

**AGENDA**  
**REGULAR MEETING OF THE**  
**UTAH STATE UNIVERSITY BOARD OF TRUSTEES**  
**Via Zoom Videoconference**

<https://usu-edu.zoom.us/j/81297295322?pwd=U1JySFZiSXo3V3RTVExUT3RFYStodz09>

Meeting ID: 812 9729 5322

Passcode: 524473

**March 5, 2021**

- 12:00 p.m. Joint meeting between the USU Board of Trustees and the USU Foundation Board
- 1:00 p.m. Regular Meeting
- Introductory Items
- 1:05 p.m. Closed Session
- 2:30 p.m. Regular Meeting continued
- Chair's Report
  - President's Report
  - Consent Agenda
  - Action Agenda
  - Information Agenda

## CHAIR'S REPORT

### 1. Information Items

- a. The next meeting of the Board of Trustees will be held on April 9, 2021 (to review Promotion and Tenure decisions only)

### 2. Committee Reports

- a. Academic Approval Committee Report – John Ferry
- b. Audit, Risk and Compliance Committee Report – Kent Alder
- c. Student Health, Safety and Well-being Committee Report – David Huntsman

## PRESIDENT'S REPORT

1. Information
2. Recent Events
  - a. Men's Basketball – USU at New Mexico – January 8, 2021
  - b. Women's Basketball – New Mexico at USU – January 9, 2021
  - c. Northwest Commission on Colleges and Universities Virtual Board Meeting – January 13-15, 2021
  - d. Blue Plate Research Virtual Session – January 13, 2021
  - e. Women's Basketball – USU at San Diego State – January 14, 2021
  - f. Men's Basketball – San Diego State at USU – January 14, 2021
  - g. Utah Board of Higher Education Virtual Meeting – January 15, 2021
  - h. Utah Board of Higher Education/Student Safety Summit – January 15, 2021
  - i. Women's Basketball – USU at San Diego State – January 16, 2021
  - j. Men's Basketball – San Diego State at USU – January 16, 2021
  - k. State of Utah 2021 Legislative Session – Salt Lake City – January 19 - March 4, 2021
  - l. Men's Basketball – Colorado State at USU – January 19, 2021
  - m. Women's Basketball – USU at Colorado State – January 20, 2021
  - n. Envision Utah Executive Committee Virtual Meeting – January 21, 2021
  - o. Men's Basketball – Colorado State at USU – January 21, 2021
  - p. Association of Public Land-Grant Universities Board of Directors Virtual Special Meeting – January 22, 2021
  - q. Women's Basketball – USU at Colorado State – January 22, 2021
  - r. Association of Governing Boards Foundation Leadership Virtual Forum – January 25-27, 2021
  - s. Women's Basketball – UNLV at USU – January 25, 2021
  - t. Men's Basketball – USU at UNLV – January 25, 2021
  - u. Present at Higher Ed Appropriations– Salt Lake City – January 27, 2021
  - v. Women's Basketball – UNLV at USU – January 27, 2021
  - w. Men's Basketball – USU at UNLV – January 27, 2021
  - x. Present at Infrastructure and General Government Appropriations – Salt Lake City – February 1, 2021
  - y. Posters on the Hill Virtual Event – February 2, 2021
  - z. Present at Higher Ed Appropriations – Salt Lake City – February 4, 2021
  - aa. Women's Basketball – Fresno State at USU – February 4, 2021
  - bb. Men's Basketball – USU at Fresno State – February 4, 2021
  - cc. Northwest Commission on Colleges and Universities Metrics Group Virtual Meeting – February 5, 2021
  - dd. Women's Basketball – Fresno State at USU – February 6, 2021
  - ee. Men's Basketball – USU at Fresno State – February 6, 2021
  - ff. Present at Higher Ed Appropriations – Salt Lake City – February 8, 2021
  - gg. President's Alliance on Higher Education Steering Committee Call – February 10, 2021
  - hh. Aggie Ice Cream Day at the Capitol – Salt Lake City – February 11, 2021
  - ii. Remarks at Tuition Review Committee Virtual Meeting – February 11, 2021
  - jj. Women's Basketball – USU at Wyoming – February 11, 2021
  - kk. Women's Basketball – USU at Wyoming – February 13, 2021
  - ll. USUSA Executive Council Virtual Meeting – February 16, 2021

- mm. Northwest Commission on Colleges and Universities Data Council Virtual Meeting – February 17, 2021
- nn. Envision Utah Executive Committee Meeting – February 17, 2021
- oo. Men’s Basketball – USU at Boise State – February 17, 2021
- pp. USU Board of Trustees Executive Committee Virtual Meeting – February 18, 2021
- qq. USU Student Fee Board Meeting – February 18, 2021
- rr. Stater’s Council – February 19, 2021
- ss. Women’s Basketball – Boise State at USU – February 18, 2021
- tt. Utah Board of Higher Education Committee Meeting – February 19, 2021
- uu. Men’s Basketball – USU at Boise State – February 19, 2021
- vv. Women’s Basketball – Boise State at USU – February 20, 2021
- ww. Women’s Basketball – USU at Nevada – February 25, 2021
- xx. Northwest Commission on Colleges and Universities Metrics Group Virtual Meeting – February 26, 2021
- yy. Men’s Basketball – Nevada at USU – February 26, 2021
- zz. Women’s Basketball – USU at Nevada – February 27, 2021
- aaa. Men’s Basketball – Nevada at USU – February 28, 2021
- bbb. Opening Remarks at Virtual Research Landscapes – March 2, 2021
- ccc. Remarks at Truth in Tuition Hearing – March 3, 2021
- ddd. USU Foundation Executive Committee Board Virtual Meeting – March 4, 2021
- eee. USU Board of Trustees Regular Meeting – March 5, 2021
- fff. Founders’ Day & Old Main Society Virtual Recognition Event – March 5, 2021

### 3. Upcoming Events

- a. Mountain West Women's Basketball Championship Tournament – Las Vegas, March 7-10, 2021
- b. Mountain West Men's Basketball Championship Tournament – Las Vegas, March 10-13, 2021
- c. Research Posters on the Hill – Salt Lake City, March 16, 2021
- d. Envision Utah Board of Directors Virtual Meeting – March 18, 2021
- e. Association of Public Land-Grant Universities Board of Directors Virtual Meeting – March 19, 2021
- f. Utah Board of Higher Education – Dixie State University and Dixie Technical College, March 25-26, 2021
- g. USU Board of Trustees Teleconference – April 9, 2021
- h. Utah Board of Higher Education Committee Virtual Meeting – April 16, 2021
- i. Opening Remarks at Blue Plate Research Virtual Session – April 20, 2021
- j. USU Board of Trustees Regular Meeting – May 5, 2021

## CONSENT AGENDA

1. Minutes from the Regular Meeting held on January 8, 2021
2. Minutes from the Closed Session held on January 8, 2021
3. Minutes from the Special Meeting held on January 14, 2021
4. Minutes from the Closed Session held on January 14, 2021
5. Academic Proposals
  - a. Summary Sheet
  - b. CAAS, ADVS – Equine Minor Name Change
  - c. CAAS, AVTE – CC Unmanned Aerial Systems (Drones)
  - d. CAAS, AVTE – Automotive Technology
  - e. CAAS, AVTE – Medical Assistant CC
  - f. CAAS, NDFS – PBC Practitioner of Food Safety
  - g. CCA, MUSC – Piano Pedagogy Minor
  - h. CCA, THEA – Suspend Theatre Education Applied Option BFA
  - i. CEHS, COMD, HDFS, ITLS, KHS, PSY, TEAL, SPER – Certificate Advanced Research Methods
  - j. CEHS, SPER – Name Change to Rehabilitation Counselor Education and Supervision
  - k. COB, ECON – Econometrics and Data Analytics Emphasis
  - l. COB, ECON – Business Economics Emphasis
  - m. COB, ECON – Financial Economics Emphasis
  - n. COB, MSLE – Leadership Emphasis
  - o. COS, GEO – Discontinue Geoarchaeology Emphasis
6. Proposal to Revise Policy 385 Appointments of Opportunity

## Academic Proposals Summary Sheet

- Department of Animal, Dairy and Veterinary Sciences, College of Agriculture and Applied Sciences, proposes changing the name of the Equine Assisted Activities and Therapies Minor to the Equine-Human Science Minor.
- Department of Aviation and Technical Education, College of Agriculture and Applied Sciences, proposes offering a Certificate of Completion in Unmanned Aerial Systems (Drones).
- Department of Aviation and Technical Education, College of Agriculture and Applied Sciences, proposes updating the plan of study for Automotive Technology by updating credit hours and raising available credits for financial aid support.
- Department of Aviation and Technical Education, College of Agriculture and Applied Sciences, proposes updating the requirements for the Medical Assistant Certificate of Completion to reflect the 30-credit hour technical assistant with 15-16 credit certificate program prerequisites as required by accreditation standards.
- Department of Nutrition, Dietetics and Food Sciences, College of Agriculture and Applied Sciences, proposed to offer a new Post-Baccalaureate Certificate in Practitioner of Food Safety.
- Department of Music, Caine College of the Arts, proposes creating a Piano Pedagogy Minor.
- Department of Theatre Arts, Caine College of the Arts, proposes suspending the Theatre Education Applied Option-BFA.
- Departments of Communicative Disorders and Deaf Education, Human Development and Family Studies, Instructional Technology and Learning Sciences, Kinesiology and Health Science, Psychology, School of Teacher Education and Leadership, and Special Education and Rehabilitation Counseling, Emma Eccles Jones College of Education and Human Services, proposes creating a Certificate in Advanced Research Methods and Analysis – Quantitative.
- Department of Special Education and Rehabilitation Counseling, Emma Eccles Jones College of Education and Human Services, proposes changing the name of the Rehabilitation Counseling specialization within the Disability Disciplines doctoral program to Rehabilitation Counselor Education and Supervision.
- Department of Economics and Finance, Jon M. Huntsman School of Business, proposes creating a new Econometrics and Data Analytics emphasis within the existing BA/BS Economics Degree.
- Department of Economics and Finance, Jon M. Huntsman School of Business, proposes a new Business Economics Emphasis within the BA/BS degree in Economics.
- Department of Economics and Finance, Jon M. Huntsman School of Business, proposes creating a new Financial Economics Emphasis within the existing BA/BS Economics Degree.
- Department of Marketing and Strategy, Jon M. Huntsman School of Business, proposes creating a new Emphasis in Leadership within the existing Master of Business Administration (MBA) Degree.
- Department of Geosciences, College of Science, proposes discontinuing the Geoarchaeology emphasis in the Bachelor's Degree in Geology.

8 January 2021

**ITEM FOR ACTION**

Utah State University's Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences proposes changing the name of the Equine Assisted Activities and Therapies Minor to the Equine-Human Science Minor.

