report of Investments for July 2018 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

This set of investment reports presents investment activity for July 2018 and comparitive year-to-date totals for FY 2018-2019 and FY 2017-2018.

CASH MANAGEMENT INVESTMENT POOL

The average daily fair value invested during July 2018 was $324,044,102, up $2,055,219 over June 2018. Total investment loss was $537,816, down $898,150 from June 2018, reflecting the increase in the amount available for investing and a decrease in total investment return. The annualized total investment return was -1.99%, down 3.33% from June 2018.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was $324,044,102, up $11,439,897 (3.66%) over FY 2017-2018. Total interest income for FY 2018-2019 amounted to $620,748, up $88,466 (16.62%) over FY 2017-2018, reflecting an increase in the amount available for investing and an increase in interest rates.

The total amount invested at 31 July 2018 was $318,874,749, up $9,049,938 (2.92%) over 31 July 2017.

ENDOWMENT POOL

The average daily fair value invested during July 2018 was $180,114,969, down $5,590,618 from June 2018. Interest and dividend income of $165,631 plus net realized gains of $8,609,926 totaled $8,775,557 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was $180,114,969, up $10,796,128 (6.38%) over FY 2017-2018. Total realized income for FY 2018-2019 was $8,775,557, up $8,657,209 (7315.04%) over FY 2017-2018. This increase resulted from $36,528 more in interest and dividends and $8,620,681 more net realized gains during FY 2018-2019.

The total amount invested at 31 July 2018 was $181,971,205, up $11,487,758 (6.74%) over 31 July 2017.

OTHER INVESTMENTS

The average daily fair value invested during July 2018 was $195,077,554, up $3,871,968 over June 2018. Interest and dividend income of $211,683 plus net realized gains of $149,816 totaled $361,499 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was $195,077,554, up $6,428,042 (3.41%) over FY 2017-2018. Total realized income for FY 2018-2019 was $361,499, up $500,623 (359.84%) over FY 2017-2018. This increase resulted from $20,532 less in interest and dividend income and $521,155 more in net realized gains during FY 2018-2019.

Total amount invested at 31 July 2018 was $195,425,352, up $6,314,896 (3.34%) over 31 July 2017.

ENDOWMENT TRUSTS

The average daily fair value invested during July 2018 was $5,964,950, up $131,045 over June 2018. Interest and dividend income of $9,340 plus net realized gains of $18,695 totaled $27,999 in realized gains for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was $5,964,950, up $17,190 (0.29%) over FY 2017-2018. Total realized income for FY 2018-2019 was $27,999, up $46,826 (248.72%) over FY 2017-2018. This increase resulted from $7,834 less in interest and dividend income and $54,660 more in net realized gains during FY 2018-2019.

Total amount invested at 31 July 2018 was $6,044,674, up $83,683 (1.40%) over 31 July 2017.

PLANT FUND TRUSTS

The average daily fair value invested during July 2018 was $39,850,571, up $21,529,601 over June 2018. Interest income totaled $87,593 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was $39,850,571, up $10,986,916 (38.06%) over FY 2017-2018. Total realized income for FY 2018-2019 was $87,593, up $48,119 (121.90%) over FY 2017-2018. This increase reflects the increased amount available for investing and an increase in the rate of return.

Total amount invested at 31 July 2018 was $39,175,148, up $11,175,520 (39.91%) over 31 July 2017.

SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of July was $664,743,957. Purchases totaled $53,457,914 and sales totaled $45,117,897, From this activity the University realized net gains of $8,778,401 and earnings of $941,302.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for July 2018.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The attached Report of Investments containing authorized transactions, documentation, and supporting papers has been filed for review by the Board of Trustees pertaining to the investment activities; and

WHEREAS, The investment transactions listed on the attached Report of Investments have been approved by the USU Controller's Office; and

WHEREAS, The investment activities listed on the attached Report of Investments are in accordance with the Utah State Money Management Act, the rules of the Utah State Money Management Council, the Utah State Uniform Prudent Management of Institutional Funds Act, and the laws and rules of Utah State University and the State of Utah; and

WHEREAS, The Chief Financial Officer for Utah State University, David T. Cowley, Vice President for Business and Finance, has certified to the best of his knowledge and belief all investment transactions listed on the attached Report of Investments were made in accordance with the guidelines, rules, and laws; and

WHEREAS, Vice President Cowley requests approval of the attached Report of Investments for the period 1 July 2018 to 31 July 2018 and comparative year-to-date totals for the periods 1 June 2018 to 31 July 2018 and 1 June 2017 to 31 July 2017; and

WHEREAS, The President of Utah State University has reviewed the attached report and recommends its approval by the Utah State University Board of Trustees; and

WHEREAS, The USU Board of Trustees has reviewed and given due consideration, review, and authorization of the investment transactions listed on the attached Report of Investments for the period 1 July 2018 to 31 July 2018 and comparative year-to-date totals for the periods 1 June 2018 to 31 July 2018 and 1 June 2017 to 31 July 2017;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Report of Investments as presented and ratifies the transactions listed on said Report of Investments for July 2018.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

_____

Date

UtahState University
VICE PRESIDENT FOR BUSINESS AND FINANCE

UTAH STATE UNIVERSITY
REPORT OF INVESTMENTS
JULY 2018

The following schedules (A through E2) provide a report of the University's Investments. To the best of my knowledge, Utah State University is in compliance with the Utah State Money Management Act and the rules of the Utah State Money Management Council and the Utah State Uniform Prudent Management of Institutional Funds Act.

Danford R. Christensen
Controller

12/17/18
Date

David T. Cowley
Vice President for Business and Finance

12/17/18
Date

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule A-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest Income	Less Service Charges	Net Interest Income
Jul 2018	$310,863,104	$22,625,438	$13,455,229	($1,158,564)	$318,874,749	$324,044,102	$620,748	$14,069	$606,679
Aug 2018									
Sep 2018									
Oct 2018									
Nov 2018									
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									
Comparative Totals:									
Year-to-date									
FY 2018-19	$310,863,104	$22,625,438	$13,455,229	($1,158,564)	$318,874,749	$324,044,102	$620,748	$14,069	$606,679
FY 2017-18	309,649,563	0	0	175,248	309,824,811	312,604,205	532,282	2,299	529,983
Amt Change					9,049,938	11,439,897	88,466	11,770	76,696
% Change					2.92%	3.66%	16.62%	511.96%	14.47%

Note: The Cash Management Investment Pool includes cash of all funds over estimated daily operating requirements.

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL
SUMMARY OF INVESTMENT TRANSACTIONS AND PERFORMANCE
For the Month of July 2018

Schedule A-2

	Purchases	Sales Cost	Sales Receipts	Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
Sweep Account	$22,625,438	$13,455,229	$13,455,229	$21,956		$21,956	$14,749,675	1.79%
Money Market Account				35,596		35,596	16,200,000	2.64%
Utah Public Treasurers' Investment Fund				219		219	100,000	2.63%
Commercial Paper and Corporate Notes				212,632	$24,328	236,960	124,538,055	2.28%
Obligations of U. S. Government				329,253	(1,149,474)	(820,221)	157,016,072	-6.27%
Municipal Bonds				21,092	(33,418)	(12,326)	11,440,300	-1.29%
Total	$22,625,438	$13,455,229	$13,455,229	$620,748	($1,158,564)	($537,816)	$324,044,102	-1.99%

UTAH STATE UNIVERSITY

SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS

Schedule A-3

For the Month of July 2018

	Purchases		Sales				
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	Earnings
Cash Management Investment Pool							
Sweep Account		$22,625,438		$13,455,229	$13,455,229	$0	$21,956
Money Market Account							35,596
Utah Public Treasurers' Investment Fund							219
Corporate Bonds and Floaters							212,632
Obligations of U. S. Government							329,253
Municipal Bonds							21,092
Total Cash Management Investment Pool		$22,625,438		$13,455,229	$13,455,229	$0	$620,748

UTAH STATE UNIVERSITY
ENDOWMENT POOL
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule B-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
*Jul 2018	$178,258,733	$26,337,385	$26,172,381	$3,547,468	$181,971,205	$180,114,969	$165,631	$8,609,926	$8,775,557	$0	$8,775,557
Aug 2018											
Sep 2018											
Oct 2018											
Nov 2018											
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											
Comparative Totals:											
Year-to-date											
FY 2018-19	$178,258,733	$26,337,385	$26,172,381	$3,547,468	$181,971,205	$180,114,969	$165,631	$8,609,926	$8,775,557	$0	$8,775,557
FY 2017-18	168,154,235	4,274,121	4,145,018	2,200,109	170,483,447	169,318,841	129,103	(10,755)	118,348	0	118,348
Amt Change					11,487,758	10,796,128	36,528	8,620,681	8,657,209	0	8,657,209
% Change					6.74%	6.38%	28.29%	80155.10%	7315.04%	0.00%	7315.04%

Note: The Endowment Pool includes endowment funds designated for long-term investment. Included in this pool are endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of $3,996,485 principal beginning balance, a $3,640,732 ending balance, and a $3,816,086 average daily balance for the current month. Current month interest and dividends from the CMIP were $7,303 bringing the total to $7,303 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

*The July beginning fair value has been adjusted to reflect the amount distributed to expendable accounts at fiscal year end.

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT POOL TRANSACTIONS
For the Month of July 2018

	Purchases		Sales				
Endowment Pool Transactions	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	Earnings
Cash Management Investment Pool							
Utah State University				$363,056	$363,056	$0	$7,303
CMIP Interest		$7,303					
Equity funds							
Vanguard Russell 3000	30,676.079	7,642,025					
UTS SPDR Trust Ser 1 (SPY)			42,874.000	3,658,192	12,142,025	8,483,833	
Fixed Income funds							
Longfellow		376,830		482,887	476,279	(6,608)	44,039
High Yield Bond Fund	3,764.889	38,884					36,486
Paydenfunds - Emerging Markets Bond Fund	1,263.648	16,882					16,882
Alternatives							
Aether Investment Partners, LLC							
Aether Real Assets IV, LP		57,613					8,425
The Carlyle Group							
Carlyle Realty Parners VIII		37,808					
Commonfund							
CEP VII		5,000		5,000	30,942	25,942	990
CNR IX		48,750		7,306	25,609	18,303	26
Global Infrastructure Partners							
Global Infrastructure Partners III-A/B, L.P.		417,850					
GQG Partners							
GQG Partners Emerging Markets Equity Fund		4,500,000					
Solamere Capital							
Solamere Founders Fund I, LP		6,922		6,003	35,520	29,517	214
Solamere Founders Fund II, LP				28,732	36,854	8,122	13,909
Woodbury							
Woodbury Strategic Partners Fund, L.P.				143,475	188,701	45,226	
Woodbury Capital II, LP							33,749
Woodbury Capital III, LP				0	5,591	5,591	1,985
Money Market Funds							
Goldman Sachs Bank Deposit		993					993
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z		12,540,869		12,328,399	12,328,399	0	627
US Bank - Longfellow First Am Treas Ob Fund Cl Z		446,073		277,121	277,121	0	
Wells Fargo Government Money Market		3					3
Accruals							
Endowment Pool							
US Bank - Accruals				495	495	0	
US Bank - SPY Accrual				53,403	53,403	0	
Wells Capital Management - HYB		36,486		38,884	38,884	0	

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT POOL TRANSACTIONS
For the Month of July 2018

	Purchases		Sales				
Endowment Pool Transactions	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	Earnings
Accruals (continued)							
Longfellow							
US Bank Receivable - Interest Accrual		$44,039		$69,502	$69,502	$0	
US Bank - Pending		99,999		100,000	100,000	0	
Longfellow - Q2 Fees		13,056					
Total Endowment Pool Transactions		$26,337,385		$17,562,455	$26,172,381	$8,609,926	$165,631

UTAH STATE UNIVERSITY
DEFENSIVE RETURN POOL
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule C1A

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income
Jul 2018	$168,133,350	$3,996,463	$3,787,019	($43,007)	$168,299,787	$168,216,569	$209,444	$145,995	$355,439
Aug 2018									
Sep 2018									
Oct 2018									
Nov 2018									
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									
Comparative Totals:									
Year-to-date									
FY 2018-19	$168,133,350	$3,996,463	$3,787,019	($43,007)	$168,299,787	$168,216,569	$209,444	$145,995	$355,439
FY 2017-18	162,476,896	3,429,188	3,198,994	407,339	163,114,429	162,795,663	222,569	(374,703)	(152,134)
Amt Change					5,185,358	5,420,906	(13,125)	520,698	507,573
% Change					3.18%	3.33%	-5.90%	138.96%	333.64%

Note: The Defensive Return Pool is comprised of quasi-endowment funds designated for long-term investment. Included in this pool are quasi-endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of $76,418,907 principal beginning balance, a $76,565,297 ending balance, and a $76,492,102 average daily balance for the current month. Current month interest and dividends from the CMIP were $146,390 bringing the total to $146,390 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

*The July beginning fair value has been adjusted to reflect the amount distributed to expendable accounts at fiscal year end.

UTAH STATE UNIVERSITY
SUMMARY OF DEFENSIVE RETURN POOL TRANSACTIONS
For the Month of July 2018

Schedule C2A

	Purchases		Sales				
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	Earnings
Defensive Return Pool							
CMIP Earnings		$146,390					$146,390
Utah Public Treasurers'							
Investment Fund		6,430					6,430
US Bank							
Corporate Issues							
Bayer US Fin II LLC	12,500.000	1,069,263	12,500.000	$1,069,263	$1,116,875	$47,613	
Monsanto Co			12,500.000	994,562	1,069,262	74,700	
Foreign Issues							
Aegon NV	10,000.000	985,060					
Lloyds Banking Group	10,000.000	899,370					
US Bank Earnings							288,809
Alternatives							
Dakota Pacific Real Estate Group							
Dakota Pacific Real Estate				0	5,811	5,811	
Morgan Stanley Smith Barney							
MS Opp Mortgage Inc Fund							42,869
Woodbury							
Woodbury Strategic Partners Fund				47,825	62,900	15,075	
Woodbury Capital II, LP							33,749
Woodbury Capital III, LP				0	2,796	2,796	993
Money Market / Cash							
Morgan Stanley Bank N.A.		42,876					7
US Bank - First Am Treasury Ob Fund Class Z		558,222		900,456	900,456	0	
Wells Fargo - Cash		43		43	43	0	
Receivable / In Transit / Unsettled Purchases							
US Bank - Receivable		288,809		319,073	319,073	0	
CMIP Payable				309,803	309,803	0	(309,803)
Total Other Investments		$3,996,463		$3,641,025	$3,787,019	$145,995	$209,444

UTAH STATE UNIVERSITY
OTHER INVESTMENTS
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule C1B

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income
Jul 2018	$26,596,404	$1,902	$101,529	$628,788	$27,125,565	$26,860,985	$2,239	$3,821	$6,060
Aug 2018									
Sep 2018									
Oct 2018									
Nov 2018									
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									
Comparative Totals:									
Year-to-date									
FY 2018-19	$26,596,404	$1,902	$101,529	$628,788	$27,125,565	$26,860,985	$2,239	$3,821	$6,060
FY 2017-18	25,711,671	13,412	101,704	372,648	25,996,027	25,853,849	9,646	3,364	13,010
Amt Change					1,129,538	1,007,136	(7,407)	457	(6,950)
% Change					4.35%	3.90%	-76.79%	13.59%	-53.42%

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of July 2018

	Purchases		Sales				
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	Earnings
Other Investments							
Utah Public Treasurers'							
Investment Fund		$1,902					$1,902
Mutual Funds							
Commonfund							
CEU Title III							
Multi-Strategy Bond			89.339	$1,034	$1,292	$258	
Multi-Strategy Equity			10.733	657	4,220	3,563	
Alternatives							
InvenTrust Properties							
Inventrust Properties Corp							337
Receivable / In Transit / Unsettled Purchases							
Commonfund				95,370	95,370	0	
Xenia Hotels & Resorts				647	647	0	
Total Other Investments		$1,902		$97,708	$101,529	$3,821	$2,239

UTAH STATE UNIVERSITY
ENDOWMENT TRUSTS
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule D-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income/(Loss)	Less Expenses	Net Realized Income/(Loss)
Jul 2018	$5,885,226	$463,103	$454,388	$150,733	$6,044,674	$5,964,950	$9,340	$18,659	$27,999	$625	$27,374
Aug 2018											
Sep 2018											
Oct 2018											
Nov 2018											
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											
Comparative Totals:											
Year-to-date											
FY 2018-19	$5,885,226	$463,103	$454,388	$150,733	$6,044,674	$5,964,950	$9,340	$18,659	$27,999	$625	$27,374
FY 2017-18	5,934,529	344,928	328,406	9,940	5,960,991	5,947,760	17,174	(36,001)	(18,827)	651	(19,478)
Amt Change					83,683	17,190	(7,834)	54,660	46,826	(26)	46,852
% Change					1.40%	0.29%	-45.62%	151.83%	248.72%	-3.99%	240.54%

Note: Endowment Trusts include externally managed endowment trusts.

UTAH STATE UNIVERSITY

SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS

Schedule D-2

For the Month of July 2018

	Purchases		Sales				
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	Earnings
Endowment Trusts							
Common and Preferred Stock							
Amgen Inc			1,150.000	$197,716	$221,488	$23,772	
Intl Business Machines Corp	800.000	$117,891					
SeaDrill Ltd.	46.000	0	12,500.000	5,128	15	(5,113)	
Wells Fargo & Co New	2,000.000	114,370					
Funds held at Morgan Stanley - Dividends							$8,810
Mutual Funds - Equity							
Funds held at Wells Fargo - Dividends							3
Mutual Funds - Bond							
Federated Total Return Bond Fund	9.333	98				0	98
Metropolitan West Total Return Bond Fund	7.617	79				0	79
Wells Fargo Advantage Core Bond Fund	6.024	75				0	75
Federated Total Return Bond Fund	9.332	98				0	98
Metropolitan West Total Return Bond Fund	7.615	79				0	79
Wells Fargo Advantage Core Bond Fund	6.023	75				0	75
Money Market & Cash Funds							
Morgan Stanley Bank N.A. #		230,320		232,260	232,260	0	7
Wells Fargo #451		9		313	313	0	8
Wells Fargo #451		9		312	312	0	8
Total Endowment Trusts		$463,103		$435,729	$454,388	$18,659	$9,340

UTAH STATE UNIVERSITY
PLANT FUND TRUSTS
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule E-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest Income	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
Jul 2018	$40,294,519	$33,623	$1,147,351	($5,643)	$39,175,148	$39,850,571	$87,593		$87,593		$87,593
Aug 2018											
Sep 2018											
Oct 2018											
Nov 2018											
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											
Comparative Totals:											
Year-to-date											
FY 2018-19	$40,294,519	$33,623	$1,147,351	($5,643)	$39,175,148	$39,850,571	$87,593	$0	$87,593	$0	$87,593
FY 2017-18	30,965,477	32,779	3,002,238	3,610	27,999,628	28,863,655	39,474	0	39,474	0	39,474
Amt Change					11,175,520	10,986,916	48,119	0	48,119	0	48,119
% Change					39.91%	38.06%	121.90%	0.00%	121.90%	0.00%	121.90%

Note: Plant Fund Trusts include all debt service reserve and construction fund accounts in compliance with bond issue covenants.

UTAH STATE UNIVERSITY

SUMMARY OF PLANT TRUST INVESTMENT TRANSACTIONS

Schedule E-2

For the Month of July 2018

	Purchases		Sales				
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	Earnings
Plant Trusts							
US Bank							
Federal Home Loan Bank							$2,006
Utah Public Treasurers' Investment Fund		$33,623		$1,103,832	$1,103,832	$0	85,587
Accounts Receivable							
US Bank - Federal Home Loan Bank				9,896	9,896	0	
Utah Public Treasurer's Investment Fund				33,623	33,623	0	
Total Plant Trusts		$33,623		$1,147,351	$1,147,351	$0	$87,593

11 January 2019

ITEM FOR ACTION

RE: Report of Investments for August 2018

The Report of Investments for August 2018 is submitted to the Board of Trustees for consideration. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

This set of investment reports presents investment activity for August 2018 and comparitive year-to-date totals for FY 2018-2019 and FY 2017-2018.

CASH MANAGEMENT INVESTMENT POOL

The average daily fair value invested during August 2018 was $360,757,422, up $36,713,320 over July 2018. Total investment gain was $1,488,310, up $2,026,126 over July 2018, reflecting the increase in the amount available for investing and an increase in total investment return. The annualized total investment return was 4.95%, up 6.94% over July 2018.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was $342,400,762, up $28,214,299 (8.98%) over FY 2017-2018. Total interest income for FY 2018-2019 amounted to $1,306,043, up $7,760 (0.60%) over FY 2017-2018, reflecting an increase in the amount available for investing and an increase in interest rates.

The total amount invested at 31 August 2018 was $386,937,260, up $68,269,930 (21.42%) over 31 August 2017.

ENDOWMENT POOL

The average daily fair value invested during August 2018 was $182,415,360, up $2,300,391 over July 2018. Interest and dividend income of $160,218 plus net realized gains of $24,866 totaled $185,084 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was $181,265,164, up $11,255,987 (6.62%) over FY 2017-2018. Total realized income for FY 2018-2019 was $8,960,641, up $8,693,678 (3256.51%) over FY 2017-2018. This increase resulted from $47,434 more in interest and dividends and $8,646,244 more net realized gains during FY 2018-2019.

The total amount invested at 31 August 2018 was $182,859,514, up $11,943,937 (6.99%) over 31 August 2017.

OTHER INVESTMENTS

The average daily fair value invested during August 2018 was $197,165,573, up $2,088,019 over July 2018. Interest and dividend income of $313,739 plus net realized gains of $54,306 totaled $368,045 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was $196,121,563, up $6,749,001 (3.56%) over FY 2017-2018. Total realized income for FY 2018-2019 was $729,544, up $719,391 (7085.50%) over FY 2017-2018. This increase resulted from $130,103 more in interest and dividend income and $589,288 more in net realized gains during FY 2018-2019.

Total amount invested at 31 August 2018 was $198,905,792, up $7,825,024 (4.10%) over 31 August 2017.

ENDOWMENT TRUSTS

The average daily fair value invested during August 2018 was $6,050,962, up $86,012 over July 2018. Interest and dividend income of $18,331 minus net realized losses of $27,609 totaled $9,278 in realized losses for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was $6,007,956, up $79,196 (1.34%) over FY 2017-2018. Total realized income for FY 2018-2019 was $18,721, up $51,129 (157.77%) over FY 2017-2018. This increase resulted from $13,958 less in interest and dividend income and $65,087 less in net realized losses during FY 2018-2019.

Total amount invested at 31 August 2018 was $6,057,249, up $198,720 (3.39%) over 31 August 2017.

PLANT FUND TRUSTS

The average daily fair value invested during August 2018 was $38,906,449, down $944,122 from July 2018. Interest income totaled $85,649 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2018-2019 was $39,378,510, up $11,962,460 (43.63%) over FY 2017-2018. Total realized income for FY 2018-2019 was $173,242, up $96,358 (125.33%) over FY 2017-2018. This increase reflects the increased amount available for investing and an increase in the rate of return.

Total amount invested at 31 August 2018 was $37,011,179, up $12,022,724 (48.11%) over 31 August 2017.

SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of August was $702,680,520. Purchases totaled $113,933,823 and sales totaled $46,013,508, From this activity the University realized net gains of $51,563 and earnings of $1,106,713.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for August 2018.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The attached Report of Investments containing authorized transactions, documentation, and supporting papers has been filed for review by the Board of Trustees pertaining to the investment activities; and

WHEREAS, The investment transactions listed on the attached Report of Investments have been approved by the USU Controller's Office; and

WHEREAS, The investment activities listed on the attached Report of Investments are in accordance with the Utah State Money Management Act, the rules of the Utah State Money Management Council, the Utah State Uniform Prudent Management of Institutional Funds Act, and the laws and rules of Utah State University and the State of Utah; and

WHEREAS, The Chief Financial Officer for Utah State University, David T. Cowley, Vice President for Business and Finance, has certified to the best of his knowledge and belief all investment transactions listed on the attached Report of Investments were made in accordance with the guidelines, rules, and laws; and

WHEREAS, Vice President Cowley requests approval of the attached Report of Investments for the period 1 August 2018 to 31 August 2018 and comparative year-to-date totals for the periods 1 July 2018 to 31 August 2018 and 1 July 2017 to 31 August 2017; and

WHEREAS, The President of Utah State University has reviewed the attached report and recommends its approval by the Utah State University Board of Trustees; and

WHEREAS, The USU Board of Trustees has reviewed and given due consideration, review, and authorization of the investment transactions listed on the attached Report of Investments for the period 1 August 2018 to 31 August 2018 and comparative year-to-date totals for the periods 1 July 2018 to 31 August 2018 and 1 July 2017 to 31 August 2017;

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the attached Report of Investments as presented and ratifies the transactions listed on said Report of Investments for August 2018.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

_____

Date

UtahState University
VICE PRESIDENT FOR BUSINESS AND FINANCE

UTAH STATE UNIVERSITY
REPORT OF INVESTMENTS
AUGUST 2018

The following schedules (A through E2) provide a report of the University's Investments. To the best of my knowledge, Utah State University is in compliance with the Utah State Money Management Act and the rules of the Utah State Money Management Council and the Utah State Uniform Prudent Management of Institutional Funds Act.

Danford R. Christensen
Controller

12/17/18
Date

David T. Cowley
Vice President for Business and Finance

12/17/18
Date

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule A-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest Income	Less Service Charges	Net Interest Income
Jul 2018	$310,863,104	$22,625,438	$13,455,229	($1,158,564)	$318,874,749	$324,044,102	$620,748	$14,069	$606,679
Aug 2018	318,874,749	$105,369,453	$38,109,957	803,015	386,937,260	360,757,422	685,295	(30)	685,325
Sep 2018									
Oct 2018									
Nov 2018									
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									
Comparative Totals:									
Year-to-date									
FY 2018-19	$310,863,104	$127,994,891	$51,565,186	($355,549)	$386,937,260	$342,400,762	$1,306,043	$14,039	$1,292,004
FY 2017-18	309,649,563	30,505,000	22,775,450	1,288,217	318,667,330	314,186,463	1,298,283	2,284	1,295,999
Amt Change					68,269,930	28,214,299	7,760	11,755	(3,995)
% Change					21.42%	8.98%	0.60%	514.67%	-0.31%

Note: The Cash Management Investment Pool includes cash of all funds over estimated daily operating requirements.

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL
SUMMARY OF INVESTMENT TRANSACTIONS AND PERFORMANCE
For the Month of August 2018

Schedule A-2

	Purchases	Sales Cost	Sales Receipts	Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
Sweep Account	$71,369,453	$38,109,957	$38,109,957	$62,040		$62,040	$41,979,125	1.77%
Money Market Account	15,000,000			49,486		49,486	21,522,581	2.76%
Utah Public Treasurers' Investment Fund	$7,000,000			6,165		6,165	2,809,677	2.63%
Commercial Paper and Corporate Notes	$12,000,000			217,258	($55,744)	161,514	125,989,668	1.54%
Obligations of U. S. Government				329,254	837,028	1,166,282	157,016,071	8.91%
Municipal Bonds				21,092	21,731	42,823	11,440,300	4.49%
Total	$105,369,453	$38,109,957	$38,109,957	$685,295	$803,015	$1,488,310	$360,757,422	4.95%

UTAH STATE UNIVERSITY

SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS

Schedule A-3

For the Month of August 2018

	Purchases		Sales				
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	Earnings
Cash Management Investment Pool							
Sweep Account		$71,369,453		$38,109,957	$38,109,957	$0	$62,040
Money Market Account		15,000,000					49,486
Utah Public Treasurers' Investment Fund		7,000,000					6,165
Corporate Bonds and Floaters		12,000,000					217,258
Obligations of U. S. Government							329,254
Municipal Bonds							21,092
Total Cash Management Investment Pool		$105,369,453		$38,109,957	$38,109,957	$0	$685,295

UTAH STATE UNIVERSITY
ENDOWMENT POOL
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule B-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
*Jul 2018	$178,258,733	$26,337,385	$26,172,381	$3,547,468	$181,971,205	$180,114,969	$165,631	$8,609,926	$8,775,557	$0	$8,775,557
Aug 2018	181,971,205	1,433,701	1,244,810	699,418	182,859,514	182,415,360	160,218	24,866	185,084	$12,428	172,656
Sep 2018											
Oct 2018											
Nov 2018											
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											
Comparative Totals:											
Year-to-date											
FY 2018-19	$178,258,733	$27,771,086	$27,417,191	$4,246,886	$182,859,514	$181,265,164	$325,849	$8,634,792	$8,960,641	$12,428	$8,948,213
FY 2017-18	168,154,235	6,846,784	6,580,133	2,494,691	170,915,577	170,009,177	278,415	(11,452)	266,963	11,765	255,198
Amt Change					11,943,937	11,255,987	47,434	8,646,244	8,693,678	663	8,693,015
% Change					6.99%	6.62%	17.04%	75499.86%	3256.51%	5.64%	3406.38%

Note: The Endowment Pool includes endowment funds designated for long-term investment. Included in this pool are endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of $3,640,732 principal beginning balance, a $3,597,928 ending balance, and a $3,674,302 average daily balance for the current month. Current month interest and dividends from the CMIP were $6,960 bringing the total to $14,263 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

*The July beginning fair value has been adjusted to reflect the amount distributed to expendable accounts at fiscal year end.

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT POOL TRANSACTIONS
For the Month of August 2018

	Purchases		Sales				
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	Earnings
Endowment Pool Transactions							
Cash Management Investment Pool							
Utah State University		$40,474		$90,238	$90,238	$0	$6,960
CMIP Interest		6,960					
Equity funds							
RhumbLine QSI Index			90.567	2,190	2,190	0	
Fixed Income funds							
Longfellow		426,271		264,215	274,769	10,554	43,463
High Yield Bond Fund	3,517.800	36,486					41,776
Paydenfunds - Emerging Markets Bond Fund	1,268.151	16,410					16,410
Stone Harbor Emerging Market	5,282.605	50,343					50,343
Alternatives							
Aether Investment Partners, LLC							
Aether Real Assets V, LP		274,007					
Solamere Capital							
Solamere Founders Fund II, LP		20,000		15,259	29,571	14,312	59
Woodbury							
Woodbury Capital II, LP - Ninigret Office Buildings		78,840				0	
Money Market Funds							
Goldman Sachs Bank Deposit		1,006					1,006
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z		11,417		274,007	274,007	0	199
US Bank - Longfellow First Am Treas Ob Fund Cl Z		285,421		393,364	393,364	0	
Wells Fargo Government Money Market		3					2
Accruals							
Endowment Pool							
US Bank - Accruals		825		627	627	0	
US Bank - SPY Accrual		41,775		36,486	36,486	0	
Longfellow							
US Bank Receivable - Interest Accrual		43,463		43,559	43,559	0	
US Bank - Pending		100,000		99,999	99,999	0	
Total Endowment Pool Transactions		$1,433,701		$1,219,944	$1,244,810	$24,866	$160,218

UTAH STATE UNIVERSITY
DEFENSIVE RETURN POOL
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule C1A

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income
Jul 2018	$168,133,350	$3,996,463	$3,787,019	($43,007)	$168,299,787	$168,216,569	$209,444	$145,995	$355,439
Aug 2018	168,299,787	6,392,064	3,794,486	396,297	171,293,662	169,796,725	296,710	50,400	347,110
Sep 2018									
Oct 2018									
Nov 2018									
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									
Comparative Totals:									
Year-to-date									
FY 2018-19	$168,133,350	$10,388,527	$7,581,505	$353,290	$171,293,662	$169,006,647	$506,154	$196,395	$702,549
FY 2017-18	162,476,896	14,897,088	13,514,555	1,146,643	165,006,072	163,427,957	376,427	(374,703)	1,724
Amt Change					6,287,590	5,578,690	129,727	571,098	700,825
% Change					3.81%	3.41%	34.46%	152.41%	40651.10%

Note: The Defensive Return Pool is comprised of quasi-endowment funds designated for long-term investment. Included in this pool are quasi-endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of $76,565,297 principal beginning balance, a $79,015,724 ending balance, and a $78,940,944 average daily balance for the current month. Current month interest and dividends from the CMIP were $149,559 bringing the total to $295,949 year-to-date. These amounts have also been reported in Schedules A-1 and A-2.