**EXECUTIVE SUMMARY**

The Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences proposes changing the name of the Equine Assisted Activities and Therapies Minor to the Equine-Human Science Minor.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to change the name of the Equine Assisted Activities and Therapies Minor to the Equine-Human Science Minor in the College of Agriculture and Applied Sciences' Department of Animal, Dairy and Veterinary Sciences.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences proposes changing the name of the Equine Assisted Activities and Therapies Minor to the Equine-Human Science Minor, and

WHEREAS, The proposal will help students facilitate research and impact the community through clinical services, Extension outreach and equine-assisted services, 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 Equine Assisted Activities and Therapies Minor to the Equine-Human Science Minor in the College of Agriculture and Applied Sciences' Department of Animal, Dairy and Veterinary Sciences and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_



# CAAS - Animal, Dairy and Veterinary Sciences - Equine-Human Science

## 4.1.a R401 Abbreviated Program Proposal

### Proposal Information

#### Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

#### Contact Information:

Paul Barr: Vice Provost (797-0718)

**Step 1: Turn** on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

**Step 2: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

**COLLEGE (include all cross listed colleges)\***

CAAS

**DEPARTMENT (include all cross listed departments)\***

Animal, Dairy and Veterinary Sciences

**Current Title (if applicable)\***

Equine Assisted Activities and Therapies

**Proposed Title\***

Equine-Human Science

**Step 3: Enter** the Correct CIP Code Using the Following Website: [Classification](#)

Step 3: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

**CIP Code (6-digits)** 51.2313  
\*

**Minimum Number of Credits (if applicable)\*** 15

**Maximum Number of Credits (if applicable)\*** 15

**Type of Degree: (BA, BS, etc.)\*** Minor

## Request

### Step 4: Select the Type of Change Being Requested.

**New Academic Program:**

- Certificates of Completion (including CTE)
- Certificates of Proficiency (including CTE)
- Institutional Certificate of Proficiency
- K-12 Endorsement Program
- Minor
- New Emphasis for Existing Program
- Out of Service Area Delivery Program (attach signed MOU)
- Post-Baccalaureate
- Post-Masters Certificate

**Existing Academic Program Changes:**

- 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 (attach signed MOU)

**Administrative Unit Changes:**

- Name Change of Existing Unit
- Administrative Unit Transfer
- Administrative Unit Restructure (with or without Consolidation)
- Administrative Unit Suspension
- Administrative Unit Discontinuation
- Reinstatement of Previously Suspended Administrative Unit
- Reinstatement of Previously Discontinued Administrative Unit

- New Administrative Unit:**
- New Administrative Unit
  - New Center
  - New Institute
  - New Bureau

**Other: (explain change)**

### Additional Approvals (if applicable)

**Graduate Council\***  Yes  
 No

**Council on Teacher Education\***  Yes  
 No

### Section I: The Request

**R401 Purpose\*** A change is required for the title of the minor to be current with the terminology in the field and compliant with the professional certifications supported by the Department of Animal, Dairy and Veterinary Sciences at Utah State University.

### Section II: Program Proposal

**Proposed Action & Rationale\*** In 2020, a concerted effort to develop a consensus on optimal terminology for the industry that incorporates horses to benefit people has resulted in a paper that was published in the *Journal of Alternative and Complementary Medicine* this past December. The Professional Association of Therapeutic Horsemanship International (PATH, Intl) is adopting the recommendations of this terminology and requiring the discontinuation of a number of terms, including the use of Equine Assisted Activities and Therapy (EAAT), for which the current minor in the Animal, Dairy and Veterinary Sciences (ADVS) Department is named.

The EAAT minor, which started in 2016, consists of five Animal, Dairy, Veterinary, Science (ADVS) courses. Each of these courses, along with the title of the minor, will require changes to align with the new suggested terminology.

**Labor Market Demand (if applicable)** This minor is proving to be very successful for the ADVS Department. Enrollment in the minor is up 300%. In 2018, there were 11 students in the minor and currently the department has 34 students enrolled. Of the 17 students who have completed the minor,

nearly 40% have gone on to graduate school or are in process of applying.

**Consistency with Institutional Mission & Institutional Impact\***

Changing the title of this minor to Equine-Human Science better aligns with the current research direction for the broader field of Animal Assisted Interventions. Current research of the Human-Equine Bond is demonstrating unique and distinctive scientific qualities pertaining to the human-horse dyad.

The Equine-Human Science program strives to educate students, facilitate research, and impact the community through clinical services, Extension outreach, and equine-assisted services.


The program:

- Provides equine-assisted interventions and interactions to a wide variety of individuals with differing abilities. The program offers a special focus on Veterans, individuals with disabilities, and their families.
- Develops students' skills and the required knowledge to facilitate recreational and adaptive riding or become trained equine specialists for the mental health and learning fields. Students are also given the tools and knowledge to prepare to be certified by appropriate entities.
- Provides continuing education opportunities for professionals and the community through cooperative Extension and clinical services.

**Finances\*** n/a


**Section III: Curriculum (if applicable)**

**Program Curriculum Narrative**

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

5 March 2021

**ITEM FOR ACTION**

Utah State University's Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences proposes offering a Certificate of Completion In Unmanned Aerial Systems (Drones).

**EXECUTIVE SUMMARY**

The Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences proposes offering a Certificate of Completion In Unmanned Aerial Systems (Drones).

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to offer a Certificate of Completion In Unmanned Aerial Systems (Drones) in the College of Agriculture and Applied Sciences' Department of Aviation and Technical Education.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Aviation and Technical Education in the College of Agriculture and Applied Science proposes offering a Certificate of Completion In Unmanned Aerial Systems (Drones), and

WHEREAS, The proposal will enable students to become FAA certified as a Remote Pilot and gain experience in flying, maintaining, fixing, and repairing aircraft, 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 offer a Certificate of Completion In Unmanned Aerial Systems (Drones) in the College of Agriculture and Applied Sciences' Department of Aviation and Technical Education and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE:

# CAAS - Aviation and Technical Education - Drone Certificate

## 4.1.a R401 Abbreviated Program Proposal

### Proposal Information

#### Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

#### Contact Information:

Paul Barr: Vice Provost (797-0718)

**Step 1: Turn** on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

**Step 2: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

COLLEGE (include all cross listed colleges)\*

CAAS

DEPARTMENT (include all cross listed departments)\*

Aviation and Technical Education

Current Title (if applicable)\* Not applicable

Proposed Title\* Drone Certificate

**Step 3: Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

**CIP Code (6-digits)** 490101  
\*

**Minimum Number of Credits (if applicable)\*** 30

**Maximum Number of Credits (if applicable)\*** 30

**Type of Degree: (BA, BS, etc.)\*** Certificate of Completion

## Request

**Step 4: Select the Type of Change Being Requested.**

- New Programs:**
- Certificates of Completion
  - Certificates of Proficiency
  - Certificates of Proficiency - except Institutional Certificates
  - Emphases within an Approved Degree
  - Institutional Certificates of Proficiency
  - K-12 Endorsements
  - Minors
  - Post-Baccalaureate and Post-Masters Certificates
  - Other

- Existing Program Changes:**
- Program Transfer
  - Program Restructure
  - Program Consolidation
  - Program Suspension
  - Program Discontinuation
  - Program Name Change
  - Out-of-Service Area Delivery of a Program
  - Reinstatement of a Previously Suspended Program
  - Other

- Administrative Unit Changes:**
- New Administrative Units
  - Administrative Unit Transfer
  - Administrative Unit Restructure
  - Administrative Unit Consolidation
  - Reinstatement of Previously Suspended Administrative Units



Other

- Creation of Non-Administrative Units:**
- New Center
  - New Institute
  - New Bureau
  - Other

**Other: (explain change)**

### Additional Approvals (if applicable)

**Graduate Council\***  Yes  
 No

**Council on Teacher Education\***  Yes  
 No

### Section I: The Request

**R401 Purpose\***

Unmanned Aerial Systems (UAS) is a rapidly growing industry. The industry provides individuals with the ability to learn the knowledge, skills, and abilities to support many careers, including aerial photography, mapping, imaging, and collecting data.

The UAS Minor at the Logan campus has grown to 100 students since it was introduced in 2018, and this new certificate is planned to be introduced at the Price Campus, USU Eastern, in fall 2021. Currently, there are no Drone Certificate programs in any university in the state of Utah, and the only similar program is at SUU for an AAS in UAS. USU is initiating a Bachelor of Science degree in Aviation Management with an emphasis in UAS. The Drone Certificate will stack into the existing General Technology AAS at USU Eastern, and the new Aviation Management degree at USU.

### Section II: Program Proposal

**Proposed Action & Rationale\***

Approval of this new Drone Certificate will enable students to become FAA certified as a Remote Pilot and gain the experience in flying, maintaining, fixing, and repairing aircraft, and collecting, analyzing, and reporting data in the one-year program. The following courses will be required for the Drone Certificate:

<b>First Year Fall</b>	AV 1130	FLIGHT PRINCIPLES	3	UAS FALL
	PSC 2040	AVIATION WEATHER	3	UAS FALL
	AV 1900	DRONES: HISTORY, RULES AND REMOTE PILOT LICENSE PREPARATION	2	UAS FALL
	AV 1910	DRONES: INTRODUCTORY FLIGHT LAB	1	UAS FALL
	AV 1940	DRONES: BASIC DESIGN AND CONSTRUCTION	3	UAS FALL
	AV 1950	DRONES: sUAS MAINTENANCE	3	UAS FALL
CREDITS			<b>15</b>	
<b>First Year Spring</b>	AV 1920	DRONES: INTERMEDIATE FLIGHT LAB	3	UAS SPRING
	AV 1930	DRONES: PILOT IN COMMAND	3	UAS SPRING
	AV 1960	DRONES: AERIAL PHOTOGRAPHY	3	UAS SPRING
	AV 1970	DRONES FOR HIRE: SENSORS AND DATA	3	UAS SPRING
	BUSN 2320	SMALL BUSINESS MANAGEMENT	3	UAS SPRING
CREDITS			<b>15</b>	

**Labor Market Demand (if applicable)**

The following is copied from the new Aviation Management degree proposal awaiting final approval at NWCCU. The US Bureau of Labor Statistics (BLS) employment forecasts for technical positions in aviation anticipate an annual growth rate of 12-13%. A series of studies by the Federal Aviation Administration in 2011 titled 'The Economic Impact of Civil Aviation' found civil aviation contributes ten million jobs and \$1.3 trillion in economic activity, representing 5.2 percent of the US GDP. In Utah, the estimated 106,385 aviation related jobs and \$11.3 billion economic activity account for 6.5 percent of jobs and 5.7 percent of GDP respectively, placing Utah sixth highest in the US for both categories in the contiguous 48 states with four of the top five states in these categories all in the region (Nevada, Washington, Colorado and Arizona).

From recent online reports (<https://unmanned-aerial.com/faa-predicts-future-uas-growth>), the latest aerospace forecast provided by the Federal Aviation Administration (FAA) highlights what it calls the “phenomenal growth” of the small unmanned aircraft systems (sUAS) industry.

According to the agency’s aerospace forecast report for fiscal years 2019-2039, there were more than 277,000 non-model unmanned aircraft registered with the FAA at the end of 2018, representing a bigger growth rate than the agency had anticipated. With a forecast of 158,900 made by the FAA a year prior, it fell short by a whopping 80%.

If this pace of growth continues, the agency predicts that last year’s forecast of 452,000 in 2022 could actually be surpassed later this year or in early 2020. Although the growth rate could “slow down over time,” the report says, the non-model sUAS sector “will be much larger than what [the FAA] understood as recently as last year.”

Looking ahead to five years, the FAA predicts that the U.S.’ non-model sUAS fleet will total more than 835,000 in 2023.

**Consistency with Institutional Mission & Institutional Impact\***

This new certificate supports the mission of USU by delivering graduates that are employed locally and across the nation to meet industry needs in aviation technology. The growing Aviation program has expanded to Eastern Utah in support of the land-grant mission, and the Drone Certificate will enable students to be more employable in new emerging technologies in Unmanned Aerial Systems (UAS). The aviation program has already established relationships with Aggie Air, local companies and graduate students in the USU MAS degree, and other local and national employers in the aviation industry, who require specific certifications and experience for employment.

The Aviation Program is focused on providing student centered learning and discovery through focused programs with learning and discovery in hands-on laboratory experiences on the ground and in the air. As a program utilizing science, technology, engineering and math (STEM) as its core, students engage with emerging technology, interact with industry professionals and practice the skills required for job placement. Students will be prepared to contribute to their chosen profession, and through interaction with international students and instructors, prepared for the global market representing diversity of thought, culture and ready with the education necessary for leadership roles in industry.

**Finances\***

The Aviation program is offering flight courses at USU Eastern. The department head, Bruce Miller, and the Associate Vice President, Greg Dart, at USU Eastern, are developing plans to offer this drone certificate within the technical education program. No new funding is requested and the resources will be reallocated at the departmental, college, and campus to provide this opportunity.

**Section III: Curriculum (if applicable)**

**Program Curriculum  
Narrative**

Students will complete 30 credits as a cohort in a two-semester sequence covering a broad foundation of aviation knowledge including principles of flight, aviation weather and small business management. Students will complete coursework that exceeds the Federal Aviation Administration requirements for a Part 107 Remote Pilot Certificate, and have hands-on experiential learning build and flight labs. Students will become proficient in flying both fixed and multi-rotor drones, be able to plan, get approval for and fly actual data collection missions, and then analyze the results for the project. The culminating course of Drones for Hire will be an internship, actual job or similar project that will combine the many new skills, abilities and knowledge from the certificate.

Courses will include the following:

**AV 1130 Flight Principles**

This course introduces basic flight theory and physics of flight, including aircraft control systems related to flight. Ground handling, servicing, helicopter and drone mechanics will also be covered.

**AV 1900 Drones: History, Rules Rules and Remote Pilot License Preparation**

This course covers the history of Unmanned Aerial Systems, focusing on the recent developments of the small UAS and the future of this emerging technology in commercial applications. Topics include flight/ground safety, regulations, and preparation for FAA certification.

**AV 1910 Drones: Introductory Flight Lab**

This course is the flight lab to AV 1900 and may be taken concurrently with AV 1900. Students participate in lab preparation activities to include basic flying skills for fixed wing and rotary wing aircraft, minor maintenance and principles of flight.

**AV 1940 Drones: Basic Design and Construction**

Students learn how a small unmanned aircraft system (sUAS) is designed, constructed, and maintained. Students build a fixed wing and UAS and learn basic concepts of sUAS maintenance. The course covers plastic, foam, metal and composite material construction.

**AV 1950 Drone: sUAS Maintenance**

Students will put a multi-rotor sUAS together, with motors, propellers, frame, legs and electronics. Topics include electronics, batteries, controllers, power management and mechanics of rotary wing flight.

**PSC 2040 Aviation Weather**

This course includes the discussion, observation, and analysis of weather important for pilots and those associated with air travel.

**AV 1920 Drones: Intermediate Flight Lab**

Students will expand their flying skills with increasingly more challenging drones, including both fixed wing and multi rotor drones. Emphasis is on hands-on flying skills as well as basic flight programming.

#### AV 1930 Drones: Pilot in Command

This course trains students to use all resources available to them for safe completion of UAS flight from mission planning to post flight debriefing. Topics include safety management, checklist usage, business planning, and importance of compliance in the aviation industry.

#### AV 1960 Drones: Aerial Photography


Students learn aerial mapping, photo mosaic construction, and video creation with fixed and rotary wing applications. Students complete a business proposal of their project for approval by a simulated advisory panel. Students may use their own sUAS for their project.

#### AV 1970 Drones for Hire

This class will culminate in a project or internship, synthesizing the business, rulemaking, flight planning and drone/sensor selection to accomplish a specific drone task. The student will take a project from start to end, including a formal proposal, outline and presentation.


#### BUSN 2320 Small Business Management

This class will ensure students are prepared to plan, run and operate a successful business.

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

#### **Step 6: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

5 March 2021

### **ITEM FOR ACTION**

Utah State University's Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences proposes updating the plan of study for Automotive Technology by updating credit hours and raising available credits for financial aid support.

### **EXECUTIVE SUMMARY**

The Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences proposes updating the plan of study for Automotive Technology by updating credit hours and raising available credits for financial aid support.

### **RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to update the plan of study for Automotive Technology by updating credit hours and raising available credits for financial aid support in the College of Agriculture and Applied Sciences' Department of Aviation and Technical Education.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences proposes updating the plan of study for Automotive Technology by updating credit hours and raising available credits for financial aid support, and

WHEREAS, The proposal will help students by creating a comprehensive program in line with local and industry standards that are affordable and financial aid eligible, 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 update the plan of study for Automotive Technology by updating credit hours and raising available credits for financial aid support in the College of Agriculture and Applied Sciences' Department of Aviation and Technical Education and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_



# CAAS - Aviation and Technical Education - Automotive Technology

## 4.1.a R401 Abbreviated Program Proposal

### Proposal Information

#### Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

#### Contact Information:

Paul Barr: Vice Provost (797-0718)

**Step 1: Turn** on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

**Step 2: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

COLLEGE (include all cross listed colleges)\*

CAAS

DEPARTMENT (include all cross listed departments)\*

Aviation and Technical Education

Current Title (if applicable)\* Automotive Technology

Proposed Title\* Automotive Technology

**Step 3: Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

CIP Code (6-digits) \* 47.0604

Minimum Number of Credits (if applicable)\* 43

Maximum Number of Credits (if applicable)\* 43

Type of Degree: (BA, BS, etc.)\* Certificate of Completion

## Request

### Step 4: Select the Type of Change Being Requested.

#### New Academic Program:

- Certificates of Completion (including CTE)
- Certificates of Proficiency (including CTE)
- Institutional Certificate of Proficiency
- K-12 Endorsement Program
- Minor
- New Emphasis for Existing Program
- Out of Service Area Delivery Program (attach signed MOU)
- Post-Baccalaureate
- Post-Masters Certificate

#### Existing Academic Program Changes:

- 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 (attach signed MOU)

#### Administrative Unit Changes:

- Name Change of Existing Unit
- Administrative Unit Transfer
- Administrative Unit Restructure (with or without Consolidation)
- Administrative Unit Suspension
- Administrative Unit Discontinuation
- Reinstatement of Previously Suspended Administrative Unit
- Reinstatement of Previously Discontinued Administrative Unit

#### New Administrative Unit:

- New Administrative Unit
- New Center
- New Institute
- New Bureau

**Other: (explain change)**

## Additional Approvals (if applicable)

**Graduate Council\***  Yes  
 No

**Council on Teacher Education\***  Yes  
 No

## Section I: The Request

**R401 Purpose\*** Updating Plan of Study for Automotive Technology. Updating credit hours and raising available credits for financial aid support as approved.

## Section II: Program Proposal

**Proposed Action & Rationale\*** Updating Plan of Study and Schedule of Courses.

**Labor Market Demand (if applicable)**


**Consistency with Institutional Mission & Institutional Impact\*** Creating a comprehensive program in line with local and national industry standards that is both affordable and financial aid eligible. This is an existing program that has produced great successes in the past and will continue to in the future.

**Finances\*** This is an existing program and will not require new funding to update.

## Section III: Curriculum (if applicable)

**Program Curriculum  
Narrative**

AUTO 1000	Introduction to Transportation Technology I	4
AUTO 1100	Engine Repair Theory	3
AUTO 1105	Engine Repair Lab	3
AUTO 1200	Automatic Transmission/Transaxle Theory	3
AUTO 1205	Automatic Transmission/Transaxle Lab	2
AUTO 1300	Manual Drive Train and Axle Theory	3
AUTO 1305	Manual Drive Train and Axle Lab	2
AUTO 1400	Suspension and Steering Theory	3
AUTO 1405	Suspension and Steering Lab	3
AUTO 1500	Brakes Theory	3
AUTO 1505	Brake Lab	2
AUTO 1600	Electrical and Electronics I Theory	3
AUTO 1605	Electrical and Electronics I Lab	3
AUTO 1800	Engine Performance I Theory	3
AUTO 1805	Engine Performance I Lab	3
	<b>Totals</b>	<b>43</b>

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

5 March 2021

### **ITEM FOR ACTION**

Utah State University's Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences proposes updating the requirements for the Medical Assistant Certificate of Completion to reflect the 30-credit hour technical assistant with 15-16 credit certificate program prerequisites as required by accreditation standards.

### **EXECUTIVE SUMMARY**

The Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences proposes updating the requirements for the Medical Assistant Certificate of Completion to reflect the 30-credit hour technical assistant with 15-16 credit certificate program prerequisites as required by accreditation standards.

### **RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to update the requirements for the Medical Assistant Certificate of Completion to reflect the 30-credit hour technical assistant with 15-16 credit certificate program prerequisites as required by accreditation standards in the College of Agriculture and Applied Sciences' Department of Aviation and Technical Education.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Aviation and Technical Education in the College of Agriculture and Applied Science proposes updating the requirements for the Medical Assistant Certificate of Completion to reflect the 30-credit hour technical assistant with 15-16 credit certificate program prerequisites as required by accreditation standards, and

WHEREAS, The proposal will align the program credit requirements with the financial aid eligibility for 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 update the requirements for the Medical Assistant Certificate of Completion to reflect the 30-credit hour technical assistant with 15-16 credit certificate program prerequisites as required by accreditation standards in the College of Agriculture and Applied Sciences' Department of Aviation and Technical Education and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE:

# CAAS - Aviation and Technical Education - Medical Assistant Certificate of Completion

## 4.1.a R401 Abbreviated Program Proposal

### Proposal Information

#### Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

#### Contact Information:

Paul Barr: Vice Provost (797-0718)

**Step 1: Turn** on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

**Step 2: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

**COLLEGE (include all cross listed colleges)\***

CAAS

**DEPARTMENT (include all cross listed departments)\***

Aviation and Technical Education

**Current Title (if applicable)\*** Medical Assistant Certificate of Completion

**Proposed Title\*** Medical Assistant Certificate of Completion

**Step 3: Enter** the Correct CIP Code Using the Following Website: [Classification](#)

Step 3: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

**CIP Code (6-digits)** 510801  
\*

**Minimum Number of Credits (if applicable)\*** 45

**Maximum Number of Credits (if applicable)\*** 46

**Type of Degree: (BA, BS, etc.)\*** Certificate of Completion

## Request

### Step 4: Select the Type of Change Being Requested.

**New Academic Program:**

- Certificates of Completion (including CTE)
- Certificates of Proficiency (including CTE)
- Institutional Certificate of Proficiency
- K-12 Endorsement Program
- Minor
- New Emphasis for Existing Program
- Out of Service Area Delivery Program (attach signed MOU)
- Post-Baccalaureate
- Post-Masters Certificate

**Existing Academic Program Changes:**

- 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 (attach signed MOU)

**Administrative Unit Changes:**

- Name Change of Existing Unit
- Administrative Unit Transfer
- Administrative Unit Restructure (with or without Consolidation)
- Administrative Unit Suspension
- Administrative Unit Discontinuation
- Reinstatement of Previously Suspended Administrative Unit
- Reinstatement of Previously Discontinued Administrative Unit



- New Administrative Unit:**
- New Administrative Unit
  - New Center
  - New Institute
  - New Bureau

**Other: (explain change)** Updating course plan credits for financial aid cost of attendance calculation

### Additional Approvals (if applicable)

**Graduate Council\***  Yes  
 No

**Council on Teacher Education\***  Yes  
 No

### Section I: The Request

**R401 Purpose\*** Update the requirements for the Medical Assistant Certificate of Completion to reflect the 30 credit hour technical assistant with 15-16 credit certificate program prerequisites as required by the accreditation standards.