*The July beginning fair value has been adjusted to reflect the amount distributed to expendable accounts at fiscal year end.

UTAH STATE UNIVERSITY
SUMMARY OF DEFENSIVE RETURN POOL TRANSACTIONS
For the Month of August 2018

Schedule C2A

	Purchases		Sales				
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	Earnings
Defensive Return Pool							
CMIP		$2,300,868					$149,559
CMIP Earnings		149,559					
Utah Public Treasurers'							
Investment Fund		6,453					6,453
US Bank							
Corporate Issues							
KKR Group Fin Co II	10,000.000	1,069,400					
Prudential Financial			10,000.000	$972,100	$1,022,500	$50,400	
Domestic Preferred Stocks							
Prudential Financial 5.6%	40,000.000	1,000,000					
US Bank Earnings							452,547
Alternatives							
Woodbury							
Woodbury Capital II, LP - Ninigret Office Buildings		78,840					
Money Market / Cash							
Morgan Stanley Bank N.A.		11					11
US Bank - First Am Treasury Ob Fund Class Z		1,334,386		2,133,379	2,133,379	0	
Receivable / In Transit / Unsettled Purchases							
US Bank - Receivable		452,547		326,747	326,747	0	
CMIP Payable				311,860	311,860	0	(311,860)
Total Other Investments		$6,392,064		$3,744,086	$3,794,486	$50,400	$296,710

UTAH STATE UNIVERSITY
OTHER INVESTMENTS
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule C1B

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income
Jul 2018	$26,596,404	$1,902	$101,529	$628,788	$27,125,565	$26,860,985	$2,239	$3,821	$6,060
Aug 2018	27,125,565	17,029	7,819	477,355	27,612,130	27,368,848	17,029	3,906	20,935
Sep 2018									
Oct 2018									
Nov 2018									
Dec 2018									
Jan 2019									
Feb 2019									
Mar 2019									
Apr 2019									
May 2019									
Jun 2019									
Comparative Totals:									
Year-to-date									
FY 2018-19	$26,596,404	$18,931	$109,348	$1,106,143	$27,612,130	$27,114,916	$19,268	$7,727	$26,995
FY 2017-18	25,711,671	956,166	1,235,275	642,134	26,074,696	25,944,605	18,892	(10,463)	8,429
Amt Change					1,537,434	1,170,311	376	18,190	18,566
% Change					5.90%	4.51%	1.99%	173.85%	220.26%

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of August 2018

	Purchases		Sales				
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	Earnings
Other Investments							
Utah Public Treasurers'							
Investment Fund		$1,904		$2,230	$2,230	$0	$1,904
Common and preferred stock							
US Bank - Earnings							15,125
Mutual Funds							
Commonfund							
CEU Title III							
Multi-Strategy Bond			89.141	1,031	1,298	267	
Multi-Strategy Equity			10.653	652	4,291	3,639	
Receivable / In Transit / Unsettled Purchases							
US Bank		15,125					
Total Other Investments		$17,029		$3,913	$7,819	$3,906	$17,029

UTAH STATE UNIVERSITY
ENDOWMENT TRUSTS
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule D-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest and Dividends	Realized Gain or (Loss)	Total Realized Income/(Loss)	Less Expenses	Net Realized Income/(Loss)
Jul 2018	$5,885,226	$463,103	$454,388	$150,733	$6,044,674	$5,964,950	$9,340	$18,659	$27,999	$625	$27,374
Aug 2018	6,044,674	623,954	613,861	2,482	6,057,249	6,050,962	18,331	(27,609)	(9,278)	(16)	(9,262)
Sep 2018											
Oct 2018											
Nov 2018											
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											
Comparative Totals:											
Year-to-date											
FY 2018-19	$5,885,226	$1,087,057	$1,068,249	$153,215	$6,057,249	$6,007,956	$27,671	($8,950)	$18,721	$609	$18,112
FY 2017-18	5,934,529	558,206	524,937	(109,269)	5,858,529	5,928,760	41,629	(74,037)	(32,408)	726	(33,134)
Amt Change					198,720	79,196	(13,958)	65,087	51,129	(117)	51,246
% Change					3.39%	1.34%	-33.53%	87.91%	157.77%	-16.12%	154.66%

Note: Endowment Trusts include externally managed endowment trusts.

UTAH STATE UNIVERSITY

SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS

Schedule D-2

For the Month of August 2018

	Purchases		Sales				
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	Earnings
Endowment Trusts							
Common and Preferred Stock							
BP Plc. Ads			3,500.000	$181,422	$143,400	($38,022)	
Chevron Corp			1,300.000	133,735	152,042	18,307	
iShares S&P US Preferred Stock	4,000.000	$151,587					
Oaktree Capital Group LLC	3,600.000	149,746					
Funds held at Morgan Stanley - Dividends							$17,752
Common & Preferred Stock Options							
Apple Inc (expires 09/21/2018)			(10.000)	(9,412)	(20,753)	(11,341)	
Apple Inc (expires 12/21/18)	(10.000)	(5,674)					
Chevron Texaco Corp (expires 09/21/2018)			(13.000)	(2,067)	(103)	1,964	
Cisco Sys Inc (expires 09/21/2018)			(50.000)	(15,539)	(12,807)	2,732	
Cisco Sys Inc (expires 01/18/19)	(50.000)	(11,608)					
Johnson & Johnson (expires 08/17/2018)			(4.000)	(617)	(1,916)	(1,299)	
Johnson & Johnson (expires 01/18/2019)	(4.000)	(1,105)					
Mutual Funds - Equity							
Lazard Intl Equity Port - Instl #632	0.495	9					
Northern Mid Cap Index Fund			10.276	151	211	60	
Vanguard 500 Index Fund Admiral Shares			1.026	162	270	108	
Voya Large-Cap Grouwth Fund			4.223	165	193	28	
Lazard Intl Equity Port - Instl #632	0.495	9					
Northern Mid Cap Index Fund			10.272	151	211	60	
Vanguard 500 Index Fund Admiral Shares			1.025	162	270	108	
Voya Large-Cap Grouwth Fund			4.222	165	193	28	
Funds held at Wells Fargo - Dividends							25
Mutual Funds - Bond							
Dodge & Cox Income Fund Com #147			73.407	1,022	990	(32)	
Federated Total Return Bond Fund	9.621	101	88.574	1,003	936	(67)	102
Metropolitan West Total Return Bond Fund	7.868	82	83.509	912	869	(43)	90
Wells Fargo Advantage Core Bond Fund	5.927	74	76.393	986	957	(29)	74
Dodge & Cox Income Fund Com #147			73.395	1,022	989	(33)	
Federated Total Return Bond Fund	9.621	102	88.564	1,002	936	(66)	101
Metropolitan West Total Return Bond Fund	7.866	81	83.496	912	868	(44)	90
Wells Fargo Advantage Core Bond Fund	5.926	74	76.381	985	957	(28)	74
Money Market & Cash Funds							
Morgan Stanley Bank N.A. #		331,588		336,910	336,910	0	7
Wells Fargo #451		4,444		4,119	4,119	0	8
Wells Fargo #451		4,444		4,119	4,119	0	8
Total Endowment Trusts		$623,954		$641,470	$613,861	($27,609)	$18,331

UTAH STATE UNIVERSITY
PLANT FUND TRUSTS
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule E-1

	Beginning Fair Value	Purchases	Sales Proceeds	Change in Fair Value	Ending Fair Value	Average Daily Fair Value	Total Interest Income	Realized Gain or (Loss)	Total Realized Income	Less Expenses	Net Realized Income/(Loss)
Jul 2018	$40,294,519	$33,623	$1,147,351	($5,643)	$39,175,148	$39,850,571	$87,593		$87,593		$87,593
Aug 2018	39,175,148	97,622	2,267,575	5,984	37,011,179	38,906,449	85,649		85,649		85,649
Sep 2018											
Oct 2018											
Nov 2018											
Dec 2018											
Jan 2019											
Feb 2019											
Mar 2019											
Apr 2019											
May 2019											
Jun 2019											
Comparative Totals:											
Year-to-date											
FY 2018-19	$40,294,519	$131,245	$3,414,926	$341	$37,011,179	$39,378,510	$173,242	$0	$173,242	$0	$173,242
FY 2017-18	30,965,477	76,594	6,063,933	10,317	24,988,455	27,416,050	76,884	0	76,884	0	76,884
Amt Change					12,022,724	11,962,460	96,358	0	96,358	0	96,358
% Change					48.11%	43.63%	125.33%	0.00%	125.33%	0.00%	125.33%

Note: Plant Fund Trusts include all debt service reserve and construction fund accounts in compliance with bond issue covenants.

UTAH STATE UNIVERSITY

SUMMARY OF PLANT TRUST INVESTMENT TRANSACTIONS

Schedule E-2

For the Month of August 2018

	Purchases		Sales				
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	Earnings
Plant Trusts							
US Bank							
Federal Home Loan Bank							$2,006
Utah Public Treasurers' Investment Fund		$97,622		$2,267,575	$2,267,575	$0	83,643
Total Plant Trusts		$97,622		$2,267,575	$2,267,575	$0	$85,649

11 January 2019

ITEM FOR ACTION

RE: Proposed amendments to the Utah State University Policy Manual, Section 401.4.2(7) – Faculty with Term Appointments – Include a section (7) that discusses the rank of State-Cooperator.

EXECUTIVE SUMMARY

Proposed changes to the Utah State University Policy Manual, Section 401.4.2(7) – Faculty with Term Appointments to include section (7) that discusses the rank of State-Cooperator, were forwarded by the Professional Responsibilities and Procedures Committee (PRPC) and approved by the Faculty Senate on April 2, 2018. The recommended change will include State Cooperators as well as Federal.

RECOMMENDATION

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve the proposed amendments to the Utah State University Policy Manual, Section 401.4.2(7) – Faculty with Term Appointments to include section (7) that discusses the rank of State Cooperator.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The proposal to amend the Utah State University Policy Manual, Section 401.4.2(7) – Faculty with Term Appointments to include section (7) that discusses the rank of State Cooperator, and

WHEREAS, This change will include State Cooperators as well as Federal

WHEREAS, The proposal has the support of the Professional Responsibilities and Procedures Committee (PRPC), and

WHEREAS, The proposal has been approved by the Faculty Senate, and

WHEREAS, The proposal has the approval of the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposed amendments to the Utah State University Policy Manual, Section 401.4.2(7) – Faculty with Term Appointments to include section (7) that discusses the rank of State Cooperator.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

_____
DATE

Proposed | Final Policy:

(7) State Cooperator (SC) Ranks.
Faculty members who are state-level employees, who are paid by agencies of the state government, whose primary function at the university is equivalent to core faculty, and who serve as faculty under cooperative agreements between the university and state government (e.g., Utah Department of Natural Resources) may be appointed to one of the following ranks: instructor (SC), assistant professor (SC), associate professor (SC), or professor (SC), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to state cooperator ranks are made only in academic units where such cooperative agreements exist.

11 January 2019

ITEM FOR ACTION

RE: Proposed amendments to the Utah State University Policy Manual, Section 405.6.2 (2) – Promotion Advisory Committee.

EXECUTIVE SUMMARY

Proposed changes to the Utah State University Policy Manual, Section 405.6.2(2) – Promotion Advisory Committee – changes requested in the formation of the Promotion Advisory Committee as well as the guidelines for the meeting, were forwarded by the Professional Responsibilities and Procedures Committee (PRPC) and approved by the Faculty Senate on February 5, 2018.

RECOMMENDATION

Based on the above proposal and approvals as indicated, the President and Provost recommend that the Board of Trustees approve the proposed amendments to the Utah State University Policy Manual, Section 405.6.2(2) – Promotion Advisory Committee..

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, The proposal to amend the Utah State University Policy Manual, Section 405.6.2(2) – Promotion Advisory Committee, and

WHEREAS, This change will include formation of the Promotion Advisory Committee as well as the guidelines for the meeting

WHEREAS, The proposal has the support of the Professional Responsibilities and Procedures Committee (PRPC), and

WHEREAS, The proposal has been approved by the Faculty Senate, and

WHEREAS, The proposal has the approval of the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposed amendments to the Utah State University Policy Manual, Section 405.6.2(2) – Promotion Advisory Committee.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

_____
DATE

Proposed Changes:

405.6.2 (2) Promotion advisory committee (PAC) (Formation).

A promotion advisory committee must be formed no later than the third year from the time the faculty member was awarded tenure. At any time prior to this deadline, ~~if a~~ the faculty member ~~so desires, he or she~~ may request ~~in writing to the department head or supervisor~~ that a promotion advisory committee be formed for him or her ~~and meet with the faculty member.~~self. The request will be in writing and made to the department head. ~~-~~The promotion advisory committee will be formed ~~This shall be done~~ by the department head in ~~consultation~~ mutual agreement with the faculty member and in consultation with the academic dean, or vice president for extension, and, where appropriate, the chancellor or regional campus dean, within 30 days of receipt of the written request. ~~The promotion advisory committee must be formed by February 15th of the third year following tenure and it is recommended that the informational meeting outlined in 405.8.2(1) below be held at this time.~~

The promotion advisory committee shall be composed of at least five faculty members who have tenure and ~~higher rank than does the faculty member~~ hold the rank of professor. The department head or supervisor will appoint a committee chair other than him or herself and ~~. Normally, two academic unit members of higher rank who have served on the candidate's tenure advisory committee shall be appointed to the promotion advisory committee, and~~ at least one member of the promotion advisory committee will be chosen from outside the academic unit. ~~If there are fewer than four faculty members in the academic unit with higher rank than the candidate, then the department head or supervisor shall, in consultation with the academic dean or vice president for extension, and, where appropriate, the chancellor or regional campus dean, complete the membership of the committee with faculty of related academic units.~~ Department heads and supervisors of the candidate may not serve on promotion advisory committees, and no committee member may be a department head or supervisor of any other member of the committee. ~~A department head or supervisor may only be appointed to the promotion advisory committee in unusual circumstances and with the approval of the faculty member under consideration.~~ The appointing authority for the committee will fill vacancies on the committee as they occur in mutual agreement with the faculty member. ~~r and in consultation with the academic dean or vice president for extension, and, where appropriate, the chancellor or regional cam~~The dean, the department head or supervisor may replace members of the promotion advisory committee when necessary, in mutual agreement with the faculty member. The candidate may request removal of committee members subject to the approval of the department head or supervisor and the academic dean or vice president for extension, and, where appropriate, the chancellor or regional campus dean.

Final:

405.6.2 (2) Promotion advisory committee (PAC) (Formation).

A promotion advisory committee must be formed no later than the third year from the time the faculty member was awarded tenure. At any time prior to this deadline, the faculty member may request that a promotion advisory committee be formed for him or herself. The request will be in writing and made to the department head. The promotion advisory committee will be formed by the department head in mutual agreement with the faculty member and in consultation with the academic dean, or vice president for extension, and, where appropriate, the chancellor or regional campus dean, within 30 days of receipt of the written request.

The promotion advisory committee shall be composed of at least five faculty members who have tenure and hold the rank of professor. The department head or supervisor will appoint a committee chair other than him or herself and at least one member of the promotion advisory committee will be chosen from outside the academic unit. Department heads and supervisors of the candidate may not serve on promotion advisory committees, and no committee member may be a department head or supervisor of any other member of the committee. The appointing authority for the committee will fill vacancies on the committee as they occur in mutual agreement with the faculty member. The dean, the department head or supervisor may replace members of the promotion advisory committee when necessary, in mutual agreement with the faculty member. The candidate may request removal of committee members subject to the approval of the department head or supervisor and the academic dean or vice president for extension, and, where appropriate, the chancellor or regional campus dean.

11 January 2019

ITEM FOR INFORMATION

RE: Revisions to Policy 516 Meals and Entertainment

The attached policy is submitted to the Board of Trustees as information. It received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

The University revised Policy 516 Meals and Entertainment as shown in the attached redlined document. Consistent with USU Policy 203, the revised policy was submitted to the President for approval by the Executive Committee.

The following is a summary of the revisions to Policy 516 Meals and Entertainment.

- Section 516.2
  - Clarifies allowable meals, allowable entertainment expenses, and de minimis benefits.
- Section 516.4
  - Clarifies that business meals and entertainment expenses must be documented.
  - Removes procedures from the policy.
- Section 516.6
  - Adds a Reference section
- Section 516.7
  - Adds a Related USU Policies section

RECOMMENDATION

The President and the Vice President for Business and Finance submit to the Board of Trustees the revisions to Policy 516 Meals and Entertainment of the Utah State University Policy Manual.

University Policy 516: Meals and Entertainment

Category: Operating
Sub Category: General
Responsible Executive: Vice President for Business and Finance
Policy Custodian: Controller's Office, Controller
Last Revised: October 10, 2018

516.1 PURPOSE AND SCOPE~~MEALS AND ENTERTAINMENT~~

There are occasions when extending hospitality through meals and entertainment is in the best interest of the University. This policy identifies the limited situations in which University funds may be used to pay for meals and entertainment.~~The University will pay for these meals (either on- or off-campus) and entertainment expenses when they are essential to University business or are considered to be de minimis fringe benefits under Internal Revenue Service (IRS) guidelines.~~

In all cases, ~~T~~the University expects~~only pays for expenses that are related to the conduct of the University's business. We rely upon our~~ employees to exercise ~~restraint and~~ good judgment when~~in~~ committing University funds for meals and entertainment.

516.2 POLICY

2.1 ~~1.1~~ Allowable Meals and Entertainment Expenses

The University will pay for meals and entertainment expenses when they are ordinary and necessary and (1) directly related to the active conduct of University business; (2) associated with the active conduct of University business; or (3) when they are considered de minimis benefits under Internal Revenue Service (IRS) guidelines.

Meals that are to be reimbursed on a Travel Authorization should follow Policy 515: Travel.

~~Expenses for entertainment must be ordinary and necessary and meet one of the following two tests or qualify as de minimis benefits.~~

2.1.1 ~~(1)~~ Directly ~~r~~Related to the Active Conduct of University Business~~Test~~

To meet the directly ~~-~~related test for meals and entertainment expenses, you must show that:

- The main purpose of the combined business and entertainment was the active conduct of business,
- You did engage in business with the person during the entertainment period, and
- You have more than a general expectation of obtaining some benefit to the University.

Entertainment expenses generally are not considered directly related if you are not present or in situations where there are substantial distractions that generally prevent you from actively conducting business.

2.1.2 ~~(2)~~ Associated with the Active Conduct of University Business~~Test~~

To meet the associated test for meals and entertainment expenses, you must show that the entertainment is:

- Associated with the active conduct of University business, and
- Directly before or after a substantial business discussion.

A business discussion will not be considered substantial unless you can show that you actively engaged in the discussion, meeting, negotiation, or other transaction to obtain some benefit to the University.

2.1.3 De Minimis Benefits

A de minimis meal or entertainment is any occasional benefit provided to an employee or guest that has so little value (taking into account how frequently a meal or entertainment is provided) that accounting for it would be unreasonable and administratively impractical. Examples of occasions when meals and entertainment may be classified as de minimis include:

~~(3) Tax Considerations~~

~~Under IRS regulations (Publication 463), meal and entertainment expenses will be considered taxable income to you if you do not meet one of the tests noted above or if the expense is not substantiated with supporting documentation (see Documentation requirements 1.3). Expenditures for spouses and guests are not taxable when they qualify as de minimis fringe benefits under IRS regulations (Publication 15-b).~~

~~1.2 Information on Specific Areas~~

~~De Minimis Benefits~~

2.1.3.1 ~~(1)~~ Beverages/Food Items

Supplies of coffee, water, soda, juice and similar items may be purchased and provided to University guests. Approval must be by the department head.

2.1.3.2 ~~(2)~~ Appreciation Events

Units may hold events during the year to show appreciation for employee efforts. The cost of the event should be reasonable and may include guests or family members at the department head's discretion. Approval of these events must be by the department head.

2.1.3.3 ~~(3)~~ Retirement/Separation Functions

Departments may hold a reception, luncheon, etc. for employees retiring or separating from the University (one per employee). Reasonable expenditures are permitted and may include guests or family members at the department head's discretion. Approval of these events must be by the department head.

2.1.3.4 ~~(4)~~ Holiday Functions

Holiday functions are permitted and may include guests or family members at the department head's discretion. The cost of such functions must be reasonable and may not be charged against any contract or grant fund or reimbursed overhead (F&A). Approval of these events must be by the department head.

~~(5)~~2.1.3.5 Retreats and Workshops

Beverages/refreshments (coffee, juice, soda, donuts, rolls, etc.) for retreats and workshops are permissible. Meals and entertainment may be provided to employees, guests and family members when appropriate for the time and duration of the event. ~~and a~~Approval~~ed~~ of these events must be by the department head.

Note. Per~~Under~~ IRS regulations (Publication 15-b, Tax Guide to Fringe Benefits~~463~~), meals and entertainment expenses are~~will be~~ considered taxable income to the employee~~you~~ (1)if the meals and entertainment expenses~~you~~ do not meet one of the tests noted above, ~~or if the expense is~~(2) are not substantiated with supporting documentation (see Documentation section 4~~requirements 1.3~~), or. ~~Expenditures for spouses and guests are not taxable when they~~ (3) do not qualify as de minimis. ~~fringe benefits under IRS regulations (Publication 15-b).~~

~~**2.2 Other**~~

~~(1) Alcohol~~

~~The purchase of alcohol is allowed upon approval of the Dean or Vice President. Charges for alcohol may not be paid from state appropriated funds or federal funds.~~

516.3 RESTRICTIONS ON MEAL EXPENDITURES~~ADDITIONAL INFORMATION~~

3.1 Allowable Costs

3.1.1 The cost of meals, where only USU employees are present, are generally not permitted. In situations where employees from multiple departments or areas can only meet during a meal period it is permissible to charge the cost of the meal to University funds. Good judgment should be used when expending University funds in this manner. To document the business purpose and identify those who participated, a Meals and Entertainment Form should be completed electronically or attached to the reimbursement request.

~~The cost of individual meals to be reimbursed on a Travel Authorization does not apply here. The costs of those meals are reimbursable. However, group travel meals do fall under this policy and must have the Meals and Entertainment form completed~~.

~~3.1.2~~ The purchase of alcohol may be~~is~~ allowed with ~~upon~~ approval of a~~the~~ Dean or Vice President. Charges for alcohol may not be paid from state appropriated funds or federal funds.

3.1.3 ~~the~~ E~~e~~ntertainment expenses of the spouse of a guest, employee, or the official host, that are not considered de minimis under section 2.1.3, are allowed ~~may be reimbursed~~ as an *exceptional* expense provided that such meals and entertainment expenses serve~~s~~ a bona fide University business purpose. Participation in official functions that require the attendance of a spouse may be considered a bona fide business purpose. Fundraising events, alumni gatherings, community and recruiting events are examples of activities that may require the attendance of a spouse.

Note: Expenditures for spouse travel (meals, airfare, etc.) are generally not permitted.

~~1)~~

3.2 Non-Allowable Costs

~~2) Reimbursement will **not** be allowed when:~~

~~1)~~**3.2.1** When ~~T~~two or more employees choose to go to lunch together to continue their business as an *incidental* part of the meal.

~~2)~~**3.2.2** When ~~T~~the meeting could have been scheduled during the normal course of business.

3)**3.2.3** When Bbusiness meals with faculty, staff, or other colleagues are frequent (occurring on a regular or routine basis) and reciprocal.

Such expenses are not allowable under this policy. Charges for these types of expenses on athe University purchasing P-card must be reimbursed to the University. If not properly reimbursed, these costs will be considered taxable income.

(3) Spouse Expenditures

In addition to the events described above, in other situations the entertainment expenses of the spouse of a guest, employee or the official host may be reimbursed as an *exceptional* expense provided such meals and entertainment serves a bona fide University business purpose. Participation in official functions that *require* the attendance of a spouse may be considered a bona fide business purpose. Fundraising events, alumni gatherings, community and recruiting events are examples of activities that may require the attendance of a spouse. Expenditures for spouse travel (meals, airfare, etc.) are generally not permitted.

3.1 University Providers

Units are encouraged to consider University providers of meals and entertainment products and services.

516 .4 1.3 DOCUMENTATION

Business meals and entertainment expenses must be documented (substantiated) to meet requirements of the Internal Revenue Services regulations and prudent business practices. Documentation required by these activities is as follows: Business reason for the activity; the individuals involved in the activity, including their title and affiliation; and the dates of the activity. All costs should be supported by the itemized actual receipts (not just a credit card receipt) and listed by the provider, location, date, and amount of the expense. Additional information may be provided as it is deemed necessary.

1)**4.1** This documentation is required if the employee is requesting reimbursement or if the expense is charged to the University on a P-Cardby a credit card or other method.

2)**4.2** If the expense cannot be properly documented, the employee may be required tomust bear the cost of the business meal and/or entertainment.

A Meals and Entertainment form is not required for food that is purchased as research supplies, cleaning supplies, for culinary instruction, or as normal operating supplies (e.g. Edith Bowen lunch supplies, preschool snacks, or Dining Services food for resale). However, these types of purchases still require that the business purpose is documented and charged to the appropriate account code (i.e. Supplies, Cost of Goods, etc.).

1.4 Activity Certification

The employee and one supervisory level above the employee will certify with their signatures that the expenses were correct for the business reason indicated for the activity. If this activity is an exception to this policy, then the Dean or Vice President must certify with their signatures giving their approval of the exception.

1.5 Processing

Reimbursement

~~If requesting reimbursement, use the Post-Meals Form in USU EZ-Buy. The employee needs to sign the receipts to acknowledge his/her certification.~~

~~Purchasing Card Transaction~~

~~Any purchasing card transaction that includes items covered by this policy must have the Meals and Entertainment form attached to it and kept on file in the department.~~

~~Requisition~~

~~If a requisition includes items that are covered by this policy, then the Pre-Meals Form must be completed in USU EZ-Buy.~~

516.5 ~~1.6~~ EXCEPTIONS

There are occasions when it is in the University's best interest to make an exception to the above policy. In those cases, the Meals and Entertainment Expense form must be approved~~signed~~ by a~~the~~ Dean or Vice President.

~~**1.7 University Providers**~~

~~Units are encouraged to consider University providers of meals and entertainment products and services.~~

516.6 REFERENCES

- Internal Revenue Service Publication 15-b, Employer's Tax Guide to Fringe Benefits

516.7 RELATED USU POLICIES

- Utah State University Policy 515: Travel

Information below is not included as part of the contents of the official Policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the President, subject to review by the USU Policy Committee.

POLICY HISTORY

Original issue date: 2006/01/27

Last Review date: 2017/08/09

Previous revision dates: 2013/04/10, 2015/04/22, 2017/08/09

University Policy 516: Meals and Entertainment

Category: Operating
Sub Category: General
Responsible Executive: Vice President for Business and Finance
Policy Custodian: Controller's Office, Controller
Last Revised: October 10, 2018

516.1 PURPOSE AND SCOPE

There are occasions when extending hospitality through meals and entertainment is in the best interest of the University. This policy identifies the limited situations in which University funds may be used to pay for meals and entertainment.

In all cases, the University expects employees to exercise good judgment when committing University funds for meals and entertainment.

516.2 POLICY

2.1 Allowable Meals and Entertainment Expenses

The University will pay for meals and entertainment expenses when they are ordinary and necessary and (1) directly related to the active conduct of University business; (2) associated with the active conduct of University business; or (3) when they are considered de minimis benefits under Internal Revenue Service (IRS) guidelines.

Meals that are to be reimbursed on a Travel Authorization should follow Policy 515: Travel.

2.1.1 Directly Related to the Active Conduct of University Business

To meet the directly related test for meals and entertainment expenses, you must show that:

- The main purpose of the combined business and entertainment was the active conduct of business,
- You did engage in business with the person during the entertainment period, and
- You have more than a general expectation of obtaining some benefit to the University.

Entertainment expenses generally are not considered directly related if you are not present or in situations where there are substantial distractions that generally prevent you from actively conducting business.

2.1.2 Associated with the Active Conduct of University Business

To meet the associated test for meals and entertainment expenses, you must show that the entertainment is:

- Associated with the active conduct of University business, and
- Directly before or after a substantial business discussion.

A business discussion will not be considered substantial unless you can show that you actively engaged in the discussion, meeting, negotiation, or other transaction to obtain some benefit to the University.

2.1.3 De Minimis Benefits

A de minimis meal or entertainment is any occasional benefit provided to an employee or guest that has so little value (taking into account how frequently a meal or entertainment is provided) that accounting for it would be unreasonable and administratively impractical. Examples of occasions when meals and entertainment may be classified as de minimis include:

2.1.3.1 Beverages/Food Items

Supplies of coffee, water, soda, juice and similar items may be purchased and provided to University guests. Approval must be by the department head.

2.1.3.2 Appreciation Events

Units may hold events during the year to show appreciation for employee efforts. The cost of the event should be reasonable and may include guests or family members at the department head's discretion. Approval of these events must be by the department head.

2.1.3.3 Retirement/Separation Functions

Departments may hold a reception, luncheon, etc. for employees retiring or separating from the University (one per employee). Reasonable expenditures are permitted and may include guests or family members at the department head's discretion. Approval of these events must be by the department head.

2.1.3.4 Holiday Functions

Holiday functions are permitted and may include guests or family members at the department head's discretion. The cost of such functions must be reasonable and may not be charged against any contract or grant fund or reimbursed overhead (F&A). Approval of these events must be by the department head.

2.1.3.5 Retreats and Workshops

Beverages/refreshments (coffee, juice, soda, donuts, rolls, etc.) for retreats and workshops are permissible. Meals and entertainment may be provided to employees, guests and family members when appropriate for the time and duration of the event. Approval of these events must be by the department head.

Note. Per IRS regulations (Publication 15-b, Tax Guide to Fringe Benefits), meals and entertainment expenses are considered taxable income to the employee (1) if the meals and entertainment expenses do not meet one of the tests noted above, (2) are not substantiated with supporting documentation (see Documentation section 4), or (3) do not qualify as de minimis.

516.3 RESTRICTIONS ON MEAL EXPENDITURES

3.1 Allowable Costs

3.1.1 The cost of meals, where only USU employees are present, are generally not permitted. In situations where employees from multiple departments or areas can only meet during a meal period it is permissible to charge the cost of the meal to University funds. Good judgment should be used when expending University funds in this manner. To document the business

purpose and identify those who participated, a Meals and Entertainment Form should be completed electronically or attached to the reimbursement request. The purchase of alcohol may be allowed with approval of a Dean or Vice President.