### Section II: Program Proposal

**Proposed Action & Rationale\*** The certificate of completion credit requirement including the prerequisite courses totals 45-46 credits. The accreditors recognize the Medical Assistant certificate as being 30 credits + 15-16 credits of program prerequisites. This request is to align the program credit requirements with the financial aid eligibility.

**Labor Market Demand (if applicable)**


**Consistency with Institutional Mission & Institutional Impact\*** The Medical Assistant Certificate of Completion is an existing program in the Health Professions programs.

**Finances\*** No changes to current practices. Request is clarifying student requirements.

### Section III: Curriculum (if applicable)


**Program Curriculum  
Narrative**

The 2020-21 catalog describes the program accurately. The document from the catalog has been attached describing existing program efforts.

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

5 March 2021

**ITEM FOR ACTION**

Utah State University's Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences proposes to offer a new Post-Baccalaureate Certificate in Practitioner of Food Safety.

**EXECUTIVE SUMMARY**

The Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences proposes to offer a new Post-Baccalaureate Certificate in Practitioner of Food Safety.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to offer a new Post-Baccalaureate Certificate in Practitioner of Food Safety in the College of Agriculture and Applied Sciences' Department of Nutrition, Dietetics and Food Sciences.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Science proposes to offer a new Post-Baccalaureate Certificate in Practitioner of Food Safety, and

WHEREAS, The proposal will provide students with advanced training in food microbiology, toxicology and sanitation, 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 new Post-Baccalaureate Certificate in Practitioner of Food Safety in the College of Agriculture and Applied Sciences' Department of Nutrition, Dietetics, and Food Sciences and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE:

# CAAS - Nutrition, Dietetics and Food Sciences - Practitioner of Food Safety Certificate

## 4.1.a R401 Abbreviated Program Proposal

### Proposal Information

#### Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

#### Contact Information:

Paul Barr: Vice Provost (797-0718)

**Step 1: Turn** on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

**Step 2: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

**COLLEGE (include all cross listed colleges)\***

CAAS

**DEPARTMENT (include all cross listed departments)\***

Nutrition, Dietetics and Food Sciences

**Current Title (if applicable)\*** not applicable

**Proposed Title\*** Practitioner of Food Safety Certificate

**Step 3: Enter** the Correct CIP Code Using the Following Website: [Classification](#)

Step 3: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

CIP Code (6-digits) 01.1001

Minimum Number of Credits (if applicable)\* 11

Maximum Number of Credits (if applicable)\* 11

Type of Degree: (BA, BS, etc.)\* Post-Baccalaureate Certificate

## Request

### Step 4: Select the Type of Change Being Requested.

- New Programs:**
- New Certificates of Proficiency-except Institutional Certificates
  - New Certificates of Completion
  - New Post-Baccalaureate and Post-Masters Certificates
  - New Minors
  - New Emphases within an Approved Degree
  - New K-12 Endorsements
  - Other

- Existing Program Changes:**
- Program Transfer
  - Program Restructure
  - Program Consolidation
  - Program Suspension
  - Program Discontinuation
  - Program Name Change
  - Out-of-Service Area Delivery of a Program
  - Reinstatement of a Previously Suspended Program
  - Other

- Administrative Unit Changes:**
- New Administrative Units
  - Administrative Unit Transfer
  - Administrative Unit Restructure
  - Administrative Unit Consolidation
  - Reinstatement of Previously Suspended Administrative Units
  - Other

- Creation of Non-Administrative Units:**
- New Center
  - New Institute
  - New Bureau
  - Other

**Other: (explain change)**

### Additional Approvals (if applicable)

**Graduate Council\***  Yes  
 No

**Council on Teacher Education\***  Yes  
 No

### Section I: The Request

**R401 Purpose\*** The Department of Nutrition, Dietetics and Food Sciences requests the approval of a new Post-Baccalaureate certificate, Practitioner of Food Safety.

### Section II: Program Proposal

**Proposed Action & Rationale\***

The USU Nutrition, Dietetics and Food Sciences department currently offers an online professional degree, the Master of Food Safety and Quality (Plan C). This degree was designed to be flexible to meet the needs of students who desired additional coursework to enhance their professional career but were not seeking employment in research-oriented fields. The proposed Practitioner of Food Safety Certificate will provide additional educational opportunities to industry professionals who are unable to commit to a full master's program.

The Practitioner of Food Safety Certificate provides students with advanced training in food microbiology, toxicology, and sanitation. Students must also demonstrate mastery in two areas aligned with industry or regulatory trainings, for example, Hazard Analysis and Critical Control Points, Preventive Controls for Human Food, or Food Safety and Quality management systems. The certificate credits can be applied toward the requirements for the Master of Food Safety and Quality degree, should the student decide to further their studies. A bachelor's degree is required for admission into the certificate program.

Since the passage of the Food Safety Modernization Act (FSMA) in 2011, there have been significant changes in the food safety landscape. In 2019, the Food and Drug Administration (FDA) proposed to work with industry, academia, and other government agencies to create a safer, and more readily traceable, food system, within the formal structure of FSMA. Their plan was officially announced July 13, 2020, with the current pandemic highlighting the importance of food safety. From Stephen M. Hahn, M.D., Commissioner of Food and Drugs:

“In March, we were a few days away from announcing the release of the New Era of Smarter Food Safety Blueprint when the FDA’s focus turned to the COVID-19 pandemic. Our plans for the New Era initiative were rightfully put on hold in order to prioritize the agency’s COVID-19 response...The challenges that have arisen during the pandemic have made it clear that the actions called for in the blueprint will strengthen how we approach the safety and security of the food supply, not just in the normal course of events but especially in times of crisis.”

<https://www.fda.gov/food/new-era-smarter-food-safety>

The New Era of Smarter Food Safety Blueprint identifies four core elements that will be central to the Agency’s activities over the next decade: Tech-enabled Traceability; Smarter Tools and Approaches for Prevention and Outbreak Response; New Business Models and Retail Modernization; and Food Safety Culture. Beyond the obvious element of Food Safety Culture, food safety professionals will be needed to guide the changes in retail food companies. As a direct result of the COVID-19 pandemic, the FDA identified new business models, such as grocery delivery services, that bring to light additional food safety concerns and regulatory questions.

Individuals with targeted training in food safety will be in demand in multiple industries to respond to these new challenges. The proposed certificate program will prepare individuals already working in the food industry to address pandemic-related and food safety concerns. Though the food processing sector did not suffer job losses seen in other food-related industries (i.e. restaurants), it is more important than ever to have skilled employees ensuring a safe and constant food supply.



**Labor Market Demand (if applicable)**

The Bureau of Labor Statistics projects an employment growth rate of 5% (2018 – 2028) for Food Scientists and Technologists, on par with the average for all occupations. The Utah Department of Workforce Services states that, though most job openings will be due to the need for replacements, technological and scientific advancements will result in an increasing demand for trained Food Scientists. However, as this is an entirely online program, students across the country may enroll. In their most recent nation-wide salary survey (2019), the Institute of Food Technologists reports a median starting salary of \$50,200 for BS graduates and \$63,800 for MS. Advanced training in food safety will open additional career pathways and provide increased job security compared to individuals with BS degrees.

**Consistency with Institutional Mission & Institutional Impact\***


As a land-grant university, USU has strong ties to agriculture and offers several related degrees, including food science. USU is the only university in Utah to grant graduate degrees in Food Science, including one professional (Master of Food Safety and Quality) and two research-based (MS, PhD) degrees. As such, the proposed certificate program will have no impact on other USHE institutions.

**Finances\***

No new funds are required for the proposed certificate. All required courses are currently taught for the Master of Food Safety and Quality program. Tuition returns from distance education will be used to hire additional instructors or teaching assistants as needed. The current Program Director and Graduate Program Coordinator will use existing systems to track students in the proposed certificate program.


**Section III: Curriculum (if applicable)**

**Program Curriculum Narrative**

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

5 March 2021

**ITEM FOR ACTION**

Utah State University's Department of Music in the Caine College of the Arts proposes creating a Piano Pedagogy Minor.

**EXECUTIVE SUMMARY**

The Department of Music in the Caine College of the Arts proposes creating a Piano Pedagogy Minor.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to create a Piano Pedagogy Minor in the Caine College of the Arts' Department of Music.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Music in the Caine College of the Arts proposes creating a Piano Pedagogy Minor, and

WHEREAS, The proposal will provide students from non-music majors an opportunity to train and teach piano in an independent studio, 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 create a Piano Pedagogy Minor in the Caine College of the Arts' Department of Music and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

\_\_\_\_\_  
DATE:

# CCA - Music - Piano Pedagogy Minor

## 4.1.a R401 Abbreviated Program Proposal

### Proposal Information

#### Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

#### Contact Information:

Paul Barr: Vice Provost (797-0718)

**Step 1: Turn** on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

**Step 2: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

COLLEGE (include all cross listed colleges)\*

CCA

DEPARTMENT (include all cross listed departments)\*

Music

Current Title (if applicable)\*

None

Proposed Title\* Piano Pedagogy Minor

**Step 3: Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

**CIP Code (6-digits)** 50.0912  
\*

**Minimum Number of Credits (if applicable)\*** 22

**Maximum Number of Credits (if applicable)\*** 22

**Type of Degree: (BA, BS, etc.)\*** Minor

## Request

**Step 4: Select the Type of Change Being Requested.**

- New Programs:**
- Certificates of Completion
  - Certificates of Proficiency
  - Certificates of Proficiency - except Institutional Certificates
  - Emphases within an Approved Degree
  - Institutional Certificates of Proficiency
  - K-12 Endorsements
  - Minors
  - Post-Baccalaureate and Post-Masters Certificates
  - Other

- Existing Program Changes:**
- Program Transfer
  - Program Restructure
  - Program Consolidation
  - Program Suspension
  - Program Discontinuation
  - Program Name Change
  - Out-of-Service Area Delivery of a Program
  - Reinstatement of a Previously Suspended Program
  - Other

- Administrative Unit Changes:**
- New Administrative Units
  - Administrative Unit Transfer
  - Administrative Unit Restructure
  - Administrative Unit Consolidation
  - Reinstatement of Previously Suspended Administrative Units

Other

- Creation of Non-Administrative Units:**
- New Center
  - New Institute
  - New Bureau
  - Other

**Other: (explain change)**

## Additional Approvals (if applicable)

**Graduate Council\***  Yes  
 No

**Council on Teacher Education\***  Yes  
 No

## Section I: The Request

**R401 Purpose\*** The purpose of this R401 is to propose creation of a Piano Pedagogy minor for non-music major students at Utah State University.

## Section II: Program Proposal

**Proposed Action & Rationale\*** There has been consistent interest in piano pedagogy courses from non-music majors who have experience as pianists, and who want training to teach piano in an independent studio. Offering piano pedagogy as a minor will fill this demand, while offering Utah State University's piano majors the opportunity to interact with other pianists outside the Department of Music, adding energy and diversity to some of the piano courses offered.

**Labor Market Demand (if applicable)** Integrating piano performance and pedagogy will prepare students to be solo and collaborative performers, as well as instructors for individuals and groups at a variety of proficiencies and settings. Independent piano studio teachers continue to be in demand around the United States, with an estimate of over 200,000 teachers nationwide (<https://pianoeducation.org/pnotomem.html>). The US Bureau of Labor Statistics reported a median annual salary in 2016 of \$68,650, and a projected 12% increase in jobs from 2016-2026 for all art, drama and music teachers at the postsecondary level (<https://www.bls.gov/careeroutlook/2017/article/occupational-projections-charts.htm>).

**Consistency with Institutional Mission** A minor in piano pedagogy would fulfill Utah State University's goal as a land-grant

**& Institutional Impact\***

institution by “educating the state” and offering training for piano teachers who will interact directly with the community.

**Finances\***

There will be no impact on faculty loads or salary. All courses in the proposed minor are offered as part of regular faculty loads.

### Section III: Curriculum (if applicable)


**Program Curriculum Narrative**

The minor in Piano Pedagogy intends to train piano instructors in giving professional-level instruction to pianists from beginning through advanced levels. Instruction will include training on their own piano skills, as well as courses in pedagogy, and general music analysis and history. Minor requirements are as follows:

- MUSC 1010 - Introduction to Music (BCA) (3 credits)
- MUSC 1100 - Fundamentals of Music for Non-Music Majors (BCA) OR MUSC 1110 - Music Theory I (BCA) (by instructor permission) (3 credits)
- MUSC 1430 - Piano Pedagogy I (3 credits)
- MUSC 1440 - Piano Pedagogy II (3 credits)
- Select 6 credits from the following options:
  - MUSC 1420 - Pedagogy Practicum (3 credits)
  - MUSC 2420 - Piano Literature I (3 credits)
  - MUSC 2430 - Piano Literature II (3 credits)
  - MUSC 2440 - Piano Literature III (3 credits)
  - MUSC 3410 - Collaborative Piano in Ensemble (1 credit)
  - MUSC 4410 - Special Topics in Performance and Pedagogy (1 credit)
- MUSC 1480 - Individual Piano Instruction for Nonmusic Majors (4 credits total)


Four semesters, each for 1 credit hour. Because of the nature of applied study, the faculty recommends taking all 4 semesters consecutively.

Total Credits Required: 22

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

## Step 6: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.



5 March 2021

**ITEM FOR ACTION**

Utah State University's Department of Theatre Arts in the Caine College of the Arts proposes suspending the Theatre Education Applied Option-BFA.

**EXECUTIVE SUMMARY**

The Department of Theatre Arts in the Caine College of the Arts suspending the Theatre Education Applied Option-BFA.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to suspend the Theatre Education Applied Option-BFA in the Caine College of the Arts' Department of Theatre Arts.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Theatre Arts in the Caine College of the Arts proposes suspending the Theatre Education Applied Option-BFA, and

WHEREAS, The proposal will better align students with another similar program that will continue in Theatre Arts, 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 suspend the Theatre Education Applied Option-BFA in the Caine College of the Arts' Department of Theatre Arts and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# CCA - Theatre Arts - Theatre Education Applied Option - BFA

## 4.1.a R401 Abbreviated Program Proposal

### Proposal Information

#### Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

#### Contact Information:

Paul Barr: Vice Provost (797-0718)

**Step 1: Turn** on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

**Step 2: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

**COLLEGE (include all cross listed colleges)\***

CCA

**DEPARTMENT (include all cross listed departments)\***

Theatre Arts

**Current Title (if applicable)\*** Theatre Education Applied Option - BFA

**Proposed Title\*** Theatre Education Applied Option - BFA

**Step 3: Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

**CIP Code (6-digits)** 50.0501  
\*

**Minimum Number of Credits (if applicable)\*** 120

**Maximum Number of Credits (if applicable)\*** 120

**Type of Degree: (BA, BS, etc.)\*** BFA

## Request

**Step 4: Select the Type of Change Being Requested.**

- New Programs:**
- Certificates of Completion
  - Certificates of Proficiency
  - Certificates of Proficiency - except Institutional Certificates
  - Emphases within an Approved Degree
  - Institutional Certificates of Proficiency
  - K-12 Endorsements
  - Minors
  - Post-Baccalaureate and Post-Masters Certificates
  - Other

- Existing Program Changes:**
- Program Transfer
  - Program Restructure
  - Program Consolidation
  - Program Suspension
  - Program Discontinuation
  - Program Name Change
  - Out-of-Service Area Delivery of a Program
  - Reinstatement of a Previously Suspended Program
  - Other

- Administrative Unit Changes:**
- New Administrative Units
  - Administrative Unit Transfer
  - Administrative Unit Restructure
  - Administrative Unit Consolidation
  - Reinstatement of Previously Suspended Administrative Units

Other

- Creation of Non-Administrative Units:**
- New Center
  - New Institute
  - New Bureau
  - Other

**Other: (explain change)**

### Additional Approvals (if applicable)

**Graduate Council\***  Yes  
 No

**Council on Teacher Education\***  Yes  
 No

### Section I: The Request

**R401 Purpose\*** The purpose of this proposal is to suspend the program “Theatre Education Applied Option – BFA” at Utah State University. It has been prepared and submitted by the Department of Theatre Arts.

### Section II: Program Proposal

**Proposed Action & Rationale\*** The proposed action is suspension of the program “Theatre Education Applied Option – BFA.” The reason for this change is consistently low enrollment and the existence of a similar program that will continue. In terms of enrollment: only 2 students are enrolled this semester (fall 2020) and both of those students will graduate this spring. Further, the department will continue the existing program in “Theatre Education – Certification Option – BFA.” This continuing program is similar to the option being suspended, and the department believes that future students will be served by this continuing program; therefore anticipated total student enrollment in the department will not be affected. No courses will be added, deleted, changed in frequency, or otherwise affected by this change. No changes to current faculty teaching loads will result from this change.


**Labor Market Demand (if applicable)**

**Consistency with Institutional Mission & Institutional** Given the program’s very limited enrollment and the continuation of a similar program, this program suspension should have no significant institutional impact.

**Impact\*****Finances\***


The suspension of this program will have no or minimal impact on finances. There will be no changes in the department in terms of courses offered or faculty teaching those courses. Because the "Theatre Education – Certification" option will continue, the department anticipates that new theatre education students will enroll in this program. Given that there is an alternative program, the total enrollment in the department will not be affected.

**Section III: Curriculum (if applicable)****Program Curriculum  
Narrative**

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

5 March 2021

### **ITEM FOR ACTION**

Utah State University's Departments of Communicative Disorders and Deaf Education, Human Development and Family Studies, Instructional Technology and Learning Sciences, Kinesiology and Health Science, Psychology, School of Teacher Education and Leadership, and Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services proposes creating a Certificate in Advanced Research Methods and Analysis – Quantitative.

### **EXECUTIVE SUMMARY**

The Departments of Communicative Disorders and Deaf Education, Human Development and Family Studies, Instructional Technology and Learning Sciences, Kinesiology and Health Science, Psychology, School of Teacher Education and Leadership, and Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services proposes creating a Certificate in Advanced Research Methods and Analysis – Quantitative.

### **RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to create a Certificate in Advanced Research Methods and Analysis – Quantitative in the Emma Eccles Jones College of Education and Human Services' Departments of Communicative Disorders and Deaf Education, Human Development and Family Studies, Instructional Technology and Learning Sciences, Kinesiology and Health Science, Psychology, School of Teacher Education and Leadership, and Special Education and Rehabilitation Counseling.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Departments of Communicative Disorders and Deaf Education, Human Development and Family Studies, Instructional Technology and Learning Sciences, Kinesiology and Health Science, Psychology, School of Teacher Education and Leadership, and Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services proposes creating a Certificate in Advanced Research Methods and Analysis – Quantitative, and

WHEREAS, The proposal will facilitate graduate students' knowledge and application of advanced research methods, 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 create a Certificate in Advanced Research Methods and Analysis – Quantitative, in the Emma Eccles Jones College of Education and Human Services' Departments of Communicative Disorders and Deaf Education, Human Development and Family Studies, Instructional Technology and Learning Sciences, Kinesiology and Health Science, Psychology, School of Teacher Education and Leadership, and Special Education and Rehabilitation Counseling and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_



**CEHS - \*EDUC Courses Communicative Disorders and Deaf Education Human Development and Family Studies Instructional Technology and Learning Sciences Kinesiology and Health Science Psychology School of Teacher Education and Leadership Special Education and**

**4.1.a R401 Abbreviated Program Proposal**

**Proposal Information**

**Instructions for Completing R401:**

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

**Contact Information:**

Paul Barr: Vice Provost (797-0718)

**Step 1: Turn** on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

**Step 2: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

**COLLEGE (include all cross listed colleges)\***

**DEPARTMENT (include all cross listed departments)\***

**Current Title (if applicable)\*** Not Applicable

**Proposed Title\*** Certificate in Advanced Research Methods and Analysis - Quantitative

**Step 3: Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

**CIP Code (6-digits)\*** 45.0102

**Minimum Number of Credits (if applicable)\*** 15

**Maximum Number of Credits (if applicable)\*** 30

**Type of Degree: (BA, BS, etc.)\*** Post-Baccalaureate Certificate

## Request

**Step 4: Select** the Type of Change Being Requested.

- New Programs:**
- Certificates of Completion
  - Certificates of Proficiency
  - Certificates of Proficiency - except Institutional Certificates
  - Emphases within an Approved Degree
  - Institutional Certificates of Proficiency
  - K-12 Endorsements
  - Minors
  - Post-Baccalaureate and Post-Masters Certificates
  - Other

- Existing Program Changes:**
- Program Transfer
  - Program Restructure
  - Program Consolidation
  - Program Suspension
  - Program Discontinuation
  - Program Name Change
  - Out-of-Service Area Delivery of a Program
  -

- Reinstatement of a Previously Suspended Program
- Other

**Administrative Unit Changes:**

- New Administrative Units
- Administrative Unit Transfer
- Administrative Unit Restructure
- Administrative Unit Consolidation
- Reinstatement of Previously Suspended Administrative Units
- Other

**Creation of Non-Administrative Units:**

- New Center
- New Institute
- New Bureau
- Other

**Other: (explain change)**

**Additional Approvals (if applicable)**

**Graduate Council\***  Yes  
 No

**Council on Teacher Education\***  Yes  
 No

**Section I: The Request**

**R401 Purpose\***

The Emma Eccles Jones College of Education and Human Services at the Utah State University requests approval to offer the following Post-Baccalaureate (Graduate) Certificate Program: Certificate in Advanced Research Methods and Analysis - Quantitative (CARMA-Q) effective Fall 2021.