3.1.2 Charges for alcohol may not be paid from state appropriated funds or federal funds.

3.1.3 Entertainment expenses of the spouse of a guest, employee, or the official host, that are not considered de minimis under section 2.1.3, are allowed as an *exceptional* expense provided that such meals and entertainment expenses serve a bona fide University business purpose. Participation in official functions that require the attendance of a spouse may be considered a bona fide business purpose. Fundraising events, alumni gatherings, community and recruiting events are examples of activities that may require the attendance of a spouse.

Note: Expenditures for spouse travel (meals, airfare, etc.) are generally not permitted.

3.2 Non-Allowable Costs

3.2.1 When two or more employees choose to go to lunch together to continue their business as an *incidental* part of the meal.

3.2.2 When the meeting could have been scheduled during the normal course of business.

3.2.3 When business meals with faculty, staff, or other colleagues are frequent (occurring on a regular or routine basis) and reciprocal.

Such expenses are not allowable under this policy. Charges for these types of expenses on a University P-card must be reimbursed to the University. If not properly reimbursed, these costs will be considered taxable income.

516 .4 DOCUMENTATION

Business meals and entertainment expenses must be documented (substantiated) to meet requirements of the Internal Revenue Services regulations and prudent business practices.

4.1 This documentation is required if the employee is requesting reimbursement or if the expense is charged to the University on a P-Card or other method.

4.2 If the expense cannot be properly documented, the employee may be required to bear the cost.

A Meals and Entertainment form is not required for food that is purchased as research supplies, cleaning supplies, for culinary instruction, or as normal operating supplies (e.g. Edith Bowen lunch supplies, preschool snacks, or Dining Services food for resale). However, these types of purchases still require that the business purpose is documented and charged to the appropriate account code (i.e. Supplies, Cost of Goods, etc.).

516.5 EXCEPTIONS

There are occasions when it is in the University's best interest to make an exception to the above policy. In those cases, the Meals and Entertainment Expense form must be approved by a Dean or Vice President.

516.6 REFERENCES

- Internal Revenue Service Publication 15-b, Employer's Tax Guide to Fringe Benefits

516.7 RELATED USU POLICIES

- Utah State University Policy 515: Travel

Information below is not included as part of the contents of the official Policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the President, subject to review by the USU Policy Committee.

POLICY HISTORY

Original issue date: 2006/01/27

Last Review date: 2017/08/09

Previous revision dates: 2013/04/10, 2015/04/22, 2017/08/09

WRITTEN REPORTS

1. Academic & Instructional Services
2. Advancement
3. Business and Finance
4. Executive Vice President and Provost
5. Faculty Senate
6. Public Relations & Marketing
7. Research and Graduate Studies
8. Student Affairs
9. USUSA

Academic & Instructional Services (AIS)
USU Board of Trustees Activities Summary
January 11, 2019

AIS Presents at Utah Operational Excellence Conference with President Cockett
The Governor's Office co-hosted the Utah Operational Excellence Conference with Goldratt Consulting, and Utah State University (USU) President Noelle Cockett gave one of the keynotes, sharing insights into the Quality Workforce Initiative. Robert Wagner, vice president of Academic & Instructional Services (AIS), and John Louviere, assistant vice president, expounded on President Cockett's keynote through breakout sessions. More than 1,100 people attended the conference with many international attendees from the private and public sectors. The Quality Workforce Initiative, made up of seven different USU departments, determined that first-generation students did not have the support system to help them understand the university's mission and that a university degree's benefits outweighed the risks. Without that support, the students would drop out and perpetuate the cycle. As a result, USU developed a program, Aggie First Scholars, designed to help give first-generation college students the support they needed to continue in school and earn a degree.

After One Year, Thrive Website Proves Helpful to Students
Since launching in October 2017, thrive.usu.edu has received over 13,000 unique page views. The website helps students find the resources they need to be successful Aggies, pointing them in the right direction to thrive academically, socially, financially, and personally while at USU. The Thrive website provides resources for each undergraduate year: freshmen, sophomores, juniors, and seniors. Each group is recommended certain benchmarks or goals to complete to ensure they are on track with their education.
Department: Office of Student Retention & Completion

Using DegreeWorks, Majority of USU Students Have Degree Plans
Thanks to DegreeWorks 64% of all students have a minimum one-semester degree plan. This represents a 30% increase over last year. That percentage increases with new students, as freshmen are introduced to DegreeWorks in their USU 1010 Connections course. About 89% of Connections students have a one-semester plan or more, and 73% of the total freshmen class has a plan. DegreeWorks is USU's degree audit tool to assist academic advisors and students in knowing what classes they need to take and when they need to take them in order to graduate in a timely manner. It helps students and advisors get on the same page faster, giving them more time to discuss research and internship opportunities, rather than discussing registration and graduation timelines.
Departments: Office of Student Retention & Completion, Student Orientation & Transition Services, Registrar's Office

Record Number of Students Competing to Join Coveted A-Team Spots
More than 180 students from all eight colleges applied to be a part of the A-Team. Currently made up of 35 current students, the A-Team is hired and trained to assist incoming students and their parents as they transition to Utah State University. The job itself is fairly demanding. Members are required to attend a two-credit course to learn about student transition theory, leadership principles, and USU policies and procedures. A-Team members also work with the USU Ambassadors to introduce admitted students to USU, and they help incoming students register for classes and prepare to attend. A-Team members then act as peer mentors for students in the USU 1010 Connections course.
Department: Student Orientation & Transition Services

Hundreds of Fall Recruiting Events Hosted
During the fall, thousands of prospective students are introduced to USU through events organized by the Office of Admissions. Here's a breakdown of the events:

> *Open Houses | 24 Completed in 10 | 2,104 Prospective Students*
> Open Houses are for high school seniors to learn about USU majors, admissions, housing, and more, and can be awarded scholarships on the spot. Another unique aspect setting USU apart from other university Open Houses is how many USU representatives attend. Current students, staff, and faculty from nearly every college and organization attend, answering questions and helping students understand Aggie academics and life.
>
> *Preview Days | 950 Attended in Logan, Traveling from Throughout the U.S.*
> Preview Days is a new, day-long recruiting event repeated three days in a row so attendees can choose a day that works best for them. It was held at USU in Logan, and was for high school seniors and a parent or guardian. USU students from each college presented the research and other experience they were gaining through their college's opportunities. A series of breakout sessions were offered, covering admissions, scholarships, financial aid, housing, and more. Students attended from Utah, Arizona, California, Illinois, Texas, Washington, and more.
>
> *High School Visits | 351 Completed Through December 31*
> Recruiters and ambassadors visit high schools, introducing all ages of students to USU. They cover topics like research, scholarships, and financial aid, and use their own college experience to explain Aggie life and what it's like living in Logan. As part of the Utah System of Higher Education, USU will participate in the post-high school tour in the spring to visit juniors at every high school in the state of Utah.

Department: Office of Admissions

Aggie First Scholars Thanksgiving Event
The 3rd Annual Aggie First Scholars Thanksgiving dinner for first-generation freshmen and their student mentors (who are also first-generation students) was hosted in November. This tradition started in 2016 as a potluck with about 20 students and has grown to approximately 160 served

this year. It helps first generation students connect to other members of the Aggie family while in a friendly, fun environment.
Office of Student Retention & Completion

33rd Annual Academic Olympiad
Over 240 high ability juniors and seniors from 27 high schools in northern Utah converged on USU's campus for the 33rd Annual Academic Olympiad. Hosted by the Northern Utah curriculum consortium, the Olympiad tests students in mathematics, science, language arts and social studies. Trophies and medals were given out for individual 1st, 2nd, and 3rd place category winners, as well as overall high school team performances. Vice Provost Janet Anderson welcomed the students with Director Kris Miller giving a presentation about USU's Honors Program, and five current USU honors students making presentation about their current projects.
Office of Concurrent Enrollment

$500K RUS Grant Awarded
Rural Utility Services (RUS) from the United States Department of Agriculture's (USDA) department of Rural Development has awarded USU a $500,000 grant to upgrade interactive video conferencing equipment (IVC). This provides USU the necessary funding to install important education technology to continue broadcasting courses to nine rural communities with Regional Campuses including Blanding, Monument Valley, Montezuma Creek, Monticello, Moab, Vernal, Roosevelt and Ephraim. The technology installation will being summer 2019.
Office of Teaching and Learning Technologies

Collaboration With Latinx Culture Center At Higher Ed Fair
The Admissions Office collaborated with USU's Latinx Culture Center for the Feria de la Educacion at Logan High School. The fair provided parents and students from Cache Valley's Latinx community with workshops giving tips and information on how to be successful in college, how to apply to USU, and how to pay for higher education.
Office of Admissions

Special Assistant to the Vice President Appointed
Rene Eborn has been named to a 3-year temporary appointment as special assistant to the vice president for strategic initiatives. She will have direct responsibility for the USU-Online program, serving as its administrative lead and supervisor to all of its employees. She will also focus on areas such as external partnerships/initiatives, academic program development, strategic planning and implementation, the teaching and learning ecosystem, and the assessment of AIS' effectiveness in meeting its goals.

Vice President for University Advancement
December Board of Trustees Report

Name: Matthew White
Telephone: 435-797-3495
E-mail: matthew.white@usu.edu
Date: December 17, 2018

Events, actions, or issues since the last Trustee's meeting

ADVANCEMENT

We held our Foundation Board Meeting on Friday, November 30 at the Salt Lake City Taylorsville Campus. We focused the meeting on elevating the Board experience and setting goals for the evolution of the USU Foundation Board. Meeting objectives and outcomes included:

1. Establish a framework for the progression of the Utah State University Foundation Board ("Board") that showcases Board members as leading advocates, advisors, and investors.

   Utah State University ("USU") understands the value of the USU Foundation ("the Foundation") and is committed to ensuring that Board service is a premier experience for each member. USU Advancement and the Foundation will work together to elevate USU through philanthropy and engagement.

2. Define Board members' roles and responsibilities.

   As USU's leading advocates, advisors, and investors, Board members should be familiar with the Foundation's mission and purpose as well as the university's strategic priorities, challenges, and opportunities. Board members will be well versed in effective board practices and their responsibility to USU and the Foundation.

3. Develop cohesiveness, transparency, and trust between USU Advancement, USU Leadership, and the Foundation.

   The effectiveness of USU Advancement is contingent upon building a culture of excellence, transparency, and trust with USU Leadership and the Board.

New Hires:

We are pleased to announce that Ben Stahman, JD, has been named the Sr. Director of Gift Planning for Utah State University with Advancement. Ben has been serving on the Utah State University Planned Giving Advisory Board and as the President of the Utah Planned Giving Round Table. Prior to coming to Utah State University, he was the Senior Gift Planning Specialist for LDS Philanthropies since 2013 and was the Sr. Director for Gift Planning at Oklahoma State University Foundation from 2009-2013. He has also worked with the Boy Scouts of America as the National

Director of Gift Planning/Endowment Counsel. We feel fortunate to have his expertise in this area in further the goals of Advancement.

Open Positions:

The Utah State University Advancement team is conducting national searches for 9 positions: Director of Corporate and Foundation Relations, and Planned Giving; Director of Annual Giving; two Athletics officers; Sr./Director of Development for the College of the Arts; Sr./Director of Development for the School of Business; a Gift Planning Officer; and University Wide Development Officer; and an Alumni Officer.

Roadmap:

We are continuing to make progress towards our goals by using the roadmap below. This is shared frequently with President Cockett, our Advancement team and USU leaders. Below is our current "Roadmap" for elevating philanthropy and engagement at USU. Top priorities include: Formailizing our gift acceptance policy, implementing a stewardship plan, rolling out new endowment reports, re-establishing our alumni chapters, enhancing the planned giving sophistication of our gift officers, and finalizing an opboarding process for all new advancement employees.

Revised 11/12/2018

Advancement Plan Roadmap
"USU Elevated Through Philanthropy and Engagement"

USU Foundation Board Experience	Alumni Engagement	Stewardship & Donor Engagement	Operation Enhancements & Efficiencies	Major and Annual Gift Strategies	Data & Goal Attainment & Improvements
Assess Foundation Board Members Expectations	Hire AVP Alumni Engagement	Hire Sr. Dir. of Donor Engagement	Advancement Team Alignment	Communications Audit and Plan	Reeher Platform
USU Foundation Board Workgroup	Alumni Metrics	Donor Acknowledgement Process	Establish Advancement Leadership Team	Utah State Way of Fundraising (Trainings and Prof. Dev.)	Wealth Screening
Board and Committee Structure	Alumni Board Experience	Donor Recognition Program	Advancement Vision Setting	Prospect Contact Guidelines	Frontline Fundraising Metrics
Board Bylaw Audit	Re-Establish Alumni Chapters	Events Audit and Event Reports	Budget Evaluation and Alignment	Corporation and Foundation Program	Advancement Services Metrics
Board Roles and Responsibilities	Alumni Officer On-Boarding and Prof. Dev	Donor Recognition and Naming Policy	Gift and Planned Giving Pledge Forms	Principal Gift Program	Expected Proposal Closed Date and $ Amount
Communication Plan for Foundation Board	Communication Plan for Alumni Board	Donor Relation Metrics	Gift Acceptance Committee and Policy	University Wide Initiative	Dean and Leadership Engagement
	Alumni Center Student Alumni Board Alignment	Endowment Impact Report Audit and Plan Donor Website Portal for Giving	Role Clarity and Position Re-Alignment MOA Generator	Leadership Travel Procedures Development Travel Plan and Strategies	College and Major Unit Partnership Reports USU Leadership and Dean's Trainings
	Alumni Application Launch	Impact Report for PG Plan and DIY Piece	Internal Capital Campaign Groups Established	On-Boarding and Mentor Program (Train the Trainer Workshop)	Advancement Services On-Boarding and Prof. Dev
			Website Enhancements	Annual Giving Audit and Enhancements	Portfolio Strategy Meeting and Prospect Review Meeting Enhancements

Completed
1. University Wide Development
2. Expected Proposal Close Date
3. Establish Advancement Leadership Team
4. Reeher Platform
5. Frontline Fundraising Metrics
6. Prospect Contact Guidelines
7. Gift and Planned Giving Pledge Forms
8. Hire AVP Alumni Engagement
9. Vision Setting
10. Hire Sr. Dir Donor Engagement
11. Hire AVP for Alumni Engagement
12. Communications Audit and Plan

In Progess
1. Corporation and Foundation Program
2. Annual Giving Audit and Enhancements
3. Gift Acceptance Committee and Policy
4. Website Enhancements
5. Donor Acknowledgement Process
6. Communication Plan for Foundation Board
7. Communication Plan for Alumni Board
8. Student Alumni Board Alignment
9. Alumni Center
10. Wealth Screening
11. Advancement Services Metrics
12. Impact Report for PG and DIY
13. Leadership Travel
14. Alumni Application Launch
15. Board and Committee Structure
16. Re-Establish Alumni Chapters
17. Alumni Board Experience
18. Donor Recognition and Naming Policy
19. Donor Recognition Program
20. Events Audit & Events Repot
21. Donor Relations Metrics
22. Endowment Impact Report Plan

Ongoing
1. Dean and Leadership Engagement
2. Utah State Way of Fundraising (Trainings)
3. Development Travel Plan and Strategies
4. Budget Evaluation and Alignment
5. Portfolio Strategy Meeting Enhancements
6. Principal Gift Program
7. On-Boarding & Mentor Program
8. USU Foundation Board Workgroup
9. Advancement Team Alignment
10. Alumni Officer On-Boarding and Professional Development
11. Assess Foundation Board Members Expectations
12. Role Clarity and Position Realignment

GIFT PLANNING

- Several units have begun plans for a planned-gift focus in 2019 messaging. Ben is helping major gift officers examine their portfolios for indicators of gift planning potential and prepare blended gift proposals.

ALUMNI RELATIONS

Annual Fund:
Annual fall solicitation with a message from President Cockett dropped in November. The mailing list of about 19,000 alumni households was segmented using data from REEHER to target high probability annual donors. As of December 17, 2018, 160 donors have given $25,925 for an average gift of $160.

Aggie Phonathon acquired over 830 pledges totaling over $100,000. All 15 phonathon callers are brand new this semester and have worked really hard to raise money for the Annual Fund. The average gift was just under $120. The callers brought in over $42,000 in credit card donations, making that money available to USU immediately .

Alumni Engagement:
Throughout fall semester the Alumni Engagement staff attended 19 USU Admissions Open Houses held across the country. The team interacted with alumni and verified legacy status for those high school students applying for the Alumni Resident Scholarship or Alumni Legacy Nonresident Waiver. 352 Alumni Resident Scholarships and 154 Alumni Legacy Nonresident Waivers were awarded to students who had parents, grandparents and great-grandparents that graduated from USU.

Alumni Events:
Over the last 16 weeks, the Alumni Engagement staff have planned and executed 20 events.

- Eight pregame parties at all away football games and the New Mexico Bowl Game (over 1,000 total attendees).
- Six home pregame parties and two watch parties
- Aggie Night at the Utah Jazz (over 800 Aggies attended)
- Homecoming Week activities: True Aggie Night (over 300 couples became True Aggies); 5k Fun Run (over 300 participants); Aggie Family Reunion (over 120 attendees); Homecoming Parade (over 100 entries)

Fundraising Progress and Goal Attainment FY 2018/19

Funds currently in the Advancement holding account are shown in their intended unit/college in this report.

	Current Year Progress *July 01, 2018 to December 17, 2018*					Previous Year Progress *July 01, 2017 to December 17, 2017*				
Donor Type	Total*	% Total	# of Gifts	# of Donors	% Donors	Total*	% Total	# of Gifts	# of Donors	% Donors
Alumni	$4,563,782.11	29.15%	2,350	2,570	50.83%	$2,864,202.86	22.39%	2,721	2,720	55.69%
Corporation	$3,577,458.40	22.85%	581	407	8.05%	$2,972,459.14	23.24%	595	417	8.54%
Foundation	$3,750,549.80	23.96%	367	74	1.46%	$4,953,772.56	38.73%	400	114	2.33%
Individual	$2,957,288.81	18.89%	2,126	1,644	32.52%	$824,010.33	6.44%	1,902	1,256	25.72%
Other Organization	$378,605.73	2.42%	81	46	0.91%	$956,822.72	7.48%	81	44	0.90%
Parent	$419,329.48	2.68%	340	252	4.98%	$213,024.05	1.67%	314	286	5.86%
Student	$8,520.99	0.05%	91	63	1.25%	$7,758.31	0.06%	61	47	0.96%
Total	**$15,655,535.32**		**5,936**	**5,056**		**$12,792,049.97**		**6,074**	**4,884**	

** Totals show giving progress*

Progress to $40,000,000 Goal:

Campaign	Progress	Amount	Pace	Completion	Donors
FY19 Goal		$15,653,035 $40,000,000	7% behind	39%	5,054

Fundraiser Metrics and Measures:

Details	Type	Progress	Amount	Pace	Completion
▸	Visits		840 1,575	15% Ahead	53%
▸	First Time Visits		259 455	23% Ahead	57%
-	Proposals Submitted >= $50,000		123 122	118% Ahead	100%
-	Proposals Granted >= $25,000		47 80	27% Ahead	59%

Major Gifts Received September 27, 2018 - December 11, 2018

Amount	Purpose	Division
$25,000.00	Andrea Watts Saxton Make It All Better Scholarship Endowment	Student Affairs
$25,000.00	Valley Players Scholarship	University Advancement
$26,951.17	Environmental Observatory	College of Agriculture & Applied Sciences
$30,000.00	Aggies Unlimited	Athletics
$34,000.00	Caine Chamber Music Ensembles	Caine College of the Arts
$50,000.00	Economics & Finance - American Express Funds	Jon M Huntsman School of Business
$58,756.17	Organ Program	Caine College of the Arts
$60,000.00	Caine Visiting Artist Program	Caine College of the Arts
$62,000.00	C. Scott & Dorothy E. Watkins Foundation Scholarship	Student Affairs
$75,000.00	Caine Graduate Scholars for Excellence	Caine College of the Arts
$80,000.00	Old Lyric Repertory Theatre	Caine College of the Arts
$87,000.00	Nora Eccles Harrison Museum of Art	Provost

Major Gifts Received September 27, 2018 - December 11, 2018

Amount	Purpose	Division
$90,865.00	BUILD Dairy General Support	College of Agriculture & Applied Sciences
$125,000.00	Biology	College of Science
$175,000.00	QCNR Great Salt Lake Dust Study	University Advancement
$196,000.00	Caine Scholars for Excellence	Caine College of the Arts
$50,000.00	Robert & Christi Heal Scholarship Endowment	College of Science
$50,000.00	Merlin Olsen Fund for Football Competitive Excellence	Athletics
$100,000.00	Professor A. A. Heravi Applied Sciences Technology & Education Scholarship Endow	College of Agriculture & Applied Sciences
$100,000.00	Leonard J. Arrington Endowed Chair	College of Humanities & Social Sciences
$135,000.00	Koch/Smith Faculty Support	Jon M Huntsman School of Business
$32,163.20	Football Premium Seating - Luxury Dues	Athletics
$300,000.00	ICON Sports Performance Center	Athletics
$73,682.00	Maverik Stadium Renovation Project	Athletics
$25,039.92	Val A. Browning Foundation Geology Support	College of Science
$25,039.92	Val A. Browning Foundation Geology Support	College of Science
$25,000.00	Life Sciences Building Quasi	College of Science
$30,000.00	Emma Eccles Jones CEHS	EEJ Education & Human Services
$30,000.00	UVMA Scholarship Endowment	College of Agriculture & Applied Sciences
$50,000.00	Mehdi Heravi International Experience Scholarship Endowment	College of Humanities & Social Sciences
$150,000.00	Bernice Glozek University Ambassadors Scholarship Endowment	Student Affairs

Vice President for Business and Finance

Name: David T. Cowley
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Date: 11 January 2019

Events, Actions, or Issues since Last Trustee's Meeting:

FINANCE

- The State Appropriated Funds budget at 31 August 2018 totaled $412,365,740, up $15,549,980 (3.92%) over the same 2017-2018 period. The year-to-date state appropriated funds expenditures totaled $62,099,491, up $3,207,282 (5.45%) over the same 2017-2018 period and represented 15% of the total budget. The percent of budget expended, 15%, was 2% less than would be expected to be spent on a strict time of budget year expired basis. Total expenditures for all funds totaled $150,287,435, up $13,002,616 (9.47%) over the same 2017-2018 period.

- Report of Investments for August 2018 is included in the Trustees Consent Agenda. Included in the Report of Investments are schedules reporting the investment activity for August 2018 and comparative year-to-date totals for FY 2018-2019 and FY 2017-2018. The schedules include the Cash Management Investment Pool, Endowment Pool, Other Investments, Endowment Trusts, and Plant Fund Trusts. Also included is the Summary of Investment Transactions. The University's average daily fair value invested for the month of August was $702,680,520. Purchases totaled $113,933,823 and sales totaled $46,038,508. From this activity the University realized net gains of $51,563 and earnings of $1,106,713. The Cash Management Investment Pool trailing 12-month rate of return, was 0.35% at 31 August 2018. The Endowment Pool trailing 12-month rate of return, was 8.5% at 31 August 2018.

FACILITIES

Capital Improvement Priority List for FY2019-20

- Annually Utah State University is required by Board of Regents policy R701, Capital Facilities to submit to the Board of Regents and the Utah State Building Board a prioritized list of projects for funding through the state capital improvement program. For the Board of Trustee's information, following is a copy of the University's prioritized list.

Life Sciences

- CRSA Architects / Payette completed the programing.
- VCBO was selected as the design team.
- Jacobsen Construction was selected as the Construction Manager / General Contractor (CMGC).
- Design is complete, and construction is underway.
- Project is substantially complete and University departments are beginning to move in.

Biological Natural Resources Renovation

- VCBO was selected as the design team.

- Design is underway.
- Jacobsen Construction was selected as the CMGC.

Space Dynamics Lab Phase II

- CRSA Architects was selected for design.
- Jacobsen Construction was selected as the CMGC.
- Design is complete, and construction is underway.
- Footings and foundations are complete.

INFORMATION TECHNOLOGY

USU IT collaboration at the USHE system level

- USU partners with other institutions through USHE CIOs to leverage greater influence in software contract negotiations and guide legislative funding efforts around technology infrastructure, software, and security. This collaborative work results in significant savings and potential funding for USU.

  The November Oracle contract renewal (essential database services used by all schools) produced a discount rate of 97.5% off retail, compared to a 91% discount if we were to negotiate contracts independently. We are working to merge Adobe and Microsoft contracts at the USHE level to increase competitive power in the next year as well. The USHE CIO group has also proposed legislatively funded increases through USHE to enhance IT security efforts and infrastructure updates.

Huntsman and Engineering Contract with IT for technical support

- The Huntsman School of Business and the College of Engineering are the two newest colleges to contract with IT to provide help desk support services for employees. We currently provide contract support for 82 units and departments across six colleges, and Executive (Provost, B&F, President) and Student Affairs offices. Units have the choice to hire and manage their own technical support staff, but over time, more are choosing to take advantage of the service levels and efficiencies offered by IT.

Spring priority registration success

- Student registration systems accommodated record demands effectively and stably, processing 2,523 registration requests in the first minute of priority registration opening.

IT Organization Changes

- IT is creating a new unit, titled Enterprise Integrations, under the leadership of Carl Ellsworth to lead integration and interconnection architectures among an ever-growing number of technology systems. This team will support and extend toolsets focusing on systems interconnection and the secure exchange of data.

  Additionally, IT is consolidating the Enterprise Data Operations (EDO) and Database Administration (DBA) teams, unifying Banner leadership and operations into a single unit, titled Enterprise Application Administration, under the direction of Ryan Merrill.

FY 2020 Capital Improvement Requests

revision date 5-15-2018

Agency/Institution
Utah State University

Building Board Score	Priority Classification	(check one) 80	20	Agency Priority	Facility Type Classification	Energy Component (yes or no)	Project Name	Cost Estimate	Facility Condition Assessment (FCA) Information F+G Project #	Description/Justification	Building Risk ID #
	2	x		**1**	Infrastructure	y	Medium Voltage Upgrade	$ 500,000.00	182332, 182437	Substation breakers, overhead to underground conversion. Oil switches and circuit breakers. Underground cable and switch replacement at Measer, Animal Science, Geology, and University Inn.	
	3		x	**2**		n	Planning and Design Fund	$ 175,000.00		Funds to be used for general programming, designs and studies for current or future projects. Preliminary design work for estimating future project requests.	
	2	x		**3**	Infrastructure	n	Campus-Wide Health, Life Safety, Code Compliance & Asbestos Abatement	$ 150,000.00		To include but not limited to: handrails, hardware, ADA, asbestos abatement, mold abatement, code compliance and misc. safety issues, etc.	
	3	x		**4**	Infrastructure	n	Campus Concrete Replacement	$ 300,000.00	181503	Replacement of exterior concrete campus-wide. Priority areas include the south side Old Main Hill, North Core area, Stadium area, and other steps and sidewalks that pose a safety hazard.	
	3	x		**5**	Infrastructure	n	Campus-Wide Bike Racks & Site Furnishings	$ 60,000.00		Install and replace bike racks, benches, handrails and other fixed outdoor furnishings and infrastructure.	
	3	x		**6**	Infrastructure	n	Campus-Wide Electronic Access Control	$ 200,000.00	0086SS01	Expand electronic card access system to existing buildings, (Education, Animal Science, NR, Geology) to improve building security and security for classrooms with technology.	
	3		x	**7**	Infrastructure	n	Campus Sign System	$ 50,000.00		Plan, install and/or replace way-finding signage across campus.	
	4		x	**8**	Classroom	n	Campus Wide Classroom	$ 250,000.00		Upgrade classrooms across campus. Upgrades include HVAC, blinds, paint, floor coverings, electrical, infrastructure, and pathways for classroom IT equipment.	
	3	x		**9**	Classroom	n	Morgan Theater Stage Rebuild	$ 150,000.00		Rebuild the stage area in Morgan Theater. Stage is in poor condition and is a safety hazard.	98
	3	x		**10**	Classroom / Laboratory	y	BNR Mechanical Infrastructure Upgrade	$ 1,500,000.00	100284, 100261, 100254, 100289	Replace mechanical / electrical infrastructure. Replace air handling units, steam to hydronic conversion and electrical systems.	88
	3	x		**11**	Classroom / Laboratory	n	NFS Generator Replacement	$ 485,000.00	48051	This project will complete the work to provide a new emergency generator for the NFS facility. The scope includes a new generator and fuel tank, as well as interior electrical updates and connection of existing systems to the new emergency generator power.	84
	3	x		**12**	Laboratory	y	LARC - Laboratory Ventilation System upgrade	$ 175,000.00		Design and estimate for laboratory ventilation system and controls.	71
	3	x		**13**	Infrastructure	y	Site & Safety Lighting	$ 350,000.00	IUSUEL09	Campus-wide site and safety lighting upgrade. Priority locations: Lundstrom Hall, Aggie Village and 800 E.	
	3	x		**14**	Classroom	y	Merrill Library Roof Replacement – Original Bldg.	$ 350,000.00	104056	Roof is leaking at the glass roof panels and built-up roof needs to be replaced.	8017
	3		x	**15**	Infrastructure	y	USU Eastern Utility Master Plan	$ 100,000.00	113841, 113833, 183655	Comprehensive utility assessment and master plan including central energy plant.	
	3	x		**16**	Classroom / Laboratory	y	MCC Building Ventilation	$ 25,000.00	118855	MCC Shop area ventilation, study, schematic design and cost estimate.	125
	3	x		**17**	Classroom / Laboratory	n	USU Eastern MCC Building Elevator Replacement	$ 195,000.00		MCC Elevator replacement	125
	3	x		**18**	Classroom / Laboratory	y	USU Eastern BDAC Controls Upgrade	$ 350,000.00		HVAC control upgrade BDAC	4894
	3	x		**19**	Infrastructure	n	USU Eastern / Blanding Access Control	$ 200,000.00		Install access control infrastructure for campus and door hardware at high priority buildings	
	3	x		**20**	Infrastructure	n	USU Eastern Blanding Parking Lots	$ 116,300.00		Patch & Repair, crack & slurry seal coat 3 parking lots on the Blanding campus	

Building Board Score	Priority Classification	(check one) 80	20	Agency Priority	Facility Type Classification	Energy Component (yes or no)	Project Name	Cost Estimate	Facility Condition Assessment (FCA) Information F+G Project #	Description/Justification	Building Risk ID #
	3	x		**21**	Infrastructure	n	USU Eastern Price Parking lots	$ 196,600.00		Patch & Repair, crack & slurry seal lots serving the MCC building and the Reeves and BDAC Buildings.	
	3	x		**22**	Infrastructure	n	USU Eastern Access Control	$ 100,000.00		Electronic Access Control Locks for BDAC/WIB/and MCC	
	3	x		**23**	Classroom / Laboratory	y	USUE Trucking Building Re-side and repair façade and windows	$ 300,000.00		Paint and install stucco or metal siding on Trucking Facility with repairs of walls and windows.	
	3	x		**24**	Infrastructure	n	USU Eastern Parking Lots	$ 205,000.00		Parking lot replacement for Aaron Jones Hall and Purchasing Buildings.	
	3	x		**25**	Infrastructure	y	Irrigation Central Control Replace Ph. II	$ 350,000.00		Replace out of date irrigation controllers with new controllers.	
	3	x		**26**	Infrastructure	n	700 North Street Improvements	$ 2,200,000.00		This is phase 1 of the upgrade to the pedestrian cross walk, bike lanes and lighting.	
	3	x		**27**	Infrastructure	n	850 North / North Core Campus Improvements	$ 1,600,000.00		Road, utility, sidewalk, paving, and infrastructure improvements.	
	3	x		**28**	Infrastructure	n	1000 North Sidewalk/Lighting	$ 750,000.00		Construct a new sidewalk and pedestrian lighting on the south side of 1000 north.	
	3	x		**29**	Classroom / Laboratory	y	CPD Building heating system.	$ 175,000.00	146447, 126442	Rebuild and replace building heat exchanger, PRV and steam piping.	8663
	3	x		**30**	Classroom / Laboratory	y	NFS Building Reroof	$ 850,000.00		Existing roof needs to be replaced.	84
	3	x		**31**	Classroom / Laboratory	y	Lighting Control Panel Upgrades	$ 185,000.00		Replace outdated lighting controls at Engineering, FAV, Education.	
	3	x		**32**	Classroom / Laboratory	y	University Reserve Building Chilled Water Upgrade	$275,000.00	121706, 121711, 121712, 121713	Remove the existing air cooled chiller and connect to the central chilled water system.	5931
	3	x		**33**	Storage	y	Heating Storage Bldg. Reroof & Vehicle Storage Recoat	$ 205,000.00		Reroof the heated storage building (55,000), recoat the vehicle storage building (95,000) and work on roof drain.	1016
	3	x		**34**	Storage	n	Lathe house Replacement and equipment shed	$ 395,000.00		Replacement of the lathe shade greenhouse that is old and is starting to rot and lose stability. Incorporate a replacement equipment shed with the greenhouse.	
	3	x		**35**	Infrastructure	n	Parking Lot Paving	$ 1,200,000.00	1181500	Repave and improve storm water detention at Aggie Terrace parking lot phase I	
	3	x		**36**	Classroom / Laboratory	y	Business Building HVAC Floors 5-9	$ 2,053,560.00		HVAC upgrade floors 5-9. Also fire sprinklers.	86
	3	x		**37**	Classroom / Laboratory	y	Business Building Window Replacement	$ 1,200,000.00		Replace exterior windows on floors 5-9.	86
	3	x		**38**	Infrastructure	y	Upgrade Water Irrigation Infrastructure Ph. I	$ 500,000.00	IUSUI04, IUSUI05	Replace irrigation main line piping system. Phase I.	
	3	x		**39**	Infrastructure	n	Innovation Campus Infrastructure Upgrade.	$ 200,000.00		Upgrade storm water piping, storm water detention, irrigation and sewer. Includes road improvements to 750 East.	
	3	x		**40**	Classroom	n	Old Main Masonry Restoration – Phase 3	$ 500,000.00		Existing exterior masonry is deteriorating and in need of restorative work.	50
	3	x		**41**	Classroom	n	Old Main Painting	$ 500,000.00		Existing paint on exterior of the building is flaking and falling off.	50
	3	x		**42**	Infrastructure	n	Fine Arts Center Snow melt system	$55,000.00		Install heat exchanger and controls for snow melt system.	98
	3	x		**43**	Classroom / Laboratory	y	Business Building Window Replacement	$ 1,200,000.00		Replace exterior windows on floors 1-4.	86
	3	x		**44**	Office	y	Facilities Building Air Handler Replacement	$ 450,000.00		Replacement of the AHU at the Facilities building.	74
								$ 21,326,460.00			

Office of the Executive Vice President and Provost
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11 January 2019

Events, Actions, or Issues Since the Last Trustee's Meeting

Last November, Honors collaborated with USU Admissions and the Office of Research and Graduate Studies (RGS) to take a leading role in messaging for USU's 2018 Academic Olympiad as part of our effort to expand recruiting strategically. This event showcased Honors and other academic opportunities to a select audience of top-tier Utah high school students who might otherwise have overlooked the prospect of applying to Utah State University. Four honors students from a range of disciplines—Daniel Bertrand (history), Collette Cook (music and business administration), Rylee Jensen (wildlife ecology and management), and A.J. Walters (biological engineering)—received coaching from Honors and RGS staff to deliver well-received lunchtime presentations about their innovative research and creative work at USU. Our current students thus inspired and challenged over 500 high school students to imagine themselves as "future Aggies" taking the Honors "Dare to Know" challenge.

Nicole Vander Does, 2018 Department of Music graduate and a new member of the US Air Force Singing Sergeants, was chosen for the multi-service chorus that sang on national television for the funeral of President George H.W. Bush. The Singing Sergeants is a nationally-auditioned, professional choral ensemble and is among the most prestigious job opportunities for singers in the United States.

For the second year in a row, Peter Adler, professor in the Department of Wildland Resources, was recognized as one of the 2018 Highly Cited Researchers in Web of Science in the category of Environment/Ecology. Citations to Adler's publications were in the top 1% of citations in that field. This is quite an accomplishment and highlights the continued success of Ecology at USU.

USU STARS! GEAR UP, part of the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services, has been awarded $16.9 million over seven years to help middle and high school students in Salt Lake County prepare to enter and succeed in college. These GEAR UP funds serve students in poverty, helping them close the achievement gap and preparing them for college and careers. This grant will serve 3,052 students in the Granite School District, starting in seventh grade and following them through their first year of college in 2025. USU's participation in this grant aligns our engagement in the state's K-12 education system with the professional development expertise that we offer in areas of math, engineering, and computer science training for teachers and students.

The College of Engineering, last November, celebrated the grand opening of a student capstone design lab called "the Metal Factory." Today's engineering students need a foundation of technical knowledge and advanced training in design and problem solving. This new design and fabrication facility is implemented to meet the growing demand of talented professional engineers who are prepared to work in the 21st-century marketplace. The modernized space is equipped with the latest fabrication tools and staffed with a veteran engineering technician, Hal Chugg, who will guide student capstone projects from conception to realization.

Sophomore student and poet Carlos Andres Gutierrez Gutierrez won the Sor Juana Award for his poem, "*Tu Sombre* (Your Shadow)." His poem describes the enigmatic attraction of a shadow that visits during the day and disappears at night, with a theme of comparing a human's seemingly immortal life to one that is transient. This award is a prestigious Utah Humanities statewide prize for original writing in Spanish originally established by the arts advocacy organization Artes de Mexico en Utah before being incorporated into the Utah Book Awards. Gutierrez Gutierrez sees this accomplishment as both an opportunity and a responsibility to be a voice for others, like himself, who are torn between two cultures.

Professors Bruce Bugbee and Scott Jones, Department of Plants, Soils and Climate, have been named Fellows of their respective professional societies. Bugbee is one of just 14 scientists honored as Fellows of the American Society of Agronomy at the society's annual conference in November. His research focuses on growing crops in controlled environments, such as greenhouses and growth chambers with artificial light, soilless media, and controlled climate. He is part of a team of scientists working with NASA funding to develop methods of plant production aboard spacecraft and on Mars to sustain longer-term human exploration of space. Jones is one of 12 who will be awarded the title during the Soil Science Society of America's conference in January. His focus is in developing cutting-edge measurement and modeling approaches to improve our understanding of soil properties and processes in agricultural and environmental research. His current research involves evaporation from soils, microgravity's effects on supplying water to plant roots aboard spacecraft, greenhouse gas emissions from porous media, and developing sensors to measure and monitor soil properties. In addition, Jones was recently named director of USU's new International Partnership in Agriculture, Climate and Environment (iPACE) program that will help develop collaborations among faculty members at USU and several research universities in Taiwan.

Anthropology faculty members Jacob Freeman, David Byers, and Judson Finley had a paper accepted in the Proceedings of the National Academy of Sciences (PNAS). The official journal of the National Academy of Sciences, and read widely around the world, publishing in PNAS is highly competitive. This piece, "The synchronization of energy consumption by human societies throughout the Holocene," contributes to USU's national and international reputation in paleoscience and the application of knowledge from the past to contemporary issues.

USU-Brigham City undergraduate Mikayla Austin gave an invited presentation at the National Association of Biology Teachers (NABT) conference in November, detailing her research on bird-window collisions. Austin received an Undergraduate Research and Creative Opportunities (URCO) grant and worked with fellow students Adam Berry and Spencer Smith, under the direction of Senior Lecturer Jessica Habashi, to better understand the impact of USU-Brigham City's building on local bird deaths, an important issue since it is closely located near the Bear River Migratory Bird Refuge. Austin will continue to collect data until fall 2019, when she should be able to start the statistical analyses to determine where USU-Brigham City's building stands in the bird-window collision issue. In addition to presenting her research, Austin was able to network with other educators from around the nation.

USU Tooele entomologist Joe Wilson, associate professor in the Department of Biology, and colleagues' report that original boundaries of Grand Staircase-Escalante National Monument are a biodiversity hotspot was recently featured in media outlets throughout the world, including National Geographic, Scientific American, and the UK's The Independent. As the monument's size is reduced, Wilson urges inclusion of native pollinators (the USU scientists identified 660 species) in revised management plans. Bees play a pivotal role in ecosystems, he says.

FACULTY SENATE REPORT TO THE BOARD OF TRUSTEES
October – December 2018

Submitted on behalf of Rebecca Lawver, President of the Faculty Senate

The Utah State University Faculty Senate held its regularly scheduled meetings October 1, November 5 and December 3, 2018.

EVENTS, ACTIONS OR ISSUES SINCE THE LAST TRUSTEES MEETING:

The Faculty Senate accepted the annual reports from the following University and Faculty Senate Committees and Councils: Educational Policies Committee (EPC), Honors Program, Athletic Council, Libraries Advisory Council, Faculty Evaluation Committee (FEC), USUSA, and Retention and Student Success.

KEY ISSUES AND ACTION ITEMS:

The Faculty Senate approved education policy actions as follows:

- 13 course requests approved – October 1, 2018
  123 course requests approved – November 5, 2018
  109 course requests approved – December 3, 2018

- Approval of a request from the Huntsman School of Business (HSB) to change the prefix of specified MGT courses to a new prefix of MSLE. This request was approved contingent upon the HSB college curriculum committee approving the prefix changes.

- Approval of the request from the Department of Mathematics and Statistics in the College of Science to offer an Applied Mathematics Emphasis.

- Approval of the request from the Office of the Executive Vice President and Provost to establish a Latinx Cultural Center.

- Approval of the request from the Request from the office of Academic and Instructional Services to establish a Center for Student Analytics.

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- Approval of a request from the Department of History in the College of Humanities and Social Sciences to offer a Masters in Ancient Languages and Cultures.

- Approvals of the request from the Department of English in the College of Humanities and Social Sciences to change the name from American Studies to Folklore and American Studies. Restructure Folklore and American Studies.

- Approval of the request the Department of Languages, Philosophy and Communication Studies in the College of Humanities and Social Sciences to offer a Baccalaureate degree in Chinese.

- Table the request from the Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences to establish an I-System Institute for Transdisciplinary Studies.

- Approval of a request from the School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences “to add” School Based and Community Based Emphases in Family and Consumer Sciences Education.

- Approval of a request from the School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences “to offer” an Emphasis in Farm and Ranch Operations.

- Approval of a request from the School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences “to change the name” from Agricultural Communication and Journalism to Agricultural Communication.

- Approval of the request from the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services “to offer” an Elementary Mathematics Specialist Graduate Certificate.

- Approval of the request from the Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences “to establish” an I-System Institute for Transdisciplinary Studies.

- Approval of the request from USU Eastern-Blanding “to offer” an Associate of Applied Science degree in Surgical Technology.

- The following course designations or syllabi were approved:

ARBC 4040	(DHA)
LING 3200	(DSS)

CURRENTLY UNDER DISCUSSION OR CONSIDERATION:

- Faculty Senate initiated a Task Force to study the process by which the University handled the recent $25M donation from the Koch Foundation and are developing a resolution with recommendations for how such gifts should be handled, and specifically the role of the faculty, in the future.

- The Professional Responsibilities and Procedures Committee (PRPC) continues to work hard in reviewing and updating faculty code:

  405.7.2(1) – Additional Events during the Year in which a Tenure Decision is to be Made (3rd Reading) - Sent to PRPC

  403.3.1 Standards of Conduct-Faculty Responsibilities to Student - Sent to PRPC

  403.3.2 Standards of Conduct-Professional Obligations - Sent to PRPC

  407.1.1 Non-punitive Measures - Sent to PRPC

  407.11.2 Inquiry into Allegations of Violation of Policies 407.8 and/or 407.9 - Sent to PRPC

  407.11.3 Protection of Complainant and Others - Sent to PRPC

  405.11.2 Promotion Advisory Committee - Sent to Faculty Senate

  405.2.2 (1) (2) (3) Criteria for the Award of Tenure and for Promotion from Assistant to Associate Professor - Sent to Faculty Senate

405.3.2 (2) (3) Tenure and Promotion for Librarians - Sent to PRPC

405.5.1 (1) Criteria for the Award of Tenure and for Promotion from Professional Career and Technical Education Assistant Professor to Professional Career and Technical Education Associate Professor - Sent to PRPC

405.9.10.1 (1) (2) Criteria for Promotion to the Penultimate Ranks - Sent to PRPC

UPCOMING EVENTS:

- USU is applying for the Carnegie Community Engaged Institution classification. Faculty Senate is considering modifications to faculty code that would enable faculty to receive recognition within tenure and promotion documents for community engagement efforts.

ACTIONS AND ISSUES:

- A group of senators are developing recommendations for USU to reduce greenhouse gas emissions.

- The Faculty Senate Presidency meet regularly with the University President and Provost, President's Executive Council, Department Head's Executive Council, and have met with USUSA Senators to discuss student concerns regarding mental health and sexual discrimination and harassment.

- Faculty Senate hosted the Faculty Forum in November. Issues discussed will be summarized in the December Faculty Senate meeting minutes. Faculty Senate is considering additional mechanisms to facilitate communication with the faculty.

UTAH STATE UNIVERSITY IN THE NEWS

Media Highlights (September 26 – December 14, 2018)

Cover Crop Trials Could Save on Costs for Growers and Consumers – Utah Public Radio – September 26, 2018

Young is testing cover crops that will grow in harmony with spring wheat, and at the same time compete with weeds limiting the harvest.

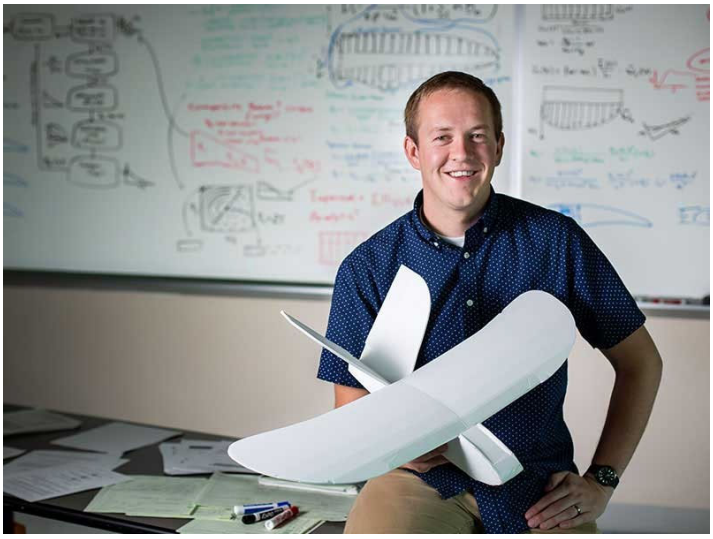
Farmers looking for ways to improve crop production while maintaining soil health for future yields are working with scientists at Utah State University. ... Steve Young, who studies invasive plants at Utah State University, said the list of variables farmers have to deal with in Utah is long enough without adding water-stealing weeds to the equation. ... "If you have a cover crop, you can actually outcompete the weeds. That's really the focus of our research." ... Young and his team have planted spring wheat as the crop and clover to grow underneath. ... After only one year Young and his team are surprised by the impacts of the clover. ... "We now have a really good story to tell after one year," Young said. ... Young said cover crops can reduce the use of herbicides to avoid potential contamination of runoff.

USU Plans New Building for College of Humanities & Social Sciences – Herald Journal – September 27, 2018

This artist's rendering submitted by Utah State University shows the proposed Center for Languages and Cultures building sough by USU's College of Humanities and Social Sciences.

Utah State University's College of Humanities and Social Sciences has outlined plans for a new building, which, if constructed, would be the first time in more than 15 years the college receives new space. The Center for Languages and Cultures, a $24 million, 60,000-square-foot building in between Old Main and the Ray B. West building, would consolidate existing programs and offices scattered across existing buildings, provide more space for growing programs and give existing programs new space. The project was considered on Sept. 21 during the Utah Board of Regents meeting at the University of Utah. The board placed it as the lowest priority on a list of other higher education building projects.

First-Year USU Doctoral Student Earns Major NASA Fellowship –
Cache Valley Daily – September 27, 2018



Jeff Taylor, a first-year Ph.D. student in Utah State University's Department of Mechanical and Aerospace Engineering, has earned one of only five fellowships from NASA's top aeronautics research division. Under the direction of his major adviser Dr. Doug Hunsaker, Taylor is working to better understand morphing-wing aircraft. ... He explains two primary goals this research hopes to achieve. "Developing an air frame, or the actual physical aircraft or physical wing that is more efficient, and another side would be looking at more efficient engines and things like that. ... Jeff will receive $55,000 a year for three years to cover tuition expenses and a yearly 10-week stay at NASA's Ames Research Center in Mountain View, California. Dr. Hunsaker said the award is a win for his student and for USU.

Utah State Opens First On-Campus Bean-to-Chocolate Factory –
KSL – September 28, 2018

Food science professors at Utah State University used to teach a chocolate history class out of a textbook. Now, they have a chocolate factory of their own to better give hands-on experience. ... Food science professor Silvana Martini said she used to teach a freshman-level chocolate science, history and society course from a textbook. Faculty members were able to eventually garner support for a complete, bean-to-storefront factory. ... The plant production manager, Steve Shelton, said the plan was to produce 70 percent cacao chocolate — richer than most of the candy bar varieties in the United States. Once the beans make it into the factory, Shelton said it's a two-month process to make chocolate bars. While many of the students taking the chocolate laboratory course, ... don't necessarily plan to become chocolatiers, they said the course teaches them some important things about food.

Utah College Headcount Increases to Nearly 184,000 Students –
Deseret News – October 4, 2018

Fall headcount at Utah's public colleges and universities neared 184,000 this fall — up nearly 4,000 students from a year ago, according to new numbers released Thursday by the Utah System of Higher Education. ... "It's wonderful that so many students are choosing to attend college, as it will make a significant difference in their future earnings and opportunities in life," said Harris Simmons, chairman of the Utah State Board of Regents. ... Headcounts at the University of Utah, Utah State University and Weber State University increased slightly from the previous year. A headcount is different than full-time enrollment. Headcounts count every student who takes a class.

Experts Say 110 Reported Sexual Assaults at Utah's Colleges is a Good Thing –
Salt Lake Tribune – October 7, 2018

Last year, nine of Utah's 10 largest colleges saw an increase in the number of students reporting sexual assaults — with the total number of reports statewide crossing 100 for the first time since universities have been required to compile the annual statistics. Experts say the upward trend is a good indication that more survivors feel comfortable reporting to police and school officials. ... "The barriers that we see to reporting are significant," said S. Daniel Carter, president of Safety Advisors for Educational Campuses, LLC. ... In 2017, 110 sexual assaults were reported on Utah campuses. ... But because the vast majority of assaults and misconduct are unreported — for a variety of reasons, ... it's nearly impossible to determine how many actually happen each year on university campuses. ... It's hard for him to believe, for instance, that Utah State University had nearly four times as many drug and alcohol violations as it did cases of rape and fondling, he said. ... "We've been revising our policy over the last year," said Amanda DeRito, the school's sexual misconduct information coordinator. "We're trying to move forward."

"I'm an Aggie" Video Campaign Tells USU Stories – Cache Valley Daily – October 10, 2018

Utah State University's new statewide advertising campaign positions the school as a high-impact brand with five 30-second video ads to communicate specific things Aggies are doing to make a difference. Jay Wright is the Student Marketing and Communication's marketing director at USU. ... He said the concept was created about a year ago. ... "A group of us got together and decided we really needed to be a little more aggressive in telling Utah State's story and all the wonderful things it accomplishes," he continued. So far, the videos highlight growing plants in space, helping feed the world through genetic engineering, helping children hear through cochlear implants and speech therapy, making the world earthquake resistant, and helping the nation's tallest dam recover from a near disaster.

USU Students Celebrate Gay Peers on 'National Coming Out Day' – Herald Journal – October 11, 2018

USU student Morgan Bostic posts a flag she cut and colored representing her sexual orientation on Thursday in the Taggart Student Center at Utah State University. The school's Access and Diversity Center posted a mobile wall in the TSC International Lounge to allow people to share their stories of people coming out, a celebration of "National Coming Out Day."

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It wasn't until Jared Gheen became a student at Utah State University that he revealed to his family something that had been a longtime secret: He is gay. ... Gheen made those comments in an interview with The Herald Journal on National Coming Out Day. To celebrate it, the campus organization he is part of, the Access and Diversity Center, allowed people to share their stories of how they revealed their sexual orientation. To do that, the Access and Diversity Center set up a mobile folding wall, so people could post their stories as well as cutouts of pride flags. Atop the wall was a banner that read, "We are all part of something bigger." The stories of coming out, posted anonymously, were often vivid and personal. ... Revealing one's sexual orientation can be a more complicated process, according to Gheen. ... But other people used social media on 2018's National Coming Out Day to remind everyone that not all LGBTQ members will feel comfortable revealing their sexual orientation now, later or ever.

USU Museum to Participate in Statewide 'Social Impact Study' –
Herald Journal – October 24, 2018

A worker installs artwork before the September reopening at the Nora Eccles Harrison Museum of Art.
Eli Lucero/Herald Journal
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The Nora Eccles Harrison Museum of Art at Utah State University is participating in a statewide survey to find out how community members are impacted by visiting a cultural facility. The Division of Arts and Museums is organizing the study that will include eight participating cultural centers throughout the state, including the USU museum. The NEHMA is still recruiting people to participate in the study. ... According to David Wicai, public information and data specialist at the Division of Arts and Museums, the four outcomes his agency will try to measure with the survey are: Strengthening family relationships; personal health and well-being; intercultural competence as well as educational attainment. ... Lee Koven said the study's findings could help the museum immensely. ... Wicai said his agency will start crunching information from the study next year and hopefully produce detailed findings for participating museums so officials can use them to help tell "their story about how they impact their community." Such data could be useful for fundraising and increasing local support of museums, he said.

USU Overhauls Commencement for 2019 and Beyond –
Herald Journal – October 26, 2018

Utah State University announced sweeping changes to its commencement activities, including rolling the Logan undergraduate and graduate ceremonies into one and conducting it the day after students finish their final exams. The announcement by USU Chief of Staff Sydney Peterson on Thursday to members of the campus community includes the most significant changes to USU commencement since 2009, when the school did away with December ceremonies. The new changes will go into effect next year, starting with USU conducting a single commencement

ceremony including undergraduates and graduates Thursday, May 2, at 9 a.m. in the Dee Glen Smith Spectrum. ... The date of the 2019 commencement comes about, in part, because school officials have shortened the number of instructional days during spring semester to match fall's, ... The number of students graduating factored in, too, ... some USU deans witnessed some family members going to an overflow area, depriving them of seeing their kids graduate in person. ... "I am working with those involved with commencement exercises to make sure we have covered all the bases," she wrote in her statement to the campus community. "We will update the commencement website ... continuously as details become available."

USU Named One of 399 Most Environmentally Responsible Colleges –
Deseret News – October 26, 2018

Utah State University has been named one of the 399 most environmentally responsible colleges by the Princeton Review. The schools were chosen for the education services company's ninth annual "green guide" edition based on data from the company's 2017-18 survey of four-year colleges concerning the their commitments to the environment and sustainability. ... "At Utah State University, sustainability initiatives are rapidly developing as 'Blue Goes Green,'" the guide states. "To date, USU has retrofitted 3.5 million square feet of space with new, energy-efficient (compact fluorescent lamps) that have helped the university realize a cost savings of 30 percent, and housing has installed 6,500 (light-emitting diodes).

USU Celebrates Opening of Center Named After Late Stephen Covey –
Herald Journal – November 2, 2018

Steve Young was one of several speakers Friday during a two-hour inauguration of the Stephen R. Covey Leadership Center, housed within the Jon M. Huntsman School of Business. Covey's name is particularly meaningful to USU officials, since he was a visiting professor in the Huntsman School before he died in 2012. "In establishing this center, we acknowledge Stephen R. Covey's profound role and contributions in fostering principle-centered leadership and our own desire to be better practitioners of the principles he taught," said Doug Anderson, the dean of the Huntsman

Steve Young, Utah native, former San Francisco 49ers quarterback and NFL Hall of Fame member, speaks in the USU Eccles Conference Center on Friday during the inauguration of the Stephen R. Covey Leadership Center.
Kevin Opsahl/Herald Journal

Buy Now

School, in remarks Friday. ... In addition to the Huntsman Foundation gift, the FranklinCovey Organization also provided a 10-year renewable license for USU to use all of its intellectual property for educational purposes, a gift worth $3 million, according to Anderson. ... "This unprecedented gift will enable us to build a curricular and extracurricular leadership program available to all USU students and over time, to members of the community," Dave Patel, an associate dean with the Huntsman School, wrote in an email to The Herald Journal. According to a USU news release, the Stephen R. Covey Center for Leadership will offer a variety of services, including orientation for incoming students, mentoring and a leadership speaker series.

USU Dedicates Statue to Commemorate Century Since Armistice that Ended WWI –
Herald Journal – November 12, 2018

Sgt. 1st Class Casey Page ties down a wreath following the dedication of a war memorial on Monday at USU. To view more photos from the event go to hjnews.com.

Individuals wearing red poppies gathered at Utah State University on Monday afternoon for a statue dedication commemorating the 100-year anniversary of the armistice that ended World War I. The statue by Avard Fairbanks entitled "The Victorious American Doughboy" is located in front of the Military Science building on campus. ... Donated by Fairbanks's family, the 26-inch statue is a working model. ... Commander of the USU Air Force ROTC Lt. Col. Steven Smith said although the legacy of the university's involvement in WWI is discussed frequently among those who work in the Military Science building, he is excited for the visual reminder. ... Smith said the memorial is important because verbal lessons and discussions fade over time.

USU Professor's Climate Change Research Appears in New York Times –
Cache Valley Daily – November 16, 2018

Utah State University faculty member Peter Howe recently joined colleagues in Yale's program on climate change communications when a summary of their research, from surveys of 22,000 people, was published in the New York Times. The article shows how support of policies to address climate change theories varies by geographic locations. "People, by and large, strongly support funding research into renewable

energy," Howe explained, "85 percent of people around the country support that. They support tax rebates for electric vehicles or solar panels on people's houses; 82 percent of people support that, including 82 percent of people in Utah. ... "One interesting thing we found: we asked people how much they talk about global warming themselves, with their friends and family," Howe continued. "And very few people do. Only about a third of the people around the country do. But here in Utah it turns out that a few more people than the national average are talking about global warming. "It seems like it is an issue that is a little bit more on people's minds out here in the West." Peter Howe is an assistant professor in USU's Environment and Society Department.

USU Names New Communications Vice President –
Herald Journal – November 20, 2018

Utah State University named a South Carolina school official as its vice president for marketing and communications, a newly created position. William Plate, vice president for communication and chief marketing officer at Coastal Carolina University in South Carolina, was USU's choice among four finalists in a national search that took place throughout the year. "USU has an amazing story to tell," ... "I am looking forward to leading this team of talented and creative marketing and communication professionals. My wife and I are excited to join the Aggie Family and make Logan our home."

USU Hosts Thanksgiving Dinner for Out-of-Town Students, Families –
Herald Journal – November 22, 2018

Utah State University students Samuel and Eric Rowles, who are brothers, eat a Thanksgiving dinner in the Lundstrom Student Center at USU on Thursday.

USU's Thanksgiving dinner, held at the Lundstrom Student Center, was sponsored by several campus entities, including Housing and Residence Life; Aggie Think, Care Act; and Dining Services. "When a student becomes an Aggie, they become part of the Aggie family at Utah State University," Linstrom wrote in an email to The Herald Journal. "With that, we believe that all Aggies should have a safe and welcoming place to celebrate the holidays, know that they are supported in not only their academic endeavors, and are what makes our community strong." ... Thursday night's gathering contained people of all ages. Most were USU students who could not make it home for one reason or another, but there were also families with

small children. ... Amy Siler, a sophomore from California ... was thankful USU acknowledged students like her who could not go home to their families for Thanksgiving.

New USU Title IX Coordinator Discusses Job, Priorities, Qualifications –
Herald Journal – November 23, 2018

In the midst of several high-profile sexual violence stories that have rocked the institution, Utah State University has hired a new Title IX coordinator. Hilary Renshaw, an employee with USU's Affirmative Action/Equal Opportunity office since October, was named Title IX coordinator Nov. 15. ... Renshaw came to Logan from Louisiana, where she recently earned a juris doctorate from Louisiana State University. Before that, Renshaw earned her master's in educational leadership and worked at several crisis/domestic violence shelters. ... Renshaw sat down with The Herald Journal to discuss her role and what's to come for USU's Title IX office.

Hilary Renshaw, USU's new Title IX coordinator, poses for a portrait on the east side of Old Main on Wednesday. Buy Now
Kevin Opsahl/Herald Journal

Utah State football Ranked 24th in the Nation in Latest Amway Coaches Poll –
Cache Valley Daily – November 25, 2018

Following its 33-24 Mountain West road loss at No. 21 Boise State late Saturday night, Utah State football dropped in both national polls, but is still ranked 24th nationally in the Amway Coaches poll with 130 votes. ... For Utah State, this is the fifth-straight week it has been ranked in the Amway Coaches poll as it climbed as high as 13th in the nation. USU was also ranked for four-straight weeks in the AP poll, getting as high as 14th in the nation, before dropping out this weekend. ... Despite its loss this past weekend, Utah State is still 10-2 on the season and tied for first place in the Mountain Division of the Mountain West with a 7-1 league record. For USU, it is just the third time in school history that USU has won 10 games ... Utah State, which is bowl eligible for the seventh time in the past eight seasons and will play in its 13th bowl game in school history this year, will learn its postseason destination next Sunday, Dec. 2.

Former Acting NASA Administrator Joins SDL Board –
Herald Journal – November 26, 2018

A former acting head of NASA has been appointed to the Utah State University Space Dynamics Lab's board of trustees for the first time in the board's history. Robert Lightfoot Jr., who left his position as acting administrator of NASA earlier this year, is part of the governing body that provides strategic direction and oversight for SDL. SDL is part of the USU nonprofit entity called the USU Research Foundation. ... Lightfoot spoke to The Herald Journal on Monday shortly after watching a live landing of a NASA-sponsored project designed to explore Mars below its surface.