**Section II: Program Proposal**

**Proposed Action & Rationale\***

The Emma Eccles Jones College of Education and Human Services (EEJ CEHS) proposes the creation of a Post-Baccalaureate (Graduate) Certificate in Advanced Research Methods and Analysis - Quantitative (CARMA-Q). The establishment of this certificate is anticipated to: (a) facilitate graduate students' knowledge and application of advanced research methods related to their fields of discipline; (b) increase graduate students' marketability for future careers post-graduation; and (c) advance graduate students', as well as faculty members', research programs by utilizing innovative and cutting-edge research methodologies.

Ultimately, this certificate will provide graduate students with added value to their degrees in their home departments.

**Labor Market Demand (if applicable)**

Both the academic and non-academic labor markets are consistently searching for candidates with strong analytic skills. This certificate program will enhance USU graduates' competitiveness for positions in which such skills are required. Further, analysis of peer institutions (both USU peer universities as well as other regional land-grant universities) reveals that more than half offer similar certificate programs or graduate minors in advanced research methodologies and statistics. Establishment of this certificate program also will make EEJ CEHS (as well as social science programs in other colleges) graduate programs more attractive to top graduate student candidates.

**Consistency with Institutional Mission & Institutional Impact\***

Consistent with the mission of the EEJ CEHS, the establishment of this Post-Baccalaureate (Graduate) Certificate will:

- Offer high quality graduate programs in education and human services that are innovative and widely accessible;
- Support and nurture students (and indirectly faculty) interested in and committed to conducting cutting-edge research through the application of advanced research methodologies and statistics.


**Finances\***

Establishment and maintenance of this Post-Baccalaureate (Graduate) Certificate will require no financial contributions from the university, School of Graduate Studies, or EEJ CEHS. All of the classes proposed to be included in the certificate are offered regularly, either by the college (EDUC) or a department within the college. Oversight of the certificate will fall under the responsibilities of the EEJ CEHS Associate Dean for Research.

**Section III: Curriculum (if applicable)**


**Program Curriculum Narrative**

This flexible, 15 credit, Post-Baccalaureate (Graduate) Certificate requires the completion of two courses (EDUC/PSY 6600: Statistical Foundations and EDUC/PSY 7610: Regression Analysis) and the completion of 9 credits in elective courses.

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

5 March 2021

**ITEM FOR ACTION**

Utah State University's Department of Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services proposes changing the name of the Rehabilitation Counseling specialization within the Disability Disciplines doctoral program to Rehabilitation Counselor Education and Supervision.

**EXECUTIVE SUMMARY**

The Department of Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services proposes changing the name of the Rehabilitation Counseling specialization within the Disability Disciplines doctoral program to Rehabilitation Counselor Education and Supervision.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to change the name of the Rehabilitation Counseling specialization within the Disability Disciplines doctoral program to Rehabilitation Counselor Education and Supervision in the Emma Eccles Jones College of Education and Human Services' Department of Special Education and Rehabilitation Counseling.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services proposes changing the name of the Rehabilitation Counseling specialization within the Disability Disciplines doctoral program to Rehabilitation Counselor Education and Supervision, and

WHEREAS, The proposal will help the student's professional identity as a counselor upon completion of the 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 change the name of the Rehabilitation Counseling specialization within the Disability Disciplines doctoral program to Rehabilitation Counselor Education and Supervision, in the Emma Eccles Jones College of Education and Human Services' Department of Special Education and Rehabilitation Counseling and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE:

# CEHS - Special Education and Rehabilitation Counseling - Disability Disciplines - Rehabilitation Counselor Education and Supervision

## 4.1.a R401 Abbreviated Program Proposal

### Proposal Information

#### Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

#### Contact Information:

Paul Barr: Vice Provost (797-0718)

**Step 1: Turn** on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

**Step 2: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

COLLEGE (include all cross listed colleges)\*

CEHS

DEPARTMENT (include all cross listed departments)\*

Special Education and Rehabilitation Counseling

Current Title (if applicable)\*

Disability Disciplines - Rehabilitation Counseling

Proposed Title\*

Disability Disciplines - Rehabilitation Counselor Education and Supervision

**Step 3: Enter** the Correct CIP Code Using the Following Website: [Classification](#)



Step 3: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

**CIP Code (6-digits)** 51.2310  
\*

**Minimum Number of Credits (if applicable)\*** 61

**Maximum Number of Credits (if applicable)\*** 62

**Type of Degree: (BA, BS, etc.)\*** Doctorate of Philosophy

## Request

### Step 4: Select the Type of Change Being Requested.

- New Programs:**
- Certificates of Completion
  - Certificates of Proficiency
  - Certificates of Proficiency - except Institutional Certificates
  - Emphases within an Approved Degree
  - Institutional Certificates of Proficiency
  - K-12 Endorsements
  - Minors
  - Post-Baccalaureate and Post-Masters Certificates
  - Other

- Existing Program Changes:**
- Program Transfer
  - Program Restructure
  - Program Consolidation
  - Program Suspension
  - Program Discontinuation
  - Program Name Change
  - Out-of-Service Area Delivery of a Program
  - Reinstatement of a Previously Suspended Program
  - Other

- Administrative Unit Changes:**
- New Administrative Units
  - Administrative Unit Transfer
  - Administrative Unit Restructure
  - Administrative Unit Consolidation
  - Reinstatement of Previously Suspended Administrative Units

- Reinstatement of Previously Suspended Administrative Units
- Other

- Creation of Non-Administrative Units:**
- New Center
  - New Institute
  - New Bureau
  - Other

**Other: (explain change)**

### Additional Approvals (if applicable)

- Graduate Council\***
- Yes
  - No

- Council on Teacher Education\***
- Yes
  - No

### Section I: The Request

**R401 Purpose\***

The Department of Special Education and Rehabilitation Counseling in the College of Education and Human Services seeks to change the name of the Rehabilitation Counseling specialization within the Disability Disciplines doctoral program to Rehabilitation Counselor Education and Supervision.

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) is the accrediting body for doctoral programs in counselor education. Their preferred name for doctoral programs is Counselor Education and Supervision. To align with this, the department is seeking to change the name of the counseling specialization within the Disability Disciplines doctoral program to Rehabilitation Counselor Education and Supervision.

The department wants to emphasize that this name change applies only to the Rehabilitation Counseling specialization within the Disability Disciplines doctoral program.

### Section II: Program Proposal

**Proposed Action & Rationale\***

The Department of Special Education and Rehabilitation Counseling in the College of Education and Human Services seeks to change the name of the Rehabilitation Counseling specialization within the Disability Disciplines doctoral program to Rehabilitation Counselor Education and Supervision. Counselor Education and Supervision is the preferred title by the accreditation body CACREP. This will help add wording to the degree title emphasizing the development of a potential student's/graduate's professional identity as a counselor upon completion of their program. While this is a small change, it will allow the department to move forward with accrediting the doctoral program and begin large scale recruitment for doctoral students. Presently, given the hiring preference for graduates of CACREP-accredited doctoral programs, the change to the doctoral specialization and eventual accreditation will be a boon to current and future students.

**Labor Market Demand (if applicable)**

While not yet accredited, the name change to this specialization within the Disability Disciplines doctoral program will allow the doctoral program at USU to seek accreditation. If accredited, the Counseling specialization will be one of eight accredited doctoral programs in the intermountain west. The labor market is strong. While no specific labor market information is available through the Occupation Outlook Handbook or O\*Net OnLine, research has indicated a strong need for additional counselor educators at the doctoral level (O'Brien & Graham, 2009).

**Consistency with Institutional Mission & Institutional Impact\***

This will meet the mission of USU by being the only counselor education and supervision program in the state of Utah. Graduates will be qualified to serve the state of Utah as professional counselors or as faculty members in institutions of higher education. No additional strain on faculty and staff structures is anticipated.


**Finances\***

There are no anticipated costs associated with the name change. All courses are part of the existing Rehabilitation Counseling curriculum within the Disability Disciplines doctoral degree curriculum. There is no anticipated impact on facilities and equipment and we do not anticipate any budgetary impact.

**Section III: Curriculum (if applicable)**


**Program Curriculum Narrative**

The curriculum is not effected by the proposed name change to the specific specialization.

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

## Step 6: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

5 March 2021

### **ITEM FOR ACTION**

Utah State University's Department of Economics and Finance in the Jon M. Huntsman School of Business proposes creating a new Econometrics and Data Analytics emphasis within the existing BA/BS Economics Degree.

### **EXECUTIVE SUMMARY**

The Department of Economics and Finance in the Jon M. Huntsman School of Business proposes creating a new Econometrics and Data Analytics emphasis within the existing BA/BS Economics Degree.

### **RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to create a new Econometrics and Data Analytics emphasis within the existing BA/BS Economics Degree in the Jon M. Huntsman School of Business' Department of Economics and Finance.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Economics and Finance in the Jon M. Huntsman School of Business proposes creating a new Econometrics and Data Analytics emphasis within the existing BA/BS Economics Degree, and

WHEREAS, The proposal will allow students to differentiate themselves within the broader economics curriculum and prepare them for the labor market, 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 create a new Econometrics and Data Analytics emphasis within the existing BA/BS Economics Degree, in the Jon M. Huntsman School of Business' Department of Economics and Finance and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# HSB - Economics and Finance - Economics BA BS - Econometrics and Data Analytics Emphasis

## 4.1.a R401 Abbreviated Program Proposal

### Proposal Information

#### Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

#### Contact Information:

Paul Barr: Vice Provost (797-0718)

**Step 1: Turn** on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

**Step 2: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

**COLLEGE (include all cross listed colleges)\***

HSB

**DEPARTMENT (include all cross listed departments)\***

Economics and Finance

**Current Title (if applicable)\*** NA

**Proposed Title\*** Economics BA BS - Econometrics and Data Analytics Emphasis

**Step 3: Enter** the Correct CIP Code Using the Following Website: [Classification](#)

Step 3: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

CIP Code (6-digits) 45.0601

Minimum Number of Credits (if applicable)\* 12

Maximum Number of Credits (if applicable)\* 12

Type of Degree: (BA, BS, etc.)\* BA, BS

## Request

### Step 4: Select the Type of Change Being Requested.

- New Programs:**
- Certificates of Completion
  - Certificates of Proficiency
  - Certificates of Proficiency - except Institutional Certificates
  - Emphases within an Approved Degree
  - Institutional Certificates of Proficiency
  - K-12 Endorsements
  - Minors
  - Post-Baccalaureate and Post-Masters Certificates
  - Other

- Existing Program Changes:**
- Program Transfer
  - Program Restructure
  - Program Consolidation
  - Program Suspension
  - Program Discontinuation
  - Program Name Change
  - Out-of-Service Area Delivery of a Program
  - Reinstatement of a Previously Suspended Program
  - Other

- Administrative Unit Changes:**
- New Administrative Units
  - Administrative Unit Transfer
  - Administrative Unit Restructure
  - Administrative Unit Consolidation
  - Reinstatement of Previously Suspended Administrative Units



Reinstatement of Previously Suspended Administrative Units

Other

**Creation of Non-Administrative Units:**

New Center

New Institute

New Bureau

Other

**Other: (explain change)**

**Additional Approvals (if applicable)**

**Graduate Council\***

Yes

No

**Council on Teacher Education\***

Yes

No

**Section I: The Request**

**R401 Purpose\***

To create a new "Econometrics and Data Analytics" emphasis within the existing BA/BS Economics Degree

**Section II: Program Proposal**

**Proposed Action & Rationale\***

It is proposed that the existing BA/BS degree in Economics be redesigned to include new emphases. The BA/BS degree in Economics currently has the following emphases: Economic Theory, Managerial Economics, Pre-law, International Economics and Trade, and Quantitative Economic History. Three new emphases are being proposed: Business Economics, Financial Economics, and Econometrics and Data Analytics. This proposal details the Econometrics and Data Analytics emphasis. This emphasis will allow students to differentiate themselves within the broader economics curriculum, enhance faculty mentoring of students within the subject matter, better prepare students for the labor market, and aid student placement.