Utah State's Matt Wells Named Head Coach of Texas Tech Red Raiders –
Deseret News, November 29, 2018

Matt Wells, along with his top two assistant coaches, will be leaving Utah State. Multiple news outlets reported Thursday evening that the Aggies' head football coach has agreed to become the new head coach of the Texas Tech Red Raiders, and Texas Tech made it official a few hours later. Utah State also announced in a press release that "a national search for USU's next head coach has already begun." ... Wells had been mentioned by national observers as a possibility for a number of head-coaching vacancies as the 2018 regular season concluded. He has been the head coach of the Aggies for six seasons and has amassed a 44-34 record, including a 10-2 regular-season mark this year. For his efforts, Wells was named Mountain West Conference Coach of the Year this week. ... "I would like to thank Matt and his wife Jen for their significant contributions to Utah State University," Aggies athletic director John Hartwell said in a statement. "Matt and his staff did an outstanding job of making Aggie football one of the best programs in the West. This is a special place and I am as excited as ever about our bright future.

USU-Uintah Basin Nursing Students Have 100 Percent Job Placement –
UB Media – December 4, 2018

Utah State University Uintah Basin Nursing is pleased to announce that all 2018 graduates are now working as nurses. ... "Our students continue to impress us with their ability to consume a lot of information, then quickly turn around and put it into practice in real-world settings," said Inella Bastian, nursing faculty member at USU-Uintah Basin. "The students' success is a reflection on our nursing program and the quality of instruction being offered." ... "Over the past few years, USU and UBTech have worked together to create a strong foundation for nursing

students," said USU-Uintah Basin Executive Director James Y. Taylor. "We look forward to future students continuing this momentum and going on to serve and better their local communities." ... If you are interested in USU's nursing program, USU-Uintah Basin is holding a nursing application workshop for LPNs on January 4, 2019. USU will cohost two open houses with UB Tech about both programs on January 23 and 24. USU's new application deadline for the program is February 18, while UBTech's deadline is May 31.

USU Alumni, Brad Mortensen, Named Weber State's New President –
Salt Lake Tribune – December 7, 2018

After a month's long search to fill the position and a week of interviews, the Utah Board of Regents unanimously voted to select Mortensen to lead the Ogden school. ... Mortensen previously worked for the Utah System of Higher Education, the Utah governor's office and the Arizona Legislature. He earned a bachelor's degree from Utah State University, a master's from Syracuse University and a doctorate from the University of Utah. ... The school will be celebrating its 130-year anniversary in January. Mortensen said there's no better time to be taking the reins and giving the school a thumbs up.

Utah Colleges Want Students to Know it's OK for me to Say 'I need help' –
Deseret News – December 9, 2018

With limited resources, Utah public colleges are attempting to do more to connect students struggling with mental health issues to helpful resources. Some have imposed student fees, or they use a portion of second-tier tuition to hire more mental health professionals. Utah State University has also hired part-time therapists at its regional campuses. There's a growing demand for services, which James Morales, USU's vice president of student affairs, says is "a very positive thing." "It's helped students understand that they don't to suffer in silence, that there are people out there and services available to them to help support them," said Morales. ... Public universities are encouraging students to use the SafeUT app, which provides confidential and anonymous two-way communication with crisis counselors at the University Neuropsychiatric Institute. ... USU student leaders brought the issue to the forefront in 2017, declaring a mental health crisis on the Logan campus after students experienced long waits to meet with campus mental health professionals. ... In coming months, the regents will consider adding a recommendation that state institutions work toward national standards of professionals-to-student ratios in

counseling centers, which some standards say is one full-time professional to 1,000 to 1,500 students. ... USU's goal is to "do our best with the resources that we can and try to work closely with partners where they are available in the community, public services, religious services and really try to address this issue in a holistic manner," he said.

Gary Andersen Returns to Utah State as Head Coach –
Cache Valley Daily – December 10, 2018

Former Utah State coach Gary Andersen has returned to the Aggies. Andersen previously was Utah State's coach from 2009 to 2012. He replaces Matt Wells, who had taken over the Aggies after Andersen's first stint with the team. Wells was named head coach at Texas Tech last month. Andersen was introduced as Utah State's new coach at a news conference Tuesday. ... Andersen had a 26-24 record over the course of his first four-year stint with the Aggies and he is 56-61 overall as a head coach.

Guest Artist Finishes Willow Structure on Campus –
Cache Valley Daily – December 10, 2018

Guest Artist Patrick Dougherty spent three weeks this summer on the Utah State University campus creating a sculpture from 30,000 pounds of willow branches. With the help of his son Sam and several USU volunteers, the North Carolina native's unusual sculpture sits just east of the Merrill-Cazier Library. ... As he worked at USU, Dougherty said he appreciated hearing how the sculpture affected viewers watching it being built. "We have an open building site and people could walk up and talk to us while we worked. So there is a constant interchange and kind of a cultural exchange between the viewers and myself," he continued. "It helps to find starting points. I feel like a good sculpture is one that causes lots of personal associations that a person who walks up already brings something and the sculpture opens that vista up."

USU Names New Arrington Endowed Chair of Mormon History and Culture –
Deseret News – December 10, 2018

Historian Patrick Q. Mason has been named the new Leonard J. Arrington Endowed Chair of Mormon History and Culture at Utah State University. The position is housed in the religious studies program within the history department. Mason's decision to join USU "is a great moment not only for religious studies and the history department, but also for our college and university," said Joseph Ward, dean of the College of Humanities and Social Sciences. ... Mason, a native of Sandy, earned his undergraduate degree in history from Brigham Young University. He then attended the University of Notre Dame where he received a master's degree in international peace studies and a doctorate in history. His first tenure-track position was at the American University in Cairo.

USU Names New Director of Affirmative Action & Equal Opportunity Office –
Herald Journal – December 14, 2018

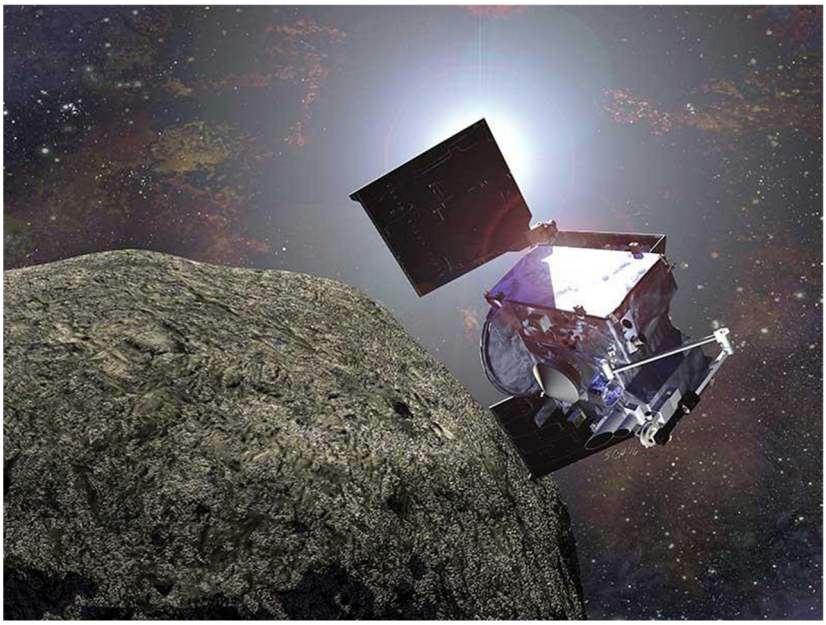
Utah State University has named Alison A. Adams-Perlac as the new director of the Affirmative Action and Equal Opportunity Office. Adams-Perlac will direct compliance with anti-discrimination and Title IX regulations for the USU system, as well as provide administrative leadership in the areas of diversity and inclusion. She joins USU at the Logan campus on Jan. 2. Adams-Perlac has more than 10 years of experience in the Utah courts, including extensive work on projects addressing disparate impacts on minorities and underrepresented Utahns. ... Adams-Perlac said she was impressed with USU's response to recent issues. "I'm excited to be a part of the ongoing effort to make sure the university is a safe campus for all, free of discrimination and harassment," she said.

USU Police Veteran Passes Away From Cancer –
Cache Valley Daily – December 14, 2018

Local law enforcement officials, friends and family are mourning the death of an officer with the USU Police Department. Andy Barnes passed away Wednesday after battling complications with cancer. USU Police Chief Mike Kuehn said it was with heavy hearts that he announce the passing away of Barnes. He explained, "Andy was an

amazing example of selfless love, always thinking of others and had a kind word or joke ready for his co-workers." His quick wit, calm disposition and commitment to professionalism while working with others enabled him to easily earn the trust and respect of the USU and Cache Valley communities. ... USU President Noelle Cockett said, "Andy was an admired member of our campus, and known by faculty, staff, students and his colleagues as a person dedicated to the safety of our community. Our thoughts are with his wife, Cathrine, and his children during this difficult time."

SDL Digital Instrument Captures Images of Asteroid –
Cache Valley Daily – December 14, 2018



Utah State University's Space Dynamics Lab sent some digital imaging equipment into space two years ago aboard the robotic explorer OSIRIS-Rex, a spacecraft used for studying an asteroid. The spacecraft recently pulled within 12 miles (19 kilometers) of Bennu, a diamond-shaped ancient asteroid to study its surface. OSIRIS-Rex will rotate around the asteroid mapping it for a year before taking samples of the surface and making it back to earth in 2023. ... "We're proud of our participation on this great mission and pleased with the performance of the OCAMES detector assemblies during the initial two years," said Jed Hancock, SDL's executive director of programs and operations. "During the next year, along with mapping the asteroids OSCAMES, the director will help find a suitable location for sample collection operation."

Utah State University Sponsored Awards Report

FY 2019, Quarter 2

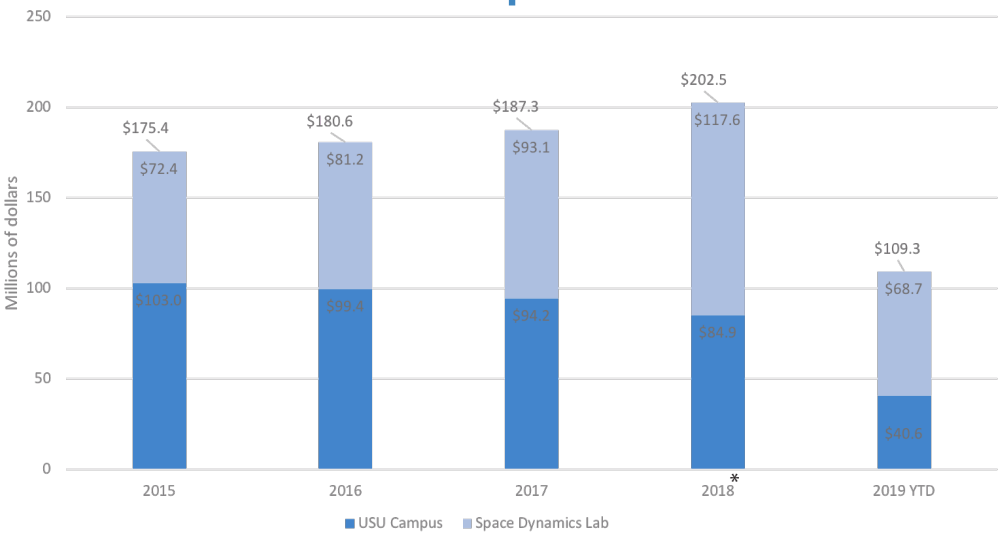
Merrill-Cazier Libraray in winter.

Main Takeaways

- USU research expenditures are at $109.3M through November, which is nearly $30M ahead of the prior 5 fiscal years through the same timeframe.
- USU ranks 116th out of 902 institutions in research expenditures as reported in the latest NSF HERD report. Limited to public institutions, USU ranks 80th out of 400 public institutions.
- The College of Agriculture leads all campus units with $15.4M in research expenditures. SDL's research expenditures total $68.7M.
- USU awards through November total $138.4M. SDL has received $74.9M in sponsored award while campus has received $63.5M.
- The College of Education leads all campus units with $28.8M in award funding and the College of Engineering has submitte the most proposals (125).

RESEARCH and GRADUATE STUDIES
UtahStateUniversity

Research Expenditures



*Pending

College/Unit	FY2019 Year-to-Date
Space Dynamics Lab	$68,754,364
Caine College of the Arts	$5,761
College of Agriculture	$15,485,128
College of Engineering	$9,221,632
College of Humanitites and Social Sciences	$508,702
College of Natural Resources	$6,245,061
College of Science	$5,093,282
Commercialization & Regional Development	
Cooperative Extension	$286,448
E Eccles Jones College of Education and Human Services	$2,760,158
Jon M Huntsman School of Business	$2,495
Regional Campuses & Distance Education	$872,253
Student Services & AIS	$35,891
USU-Eastern	$62,208
TOTAL	**$109,328,393**

Research Expenditures FY 2013-2017

	2013	2014	2015	2016	2017
USU total expenditures (in millions)	$158.4	$169.6	$175.4	$180.6	$187.3
Rank among all institutions (902)	118	115	110	114	116
Rank among public institutions (400 total)	86	79	75	78	80

Utah State University Sponsored Awards Report - FY 2019 Quarter 2

Notable New Grants

Translating Effective Opioid Harm Reduction & Wellness Training to Tribal and Rural Utah

PI: Sandra H. Sulzer

Dept: Kinesiology & Health Science

Sponsor: Substance Abuse and Mental Health Services Admin.

Amount: $1,094,336

This project aims to connect harm reduction approaches to Opioid Use Disorder (OUD) to the urgent needs in Utah. Currently, there is a strong focus on abstinence treatment models in Utah where patients are expected to abstain from all substances, including treatment medications. However, the evidence base suggests that interventions like Naloxone, and methadone treatment clinics, save lives and lead to recovery at higher rates than other interventions (CITE). These harm reduction approaches to OUD seek to improve quality of life and reduce negative effects of substance use among patients (CITE).

A Data-Collaborative Research: The interplay between host diet, immunity, reproduction, and the microbiome across an anthropogenic-disturbed landscape driven decision support system to identify optimal land use alternatives for protecting species of concern on DoD and surrounding lands

PI: Susanna French

Dept: Biology

Sponsor: National Science Foundation

Amount: $850,845

This project will test relationships among immunity, anthropogenic-based diet changes, and the microbiome in both natural and captive settings, using long-lived iguanas as a model taxon and one of the longest mark-recapture datasets in reptiles available (37+ years). It willl also investigate the stability of these associations over time and their influence on reproductive output.

BLM Aquatic AIM with the Utah State Univerity-National Aquatic Monitoring Center

PI: Trip Armstrong

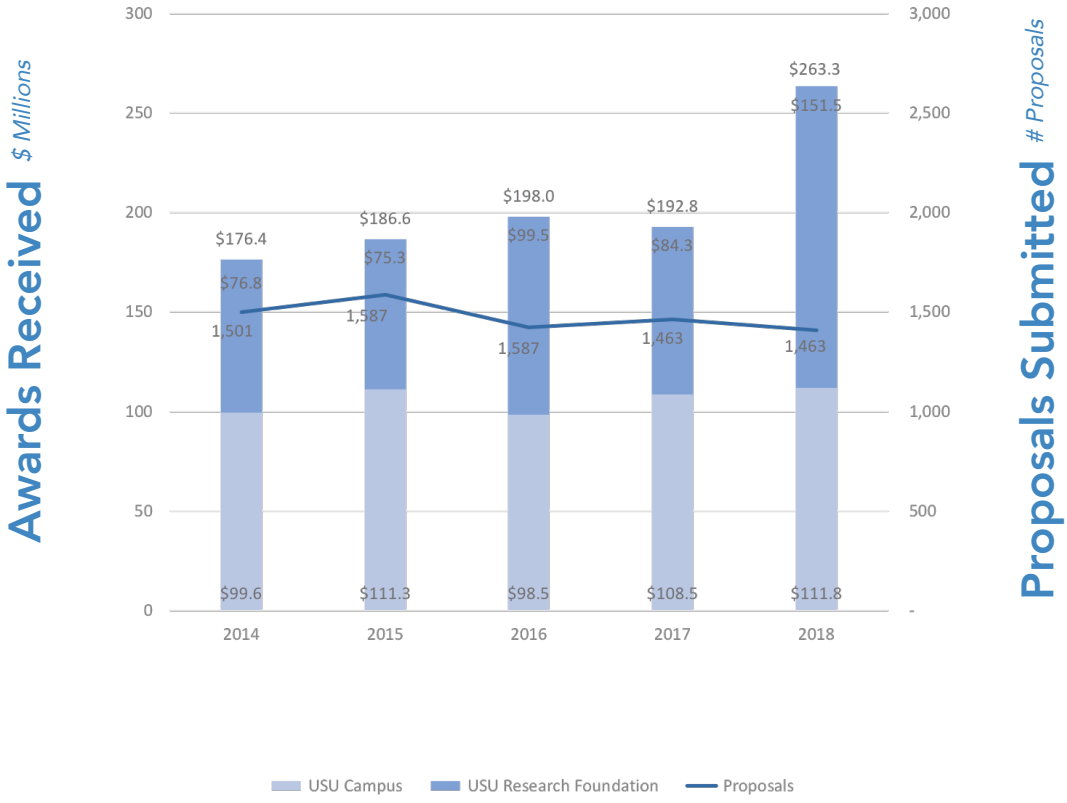
Dept: Watershed Sciences

Sponsor: U.S. Bureau of Land Management

Amount: $535,919

The Utah State University National Aquatic Monitoring Center shall develop and apply stream, riparian and watershed assessment tools to: 1. Assess current conditions, trends and threats to aquatic ecosystems; 2. Prioritize stream, riparian and watershed restoration and/or reclamation activities; and 3. Assess the effectiveness of restoration or reclamation actions in an adaptive management context.

USU Awards 2014-2018



USU Awards 2019 YTD (through Nov. 30)

	#	Amt.	LY Change*
USU Campus	549	$63.5 M	-6.3%
Space Dynamics Lab	173	$74.9 M	33.0%
YTD Total	**722**	**$138.4M**	11.6%

USU Proposals 2019 YTD (through Nov. 30)

	#	Amt.	LY Change*
USU Campus	533	$146.9 M	9.0%
Space Dynamics Lab	114	$394.3 M	207.2%
YTD Total	**647**	**$541.2M**	**105.6%**

**percentages based on change in $ amount*

STUDENT AFFAIRS

Name: James D. Morales
Telephone: 797-9250
e-mail: james.morales@usu.edu
Date: December 12, 2018

Focus of Student Affairs

The mission of the Division of Student Affairs is to inspire, engage, and challenge our students through inclusive, holistic, student-centered programming. This report highlights the efforts of one of our departments to support student development and leadership, facilitate co-curricular student success, and enhance the Aggie experience.

Department Report:
Counseling and Psychological Services (CAPS) Summery 2017-2018

CAPS is dedicated to supporting students socially and emotionally as they learn life skills that will help them succeed academically and make meaningful contributions in their community. To achieve this goal CAPS provides a variety of services to help meet the individual needs of students.

Individual, group, and couple's therapy; clinical consultation, intake and crisis management
In individual therapy CAPS staff attend to a wide range of student concerns, such as adjustment issues and a variety of clinical problems, including mood and anxiety disorders, eating disorders, post-traumatic stress syndromes, suicidality, and characterological and psychotic symptoms. In addition to individual therapy, many students benefit from participating in our successful group therapy program. CAPS also provides full-battery psychoeducation assessments for students who may struggle with learning disabilities, attention deficit disorder, or cognitive impairment secondary to head injury, seizures, or emotional difficulties. Use of most of these services continue to rise from year to year. For example:

Student seen (2016-2017):	Students seen (2017-2018):
Crisis Appointments = 116	Crisis Appointments = 156
Clinical Consultations = 1372	Clinical Consultations = 1510
Intakes, Ind. & Couples Therapy = 3878	Intakes, Ind. & Couples Therapy = 5348
Group Therapy Sessions = 290	Group Therapy sessions = 341
Psychoeducational Assessments = 221	Psychoeducational Assessments = 197

Outreach/consultation
Throughout the year CAPS provides workshops presentations to exposed students to information and skills to help them increase their self-awareness, coping skills, and quality of life and relationships. Frequently requested topics include: stress/anxiety management, developing grit and resilience, emotion regulation, healthy communication, and helping students in distress. Programs are designed to meet the specific needs of each requesting organization. Our REACH Peers also facilitate events on various mental health issues (i.e., Depression Screening Day, Healthy Relationships Week, and Stress Bust). CAPS works closely with a number of entities

across campus, providing consultation, assisting in referrals, and collaborating to promote a healthy campus environment. CAPS staff also meet individually with faculty, staff and students to provide referral information, self-help resources, and consultation regarding topics in psychology, concerns about students, and issues affecting the work environment. During the 2016-2017 school year CAPS provided 795 hours of outreach reaching 8643 attendees. During the 2017-2018 school year CAPS provided 1274 hours of outreach reaching 12686 attendees.

Training

CAPS provides supervision and training to four levels of trainees. Each year CAPS typically selects three or four full-time doctoral interns from a pull of the 30 to 60 applicants, from APA approved doctoral programs across the nation our APA approved doctoral internship. These students have completed all their doctoral course requirements before going on a required one-year internship. CAPS also has one or two graduate assistants and three or four practicum students from the USU APA approved combined psychology doctoral program. For over 30 years CAPS has helped the students in the psychology doctoral program gain valuable experience and meet their training requirements. Under supervision, interns, GAs and practicum students provide therapy, assessment, outreach and consultation services. Additionally, each year CAPS selects 8 to 12 USU undergraduate student volunteers to be CAPS REACH peers. These students attend a weekly seminar/class and receive individual supervision. REACH peers organize outreach events and provide individual education sessions to our clients.

Fall 2018

Currently CAPS has 8 REACH peers, 3 graduate assistants, and 3 practicum students. Unfortunately, though, this year, for the first time in two decades, CAPS was unable to fill their intern positions. Hoping to limit this to a one-year occurrence, we have raised intern salaries closer to national averages and are currently in the process of interviewing possible interns for next year. To help meet service demands this year money from the unfilled intern positions was used to hire three local therapists to work part time at CAPS.

Consistent with national trends, more students are seeking services CAPS. Currently CAPS is developing a fee proposal, to be presented to the USU fee board in January, to secure on-going funding for four staff positions.

CAPS has also been working with other offices on campus to develop a Wellness landing page/website including more self-assessment, self-help, wellness, and crisis information.

CAPS has been accredited by the International Association of Counseling Services (IACS) since 1994. CAPS is currently completing its 10 year IACS accreditation self-study (due March 1, 2019) and is preparing for a reaccreditation site-visit this spring.

USUSA
UtahStateUniversity
STUDENT ASSOCIATION

Office of the Student Body President

Jaren Hunsaker | (435) 709-1807
January 11, 2018 president.ususa@usu.edu

USUSA Report to the Board of Trustees

Diversity Week **October 1-6**

Diversity week was held to recognize diverse students and groups across campus. Events were held throughout the week. A record-breaking number of students attended the International Dessert night and students were able to purchase foods from all around the world at the Global Picnic. Artoberfest was held in conjunction with Diversity week and was followed by other events such as the Global Get Down and PoBev later in the week.

Homecoming Week **October 8-13**

Homecoming week kicked off on Saturday, October 6th with a highway clean up service project with the Student Alumni Association. The 8th-13th were packed with events such as various lunch time activities held in the TSC Hub as well as street painting for USUSA organizations in the TSC loop, Powder-puff Football game, Mr. USU, Karaoke Raffle Night and others. The True Aggie Night after the Spirit Dance on Friday was the largest this year. The USU vs UNLV Football game wrapped up the week with a win.

HOWL **October 26**

The Howl: Circus of Souls sold out weeks before the event. In addition to the dance, there were several events and activities. This year, they had hammock aerialists, balancing acrobats, hoop aerialists, a contortionist, a hypnotist, karaoke, bingo and even performances from USU's very own dance troop.

Aggie HEROES **November 1**

Aggie Heroes is an event to listen to fellow members of the community and students who have faced exceptional challenges and have been able to overcome those difficulties. This semester, speakers discussed how they were able to rise above and how others helped them through their challenges. They talked about how we can do the same for others.

Science Week **November 5-9**

Science week incorporated several events from service to networking. By incorporating different aspects of the college, they hosted a Demo Show by the Chemistry Club as well as the Entomology Club held a Fear Factory for students in the TSC Hub to learn about and hold different types of insects. Science Unwrapped concluded the week with great attendance.

Education Week **November 12-16**

The College of Education had several events incorporating several aspects of the university. Collaborating with the Service Center, they wrote letters to Primary Children's Hospital and participated in Stuff-a-Bus. Later in the week, in conjunction with the Student Alumni Association, they held a Career Q&A with Alumni.

Jaren Hunsaker | (435) 709-1807
president.ususa@usu.edu

January 11, 2018

Thank You Week **November 26-30**

In the spirit of Thanksgiving, USUSA Student Events provided thank you cards with a different theme for each day. The themes were thank yourself, thank someone back home, thank the troops, thank your friends, thank your university.

Festival of Trees **December 3-7**

The Festival of Trees is a fundraiser held each year for families around Cache Valley who cannot afford to purchase their own Christmas Tree. Organizations across campus gathered together to decorate over 25 trees for families in need. These trees were displayed and voted on throughout the week. President's Cabinet's tree was voted #1 by students.

ACTION AGENDA

1. Department of History in the College of Humanities and Social Sciences proposal to offer a Master's Degree in Ancient Languages and Cultures
2. Department of Languages, Philosophy and Communication Studies in the College of Humanities and Social Sciences proposal to offer a Baccalaureate Degree in Chinese
3. Review and Acceptance of the External Audit Reports FY18
4. Request for Differential Tuition for the College of Agriculture and Applied Sciences

11 January 2019

ITEM FOR ACTION

Utah State University's Department of History in the College of Humanities and Social Sciences proposes offering a Master's Degree in Ancient Languages and Cultures in the manner described below.

EXECUTIVE SUMMARY

The Department of History in the College of Humanities and Social Sciences proposes offering a Master's Degree in Ancient Languages and Cultures.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer a Master's Degree in Ancient Languages and Cultures in the College of Humanities and Social Sciences' Department of History.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of History in the College of Humanities and Social Sciences proposes offering a Master's Degree in Ancient Languages and Cultures, and

WHEREAS, The proposed MA/MS in Ancient Languages and Cultures provides students with advanced studies in these areas and this helps better prepare students for success in achieving their professional goals (e.g. PhD), and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to offer a Master's Degree in Ancient Languages and Cultures in the College of Humanities and Social Sciences' Department of History and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

_____

DATE:

Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Full Template

Institution Submitting Request:	**Utah State University**
Proposed Program Title:	**Ancient Languages and Cultures**
Sponsoring School, College, or Division:	**College of Humanities and Social Sciences**
Sponsoring Academic Department(s) or Unit(s):	**Department of History**
Classification of Instructional Program Code[1] :	**30.2201**
Min/Max Credit Hours Required of Full Program:	**30 /**
Proposed Beginning Term[2]:	**Fall 2019**
Institutional Board of Trustees' Approval Date:	

Program Type (check all that apply):

☐	(AAS)	Associate of Applied Science Degree			
☐	(AA)	Associate of Arts Degree			
☐	(AS)	Associate of Science Degree			
☐		Specialized Associate Degree (specify award type[3]:)			
☐		Other (specify award type[3]:)			
☐	(BA)	Bachelor of Arts Degree			
☐	(BS)	Bachelor of Science Degree			
☐		Specialized Bachelor Degree (specify award type[3]:)			
☐		Other (specify award type[3]:)			
☒	(MA)	Master of Arts Degree			
☒	(MS)	Master of Science Degree			
☐		Specialized Master Degree (specify award type[3]:)			
☐		Other (specify award type[3]:)			
☐		Doctoral Degree (specify award type[3]:)			
☐		K-12 School Personnel Program			
☐		Out of Service Area Delivery Program	☐	Out of Mission Program	☐ NEW Profess. School

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Frank Galey Date:

☐ I understand that checking this box constitutes my legal signature.

[1] For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
[2] "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.
[3] Please indicate award such as APE, BFA, MBA, MEd, EdD, JD

Utah System of Higher Education
Program Description - Full Template

Section I: The Request

Utah State University requests approval to offer the following Master's degree(s): Ancient Languages and Cultures effective Fall 2019. This program was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Program Description

Present a complete, formal program description.

The Department of History proposes the creation of a Master of Arts/Master of Science (MA/MS) in Ancient Languages and Cultures, focusing on the historical languages students must learn to gain admission to and succeed at institutions which grant PhD degrees in fields where comprehension of various ancient languages is prerequisite. Those fields include Classics; Ancient, Medieval, and Early Modern History; Religious Studies; and related disciplines in literature, theology, divinity, philosophy, and art history. Students who enroll in our program will have an unique opportunity to acquire the linguistic skills they will need to complete advanced work elsewhere, while at the same time taking courses in related historical subjects. These two years of intensive training (30 credit hours) will require students to complete a thesis (Plan A) and provide students a bridge to future success in their chosen discipline, an opportunity which would otherwise be out of reach for many. Because of the rigorous and practical nature of this proposed program, the Department of History is confident that they can recruit nationally (and internationally) for the degree.

Program Goals:

1. To provide students with sufficient training in an ancient language or languages so that they can successfully enter a doctoral program in their chosen field.
2. To provide students with methodological tools that prepare them to succeed in the study of peoples who used the ancient language(s).
3. To provide students with the opportunity to practice historical research in their chosen field, using their chosen ancient language(s).

Learning Outcomes:

1. Students will have demonstrable proficiency in reading their chosen ancient language(s).
2. Students will demonstrate an ability to use appropriate methodological tools to study peoples who used the ancient language(s).
3. Students will compose a master's thesis which demonstrates the ability to utilize ancient language(s) and appropriate methodologies in carrying out an original research project.

Consistency with Institutional Mission

Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals (see mission and roles at higheredutah.org/policies/policyr312) or, for "out of mission" program requests, the rationale for the request.

This MA/MS aligns with the mission of USU as a doctoral-level institution charged with the discovery, creation and transmission of knowledge through education and training programs at the undergraduate, graduate and professional levels. The Morrill Act of 1862 required Land Grant universities to offer “classical education” to the “mechanic classes.” Therefore, ancient history and languages have always been in the curriculum. Ancient Greece and Rome have been part of the curriculum from USU’s founding in 1889. Concomitantly, four years of Latin were provided to students of the Agricultural College of Utah [USU]. The proposed degree effects that historical mission, advancing it onto the graduate level.

Section III: Needs Assessment

Program Rationale

Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program.

The proposed MA/MS fills a gap in the larger US educational system. Although there is a steady demand for the study of ancient languages and the methods of historical-cultural analysis, there are no graduate programs which combine training in ancient languages with course work in historical methodology. Those who decide late in their undergraduate careers that they want to do advanced study in these fields are prevented from going on because of this gap in the national curriculum.

The Department of History conducted a survey of 32 Chairs, Directors and Heads who oversee or are advisers in a wide range of programs where medieval history, classics and religious studies are taught. The 23 who responded teach at undergraduate and graduate schools, both public and private, including major PhD-granting institutions in the disciplines. The department asked them their opinion about the feasibility of the program being proposed. [All who replied gave their permission to quote their responses.] Their responses were uniformly positive, including comments like "the rationale is perfectly sound" (Anthony Kaldellis, Ohio State University); "your program sounds really promising" (Muriel McClendon, UCLA); "a degree like yours is worth pursuing" (Carl Sederholm, BYU); "your plan to begin an MA program in Ancient Languages and Cultures makes very good sense" (Daniel Botsman, Yale); "your proposed MA in ancient (and medieval) languages is a wonderful idea" (David Stephan Powers, Cornell); "this is very much a worthwhile initiative" (Ian Moyer, University of Michigan); "programs like this fill a really important niche" (Thomas Burman, Notre Dame); and, "the MA program you propose sounds very useful, and I would support you in undertaking it" (Eric Hinderaker, University of Utah).

Some commented at length:

- I certainly agree whole-heartedly that many undergraduates develop a serious interest in the study of the ancient and medieval worlds too late in their career to acquire the language skills they need to be competitive applicants to good graduate programs. So to that extent there's definitely a need for programs like this… One of the things we look closely at in assessing applicants to our PhD program is the amount and the quality of language training that they've had. Other course work is also something we consider, but the languages are the sine qua non. So by giving students more language training, you would certainly make them more attractive to good PhD programs. (James Rives, University of North Carolina)

- Depending on their interests, our top Ph.D. applicants in History always have strong languages; on your list, Latin, Greek, and Arabic are the languages that are most likely to be important. Depending on where they are located in this country (or abroad), of course, it can be difficult for some B.A. students to acquire the necessary languages. As I am sure you have seen many times, a student from a small liberal arts college might develop a passion for a given subject but the school might be unable to support advanced study in that language. In my area, we routinely advise ambitious and talented students of this kind to enter M.A. programs in order to develop their languages. To that extent, your proposed M.A. program could potentially fill a need. (Daniel Smail, Harvard)

- I think top Ph.D. programs would definitely welcome students who had completed this program. Strong language preparation makes for a strong applicant. A track record of graduate level work in other areas would also help. (Mary Ann Eaverly, The University of Florida)

Much of the infrastructure necessary for implementing this new degree program is already in place. The college offers a full slate of courses in Latin and Greek as well as Arabic. Two of our faculty have expertise in Sanskrit. The

History Department teaches historical methodology and theory at the graduate level and offers courses covering a wide range of places, periods and issues related to the pre-modern world. Elsewhere the university's curriculum includes classes in historical fields relating to philosophy, art and literature. In creating this program, the university will gain an innovative graduate program, which will attract students from across the nation and world and will enhance our prestige and reputation for producing high-quality graduates who prosper in their post-USU academic careers.

Before making this proposal, consultations were held with the humanities faculty on campus who might contribute courses and mentorship and who would recruit students into this new MA/MS. These include professors from History, Religious Studies, Art History, English, Languages, and Philosophy. All of these disciplines encourage students who plan to continue their studies in the fields they pursued as undergraduates to seek training in the historical methodologies and ancient language(s) relevant to their chosen subject matter.

Labor Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

For this degree, the analogue of a labor market is the top tier of PhD programs in ancient and medieval studies, especially those focusing on classics, history and religious studies. They typically require years of language training to gain entrance, as our survey responses confirm:

- Your proposed MA in ancient (and medieval) languages is a wonderful idea. The Medieval Studies Program and Near Eastern Studies Department at Cornell look for prospective graduate students with strong language training. But language training is not enough. To be competitive, prospective students should also have taken courses and seminars in ancient studies, medieval studies, or Islamic studies… (David Stephan Powers, Cornell)

- The lack of language preparation for graduate applicants is, indeed, a major problem. In our own doctoral program, we have stopped accepting students for the medieval Ph.D. who do not have some facility with Latin… Likewise, we do not accept applicants into our Byzantine Ph.D. program without Greek. I know from colleagues at Notre Dame that they have the same restrictions… I think that students with a language preparation M.A. would be very attractive to high quality doctoral programs. (Thomas Madden, Saint Louis University)

It is clear that without the requisite language skills and historical training appropriate to their chosen field a student's prospect for admission to and success in PhD programs drops dramatically.

Student Demand

Provide evidence of student interest and demand that supports potential program enrollment. Use Appendix D to project five years' enrollments and graduates. Note: If the proposed program is an expansion of an existing program, present several years enrollment trends by headcount and/or by student credit hours that justify expansion.

The very impulse for the program stems from student demand itself. For decades, our graduating seniors have been requesting the opportunity to pursue further work in ancient languages and historical methodologies as preparation for advanced study. In many ways this initiative is driven by a recognition of that need. The Department of History is seeking to formalize and better direct students toward success in their professional goals.

The underlying reason for this need is simple. Students often arrive in college searching for direction in

their academic life. Those who discover an interest in pre-modern studies quickly come to realize they have a limited time frame in which to gain the fundamental language skills necessary to continue their chosen discipline. Language courses pose particular difficulties since their curriculum must follow a prescribed sequence covering several years. Especially those students who come late in their college education to disciplines requiring knowledge of these languages confront an all but insurmountable obstacle to pursuing advanced studies, as Daniel Botsman at Yale University confirms: "These days the overwhelming majority of students coming in to our PhD program in History at Yale have already completed MAs and my sense is that the demand for high quality programs that can help people get advanced language training, in particular, will only continue to grow."

There is a particular demand for this type of training among students who come from a Religious Studies background. They often discover their interest in studying religion during their sophomore or junior year, after taking a general education course in the subject. By the time they settle on a desired area of specialization (e.g., early Christianity, Hinduism, Buddhism), it is already too late to acquire more than a cursory knowledge of the languages that are required for admission to a doctoral program in their chosen area. So far, the department has been enrolling such students in the History MA/MS, which is an awkward fit, since they must pursue their language study in addition to a full slate of graduate courses. This, indeed, is the challenge for undergraduates at many universities around the nation that have Religious Studies programs like ours. The new MA/MS the department is proposing will provide such students with the training necessary for success in a PhD program.

This degree also opens the door to advanced study for students who, because of limited undergraduate access to ancient language instruction, have been disadvantaged. The external respondents corroborate this point:

- As things stand now, … the ability to pursue a PhD in the study of the ("western") ancient world is chiefly open to those who were able to take Latin and Greek in high school. And that leaves many people out. (Muriel McClendon, UCLA)

- One issue that we are currently struggling to address is how language preparation can function as a bar to the scholarly field and the profession, effectively excluding students from diverse backgrounds, such as those from minority-serving institutions or community colleges, who may not have access to the resources for language preparation." (Ian Moyer, University of Michigan)

- Many of those we reject are solely based on a lack of language preparation. It's a shame, because these students are often bright, but for whatever reason they did not pursue the necessary languages when they developed their interests. (Thomas Madden, Saint Louis University)

Opportunity is a matter of access not just to high-quality training but financial resources. USU is in a unique position to provide affordable education, which is a source of concern articulated by Anthony Kaldellis at The Ohio State University: "Students who do not have those resources cannot compete. They have a B.A., an incomplete preparation, … and have to face up against students who can (to put it bluntly) buy an MA. I have had such students and they have told me how the field is stacked against them." Our degree will help level that playing field.

Similar Programs

Are similar programs offered elsewhere in the USHE, the state, or Intermountain Region? If yes, identify the existing program(s) and cite justifications for why the Regents should approve another program of this type. How does the proposed program differ from or compliment similar program(s)?

The MA/MS program the department is proposing has analogues but no counterpart in academia. Programs exist which focus on student preparation in languages, particularly Latin and Greek, but none that combine language study with graduate work in history and religious studies. Because of the expertise of our faculty,

the breadth of training, the department will be able to provide a graduate program that is unparalleled.

Collaboration with and Impact on Other USHE Institutions

Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/ . Assess the impact the new program will have on other USHE institutions. Describe any discussions with other institutions pertaining to this program. Include any collaborative efforts that may have been proposed.

No institution in the USHE system offers a degree like this, nor any master's degree in Classics or Religious Studies. Indeed, other universities in the region see merit in creating this kind of graduate program:

- I would recommend a program of that type to interested students. I am always game for such broad interests. (Carl Sederholm, BYU)

- For many years, Lindsay Adams did something similar here. He supervised students who were exactly in the circumstance you describe --they came to their interest late, and they lacked the language training to pursue graduate studies. They entered our MA program and worked with Lindsay at the same time that they got 2-3 years of language training under their belts. Many of those students went on to good PhD programs… It sounds like you have a good array of faculty resources to bring to bear on this program. (Eric Hinderaker, University of Utah)

- We don't have any graduate level classes in Classics here, and I would think that an option in the Rocky Mountain West would be appealing. (Matthew Semanoff, University of Montana)

External Review and Accreditation

Indicate whether external consultants or, for a career and technical education program, program advisory committee were involved in the development of the proposed program. List the members of the external consultants or advisory committee and briefly describe their activities. If the program will seek special professional accreditation, project anticipated costs and a date for accreditation review.

There is no external review or accreditation agency for this degree.

Section IV: Program Details

Graduation Standards and Number of Credits

Provide graduation standards. Provide justification if number of credit or clock hours exceeds credit limit for this program type described in R401-3.11, which can be found at higheredutah.org/policies/R401.

30 credits, with a 3.0 or better GPA.

Admission Requirements

List admission requirements specific to the proposed program.

An undergraduate degree in a related field and at least one year of study in the ancient language of the student's emphasis. Students will need to meet the USU graduate school's minimum requirements for admission.

Curriculum and Degree Map

Use the tables in Appendix A to provide a list of courses and Appendix B to provide a program Degree Map, also referred to as a graduation plan.

Section V: Institution, Faculty, and Staff Support

Institutional Readiness

How do existing administrative structures support the proposed program? Identify new organizational structures that may be needed to deliver the program. Will the proposed program impact the delivery of undergraduate and/or lower-division education? If yes, how?

The program, while interdisciplinary, will be housed in the Department of History, which will provide some funding, a Graduate Program Coordinator, and graduate student facilities through its existing MA/MS program structures. Students in the new MA/MS program who receive funding will support undergraduate education at USU by serving as graduate teaching assistants in survey courses. Admittance and funding to the program will be administered through the History Department's Graduate Committee.

Faculty

Describe faculty development activities that will support this program. Will existing faculty/instructions, including teaching/ graduate assistants, be sufficient to instruct the program or will additional faculty be recruited? If needed, provide plans and resources to secure qualified faculty. Use Appendix C to provide detail on faculty profiles and new hires.

The university has adequate numbers of qualified faculty who can staff this new MA/MS degree. If the program should grow in future to other ancient languages, then the department would need to hire faculty in those areas to offer courses. This hiring would be contingent upon program success and needed expansion in other degrees at the university.

Staff

Describe the staff development activities that will support this program. Will existing staff such as administrative, secretarial/ clerical, laboratory aides, advisors, be sufficient to support the program or will additional staff need to be hired? Provide plans and resources to secure qualified staff, as needed.

The History Department has two dedicated full-time staff positions to support its programs, and these staff have the capacity and expertise to provide support for the new program.

Student Advisement

Describe how students in the proposed program will be advised.

Our current model for graduate student advising in the History Department relies heavily on the Graduate Program Coordinator and individual faculty advisors. The department would anticipate expanding this model to the new MA/ MS program.

Library and Information Resources

Describe library resources required to offer the proposed program if any. List new library resources to be acquired.

The Library provides resources that are adequate to support the needs of the proposed program. Those that directly and uniquely support classical studies include the Loeb Classical Library, a collection of over 500 Greek and Latin primary-source texts with authoritative English translations, in both print and electronic form; Thesaurus Linguae Graecae, a database of ancient Greek texts; L'Année Philologique, a bibliography of scholarly works relevant to ancient Greece and Rome; and Early Church Texts, a database of Greek and Latin texts from the Christian Church up to the fifth century. More general support comes from the ACLS Humanities E-Book collection,

with over 3,000 peer-reviewed e-books; Project MUSE, with hundreds of journals in the humanities, arts, and social sciences; and JSTOR Arts & Sciences modules I -X, an interdisciplinary archive of over 1,500 journals. The Library also purchases roughly 400 books and e-books per year in the areas of history, religious studies, and languages in addition to maintaining a subscription to ProQuest's Academic Complete, which provides access to over 150,000 e-books in all areas of study. The Library solicits faculty feedback to acquire materials relevant to their teaching and research and seeks to collaborate with faculty to develop sustainable forms of research instruction.

Projected Enrollment and Finance

Use Appendix D to provide projected enrollment and information on related operating expenses and funding sources.

Section VI: Program Evaluation

Program Assessment

Identify program goals. Describe the system of assessment to be used to evaluate and develop the program.

As this is an MA/MS program requiring a Plan A thesis, the assessment of individual students will be based on the artifact of their thesis, which will be judged according to a standard rubric. Progress toward the degree will be evaluated in spring semester of students' first year through a tracking of their completion of thesis proposals and their successful defense.

Student Standards of Performance

List the standards, competencies, and marketable skills students will have achieved at the time of graduation. How and why were these standards and competencies chosen? Include formative and summative assessment measures to be used to determine student learning outcomes.

Learning objectives and outcomes are the skill sets, competencies, and knowledge students should acquire in their discipline before graduation. The following criteria are for history majors involving the acquisition and mastery of historical knowledge, historical thinking, and historical skills.

Goal: Emphasize the complex nature of past experiences

Goal: Develop skills in critical thinking, reading, research, and speaking

Goal: Master at least one ancient language to the level that allows for research in that language

Appendix A: Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to be awarded the degree.

For variable credits, please enter the minimum value in the table for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box at the end of this appendix.

	Course Number	NEW Course	Course Title	Credit Hours
	General Education Courses (list specific courses if recommended for this program on Degree Map)			
			General Education Credit Hour Sub-Total	
	Required Courses			
+ -	HIST 6000		Historical Research Method	3
+ -	HIST 6970		Thesis Research	6
+ -	ALC 6100-6500	X	Primary Language Study (see below, Program Curriculum Narrative)	9
+ -	ALC 6801	X	Research Practicum in Ancient Language 1	1
+ -	ALC 6802	X	Research Practicum in Ancient Language 2	1
+ -	ALC 6803	X	Research Practicum in Ancient Language 3	1
			Choose 1 of the following courses:	
+ -	HIST 6010		History and Theory	3
+ -	HIST 6020		Public History	3
+ -	HIST 6030		Research Seminar	3
+ -	HIST 6420		Special Topics in Religious History	3
+ -				
			Required Course Credit Hour Sub-Total	24
	Elective Courses			
+ -				

		Course Number	NEW Course	Course Title	Credit Hours
				Choose 2 of the following courses:	
+	-	HIST 6100		Special Topics: Ancient History	3
+	-	HIST 6130		Special Topics: Early Modern European History	3
+	-	HIST 6200		Special Topics: Comparative World History	3
+	-	HIST 6230		Special Topics: Middle Eastern History	3
+	-	HIST 6260		Special Topics: Asian History	3
+	-	HIST 6300		Special Topics: African History	3
+	-	HIST 6330		Special Topics: Latin American History	3
+	-	HIST 6460		Seminar in Environmental History	3
+	-	HIST 6700		Folklore Theory and Method	3
+	-	HIST 6710		Space, Place and Folklore	3
+	-	HIST 6720		Folklore Fieldwork	3
+	-	HIST 6730		Public Folklore	3
+	-	HIST 6740		Folk Narrative	3
+	-	HIST 6760		Folk Art: Traditional Art and Material Culture	3
+	-	HIST 6770		Seminar in Folklore and Folklife	3
+	-	HIST 6800		Paleography	3
+	-	HIST 6880		Special Topics: Advanced History Workshop	1
+	-	HIST 6900		Directed Studies (see below, Program Curriculum Narrative, note 1)	1
+	-	ALC 6900	X	Directed Studies	1
+	-	PHIL 6900		Directed Studies	1
+	-	ENGL 6920		Directed Study	1
+	-	ARTH 5740		Art and Religion: Topics in Sacred Art	3
+	-	ARTH 6430		Curatorial Seminar: Rare Books and Manuscripts	3
+	-	ARTH 6510		Graduate Islamic Visual Cultures ca. 600-1500	3
+	-	ARTH 6610		Greek and Roman Art	3
+	-	ARTH 6620		Byzantine Art	3
+	-	ARTH 6630		Graduate Medieval Art	3
+	-	ARTH 6720		Graduate Renaissance Art	3
+	-	ARTH 6770		Graduate Gender Issues in Art	3
+	-	ENGL 6320		Literary Theory	3
+	-	ENGL 6440		Cultural Research Methods	3
+	-				
				Choose of the following courses:	
+	-				
+	-				
				Choose of the following courses:	
+	-				
+	-				
				Choose of the following courses:	
+	-				
+	-				

		Course Number	NEW Course	Course Title	Credit Hours
				Choose of the following courses:	
+	-				
+	-				
				Elective Credit Hour Sub-Total	6
				Core Curriculum Credit Hour Sub-Total	30

Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information.

1. Directed studies courses (HIST 6880, HIST 6900, PHIL 6900, ALC 6900, ENGL 6920) are variable 1-3 credits. Students who choose 1-credit electives still must take 6 hours total of electives. Electives may also include ALC 6000-level language courses focusing on a language different from the student's primary language.

2. Students must complete 9 hours of credit in their primary ancient language. Present options include Latin (ALC 6101, ALC 6102, ALC 6103), Greek (ALC 6201, ALC 6202, ALC 6203), and Arabic (ALC 6301, ALC 6302, ALC 6303). Future offerings will include Sanskrit (ALC 6401, ALC 6402, ALC 6403) and Hebrew (ALC 6501, ALC 6502, ALC 6503). All these are new courses.

3. We have secured permission from department heads in English, Art, LPCS allowing us to incorporate in our program courses listed above.

Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see http://higheredutah.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below.

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
HIST 6000	3	HIST 6010 or 6020 or 6030 or 6420	3
Primary Language Course	3	Primary Language Course	3
Graduate Seminar	3	ALC 6801	1
Total	9	**Total**	7
Second Year Fall	**Cr. Hr.**	**Second Year Spring**	**Cr. Hr.**
Graduate Seminar	3	Thesis	6
Primary Language Course	3	ALC 6803	1
ALC 6802	1		
Total	7	**Total**	7
Third Year Fall	**Cr. Hr.**	**Third Year Spring**	**Cr. Hr.**
Total		**Total**	
Fourth Year Fall	**Cr. Hr.**	**Fourth Year Spring**	**Cr. Hr.**
Total		**Total**	

Appendix C: Current and New Faculty / Staff Information

Part I. Department Faculty / Staff

Identify # of department faculty / staff (headcount) for the year preceding implementation of proposed program.

	# Tenured	# Tenure -Track	# Non -Tenure Track
Faculty: Full Time with Doctorate	15	7	
Faculty: Part Time with Doctorate			
Faculty: Full Time with Masters			
Faculty: Part Time with Masters			
Faculty: Full Time with Baccalaureate			
Faculty: Part Time with Baccalaureate			
Teaching / Graduate Assistants			
Staff: Full Time	2		
Staff: Part Time			

Part II. Proposed Program Faculty Profiles

List current faculty within the institution -- with academic qualifications -- to be used in support of the proposed program(s).

	First Name	Last Name	Tenure (T) / Tenure Track (TT) / Other	Degree	Institution where Credential was Earned	Est. % of time faculty member will dedicate to proposed program.	If "Other," describe
Full Time Faculty							
	Mark	Damen	T	PhD	University of Texas at Austin	30	
	Frances	Titchener	T	PhD	University of Texas at Austin	20	
	Susan	Shapiro	T	PhD	University of Texas at Austin	20	
	Lisa	Gabbert	T	PhD	Indiana University at Bloomington	5	
	Ravi	Gupta	T	PhD	University of Oxford	10	
	Dominic	Sur	TT	PhD	University of Wisconsin at Madison	5	
	Susan	Cogan	TT	PhD	University of Colorado at Boulder	5	
	Julia	Gossard	TT	PhD	University of Texas at Austin	5	
	Danielle	Ross	TT	PhD	University of Wisconsin at Madison	5	
	Robert	Mueller	T	PhD	University of California at Santa Barbara	5	
	Christopher	Conte	T	PhD	Michigan State University	5	
	Joe	Ward	T	PhD	Stanford University	5	
	Christine	Cooper-Rompato	T	PhD	University of Connecticut	5	
	Alexa	Sand	T	PhD	University of California-Berkeley	5	
	Phebe	Jensen	T	PhD	University of North Carolina at Chapel Hill	5	
	Harrison	Kleiner	TT	PhD	Purdue University	5	
	Abdulkafi	Albirini	T	PhD	University of Illinois at Urbana-Champaign	5	
	Felipe	Valencia	TT	PhD	Brown University	5	
	Richard	Sherlock	T	PhD	Harvard University	5	

	First Name	Last Name	Tenure (T) / Tenure Track (TT) / Other	Degree	Institution where Credential was Earned	Est. % of time faculty member will dedicate to proposed program.	If "Other," describe
	Charlie	Huenemann	T	PhD	University of Wisconsin at Madison	5	
	Lynne	McNeill	TT	PhD	Memorial University of Newfoundland	5	
	Jeannie	Thomas	T	PhD	University of Oregon	5	
	James	Sanders	T	PhD	University of Pittsburgh	5	
Part Time Faculty							
	none						

Part III: New Faculty / Staff Projections for Proposed Program

Indicate the number of faculty / staff to be hired in the first three years of the program, if applicable. Include additional cost for these faculty / staff members in Appendix D.

	# Tenured	# Tenure -Track	# Non -Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.
Faculty: Full Time with Doctorate					
Faculty: Part Time with Doctorate					
Faculty: Full Time with Masters					
Faculty: Part Time with Masters					
Faculty: Full Time with Baccalaureate					
Faculty: Part Time with Baccalaureate					
Teaching / Graduate Assistants					
Staff: Full Time					
Staff: Part Time					

Appendix D: Projected Program Participation and Finance

Part I.

Project the number of students who will be attracted to the proposed program as well as increased expenses, if any. Include new faculty & staff as described in Appendix C.

Three Year Projection: Program Participation and Department Budget						
	Year Preceding Implementation	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
Student Data						
# of Majors in Department	20	21	22	22	23	24
# of Majors in Proposed Program(s)		1	2	2	3	4
# of Graduates from Department	8	8	9	10	10	10
# Graduates in New Program(s)						

Department Financial Data				
	Department Budget			
	Year Preceding Implementation (Base Budget)	Year 1	Year 2	Year 3
Project additional expenses associated with offering new program(s). Account for New Faculty as stated in Appendix C, "Faculty Projections."		Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)
EXPENSES – nature of additional costs required for proposed program(s)				
List salary benefits for additional faculty/staff each year the positions will be filled. For example, if hiring faculty in year 2, include expense in years 2 and 3. List one-time operating expenses only in the year expended.				
Personnel (Faculty & Staff Salary & Benefits)	$0			
Operating Expenses (equipment, travel, resources)	$0			
Other:				
TOTAL PROGRAM EXPENSES		$0	$0	$0
TOTAL EXPENSES	$0	$0	$0	$0
FUNDING – source of funding to cover additional costs generated by proposed program(s)				
Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.				
Internal Reallocation		$15,000	$30,000	$30,000
Appropriation				
Special Legislative Appropriation				
Grants and Contracts				
Special Fees				
Tuition				
Differential Tuition (requires Regents approval)				
PROPOSED PROGRAM FUNDING		$15,000	$30,000	$30,000
TOTAL DEPARTMENT FUNDING	$0	$15,000	$30,000	$30,000
Difference				
Funding - Expense	$0	$15,000	$30,000	$30,000

Part II: Expense explanation

Expense Narrative

Describe expenses associated with the proposed program.

The program is built around existing personnel and capacity, so no new expenses are anticipated. All new courses will be taught as part of faculty load for current faculty.

Part III: Describe funding sources

Revenue Narrative 1

Describe what internal reallocations, if applicable, are available and any impact to existing programs or services.

The History Department will reallocate Graduate Teaching Assistantships to the new program, beginning with one the first year ($15,000) and then with two ($30,000) in subsequent years. The program will evaluate the GTA distributions after 4 years and reallocate as necessary for enrollment in this program and in the History master's program.

Revenue Narrative 2

Describe new funding sources and plans to acquire the funds.

No new funding planned initially. The department anticipates using tuition dollars to fund additional language courses in the future.

11 January 2019

ITEM FOR ACTION

Utah State University's Department of Languages, Philosophy and Communication Studies in the College of Humanities and Social Sciences proposes offering a Baccalaureate Degree in Chinese in the manner described below.

EXECUTIVE SUMMARY

The Department of Languages, Philosophy and Communication Studies in the College of Humanities and Social Sciences proposes offering a Baccalaureate Degree in Chinese.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer a Baccalaureate Degree in Chinese in the College of Humanities and Social Sciences' Department of Languages, Philosophy and Communication Studies.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Languages, Philosophy and Communication Studies in the College of Humanities and Social Sciences proposes offering a Baccalaureate Degree in Chinese, and

WHEREAS, The proposed Bachelor of Arts in Chinese will provide students with language and cultural skills to better prepared them for career options and opportunities in the workplace, and

WHEREAS, The proposal has been approved by the academic dean, the Educational Policies Committee, and the USU Faculty Senate, and

WHEREAS, The proposal has been approved by the President and Provost of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposal to offer a Baccalaureate Degree in Chinese in the College of Humanities and Social Sciences' Department of Languages, Philosophy and Communication Studies and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

_____

DATE:

Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Full Template

Institution Submitting Request:	**Utah State University**
Proposed Program Title:	**Chinese**
Sponsoring School, College, or Division:	**Humanities and Social Sciences**
Sponsoring Academic Department(s) or Unit(s):	**Languages, Philosophy & Communication Studies**
Classification of Instructional Program Code[1] :	**16.0301**
Min/Max Credit Hours Required of Full Program:	**120 /**
Proposed Beginning Term[2]:	**Fall 2019**
Institutional Board of Trustees' Approval Date:	

Program Type (check all that apply):

☐	(AAS)	Associate of Applied Science Degree			
☐	(AA)	Associate of Arts Degree			
☐	(AS)	Associate of Science Degree			
☐		Specialized Associate Degree (specify award type[3]:)			
☐		Other (specify award type[3]:)			
☒	(BA)	Bachelor of Arts Degree			
☐	(BS)	Bachelor of Science Degree			
☐		Specialized Bachelor Degree (specify award type[3]:)			
☐		Other (specify award type[3]:)			
☐	(MA)	Master of Arts Degree			
☐	(MS)	Master of Science Degree			
☐		Specialized Master Degree (specify award type[3]:)			
☐		Other (specify award type[3]:)			
☐		Doctoral Degree (specify award type[3]:)			
☐		K-12 School Personnel Program			
☐		Out of Service Area Delivery Program	☐	Out of Mission Program	☐ NEW Profess. School

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name _____ Date:

☐ I understand that checking this box constitutes my legal signature.

[1] For CIP code classifications, please see http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55.
[2] "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.
[3] Please indicate award such as APE, BFA, MBA, MEd, EdD, JD

Utah System of Higher Education
Program Description - Full Template

Section I: The Request

Utah State University requests approval to offer the following Baccalaureate degree(s): Chinese effective Fall 2019. This program was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Program Description

Present a complete, formal program description.

The Bachelor of Arts (B.A.) degree in Chinese will prepare students with the knowledge, motivation and skills necessary to develop a high degree of linguistic competence in the Chinese language as well as to provide the historical, artistic and cultural background needed to understand and interact successfully with Chinese speakers. Students will come to understand various cultural nuances important in Chinese speaking societies as expressed in literature, business, and media outlets.

The language courses emphasize speaking, listening, reading, and writing skills that would be essential for interacting with native Chinese speakers from a variety of countries. It is recognized that there are multiple varieties of Chinese. The focus in this major will be on Mandarin Chinese, which has more speakers than any other language in the world. The courses on literature, culture, film, and theater provide students opportunities to apply and advance their comprehensive language skills through in-depth reading of authentic materials and critical interpretation of traditions in Sinophone cultures and communities, as well as to assess the impact of such trends in and beyond the Chinese-speaking communities across the world. Students will learn about both general and specific cultural differences between Mainland China, Taiwan, Hong Kong, the United States, and other Sinophone areas, including diversities in values, workplace behavior, and relationship development. In the linguistic courses, students will study the nature of language itself, and have an opportunity to explore various features of the Chinese language. Students will also be able to understand social issues that impact language use and develop translation skills.

This program is designed to help students in multiple ways. First, as suggested earlier, it will increase the students' options and opportunities in the job market. Individuals with strong second language skills have more opportunities for placement and advancement in a wide variety of careers. Second, as students learn not only another language, but come to understand other ways of living and organizing, their ability to succeed as a responsible member of the global community improves. Third, the skills associated with second language acquisition, translation, literary analysis, artistic articulations, cultural criticism, and diverse perceptions of the world will help students solve every-day, real-world problems, and think through complex issues and communicate clearly.

Minimum Departmental Requirements Total Credits and Minimum Departmental Requirements

The Chinese Major requires 34 upper-division credit hours.

Chinese Major Requirements

A. Required Courses: (7 credit hours minimum)
CHIN 3010 Chinese Third Year I
And either
CHIN 3050 Chinese Conversation (this bridge course is only available to, and required for, students who have not had at least one-year of extensive experience in a Chinese-speaking environment).
or
LING 3200 Introduction to Linguistics
or
LING 4100 Study of Language

B. Elective Courses (27 credits minimum)
CHIN 3020 Chinese Third Year II
CHIN 3060 Chinese Grammar and Composition (pending approval)
CHIN 3080 Chinese Outreach Practicum
CHIN 3090 Introduction to Modern Chinese Literature and Film
CHIN 3100 Readings in Contemporary Chinese Culture (DHA)
CHIN 3118 Chinese Popular Culture
CHIN 3510 Chinese Business Language
CHIN 3540 Translating Into and From Chinese (CI)
CHIN 3800 Chinese III Study Abroad
CHIN 3880 Individual Readings in Chinese
CHIN 4090 Masterworks in Classical Chinese Fiction (pending approval)
CHIN 4100 Teaching Chinese as a Foreign Language
CHIN 4210 Chinese/ Sinophone Theatre and Performance
CHIN 4300 Introduction to Classical Chinese (pending approval)
CHIN 4800 Chinese IV Study Abroad
CHIN 4920 Chinese Language Tutoring
LANG 3570: Narrative Ethics in Asian Literature and Film
(Or one of the following two classes)
CMST 3330 Intercultural Communication
LING 3100 Language in Context

Credits obtained in lower-division Chinese courses cannot be applied toward the major.
Grade Point Average to Declare a Major: 2.5 Career GPA.
Grade Point Average required to Graduate with Major: 2.5 GPA within courses for the major.

Courses for the Chinese Major require minimum grades of *C-* or better. Courses for the Chinese Major *may not* be taken on a *Pass/Fail* Basis.

Consistency with Institutional Mission

Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals (see mission and roles at higheredutah.org/policies/policyr312) or, for "out of mission" program requests, the rationale for the request.

In keeping with Utah State's mission statement the proposed major in Chinese will foster diversity of thought and culture by encouraging student learning, discovery and engagement with distinct communities worldwide. There are currently fifty-five Chinese language dual immersion schools in the state of Utah (K-12), so the connection to Utah State is a natural one. Proficiency in languages tied to large economic bases, and language knowledge such as Chinese, is crucial for the Utah labor

market and, therefore, is consistent with Utah State's land-grant role of serving those within Utah by enhancing their quality of life through their ability to function effectively in the marketplace. Additionally, this major will further contribute to the University's public goal of stimulating knowledge of national and international affairs, and thus aligns clearly with its internationalization efforts. The major will also complement many programs already existing at Utah State, such as Asian Studies, Global Communication, International Studies, and International Business. Many of the students majoring in other languages are double majoring with a variety of programs throughout the university. This increased language and cultural training gives the state's students a distinct advantage in the workplace.