The BA/BS degree in Economics typically has 300-400 majors on the Logan campus (typically 1000+ when including statewide campuses and the China Cooperative program). The large number of faculty and majors in the department allow for a wide array of economics courses to be offered. Given the breadth of content in the field of economics, students often lack a focused skill set or are not in a position to adequately signal the tools they have possessed in preparation for the job market. Faculty in the department, according to their expertise, will work with students in their emphasis and will take a more active role in mentoring students throughout the program. The emphases are Economic Theory, International Economics and Trade, Business Economics, Financial Economics, and Econometrics and Data Analytics, Managerial Economics, Pre-law, and Quantitative Economic History. Each emphasis supports a directed path to aid students in their career objectives.

The proposed emphasis does not require the creation of any new faculty or staff positions. Furthermore, no additional courses need to be created to facilitate the changes and additions.

**Labor Market Demand (if applicable)**

This is an existing degree program, and as noted above, it is one of the largest within the Huntsman School of Business. According to sources like Monster.com (<https://www.monster.com/career-advice/article/work-skills-2018-1217>) and the National Association of Colleges and Employers (<https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>), employers are seeking students that display critical thinking, analytical tools, and technical skills. One of the strengths of USU's Economics degree is the diverse set of faculty that offer a large array of courses ranging from economic history to advanced econometrics and machine learning. Currently, students must find ways to demonstrate the critical thinking, analytical tools, and technical skills they have obtained while searching for a job in the labor market. Employers and students have said that it would be helpful if there was a mechanism that would allow students with unique technical skills to differentiate themselves in the marketplace. Defined emphases on transcripts will substantially help in this process. Students entering the labor market with a background in data science and analytics are among the highest demanded globally. According to the BLS Occupational Outlook Handbook, there is a projected growth rate of 31% from 2019-2029 in the field of data science. In his book Business Data Science, Matt Taddy, the former Head of Economics and Data Science at Microsoft and current VP of Economic Technology at Amazon, strongly advocates for the need of economic training in the field of data science. An emphasis in Econometrics and Data Analytics will provide foundational microeconomic tools to our students and allow them to take advanced courses in econometrics, machine learning, and data analytics.

**Consistency with Institutional Mission & Institutional Impact\***


The proposed change is consistent with USU's mission of providing students with a student centered experience that prepares them to serve the public. Students will be more effectively positioned for employment opportunities and have a richer understanding of the context of managerial decision making. The program will be offered in the same areas as the existing degree program. No faculty/staff structures will be affected by the changes.

**Finances\***

Current funding levels are adequate to support the proposal as no new classes are proposed.


**Section III: Curriculum (if applicable)**

**Program Curriculum Narrative**

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

5 March 2021

**ITEM FOR ACTION**

Utah State University's Department of Economics and Finance in the Jon M. Huntsman School of Business proposes a new Business Economics Emphasis within the BA/BS degree in Economics.

**EXECUTIVE SUMMARY**

The Department of Economics and Finance in the Jon M. Huntsman School of Business proposes a new Business Economics Emphasis within the BA/BS degree in Economics.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal for a new Business Economics Emphasis within the BA/BS degree in Economics in the Jon M. Huntsman School of Business' Department of Economics and Finance.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Economics and Finance in the Jon M. Huntsman School of Business proposes new Business Economics Emphasis within the BA/BS degree in Economics, and

WHEREAS, The proposal will provide the students with more faculty mentoring and expertise, 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 new Business Economics Emphasis within the BA/BS degree in Economics, in the Jon M. Huntsman School of Business' Department of Economics and Finance and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# HSB - Economics and Finance - Economics BA BS - Business Economics Emphasis

## 4.1.a R401 Abbreviated Program Proposal

### Proposal Information

#### Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

#### Contact Information:

Paul Barr: Vice Provost (797-0718)

**Step 1: Turn** on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

**Step 2: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

**COLLEGE (include all cross listed colleges)\***

HSB

**DEPARTMENT (include all cross listed departments)\***

Economics and Finance

**Current Title (if applicable)\*** NA

**Proposed Title\*** Economics BA BS - Business Economics Emphasis

**Step 3: Enter** the Correct CIP Code Using the Following Website: [Classification](#)

Step 3: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

CIP Code (6-digits) 45.0601

Minimum Number of Credits (if applicable)\* 18

Maximum Number of Credits (if applicable)\* 18

Type of Degree: (BA, BS, etc.)\* BA, BS

## Request

### Step 4: Select the Type of Change Being Requested.

- New Programs:**
- Certificates of Completion
  - Certificates of Proficiency
  - Certificates of Proficiency - except Institutional Certificates
  - Emphases within an Approved Degree
  - Institutional Certificates of Proficiency
  - K-12 Endorsements
  - Minors
  - Post-Baccalaureate and Post-Masters Certificates
  - Other

- Existing Program Changes:**
- Program Transfer
  - Program Restructure
  - Program Consolidation
  - Program Suspension
  - Program Discontinuation
  - Program Name Change
  - Out-of-Service Area Delivery of a Program
  - Reinstatement of a Previously Suspended Program
  - Other

- Administrative Unit Changes:**
- New Administrative Units
  - Administrative Unit Transfer
  - Administrative Unit Restructure
  - Administrative Unit Consolidation
  - Reinstatement of Previously Suspended Administrative Units

Reinstatement of Previously Suspended Administrative Units

Other

**Creation of Non-Administrative Units:**

New Center

New Institute

New Bureau

Other

**Other: (explain change)**

**Additional Approvals (if applicable)**

**Graduate Council\***

Yes

No

**Council on Teacher Education\***

Yes

No

**Section I: The Request**

**R401 Purpose\***

Propose a new "Business Economics Emphasis" within the BA/BS degree in Economics

**Section II: Program Proposal**



**Proposed Action & Rationale\***

It is proposed that the existing BA/BS degree in Economics be redesigned to include new emphases. The BA/BS degree in Economics currently has the following emphases: Economic Theory, Managerial Economics, Pre-law, International Economics and Trade, and Quantitative Economic History. Three new emphases are being proposed: Business Economics, Financial Economics, and Econometrics and Data Analytics. This proposal details the Business Economics emphasis. This emphasis will allow students to differentiate themselves within the broader economics curriculum, enhance faculty mentoring of students within the subject matter, better prepare students for the labor market, and aid student placement.

The BA/BS degree in Economics typically has 300-400 majors on the Logan campus (typically 1000+ when including statewide campuses and the China Cooperative program). The large number of faculty and majors in the department allow for a wide array of economics courses to be offered. Given the breadth of content in the field of economics, students often lack a focused skill set or are not in a position to adequately signal the tools they have possessed in preparation for the job market. Faculty in the department, according to their expertise, will work with students in their emphasis and will take a more active role in mentoring students throughout the program. The emphases are Economic Theory, International Economics and Trade, Business Economics, Financial Economics, and Econometrics and Data Analytics, Managerial Economics, Pre-law, and Quantitative Economic History. Each emphasis supports a directed path to aid students in their career objectives.

The proposed emphasis does not require the creation of any new faculty or staff positions. Furthermore, no additional courses need to be created to facilitate the changes and additions.

**Labor Market Demand (if applicable)**

This is an existing degree program, and as noted above, it is one of the largest within the Huntsman School of Business. According to sources like Monster.com (<https://www.monster.com/career-advice/article/work-skills-2018-1217>) and the National Association of Colleges and Employers (<https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>), employers are seeking students that display critical thinking, analytical tools, and technical skills. One of the strengths of USU's Economics degree is the diverse set of faculty that offer a large array of courses ranging from economic history to advanced econometrics and machine learning. Currently, students must find ways to demonstrate the critical thinking, analytical tools, and technical skills they have obtained while searching for a job in the labor market. Employers and students have said that it would be helpful if there was a mechanism that would allow students with unique technical skills to differentiate themselves in the marketplace. Defined emphases on transcripts will substantially help in this process. In a global economy that requires students to be more competitive to land high quality jobs, signaling an expertise in more than one area can produce substantial dividends. Particularly, students in the Economics and Finance department are encouraged to double major with other majors in the business school and across campus. The Business Economics emphasis facilitates this process by helping students obtain a breadth of knowledge in economics and other business fields. The emphasis is structured to encourage double majoring. Although it requires six additional credit hours, there are economies of scope as students have the ability to double count a select number electives in the Business Economics emphasis with other majors in the business school.

**Consistency with Institutional Mission & Institutional Impact\***


The proposed change is consistent with USU's mission of providing students with a student centered experience that prepares them to serve the public. Students will be more effectively positioned for employment opportunities and have a richer understanding of the context of managerial decision making. The program will be offered in the same areas as the existing degree program. No faculty/staff structures will be affected by the changes.

**Finances\***

Current funding levels are adequate to support the proposal as no new classes are proposed.


**Section III: Curriculum (if applicable)**

**Program Curriculum Narrative**

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

5 March 2021

**ITEM FOR ACTION**

Utah State University's Department of Economics and Finance in the Jon M. Huntsman School of Business proposes creating a new Financial Economics Emphasis within the existing BA/BS Economics Degree.

**EXECUTIVE SUMMARY**

The Department of Economics and Finance in the Jon M. Huntsman School of Business proposes creating a new Financial Economics Emphasis within the existing BA/BS Economics Degree.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to create a new Financial Economics Emphasis within the existing BA/BS Economics Degree in the Jon M. Huntsman School of Business' Department of Economics and Finance.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Economics and Finance in the Jon M. Huntsman School of Business proposes creating a new Financial Economics Emphasis within the existing BA/BS Economics Degree, and

WHEREAS, The proposal will allow students to differentiate themselves within the broader economics curriculum and prepare them for the labor market, 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 create a new Financial Economics Emphasis within the existing BA/BS Economics Degree, in the Jon M. Huntsman School of Business' Department of Economics and Finance and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

---

DATE:

# HSB - Economics and Finance - Economics BA BS - Financial Economics Emphasis

## 4.1.a R401 Abbreviated Program Proposal

### Proposal Information

#### Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

#### Contact Information:

Paul Barr: Vice Provost (797-0718)

**Step 1: Turn** on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

**Step 2: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

**COLLEGE (include all cross listed colleges)\***

**DEPARTMENT (include all cross listed departments)\***

**Current Title (if applicable)\***

**Proposed Title\***

**Step 3: Enter** the Correct CIP Code Using the Following Website: [Classification](#)

Step 3: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

CIP Code (6-digits) 45.0603

Minimum Number of Credits (if applicable)\* 12

Maximum Number of Credits (if applicable)\* 12

Type of Degree: (BA, BS, etc.)\* BA, BS

## Request

### Step 4: Select the Type of Change Being Requested.

- New Programs:**
- Certificates of Completion
  - Certificates of Proficiency
  - Certificates of Proficiency - except Institutional Certificates
  - Emphases within an Approved Degree
  - Institutional Certificates of Proficiency
  - K-12 Endorsements
  - Minors
  - Post-Baccalaureate and Post-Masters Certificates
  - Other

- Existing Program Changes:**
- Program Transfer
  - Program Restructure
  - Program Consolidation
  - Program Suspension
  - Program Discontinuation
  - Program Name Change
  - Out-of-Service Area Delivery of a Program
  - Reinstatement of a Previously Suspended Program
  - Other

- Administrative Unit Changes:**
- New Administrative Units
  - Administrative Unit Transfer
  - Administrative Unit Restructure
  - Administrative Unit Consolidation
  - Reinstatement of Previously Suspended Administrative Units

Reinstatement of Previously Suspended Administrative Units

Other

**Creation of Non-Administrative Units:**

New Center

New Institute

New Bureau

Other

**Other: (explain change)**

**Additional Approvals (if applicable)**

**Graduate Council\***

Yes

No

**Council on Teacher Education\***

Yes

No

**Section I: The Request**

**R401 Purpose\***

The purpose of this R401 is to create a new Financial Economics Emphasis within the existing BA/BS Economics degree.