Section III: Needs Assessment

Program Rationale

Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program.

This major proposal is responding to student requests, changes in the labor market, and faculty analysis of current trends. This major will prepare students with the knowledge, motivation, and skills necessary to thrive while engaging in work in intercultural contexts. Students in this program will study the Chinese language, as well as the culture and societies of Chinese speaking peoples. With over one billion speakers world-wide, Chinese is clearly a vital language in the world economy. The creation of a major in this area will be beneficial for student's here at USU and for Utah.

Cache Valley has an unusually high number of Chinese speakers in it and also has a dual language program in Chinese at the elementary school level. This is an important language for business and social interactions both world-wide and locally. Having a major that capitalizes on and helps strengthen these connections is very valuable. It is expected that the major in Chinese will also provide an opportunity for greater knowledge and expertise in Chinese language and culture for the students Utah State University serves.

The degree will also help students develop life-long skills such as problem solving, critical thinking, communicating with those from culturally diverse backgrounds, interpretation and translation skills, the ability to empathize and be sensitive to different perspectives, and an understanding for how communities fit into the larger world scene. The courses provide a distinctive element to the baccalaureate education at USU, and encourage a commitment to making a difference in the world.

Labor Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

As technological advances bring the world's peoples closer together, the ability to communicate effectively across cultures and languages is becoming increasingly valuable. Chinese is the most commonly spoken language in the world and mainland China has the second largest GDP in the world. Chinese is one of nine strategic languages identified in the language flagship program sponsored by the National Security Education Program (NSEP) at the U.S. Department of Defense. Clearly jobs associated with China are growing and students with Chinese language skills have many doors

open to them.

Students with strong language skills and cultural knowledge are in high demand across a variety of workplaces, including education, business, marketing, government agencies, tourism, health professions, engineering, and many more. In this age of multinational corporations, enterprises and companies are looking for sales managers, executives, marketing specialists, personnel managers, accountants, and finance managers who speak a second language. Graduates in many fields that speak a second language have greater opportunities for placement and advancement. Students who wish to work for travel industries, technology and international trade companies, health professions, education services, or various governmental agencies often find that the knowledge of a second language gives them a competitive advantage or is an essential qualification for the job.

Student Demand

Provide evidence of student interest and demand that supports potential program enrollment. Use Appendix D to project five years' enrollments and graduates. Note: If the proposed program is an expansion of an existing program, present several years enrollment trends by headcount and/or by student credit hours that justify expansion.

Utah State has many students involved with the Chinese language, either through the Asian Studies program, the Chinese minor, or the Chinese teaching minor. A survey taken in the summer of 2018 of USU students who were minoring in Chinese showed that 76% were interested in becoming a major if such a program were created. All of the students responding were supportive of the creation of a major, but 24% felt that they would not have the time to either do a double major or switch to the Chinese major. This is a high percentage of students who are interested in doing more with the Chinese language than what they are currently able to do. Not all students that expressed interest will immediately be able to add this to their program of study, but many will and the program will grow as the news of the new major spreads.

Similar Programs

Are similar programs offered elsewhere in the USHE, the state, or Intermountain Region? If yes, identify the existing program(s) and cite justifications for why the Regents should approve another program of this type. How does the proposed program differ from or compliment similar program(s)?

Only one other institution (The University of Utah) in USHE offers a major in Chinese. Utah Valley University has minors in Chinese Commerce, Chinese Language, and Chinese Studies. Weber State University offers an associate degree of Chinese. Snow College and Dixie State University irregularly have beginner-level Chinese language classes, but no specific programs of Chinese have been set up. Given that the demanding of Chinese knowledge is increasing and only one college in Utah offers a major in Chinese, this major will provide students with an important additional opportunity to achieve a high level of linguistic competence in Chinese. This major will also cultivate students' advanced knowledge of the cultural and literary traditions of China, Taiwan, and other Sinophone communities.

Collaboration with and Impact on Other USHE Institutions

Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/ . Assess the impact the new program will have on other USHE institutions. Describe any discussions with other institutions pertaining to this program. Include any collaborative efforts that may have been proposed.

The program will not be delivered outside of the designated service area. Since there are no other Chinese major programs available nearby (within 80 miles), it will not be in competition with or impact any other programs. The department heads for each of the language programs in the state have been contacted by the Utah State department head about the work on this new program. To date, there have only been supportive responses to the news about this potential new program. For example, the Chair of the Department of World Languages at the University of Utah, Dr. Toscano, wrote, "I agree that we need more Chinese programs at our colleges and universities in Utah, especially with the thriving Chinese Dual Immersion classrooms in our public schools. So yes, I will support your proposal." Other department chairs have also been very supportive. Some possible collaborations with other institutions as the program becomes more established include co-hosting undergraduate research symposiums, academic conferences, Chinese film festivals etc. The new major will enrich the exchange of Chinese research and teaching in Utah.

External Review and Accreditation

Indicate whether external consultants or, for a career and technical education program, program advisory committee were involved in the development of the proposed program. List the members of the external consultants or advisory committee and briefly describe their activities. If the program will seek special professional accreditation, project anticipated costs and a date for accreditation review.

The program will not seek a special professional accreditation. The major was designed by the full-time Chinese language faculty at Utah State University using existing language majors as a model.

Section IV: Program Details

Graduation Standards and Number of Credits

Provide graduation standards. Provide justification if number of credit or clock hours exceeds credit limit for this program type described in R401-3.11, which can be found at higheredutah.org/policies/R401.

A minimum of 34 "upper-division" credits will be required for graduation. This number is similar to the 33 upper-division credits required for the French, German and Portuguese language majors at Utah State. A student who begins with a background in Chinese would need to complete 20 lower division credits before they would be able to enroll in upper-division Chinese courses. Similar to the other language programs a 2.5 GPA within the major courses would be required to graduate and at least fifty percent of the major credits must be completed at USU. Courses for Chinese majors require a C- grade or better to be counted toward graduation. In addition, courses taken for the Chinese major may not be taken on a Pass/Fail basis.

Admission Requirements

List admission requirements specific to the proposed program.

1. New freshmen admitted to USU in good standing qualify for admission to this major.
2. Transfer students from other institutions need a 2.5 total GPA for admission to this major.
3. Students transferring from other USU majors need a total GPA of 2.5 for admission to this major.

Curriculum and Degree Map

Use the tables in Appendix A to provide a list of courses and Appendix B to provide a program Degree Map, also referred to as a graduation plan.

Section V: Institution, Faculty, and Staff Support

Institutional Readiness

How do existing administrative structures support the proposed program? Identify new organizational structures that may be needed to deliver the program. Will the proposed program impact the delivery of undergraduate and/or lower-division education? If yes, how?

The university is well suited to support this degree. The courses required to make this major work are either all existing courses or courses that are in the process of receiving approval. The existing Chinese minor is very popular (roughly 45 returning students this coming fall, 2018). The Department of Languages, Philosophy and Communication Studies currently offers nine different majors and fifteen minors and has the structure in place to easily allow for an additional major. Students will be able to receive the instruction and advising they need with the system that is already in place.

Faculty

Describe faculty development activities that will support this program. Will existing faculty/instructions, including teaching/ graduate assistants, be sufficient to instruct the program or will additional faculty be recruited? If needed, provide plans and resources to secure qualified faculty. Use Appendix C to provide detail on faculty profiles and new hires.

No additional faculty members are required for this major. The number of core faculty who will provide fulltime support for this major is three. All three faculty members have doctoral degrees. Two are Associate Professors, Ko-Yin Sung and Li Guo, and one is an Assistant Professor, Jasmine Yu-Hsing Chen. These full-time faculty members have outstanding diversity and multi-disciplinary backgrounds in research and teaching. With sound faculty capacity, the program can offer students an extensive range of courses in language, literature, culture and civilization studies, as well as some courses covering intersecting fields of Asian studies and Global Communication studies. In addition, we have routinely had one or two graduate instructors associated with the department's Master of Second Language Teaching program who teach lower-division Chinese language classes.

Specifically, full-time faculty members' expertise will support the enrichment and long-term development of course structure, and include nuanced and theme-based courses to meet students' increasingly varied demands. Faculty specialties allow offering of courses on language skills at all levels, as well as content-based, upper-level courses covering pre-modern, modern, and contemporary periods of Sinophone communities across cultural, socio-historical, and geographical boundaries.

Also, the department has four faculty members who teach in linguistics and culture, and can provide support for related requirements. All four faculty have doctoral degrees.

Staff

Describe the staff development activities that will support this program. Will existing staff such as administrative, secretarial/ clerical, laboratory aides, advisors, be sufficient to support the program or will additional staff need to be hired? Provide plans and resources to secure qualified staff, as needed.

The Department of Languages, Philosophy and Communication Studies currently has five staff members. Four of these are full-time and one is three quarter time. The need for additional staff to support this program is not anticipated.

Student Advisement

Describe how students in the proposed program will be advised.

The Department of Languages, Philosophy and Communication Studies currently has a full-time advisor who works with the language majors. The advisor also provides guidance on program requirements to those in the Chinese major. In addition, each of the majors are assigned a faculty member as an advisor to provide more program specific information and mentoring. The three faculty members who specialize in Chinese will be assigned students to work with just as the faculty teaching in the French, German, Portuguese, and Spanish programs are. This process has worked very smoothly.

Library and Information Resources

Describe library resources required to offer the proposed program if any. List new library resources to be acquired.

Utah State University's Merrill-Cazier library offers excellent resources that supports faculty research and the teaching of Chinese classes in the existing minor. The library recently offered an Open Educational Resources (OER) grant to help renovate a Chinese translation class. Students and faculty will continue to use these same resources. In future, funding could be sought to encourage collaboration with the library in the following aspects: 1) utilizing Digital Commons to promote faculty members' research impact and presence at regional, national and international levels; 2) expanding current digital databases related to Sinophone studies to support faculty members' teaching and research endeavors, especially some essential Chinese/Taiwanese databases such as CNKI, Airiti Library, and Udndata; 3) collaborating with library specialists and IT experts in promoting digital humanities research in Sinophone studies and Asian studies in general; 4) considering the robust growth of the Chinese language program, Japanese language program and Asian studies program, there will be increasing demands for a part-time or full-time library specialist who can serve as a designated expert in East Asian studies, and take charge of book ordering, journal subscription, and offer library assistance for faculty and students who work in related fields.

Projected Enrollment and Finance

Use Appendix D to provide projected enrollment and information on related operating expenses and funding sources.

Section VI: Program Evaluation

Program Assessment

Identify program goals. Describe the system of assessment to be used to evaluate and develop the program.

Chinese will use a program assessment plan that the department uses for the other language majors in the department, French, German, Portuguese, and Spanish. The basic program assessment plan is as follows:

The framework used for the learning objectives reflects the American Council on the Teaching of Foreign Languages (ACTFL) Standards of Foreign Language Learning, the 5 C's (Communication, Cultures, Connections, Comparisons, and Communities). As such, many of the rubrics used for assessment in the various language programs adhere to nationally recognized standards. Following are the learning objectives along with information about how each one is assessed.

1. Students are proficient in speaking, listening, reading, and writing in their language of study.

    Source of data to assess learning objective one: Student work from the following courses: CHIN 3010, 3020, 3060, 3100, 3510, 3540, and 4300.

    Rubrics to be used for assessment: Please see supplements A, B, and C in this document. Each of these rubrics are based, in part, on the American Council on the Teaching of Foreign Language (ACTFL) standards for reading, writing, listening, and speaking as well as on other standards for literary/cultural interpretation.

    Frequency of assessment and reporting of data: Data for this learning objective is collected in each of the above courses whenever they are offered throughout the academic year (i.e., at least two courses per language, per year). Each language section reports/uploads their assessments for this learning objective by the end of the spring semester. Individual and averaged aggregate scores in each language program for this learning objective are uploaded to the languages assessment page on the LPCS website. Faculty members in each language section also meet at the end of each spring semester and discuss the assessment information/scores and determine any necessary curricular changes needed. The department will also receive feedback from recent graduates through a survey sent out each summer designed to assess their perception of how the program is doing with this objective (see supplement D).

2. Students will be able to interpret a variety of cultural products (texts, films, music, art, theater, performance, photography, etc.).

    Source of data to assess learning objective two: Student work from the following courses: CHIN 3090, 3100, 3118, 3540, 4090, 4210, 4300 and Lang 3570.

    Rubric to be used for assessment: Please see supplement A which is based, in part, the ACTFL standards for reading and writing as well as on other standards for literary/cultural interpretation.

    Frequency of assessment and reporting of data: Data for this learning objective is collected in each of the above courses whenever they are offered throughout the academic year (i.e., fall and/ or spring semesters). Each language section reports/uploads their assessments for this learning objective by the end of the spring semester. Individual and averaged aggregate scores in each language program for this learning objective are uploaded to the languages assessment page on the LPCS website. Faculty members in each language section also meet at the end of each spring semester and discuss the assessment information/scores and determine any necessary curricular changes needed. The department will also receive feedback from recent graduates through a survey sent out each summer designed to assess their perception of how the

program is doing with this objective (see supplement D).

3. To expose students to methods of inquiry and research appropriate to the humanities.

   Source of data to assess learning objective: Student work from the following courses: CHIN 3090, 3118, 3540, 4090, 4100, 4300 and LANG 3570.

   Rubric to be used for assessment three: Please see supplement A which is based, in part, the ACTFL standards for reading and writing as well as on other standards for literary/cultural interpretation.

   Frequency of assessment and reporting of data: Data for this learning objective is collected in each of the above courses whenever they are offered throughout the academic year (i.e., fall and/ or spring semesters). Each language section reports/uploads their assessments for this learning objective by the end of the spring semester. Individual and averaged aggregate scores in each language program for this learning objective are uploaded to the languages assessment page on the LPCS website. Faculty members in each language section also meet at the end of each spring semester and discuss the assessment information/scores and determine any necessary curricular changes needed. Feedback will be received from recent graduates through a survey sent out each summer designed to assess their perception of how the program is doing with this objective (see supplement D).

4. To prepare students for a broad selection of professional activities appropriate to the 21st century job market in which knowledge of a foreign language is important, including primary/secondary language instruction, as well as graduate or other professional studies.

   Source of data to assess learning objective four: The department will be surveying recent graduates using the survey found in supplement D.

   Frequency of assessment and reporting of data: Data for this learning objective is collected each summer from language majors who have graduated in the last year. The LPCS department reports/uploads its assessment for this learning objective by the end of the spring semester. Individual and averaged aggregate scores for this learning objective are uploaded to the languages assessment page on the LPCS website at this time as well. Faculty members in each language section meet at the end of each spring semester and discuss the assessment information/scores and determine any necessary curricular changes needed.

Supplement A

Rubric for
Learning Objective 1 (i.e., reading and writing abilities)
Learning Objective 2 (interpreting cultural products)
Learning Objective 3 (methods of inquiry/research in the Humanities)

Preliminary Note: The following rubric is based, in part, on ACTFL standards for reading and writing, as well as on other standards for literary/cultural interpretation and research in the field. Each student's work is assessed with regards to Objectives 1, 2, and 3 on a point scale of 1 to 4 (with 4 being the highest). While the highest possible score of 12

would indeed be achievable by the very best students, the goal for the majors in general is a cumulative score of at least 9 in each of the categories expressed in the rubrics (i.e., linguistic accuracy and comprehensibility, interpreting literary and cultural texts, and research methods in the Humanities). A score of 9 represents an acceptable level of competence in these areas and demonstrates the benchmark for success in the achievement of the learning objectives as a whole. **Linguistic accuracy and comprehensibility**

(Learning Objective 1, writing)

(4) Writer uses language correctly, and *precisely* including grammar taught in that course, spelling, word order, and punctuation. Uses complex sentence structures, conjunctions, etc. Uses all appropriate formal, academic, or professional style. Reader can always understand what the writer is trying to communicate. Communicates ideas effectively; includes elements of persuasion or interpretation, etc.

(3) Writer uses most of the language correctly, including grammar, attempts but does not use complex sentence structures or more difficult grammar accurately. Uses some formal, academic, or professional style, some idiomatic or slang terms. Reader can understand most of what the writer is trying to communicate.

(2)Writer has some problems with basic grammar usage or is inconsistent. Frequently uses slang terms or lacks formal, academic, or professional style. Reader can understand less than half of what the writer is trying to communicate.

(1) Writer makes a significant number of basic errors in language usage, such as basic conjugations, present tense, agreements, etc. Lacks appropriate formal, academic, or professional style. Reader can understand little of what the writer is trying to communicate. **Interpreting literary and cultural texts**

(Learning Objective 2, and Learning Objective 1, reading)

(4) Writer shows understanding of provided text. Uses all of the interpretive tools and critical language taught in class applied to the given text (for example, discusses theme, context, images, stylistic elements, cultural references, etc. of a literary text according to assignment). Able to synthesize material and move beyond basic comprehension or summary. Shows cultural understanding and knowledge; able to make cultural comparisons.

(3) Writer fulfills all requirements of the assignment. Uses some of the interpretive tools taught in the class (for example some understanding of context, style, form, content, etc.). Limited ability to move beyond basic comprehension and summary. Some effective or original synthesis of material. Shows some detailed knowledge of the other culture.

(2) Writer fulfills requirements of the assignment. Unable to use interpretive tools or critical language applied to the text. Demonstrates understanding of text, but cannot move beyond summary. Makes some limited cultural references with limited understanding.

(1) Writer fulfills few requirements of the assignment. Does not demonstrate understanding of the given text. No synthesis of material at all. Makes no cultural references; does not show cultural understanding. **Research methods of the**

Humanities

(Learning Objective 3)

(4) Writer uses appropriate secondary research sources to support their central thesis and ideas. Sources include academic articles, books, and essays. Writer cites sources correctly (using MLA style) and appropriately incorporates research findings into essay. Use of bibliography shows a sophisticated knowledge of the field of inquiry.

(3) Writer uses some secondary research sources to support their thesis and ideas. Use of sources, citing abilities, knowledge of MLA style, and/or bibliography may be limited or lacking. Research skills are sufficient and show some detailed knowledge of the field of inquiry.

(2) Writer uses few secondary research sources to support their thesis and ideas. Some sources may be non-academic. Use of sources, citing abilities, knowledge of MLA style, and/or bibliography are insufficient. Research paper shows only a limited knowledge of the field of inquiry.

(1) Writer uses no appropriate secondary research sources. Lack of research shows little to no knowledge of field of inquiry.

Supplement B

A note about listening tasks used at USU: Assessing second language listening ability in the language programs may be done via a number of different tasks; some of which will combine the assessment of listening alongside speaking (e.g., via an interactive presentation whereby the student not only talks about a project, but also answers various questions/comments from the instructor and/or fellow students). In many instances, however, listening may be assessed via tasks that isolate/assess a student's listening ability. Language majors in the program should attain, at minimum, listening proficiency at the *Advanced Mid*-level but may range through the *Superior* level on the American Council on the Teaching of Foreign Language (ACTFL) Guidelines for Listening (2012). The following rubric reflects the various levels/range of listening proficiency to be assessed.

Sample rubric to be used to assess listening

Holistic Evaluation

Levels of Listening

Proficiency Superior

(4 pts)

*able to understand speech in a standard dialect on a wide range of familiar and less familiar topics.

*understands speech that typically uses precise, specialized vocabulary and complex grammatical structures.

*comprehension is no longer limited to the listener's familiarity with subject matter, but

also comes from a command of the language that is supported by a broad vocabulary, an understanding of more complex structures and linguistic experience within the target culture.

Advanced High (3 pts) *able to understand, with ease and confidence, conventional narrative and descriptive texts of any length as well as complex factual material such as summaries or reports.

*are able to comprehend the facts presented in oral discourse and are often able to recognize speaker intended inferences.

*able to derive some meaning from oral texts that deal with unfamiliar topics or situations.

Advanced - Mid 2 pts.

*able to understand conventional narrative and descriptive texts, such as expanded descriptions of persons, places, and things, and narrations about past, present, and future events.

*understands the main facts and many supporting details.

*comprehension derives not only from situational and subject-matter knowledge, but also from an increasing overall facility with the language itself.

Advanced - Low 1 pt.

*listeners are able to understand short conventional narrative and descriptive texts with a clear underlying structure though their comprehension may be uneven.

*understands the main facts and some supporting details.

*comprehension may often derive primarily from situational and subject-matter knowledge.

[Advanced Low]

Note: Guidelines/parameters used to determine whether or not a language program is effectively addressing listening (part of learning objective #1) are as follows:

*The listening objective is exceeded when the average score for the assessed students in a language program falls in the range of 3.0 to 4.0 points.

*The listening objective is met when the average score for the assessed students in a language program falls in the range of 2.0 to 2.9 points.

* The listening objective is not met when the average score for the assessed students in a language program falls in the range of 0 to 1.9 points.

Supplement C

A note about the speaking task used at USU: The primary oral evaluation task in many of the classes in the language program is an in-class oral presentation. Language

majors in the program should attain, at minimum, an oral proficiency at the Advanced level based on the American Council on the Teaching of Foreign Language (ACTFL) Guidelines for Speaking (2012). The following describes what successful language majors should be able to do at the Advanced level:

Speakers at the Advanced level engage in conversation in a clearly participatory manner in order to communicate information on autobiographical topics, as well as topics of community, national, or international interest. The topics are handled concretely by means of narration and description in the major time frames of past, present, and future. These speakers can also deal with a social situation with an unexpected complication. The language of Advanced-level speakers is abundant, the oral paragraph being the measure of Advanced-level length and discourse. Advanced-level speakers have sufficient control of basic structures and generic vocabulary to be understood by native speakers of the language, including those unaccustomed to non-native speech.

Sample rubric to be used to assess speaking

Holistic Evaluation - Levels of Oral Proficiency

[Advanced High] 4 pts. *able to explain in detail and narrate fully and accurately in all time frames.

*may provide a structured argument to support their opinions, and they may construct hypotheses, but patterns of error appear.

*demonstrates a well-developed ability to compensate for an imperfect grasp of some forms or for limitations in vocabulary by the confident use of communicative strategies, such as paraphrasing, circumlocution, and illustration.

[Advanced Mid] 3 pts. *able to narrate and describe in the major time frames of past, present, and future by providing a full account, with good control of aspect.

*can participate actively in most informal and some formal exchanges on a variety of concrete topics relating to work, school, home, and leisure activities, as well as topics relating to events of current, public, and personal interest or individual relevance.

*can handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine situation or communicative task and their vocabulary is fairly extensive although primarily generic in nature, except in the case of a particular area of specialization or interest.

[Advanced Low] 2 pts. * demonstrate the ability to narrate and describe in the major time frames of past, present, and future in paragraph-length discourse with some control of aspect.

*able to participate in most informal and some formal conversations on topics related to school, home, and leisure activities.

*speech is typically marked by a certain grammatical roughness (e.g., inconsistent

control of verb endings); vocabulary often lacks specificity.

[Intermediate High] 1pt. * can narrate and describe in all major time frames using connected discourse of paragraph length, but not all the time.

* able to handle successfully uncomplicated tasks and social situations requiring an exchange of basic information related to their work, school, recreation, particular interests, and areas of competence.

* when Intermediate High speakers attempt to perform Advanced-level tasks, their speech exhibits one or more features of breakdown, such as the failure to carry out fully the narration or description in the appropriate major time frame, an inability to maintain paragraph-length discourse, or a reduction in breadth and appropriateness of vocabulary.

Note: Guidelines/parameters used to determine whether or not a language program is effectively addressing speaking (part of learning objective #1) are as follows:

*The speaking objective is exceeded when the average score for the assessed students in a language program falls in the range of 3.0 to 4.0 points.

*The speaking objective is met when the average score for the assessed students in a language program falls in the range of 2.0 to 2.9 points.

* The speaking objective is not met when the average score for the assessed students in a language program falls in the range of 0 to 1.9 points.

Supplement D
QUESTIONNAIRE FOR STUDENTS WHO
GRADUATED WITH A CHINESE MAJOR

Department of Languages, Philosophy, & Communication Studies
Utah State University

1. Name

2. Please list any minors and/or double majors?

3. Please evaluate your languages classes regarding each of the following learning objectives:

Objective 1:

Students will be proficient in speaking, listening, reading, and writing in their language of study.

With respect to this objective my classes were effective:

__ Strongly agree
__ Agree
__ Neutral
__ Disagree
__ Strongly disagree

Objective 2:

Students will be able to interpret a variety of cultural products (texts, films, music, art,

photography, etc.).

With respect to this objective my classes were effective:

__ Strongly agree
__ Agree
__ Neutral
__ Disagree
__ Strongly disagree

Objective 3:

Students will be exposed to methods of inquiry and research appropriate to the humanities.

With respect to this objective my classes were effective:

__ Strongly agree
__ Agree
__ Neutral
__ Disagree
__ Strongly disagree

Objective 4:

To prepare students for a broad selection of professional activities appropriate to the 21st century job market in which knowledge of a foreign language is important, including primary/secondary language instruction, as well as graduate or other professional studies.

With respect to this objective my classes were effective:

__ Strongly agree
__ Agree
__ Neutral
__ Disagree
__ Strongly disagree

4. The department would like to stay in touch with you. What are your post-graduation plans? Please include information concerning a job, graduate school, or professional school.

5. Please provide post-graduation contact information, if possible. This information will be confidential.

a. E-mail address:

b. Postal address:

c. Phone number:

The department is very interested in your feedback. Please include any general comments you would like to make about your experiences in the Spanish program and the Department of Languages, Philosophy, and Communication Studies (areas of strength or areas for improvement).

Student Standards of Performance

List the standards, competencies, and marketable skills students will have achieved at the time of graduation. How and why were these standards and competencies chosen? Include formative and summative assessment measures to be used to determine student learning outcomes.

The assessment plan discussed in the previous section is designed to promote the following skills and knowledge:

1. Students are proficient in speaking, listening, reading, and writing in their language of study.

2. Students will be able to interpret a variety of cultural products (texts, films, music, art, photography, etc.).

3. Students will be familiar with methods of inquiry and research appropriate to the humanities.

4. Students will be prepared for a broad selection of professional activities appropriate to the 21st century job market in which knowledge of a foreign language is important, including primary/ secondary language instruction, as well as graduate or other professional studies.

Each academic year the faculty focused on the Chinese major will meet together to review the performance of the students in the major based on the collected assessment material described in the previous section. Individuals meeting these objectives will be well prepared for either immediate employment or graduate study. When students do not meet the planned objectives the faculty will meet with the student and devise a plan to help him or her get back on track.

Appendix A: Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to be awarded the degree.

For variable credits, please enter the minimum value in the table for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box at the end of this appendix.

	Course Number	NEW Course	Course Title	Credit Hours
	General Education Courses (list specific courses if recommended for this program on Degree Map)			
			General Education Credit Hour Sub-Total	38
	Required Courses			
+ -	CHIN 3010		Chinese Third Year I	4
+ -	And Either			
+ -	CHIN 3000		Chinese Conversation (Only available for students with less than a	3
+ -	Or			
+ -	LING 3200		Introduction to Linguistics	3
+ -	Or			
+ -	LING 4100		Study of Language	3
+ -				
+ -				
+ -				
			Required Course Credit Hour Sub-Total	7
	Elective Courses			
+ -	CHIN 3020		Chinese Third Year II	4
+ -	CHIN 3060	X	Chinese Grammar and Composition	3
+ -	CHIN 3080		Chinese Outreach Practicum	3
+ -	CHIN 3090		Introduction to Modern Chinese Literature and Film	3
+ -	CHIN 3100		Readings in Contemporary Chinese Culture	3
+ -	CHIN 3118		Chinese/Sinophone Popular Culture	3
+ -	CHIN 3510		Chinese Business Language	3
+ -	CHIN 3540		Translating Into and From Chinese	3
+ -	CHIN 3800		Chinese III Study Abroad	3
+ -	CHIN 3880		Individual Readings in Chinese	1
+ -	CHIN 4090	X	Masterworks in Classical Chinese Fiction	3
+ -	CHIN 4100		Teaching Chinese as a Foreign Language	3
+ -	CHIN 4210	X	Chinese/Sinophone Theatre and Performance	3
+ -	CHIN 4300	X	Introduction to Classical Chinese	3
+ -	CHIN 4800		Chinese IV Study Abroad	3
+ -	CHIN 4920		Chinese Language Tutoring	1
+ -	LANG 3570		Narrative Ethics in Asian Literature and Film	3
+ -			Minimum Number of Elective Credits Required	27
+ -			Minimum Number of Upper-Division Credits in the Major Required	

		Course Number	NEW Course	Course Title	Credit Hours
				Choose of the following courses:	
+	-				
+	-				
				Choose of the following courses:	
+	-				
+	-				
				Elective Credit Hour Sub-Total	75
				Core Curriculum Credit Hour Sub-Total	120

Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information.

The only variable credit courses are the independent readings course and study abroad courses. The specific requirements for these courses are worked out with the faculty member supervising the course in question.

The requirements discussed earlier in the program overview and in this appendix focus on upper-division classes because though are the specific requirements for the major. However, Utah State does offer beginning and intermediate level courses, such as CHIN 1010, 1020, 2010, and 2020. Lower-division study abroad courses, CHIN 1800 and 2800, are also offered.

Note: The catalog description for this new degree will note that degree will prepare students with the knowledge, motivation, and skills necessary to develop a high degree of linguistic competence in Mandarin Chinese, as well as provide students with the historical, artistic and cultural background needed to understand and interact successfully with Chinese speakers.

Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see http://higheredutah.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below.

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
CHIN 1010	5	CHIN 1020	5
CL 1	3	CL2	3
QL trac	4	QL	4
BAI	3	BCA	3
PE	1		
Total	16	**Total**	15
Second Year Fall	**Cr. Hr.**	**Second Year Spring**	**Cr. Hr.**
CHIN 2010	5	CHIN 2020	5
BHU	3	BPS	3
BLS	3	Exploration or LING 2100	3
BSS	3	Minor of Elective	3
Minor or Elective (CI)	3	Minor or Elective	3
Total	17	**Total**	17
Third Year Fall	**Cr. Hr.**	**Third Year Spring**	**Cr. Hr.**
CHIN 3010	4	CHIN 3020	4
CHIN 3060	3	CHIN 3090	3
Minor of Elective	3	CHIN 3100	3
DSC	3	DSS	3
LING 3200 or 4100	3	Minor or Elective	3
Total	16	**Total**	16
Fourth Year Fall	**Cr. Hr.**	**Fourth Year Spring**	**Cr. Hr.**
CHIN 3510	3	CHIN 4090	3
CHIN 3540 (CI)	3	CHIN 4210	3
CHIN 4100	3	CHIN 4300	3
QI	3	LANG 3570	3
Minor of Elective	3	Minor of Elective	3
Total	15	**Total**	15

Appendix C: Current and New Faculty / Staff Information

Part I. Department Faculty / Staff

Identify # of department faculty / staff (headcount) for the year preceding implementation of proposed program.

	# Tenured	# Tenure -Track	# Non -Tenure Track
Faculty: Full Time with Doctorate	25	11	4
Faculty: Part Time with Doctorate			
Faculty: Full Time with Masters	1		8
Faculty: Part Time with Masters			
Faculty: Full Time with Baccalaureate			
Faculty: Part Time with Baccalaureate			
Teaching / Graduate Assistants			10
Staff: Full Time			4
Staff: Part Time			1

Part II. Proposed Program Faculty Profiles

List current faculty within the institution -- with academic qualifications -- to be used in support of the proposed program(s).

	First Name	Last Name	Tenure (T) / Tenure Track (TT) / Other	Degree	Institution where Credential was Earned	Est. % of time faculty member will dedicate to proposed program.	If "Other," describe
Full Time Faculty							
	Ko-Yin	Sung	T	Ph.D.	University of Texas at San Antonio	100	
	Li	Guo	T	Ph.D.	University of Iowa	90	
	Yu-Hsing	Chen	TT	Ph.D	University of Wisconsin-Madison	100	
	Abdulkafi	Albirini	T	Ph.D.	University of Illinois at Urbana-Champaign	10	
Part Time Faculty							

Part III: New Faculty / Staff Projections for Proposed Program

Indicate the number of faculty / staff to be hired in the first three years of the program, if applicable. Include additional cost for these faculty / staff members in Appendix D.

	# Tenured	# Tenure -Track	# Non -Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.
Faculty: Full Time with Doctorate	0	0	0		
Faculty: Part Time with Doctorate	0	0	0		
Faculty: Full Time with Masters	0	0	0		
Faculty: Part Time with Masters	0	0	0		
Faculty: Full Time with Baccalaureate	0	0	0		
Faculty: Part Time with Baccalaureate	0	0	0		
Teaching / Graduate Assistants			0		
Staff: Full Time	0	0	0		
Staff: Part Time	0	0	0		

Appendix D: Projected Program Participation and Finance

Part I.

Project the number of students who will be attracted to the proposed program as well as increased expenses, if any. Include new faculty & staff as described in Appendix C.

Three Year Projection: Program Participation and Department Budget						
	Year Preceding Implementation	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
Student Data						
# of Majors in Department	482	494	502	508	514	520
# of Majors in Proposed Program(s)		12	20	26	33	38
# of Graduates from Department	108	108	108	116	120	126
# Graduates in New Program(s)		0	0	8	12	14

Department Financial Data				
	Department Budget			
		Year 1	Year 2	Year 3
Project additional expenses associated with offering new program(s). Account for New Faculty as stated in Appendix C, "Faculty Projections."	Year Preceding Implementation (Base Budget)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)
EXPENSES – nature of additional costs required for proposed program(s)				
List salary benefits for additional faculty/staff each year the positions will be filled. For example, if hiring faculty in year 2, include expense in years 2 and 3. List one-time operating expenses only in the year expended.				
Personnel (Faculty & Staff Salary & Benefits)	$4,472,913	$0	$0	$0
Operating Expenses (equipment, travel, resources)	$181,756	$0	$0	$0
Other:		$0	$0	$0
TOTAL PROGRAM EXPENSES		$0	$0	$0
TOTAL EXPENSES	$4,654,669	$4,654,669	$4,654,669	$4,654,669
FUNDING – source of funding to cover additional costs generated by proposed program(s)				
Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.				
Internal Reallocation				
Appropriation	$4,654,669	$0	$0	$0
Special Legislative Appropriation				
Grants and Contracts				
Special Fees				
Tuition				
Differential Tuition (requires Regents approval)				
PROPOSED PROGRAM FUNDING		$0	$0	$0
TOTAL DEPARTMENT FUNDING	$4,654,669	$4,654,669	$4,654,669	$4,654,669
Difference				
Funding - Expense	$0	$0	$0	$0

Part II: Expense explanation

Expense Narrative

Describe expenses associated with the proposed program.

This program does not require any new funding. The faculty and staffing for it are already in place.

Part III: Describe funding sources

Revenue Narrative 1

Describe what internal reallocations, if applicable, are available and any impact to existing programs or services.

N/A

Revenue Narrative 2

Describe new funding sources and plans to acquire the funds.

N/A

11 January 2019

ITEM FOR ACTION

RE: Review and Acceptance of the External Audit Reports

The external audit reports are submitted to the Board of Trustees for consideration. The audit reports listed below have received the appropriate administrative review.

EXECUTIVE SUMMARY

Audits of University financial statements are conducted by various external agencies. The State of Utah Auditor's Office performed the comprehensive audit on the University financial statements for the year ended 30 June 2018. The State of Utah Auditor's Office also performed the required audit on the Edith Bowen Laboratory School financial statements for the year ended 30 June 2018. The firm Jones Simkins LLP performed the comprehensive audit on the Utah State University Research Foundation's financial statements for the year ended 30 June 2018. The firm Jones Simkins LLP also performed the required audit on Utah Public Radio's financial statements for the year ended 30 June 2018.

The audit reports listed below are scheduled for review by the Board of Trustees Audit Committee prior to the Board of Trustees meeting on January 11, 2019.

1. Utah State University Financial Report, Independent State Auditor's Report on Internal Control, and Single Audit Management Letter for the Year Ended 30 June 2018
2. Utah State University Research Foundation Financial Statements and Management Letter for the Year Ended 30 June 2018
3. Utah Public Radio Financial Statements and Independent Auditor's Report on Internal Control for the Year Ended 30 June 2018
4. Edith Bowen Laboratory School Financial Statements, Independent State Auditor's Report on Internal Control, and Independent State Auditor's Report on Compliance for the Year Ended 30 June 2018

RECOMMENDATION

The President, Vice President for Business and Finance, and the Audit Committee recommend that the Board of Trustees accept the external audit reports.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Audits of University financial statements are conducted by various external agencies; and

WHEREAS, A meeting of the Utah State University Board of Trustees Audit Committee was held on January 11, 2019 for the purpose of reviewing the external audit reports; and

WHEREAS, The following individuals are members of the Utah State University Board of Trustees Audit Committee: J. Scott Nixon, Chairman; Kent K. Alder; Mark K. Holland; Jody K. Burnett; and Clark L. Whitworth; and

WHEREAS, The following audit reports were reviewed:

1. Utah State University Financial Report, Independent State Auditor's Report on Internal Control, and Single Audit Management Letter for the Year Ended 30 June 2018
2. Utah State University Research Foundation Financial Statements and Management Letter for the Year Ended 30 June 2018
3. Utah Public Radio Financial Statements and Independent Auditor's Report on Internal Control for the Year Ended 30 June 2018
4. Edith Bowen Laboratory School Financial Statements, Independent State Auditor's Report on Internal Control, and Independent State Auditor's Report on Compliance for the Year Ended 30 June 2018; and

WHEREAS, The President, Vice President for Business and Finance, and the Audit Committee recommend the Board of Trustees accept the external audit reports:

NOW, THEREFORE, BE IT RESOLVED, That the Utah State University Board of Trustees hereby accepts the above listed audit reports.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES

_____
Date

Members of the Audit Committee:
J. Scott Nixon, Chairman
Kent K. Alder
Mark K. Holland
Jody K. Burnett
Clark L. Whitworth

ITEM FOR ACTION

RE: A proposal to establish differential tuition for the College of Agriculture and Applied Sciences

EXECUTIVE SUMMARY

Utah State University (USU) seeks to establish differential tuition for undergraduate students in the College of Agriculture and Applied Sciences (CAAS). Undergraduate enrollment in the college has more than doubled over the past ten years while the resources available to provide academic advising and other student services to students in the college has not kept pace. Differential tuition is necessary to provide adequate student services and to provide critical experiential learning opportunities for students to improve their career preparation and post-degree employment opportunities. Funds will be used to increase instructional capacity, particularly for high-growth programs, to increase access to academic advisors, and to provide experiential learning through expanded internship coaching and other opportunities. The resulting funds will directly benefit students by increasing high impact practices known to improve timely degree completion, retention, and career preparation. Further, differential tuition will allow for the elimination of course fees in most upper-division courses.

The College of Agriculture and Applied Sciences proposes to charge differential tuition on all undergraduate courses in the college, with a lesser amount charged for 1000-2999 level courses and a higher amount charged for 3000-5999 courses. The proposed differential for 1000-2999 courses is $15 per credit hour beginning in Fall 2019 and remaining at that level thereafter. The proposed differential for 3000-5999 courses is $39 per credit hour in 2019-2020, then $49 per credit hour in 2020-2021, and $59 per credit hour in 2021-2022. After full implementation, any future increases in differential tuition will only be considered to generate sufficient funds to meet the institutional share of any legislatively-approved annual compensation package. Though differential tuition will increase the overall cost of a CAAS degree, this investment will directly benefit students through improvements in timely degree completion, retention, and career preparation.

RECOMMENDATION

Based on the above proposal and approvals as indicated, the President, Provost, and Vice President for Business & Finance recommend that the Board of Trustees approves establishing a differential tuition for the College of Agriculture and Applied Sciences.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University is proposing to establishing differential tuition for undergraduate courses in the College of Agriculture and Applied Sciences (CAAS), and

WHEREAS, The revenue generated by the differential tuition will directly benefit students by enhancing student services and providing improved experiential learning opportunities, and

WHEREAS, The proposal was shared with all CAAS students through multiple means, including a video campaign, student survey, a student open-forum, and via an informational web page, and

WHEREAS, The differential tuition will not apply to graduate students, and

WHEREAS, The proposal calls for differential tuition for 1000-2999 courses at $15 per credit hour beginning in Fall 2019 and remaining at that level thereafter, and for 3000-5999 courses at $39 per credit hour in 2019-2020, with an additional $10 per credit hour increase in each of the two following years, and

WHEREAS, The college will no longer charge course fees for courses at the 3000-5999 level for which students pay differential tuition, and

WHEREAS, After 2022, differential tuition will increase only at a rate necessary to fund the institutional share of any legislatively-approved annual compensation package, and

WHEREAS, The overall anticipated amount of differential tuition collected has been adjusted to account for those students whose differential tuition is covered by central scholarships, and

WHEREAS, The proposal has the approval of the President, Provost, and Vice President for Business & Finance of Utah State University:

NOW THEREFORE BE IT RESOLVED, That the Utah State Board of Trustees hereby approve the proposed differential tuition for the College of Agriculture and Applied Sciences and that this approval be forwarded to the Utah State Board of Regents of the Utah State System of Higher Education for their approval.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:

_____
Date:

Request for Differential Tuition
College of Agriculture and Applied Sciences
Utah State University

Request

Beginning in the Academic Year 2019-2020, the College of Agriculture and Applied Sciences (CAAS) at Utah State University seeks to institute a differential tuition on all undergraduate courses in the college. The overarching goal of differential tuition in the CAAS is to provide added value to the student experience by promoting their success through experiential learning opportunities and enhanced student services. It is expected that this investment will result in substantial improvements in timely degree completion, retention, and career preparation. Differential tuition will apply to all undergraduate students in the college, including resident and nonresident students.

Proposal

The College of Agriculture and Applied Sciences proposes to charge differential tuition on all undergraduate courses in the college, with a lesser amount charged for 1000-2999 level courses and a higher amount charged for 3000-5999 courses. The proposed differential for 1000-2999 courses is $15 per credit hour beginning in Fall 2019 and remaining at that level thereafter. The proposed differential for 3000-5999 courses is $39 per credit hour in 2019-2020, then $49 per credit hour in 2020-2021, and $59 per credit hour in 2021-2022. After full implementation, any future increases in differential tuition will be based on the institutionally accepted model for increasing USU campus-wide differential tuition. Increases would only be considered to fund the institutional share of any legislatively-approved annual compensation package.

After careful consideration, no differential tuition will be assessed for graduate level courses. The target for this differential tuition request is enhancing the undergraduate experience. Further, a large majority of graduate students in the College of Agriculture and Applied Sciences are on graduate assistantships. Therefore, differential tuition at the graduate level is not a feasible model for generating additional resources.

Because the Department of Landscape Architecture and Environmental Planning (LAEP) already assesses differential tuition on 3000 level and higher courses, only the $15 per credit hour for 1000-2999 courses will be applied from the college differential tuition model to LAEP courses. The current approved structure for differential tuition for LAEP for 3000 level courses and above will remain in effect.

To help offset the additional burden on students, existing course fees for 3000-5999 courses will be eliminated with the exception of professional program courses. Professional program courses that will continue to maintain course fees include aviation program flight fees, teacher education program clinical and student teaching fees, and dietetics program internship and

clinical fees. Differential tuition will not be charged on those professional program courses that maintain course fees.

In the first year of implementation, the proposed differential tuition would generate approximately $890,000 for the college from courses offered on campus and through regional campuses. Projected revenue after full implementation is projected to be approximately $1,190,000 per year, assuming student credit hours remain steady during the three years of transition. Based on an analysis of the past five years, we have conservatively projected a 10 percent reduction in the annual overall differential tuition collected to account for those students in the college who will receive full-tuition scholarships/waivers. These overall amounts have been adjusted downward to ensure that students who are not on waivers are not subsidizing services for students who are on waivers.

Rationale

The College of Agriculture and Applied Sciences has experienced tremendous growth in terms of both programs and students over the past decade. In 2008, the fall undergraduate headcount in the College of Agriculture and Applied Sciences was 1,038, while the Fall 2018 undergraduate headcount was 2,468. Although the college enrollment has more than doubled over the past 10 years, the very modest budget for student services has remained flat, with the exception of the funding of one new academic advisor position from central administration in Fall 2017. One-time funds (typically from temporary salary savings from open positions) have been used to supplement additional needs for student services in the college, but the need for student services is well beyond what these one-time funds can support on an ongoing basis. Further, opportunities for student development within the college and departments has been limited.

Currently, with the exception of the new advising position recently funded, academic advising has been funded by departmental education and general (E&G; “instructional”) funds. Some departments have been able to fund additional advisors to help support the ongoing growth in the number of students and subsequent demand on the academic advisors, but other departments have been unable to do so. During the Fall 2018 semester, more than 85% of CAAS undergraduates had an advising session with their assigned academic advisor. Several students visited more than one time during the semester for a total of 2,898 advising sessions. The current advising load makes it difficult for students to schedule appointments with their academic advisors in a timely manner. Some of our advisors have in excess of 600 students assigned to provide academic advisement. While NACADA, the national association for academic advising, only provides general guidelines for professional advisor caseloads, a national survey conducted by NACADA indicates that median advisor assigned caseload for full-time professional advisors at the college or department level is 300 (NACADA, 2011). Experts in the field of academic advising “suggest that a target advisor load for full-time advisors should be about 300/1” (UMKC, 2012, p. 72). Currently, all of our advisors exceed this suggested caseload, with an average of 459 students assigned per advisor. This has created frustration for

students and is regularly reported in follow-up surveys as a significant concern. Additional financial support is needed to reduce the advisee to advisor ratio to a reasonable level.

Research by the provost's office at Oregon State University in the spring of 2017 indicated that students who participated in two or more significant experiential learning opportunities during their undergraduate program had a six-year degree completion rate of 91 percent, significantly higher than the average six-year degree completion rate of 64 percent (Brubaker-Cole, 2017). The current College of Agriculture and Applied Sciences budget does not provide funding to support experiential learning opportunities. The college does not have staff dedicated to work with students in securing internships or other experiential opportunities. While the university-level career services center provides support to students in obtaining internships and post-graduation employment, the one career coach assigned to the college has other duties and responsibilities within career services. Over the past five years, the number of students assigned to this one career coach has had responsibility for as many as 5,000 students per semester, including students in both the College of Agriculture and Applied Sciences and the Emma Eccles Jones College of Education and Human Services. Providing funding for a career and internship coach for the college would provide additional meaningful opportunities for students in the college to be matched with internships and employment opportunities and to be better prepared for these experiences. One example of this can be found in the LAEP department. With the differential tuition funding collected by the LAEP department, a new position was created to focus on increasing the number and quality of student internships. In the brief two years since the effort was initiated, there has been a measurable impact on the student experiences and placement into high quality positions following graduation. This impact has been so significant, the LAEP Advancement Board has recently agreed to fund 50 percent of this position from donations to allow the differential tuition dollars to be available to expand to other student projects.

Students would also benefit from additional experiential learning opportunities, including improved access to undergraduate research, undergraduate teaching fellowships, peer advising, and professional development – all funded through differential tuition. Additional funding at the college level for these types of activities would facilitate the leverage of funding provided by the Provost's office and by the Vice President for Research to expand student opportunities.

Funding Priorities

College Level

At the college level, the primary funding priority is to support and increase professional academic advising in the college. The salary and benefits for the existing academic advisors currently comes from departmental instructional salary funds. As the number of undergraduate students in the college has grown, departments have invested additional instructional funds in advising, but this has reduced the funds available to the departments to support teaching, particularly in programs experiencing high growth (e.g., ASTE and ADVS departments). Therefore, differential tuition will support the salary and benefits for the existing advisors in the

college, allowing the departments who have invested instructional funds in advising to use the approximately $355,000 to hire additional faculty to increase capacity and student access to these high demand degree programs. Further, differential tuition will be used to hire two additional advisors to reduce the advising load of the current advisors. This will require approximately $120,000 to meet salary and benefit needs of the new advisors. The total required for the current advisors and the additional advisors is approximately $475,000 per year, or approximately one-third of the differential tuition received after full implementation. As this is a priority, advising would be funded during the initial implementation years while other priority areas listed below would be phased in as the differential tuition rate increases each year until fully implemented. See Appendix A for a summary of advising load.

The second priority is to hire a full-time career and internship coach for the college to help supplement existing USU Career Services support and to help create experiential learning opportunities and connect students with these experiences. This position will expand internship opportunities by increased engagement with alumni and industry partners. It is anticipated that the salary and benefits for this full-time career and internship coach would be approximately $70,000 per year.

A third priority is to hire a full-time retention specialist for the college to develop initiatives, through the use of analytics and other tools, and provide student support related to student persistence in the college. Retaining current students and helping them navigate potential roadblocks for successful degree completion. This is particularly important for first generation students, for whom enrollment numbers are projected to increase as recruitment of diverse students in the college is expanded. It is anticipated that the salary and benefits for this full-time retention specialist would be approximately $70,000 per year.

Additional priorities are related to experiential learning opportunities and include funding additional undergraduate teacher fellows for the college (approximately $15,000), additional peer advisors (approximately $10,000), additional support for the undergraduate research program (approximately $10,000), funding for student travel, professional development, and other experiential activities (approximately $55,000), and leveraged funding for networking and alumni relations (approximately $10,000). It is anticipated that the networking and alumni relations will result in additional development opportunities for the college to further enhance experiential learning.

Department Level

Differential tuition funds will be made available to the departments based on student credit hours and the current course fee model needs. It is anticipated that during the initial year of differential tuition, 80 percent will be retained at the college level and 20 percent returned to the departments. During year two, 70 percent will be retained at the college level and 30 percent returned to the departments. Once the full level of differential tuition is implemented, 60 percent will remain with the college and 40 percent will return to the departments.

The top priority at the department level will be to eliminate course fees for the 3000-5999 level courses. Differential tuition will then be used to cover the expenses currently covered by these course fees (approximately $135,000).

Departments will then be able to use any additional amounts they receive to support student learning, both formal and informal, including supplementing experiential learning opportunities and increasing instructional capacity. Differential tuition funding will allow departments to use instructional funding for instructional faculty salary and benefits, rather than for academic advisors, resulting in new course development and enhancement of educational capacity. These additional instructional faculty will improve access, reduce bottleneck courses, and provide additional critical courses that facilitates timely degree completion. Differential tuition funds may also be used to supplement student travel, to purchase equipment for student use allowing students to become more technically prepared for future careers, to hire departmental internship and experiential learning coordinators, and to provide field experiences, internships and externships.

Each department will have their own differential tuition oversight committee and process, designed closely after the structure used by the Department of Landscape Architecture and Environmental Planning, in which students develop proposals which are then ranked and voted on by students. The departmental committees will be required to report their process and funding to the college committee and all information will be included in the annual report.

See Appendix B for a full summary of the potential use of funds generated by differential tuition.

Oversight and Transparency

Income and expenses for differential tuition will be held in a separate account with an index number different from all other accounting in the college. Differential tuition and the spending of these funds will have oversight by a student committee, representative of all departments in the college. Students will be selected from the Dean's Leadership Council, representative of all departments in the college with an additional two student members selected "at large" through an application process. A faculty representative from each department will also serve on the committee, as will the college's financial officer to provide a current accounting of all income and expenditures. This committee will meet at least once each semester to review the projected revenue and proposed expenditures related to differential tuition and to make recommendations to college and department administrators regarding use of differential tuition. Further, this committee will be charged to ensure that 100 percent of all differential tuition funds have a clear and direct impact on student learning experiences and benefit all students equitably throughout the college. Additionally, an annual report will be published and made available on the college website (http://caas.usu.edu/differential-tuition). This report will include revenue and expenditures of differential tuition and will be published in July of each year encompassing both the prior academic and fiscal year.

Student Support

The initial suggestion for implementation of differential tuition in the College of Agriculture and Applied Sciences came from the CAAS student academic senator in the fall of 2014. Since that time, several conversations have been held with student groups, including most often with the CAAS Dean's Leadership Council, a group representative of each department in the college. A recent poll of the Dean's Leadership Council resulted in a vote of 20 in support of differential tuition and 7 opposed. It should be noted that the current academic senator is in opposition to the proposal. Over the past five years, there has been senator support for differential tuition during three of those years.

An initial questionnaire was sent to all students in CAAS during spring semester of 2016 asking for input regarding differential tuition. Just over 24 percent of students enrolled in the college chose to complete the survey. Approximately 10 percent of respondents were in full support of implementing differential tuition with 58 percent of respondents selecting "maybe" depending on how the differential tuition was spent. The remaining respondents indicated they were opposed to differential tuition. This first attempt did not include a major effort to educate students regarding differential but was used to get an initial indication of student acceptance.

During the final three weeks of spring 2018 semester, a strategic campaign to inform students about differential tuition was initiated. A website (http://caas.usu.edu/differential-tuition) was developed where students could obtain information about the proposed differential tuition. This included videos explaining the proposed differential tuition structure and proposed use of differential tuition funds generated. A set of Frequently Asked Questions (FAQ), generated by student leaders in the college, were included on the website. Once implemented, this same website will be used to publish the annual report, publish oversight committee meeting schedules and minutes, and provide other information regarding the spending of differential tuition funds.

The strategic campaign was centered around the informational video produced to explain the differential tuition proposal. A link to the video was distributed to all undergraduate students in the college via ThankView, a trackable online video distribution system. All undergraduate students enrolled in one of the majors in the College of Agriculture and Applied Sciences on the Logan campus during Spring 2018 were contacted and asked to watch the short video and respond to a survey. If students did not respond, they continued to receive multiple email reminders to encourage their participation. The population contacted included 1,816 undergraduates during the last three weeks of Spring Semester 2018. Of the 1,816 contacted, 1,116 opened the email sent to them (61%); 616 (33.9%) clicked on the link directing them to the video; 576 (31.7%) watched the video to the end; and 477 completed the brief survey that followed the video (26.3%).

Of those students who watched the video to the end and completed the brief survey, 53.35 percent agreed with the statement, "I believe that differential tuition proposal as explained in the video has the potential to positively impact the student experience in the College of

Agriculture and Applied Sciences." An additional 9.76 percent were "neutral" in their response to the statement, and 36.87 percent disagreed.

As part of the survey, students were also able to ask additional questions regarding the implementation of differential tuition. Very few questions were submitted and all questions were given an answer.

Tuition Comparison of Other Land Grant Agriculture Colleges

Some colleges of agriculture at land grant institutions have implemented differential tuition or something similar (e.g., program fees, supplemental fees) while others have not at this time. Appendix C provides a summary of regular tuition, differential tuition (or similar if applicable), and total tuition per semester for full-time undergraduate resident students at comparable colleges of agriculture.

References

Brubaker-Cole, S. (2017). *Experiential Learning*. Oregon State University Office of Institutional Research. Corvallis, OR: Oregon State University.

NACADA. (2011). 2011 NACADA National Survey. Retrieved from: https://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/2011-NACADA-National-Survey.aspx

UMKC. (2012). Advising Task Force Final Report. University of Missouri – Kansas City. Retrieved from https://www.umkc.edu/provost/downloads/Advising_Task_Force_Report-Final.pdf

Appendix A: Summary of Advisor Load

Current CAAS advisors (headcount)	8
Current CAAS advisors (FTE Advising)	5.75
Current advising load/FTE advisor	459
Current salary and benefits for CAAS advising	$355,000
Desired advising load/FTE advisor	300
Number of additional advisors required to reach desired load	2
Estimated salary and benefits for two additional advisors	$120,000
Total amount of proposed differential tuition for advisor salary and benefits	$475,000

Appendix B: Summary of potential use of differential tuition funds after full implementation

College Level

Use	**Year 3**
Current advisor salaries and benefits	$355,000
New advisor salary and benefits	$120,000
College retention specialist salary and benefits	$70,000
Career and internship coach	$70,000
Additional undergraduate teaching fellows	$15,000
Additional peer advisors/mentors	$10,000
Additional undergraduate research program support	$10,000
College-level student travel, professional development, experiential activities	$55,000
Funding for networking and alumni relations	$10,000
Total	**$715,000**

Department Level

Use	**Year 3**
Elimination of 3000-5999 course fees	$135,000
Remainder to be determined by departmental committee similar to the LAEP model with amounts to departments as follows based on Student Credit Hours:	
ADVS	$60,000
ASTE	$115,000
APEC	$45,000
LAEP (will retain their current model) *	$0
NDFS	$35,000
PSC	$85,000
Total	**$475,000**

Overall Total $1,190,000

*Note that LAEP students currently have differential tuition for 3000 level and higher courses. The current model will be retained. This proposal will collect differential tuition from LAEP students at the 1000-2999 level of $15 per credit hour. These funds will be retained by the college for LAEP's portion of advising and other student services provided by the college.

Appendix C: Summary of regular tuition, differential tuition (if applicable), and total tuition per semester for full-time undergraduate resident students at comparable colleges of agriculture (based on Fall 2018 tuition rates).

Institution	Regular Tuition and Fees for full-time (15 cr.) undergraduate students	Differential Tuition (if applicable)	Total resident undergraduate tuition and fees per semester
University of Illinois Champaign-Urbana	$8,002	$648-$1,293 per semester*	$8,650-$9,295
University of Arizona	$6,124	$275-$1,575 per semester*	$6,399-$7,699
University of California-Davis	$7,210**	$0	$7,210**
Colorado State University	$5,760	$53 per credit hour	$6,555
Washington State University	$5,569	$0	$5,569
Iowa State University	$4,318	$800-$1,180 per semester*	$5,118-$5,498
Oregon State University	$5,398**	$0	$5,398**
Kansas State University	$4,875	$20 per credit hour	$5,115
University of Nebraska	$4,621	$0	$4,621
Utah State University – *proposed*	$3,712	$39 per credit hour (upper-division in first year of implementation)	$4,180
University of Idaho	$3,932	$0	$3,932
University of Nevada Reno	$3,882	$0	$3,882
New Mexico State University	$3,684	$0	$3,684
Montana State University	$3,639	$0	$3,639
University of Wyoming	$2,700	$21 per credit hour	$3,015

*Rate varies by major

**Annual tuition divided by two to make quarter-based tuition comparable to semester tuition

Note. The total CAAS differential tuition cost per student for the complete four-year degree at full implementation ($59 per credit hour) will vary based on degree program. The range is between $2,082 and $4,139 with an approximate average of $3,235.

COMMITTEE MEETING ITEMS

1. Minutes from the Audit Committee meeting held on October 12, 2018
2. Agenda for the meeting on January 11, 2019

AUDIT COMMITTEE MEETING
UTAH STATE UNIVERSITY BOARD OF TRUSTEES
University Inn Room 510
October 12, 2018

Minutes of the Audit Committee Meeting of the Utah State University Board of Trustees held at 10:30AM

COMMITTEE MEMBERS PRESENT

J. Scott Nixon	Chair
Kent K. Alder	
Jody K. Burnett	
Mark K. Holland	
Clark L. Whitworth (excused)	

UNIVERSITY REPRESENTATIVES PRESENT

Jodi Bailey	Chief Audit Executive (CAE)
Dave Cowley	Vice President (VP) for Business and Finance
Mica McKinney	University Counsel
Dave Patel	Associate Dean and Huntsman Scholar Program Executive Director
Janna Hawkins	Assistant Director of Internal Audit Services
Elisa Hoffman	Financial Officer, Huntsman School of Business

OTHER PRESENT

David Pulsipher	Director of Audit and Financial Services, Utah System of Higher Education

Audit Committee Chair Nixon conducted the meeting.

I. Action Items

A. Approval of the Minutes of the Audit Committee Meeting Held on March 2, 2018

Action: Trustee Burnett moved the approval of the minutes of the Audit Committee meeting held on October 13, 2017.

Trustee Alder seconded the motion and the voting was unanimous.

II. Information Items

A. Assistant Director Hawkins reviewed the following reports:
   1. IAS-17-45 Jon Huntsman School of Business (JHSB) Differential Tuition
   2. IASE-18-03 USU-Eastern Softball Travel Claims
   3. IAS-18-08 Athletics Ticket Office Chargebacks and Cash Management

   Associate Dean Patel and Ms. Hoffman answered questions regarding JHSB Differential Tuition.

B. CAE Bailey discussed changes to the risk assessment process to help ensure top-level risks are included and addressed.

C. CAE Bailey discussed the status of current audits in process, possible staffing needs and changes in staffing.

D. CAE Bailey also posed a question about retaining the divisional risk assessment process, in addition to the University-wide process. Chair Nixon suggested this be discussed at a future meeting.

   Also, Audit Committee members would like a specific discussion about cyber security and control VP Hawley has put it place. VP Hawley will be invited to a future meeting to discuss.

E. Director Pulsipher was then invited in to conduct the Trustee Audit Committee training.

III. Other

Trustee Burnett made a motion to adjourn the meeting and Trustee Holland seconded the motion. The Audit Committee meeting adjourned at 11:24 AM.

_____
J. Scott Nixon, Chair
(Minutes taken by Jodi Bailey)

_____
Date Approved

AGENDA
AUDIT COMMITTEE
January 11, 2019
University Inn Room 510
7:30 AM

I. Action Items

A. Approval of minutes of Audit Committee meeting held on October 12, 2018

B. Review and acceptance of the annual external audit reports *Dave Cowley*

1. Utah State University Financial Report, Independent State Auditor's Report on Internal Control, and Single Audit Management Letter for the Year Ended 30 June 2018
2. Utah State University Research Foundation Financial Statements and Management Letter for the Year Ended 30 June 2018
3. Utah Public Radio Financial Statements and Independent Auditor's Report on Internal Control for the Year Ended 30 June 2018
4. Edith Bowen Laboratory School Financial Statements, Independent State Auditor's Report on Internal Control, and Independent State Auditor's Report on Compliance for the Year Ended 30 June 2018

II. Information Items

A. Discussion on Status of Risk Assessment Process *Noelle Cockett*

B. Review of Trustees' Audit Committee Annual Report of Internal Audit Services' Activities for 2018 to the Regents' Audit Committee *Jodi Bailey* *Chair Nixon*

C. Approval of Audit Plan for 2019 *Jodi Bailey*

D. Other Business

Audit Committee Members

J. Scott Nixon, Chair
Jody K. Burnett
Kent K. Alder
Mark K. Holland
Clark L. Whitworth