**Section II: Program Proposal**

**Proposed Action & Rationale\***

It is proposed that the existing BA/BS degree in Economics be redesigned to include new emphases. The BA/BS degree in Economics currently has the following emphases: Economic Theory, Managerial Economics, Pre-law, International Economics and Trade, and Quantitative Economic History. Three new emphases are being proposed: Business Economics, Financial Economics, and Econometrics and Data Analytics. This proposal details the Financial Economics emphasis. This emphasis will allow students to differentiate themselves within the broader economics curriculum, enhance faculty mentoring of students within the subject matter, better prepare students for the labor market, and aid student placement.

The BA/BS degree in Economics typically has 300-400 majors on the Logan campus (typically 1000+ when including statewide campuses and the China Cooperative program). The large number of faculty and majors in the department allow for a wide array of economics courses to be offered. Given the breadth of content in the field of economics, students often lack a focused skill set or are not in a position to adequately signal the tools they have possessed in preparation for the job market. Faculty in the department, according to their expertise, will work with students in their emphasis and will take a more active role in mentoring students throughout the program. The emphases are Economic Theory, International Economics and Trade, Business Economics, Financial Economics, and Econometrics and Data Analytics, Managerial Economics, Pre-law, and Quantitative Economic History. Each emphasis supports a directed path to aid students in their career objectives.

The proposed emphasis does not require the creation of any new faculty or staff positions. Furthermore, no additional courses need to be created to facilitate the changes and additions.

**Labor Market Demand (if applicable)**

This is an existing degree program, and as noted above, it is one of the largest within the Huntsman School of Business. According to sources like Monster.com (<https://www.monster.com/career-advice/article/work-skills-2018-1217>) and the National Association of Colleges and Employers (<https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>), employers are seeking students that display critical thinking, analytical tools, and technical skills. One of the strengths of USU's Economics degree is the diverse set of faculty that offer a large array of courses ranging from economic history to advanced econometrics and machine learning. Currently, students must find ways to demonstrate the critical thinking, analytical tools, and technical skills they have obtained while searching for a job in the labor market. Employers and students have said that it would be helpful if there was a mechanism that would allow students with unique technical skills to differentiate themselves in the marketplace. Defined emphases on transcripts will substantially help in this process.

Students entering the labor market with a background in finance continue to be highly demanded in Utah and around the globe. The BLS Occupational Outlook Handbook suggests that Financial Analysts positions are growing faster than average and have a high median pay.



**Consistency with Institutional Mission & Institutional Impact\***


The proposed change is consistent with USU's mission of providing students with a student centered experience that prepares them to serve the public. Students will be more effectively positioned for employment opportunities and have a richer understanding of the context of managerial decision making. The program will be offered in the same areas as the existing degree program. No faculty/staff structures will be affected by the changes.

**Finances\***

Current funding levels are adequate to support the proposal as no new classes are proposed.


**Section III: Curriculum (if applicable)**

**Program Curriculum Narrative**

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

5 March 2021

### **ITEM FOR ACTION**

Utah State University's Department of Marketing and Strategy in the Jon M. Huntsman School of Business proposes creating a new Emphasis in Leadership within the existing Master of Business Administration (MBA) Degree.

### **EXECUTIVE SUMMARY**

The Department of Marketing and Strategy in the Jon M. Huntsman School of Business proposes creating a new Emphasis in Leadership within the existing Master of Business Administration (MBA) Degree.

### **RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to create a new Emphasis in Leadership within the existing Master of Business Administration (MBA) Degree in the Jon M. Huntsman School of Business' Department of Marketing and Strategy.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Marketing and Strategy in the Jon M. Huntsman School of Business proposes creating a new Emphasis in Leadership within the existing Master of Business Administration (MBA) Degree, and

WHEREAS, The proposal will allow students to differentiate themselves within the broader economics curriculum and prepare them for the labor market, 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 create a new Emphasis in Leadership within the existing Master of Business Administration (MBA), in the Jon M. Huntsman School of Business' Department of Marketing and Strategy and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# HSB - Marketing and Strategy - Leadership

## 4.1.a R401 Abbreviated Program Proposal

### Proposal Information

#### Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

#### Contact Information:

Paul Barr: Vice Provost (797-0718)

**Step 1: Turn** on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

**Step 2: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

COLLEGE (include all cross listed colleges)\*

HSB

DEPARTMENT (include all cross listed departments)\*

Marketing and Strategy

Current Title (if applicable)\*

None

Proposed Title\* Leadership

**Step 3: Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

**CIP Code (6-digits)** 52.0201  
\*

**Minimum Number of Credits (if applicable)\*** 9

**Maximum Number of Credits (if applicable)\*** 9

**Type of Degree: (BA, BS, etc.)\*** Master of Business Administration (MBA)

## Request

### Step 4: Select the Type of Change Being Requested.

- New Programs:**
- New Certificates of Proficiency-except Institutional Certificates
  - New Certificates of Completion
  - New Post-Baccalaureate and Post-Masters Certificates
  - New Minors
  - New Emphases within an Approved Degree
  - New K-12 Endorsements
  - Other

- Existing Program Changes:**
- Program Transfer
  - Program Restructure
  - Program Consolidation
  - Program Suspension
  - Program Discontinuation
  - Program Name Change
  - Out-of-Service Area Delivery of a Program
  - Reinstatement of a Previously Suspended Program
  - Other

- Administrative Unit Changes:**
- New Administrative Units
  - Administrative Unit Transfer
  - Administrative Unit Restructure
  - Administrative Unit Consolidation
  - Reinstatement of Previously Suspended Administrative Units
  - Other

- Creation of Non-Administrative Units:**
- New Center
  - New Institute
  - New Bureau
  - Other

**Other: (explain change)**

### Additional Approvals (if applicable)

**Graduate Council\***  Yes  
 No

**Council on Teacher Education\***  Yes  
 No

### Section I: The Request

**R401 Purpose\*** The Jon M. Huntsman School of Business at Utah State University, in conjunction with the Stephen R. Covey Leadership Center, proposes the creation of an emphasis in leadership within the existing Master of Business Administration (MBA) degree. The Covey Leadership Center was created to support the mission of the Huntsman School which is to "develop leaders of distinction in commerce and public affairs." This proposed leadership emphasis within the MBA supports the mission of the Huntsman School and the Covey Leadership Center.

### Section II: Program Proposal

**Proposed Action & Rationale\***

The proposed action is to create a new emphasis in leadership within the existing Master of Business Administration (MBA) degree. The emphasis will consist of three courses:

- MSLE 6741 Leadership Development
- MSLE 6645 Innovative and Inclusive Leadership
- MSLE 6200 Executive Influence

Offering an emphasis in leadership aligns with the mission of the Huntsman School and provides distinction for both the School and the MBA program. The purpose of creating an emphasis within the MBA is to add value to the students' degree and offer them a focused set of courses in leadership. It is imperative that we continue to innovate and enhance the curriculum in order to add value to the MBA program for our students.

The MBA program is currently 36 credits. With the addition of MSLE 6645 Innovative and Inclusive Leadership (3 credits), the emphasis will be created by bundling MSLE 6645 with two other existing leadership courses within the existing MBA curriculum. Dr. Susan Madsen has been recently hired as a full professor of leadership and this course will be part of her regular teaching assignment.

**Labor Market Demand (if applicable)**

National demand for generic MBA programs has been leveling off (Forbes: MBA in Crisis. Aug 20, 2019) in favor of graduate business education that offers specializations. Several major universities have recently eliminated their resident MBA programs, including Purdue University and the University of Illinois at Urbana-Champaign. Students and employers are interested in both breadth, which is included in the traditional MBA, and depth. The emphasis in leadership provides a specialized focus in addition to the breadth courses offered in the MBA.

**Consistency with Institutional Mission & Institutional Impact\***

The Huntsman MBA and the proposed emphasis in leadership are consistent with the institutional mission of Utah State University. This proposed leadership emphasis is also consistent with the missions of the Jon M. Huntsman School of Business and Stephen R. Covey Leadership Center as mentioned above. The MSLE 6645 Innovative and Inclusive Leadership course specifically supports USU's mission in "cultivating diversity."

**Finances\***

There is no financial impact. No new staff or faculty are required. In addition to the existing courses already offered in the MBA, a new course has been created for this new emphasis that will be taught by existing faculty with no additional resources needed.

**Section III: Curriculum (if applicable)**


**Program Curriculum Narrative**

The emphasis in leadership consists of three courses for a total of 9 credits:

- MSLE 6741 Leadership Development (3 credits). This course increases students' self-awareness with regard to their own leadership strengths, weaknesses, and style. It also helps students understand how to develop leadership skills in others. The course bridges the practice of leadership with the philosophy of leadership. Students create their own signature leadership development plan.


- MSLE 6645 Innovative and Inclusive Leadership (3 credits). This course focuses on building innovative leaders who can effectively navigate complex environments, manage constant change, and engage tomorrow's dynamic workforce. Through research-based tools, concepts, and frameworks, students will learn how leaders effectively utilize strategies for leveraging innovation, diversity, equity, and inclusion.

- MSLE 6200 Executive Influence (3 credits). This course focuses on theoretical models and practical strategies that executives utilize to influence outcomes, create value, find common ground, negotiate terms, and implement decisions. The course is designed to help students create value by developing influence skills to move individuals, groups, and organizations from disagreement and conflict toward agreement and shared vision.

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.



5 March 2021

**ITEM FOR ACTION**

Utah State University's Department of Geosciences in the College of Science proposes discontinuing the Geoarchaeology emphasis in the Bachelor's Degree in Geology.

**EXECUTIVE SUMMARY**

The Department of Geosciences in the College of Science proposes discontinuing the Geoarchaeology emphasis in the Bachelor's Degree in Geology.

**RECOMMENDATION**

The President and Provost recommend that the Board of Trustees approve the proposal to discontinue the Geoarchaeology emphasis in the Bachelor's Degree in Geology in the College of Sciences' Department of Geosciences.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Geosciences in the College of Science proposes discontinuing the Geoarchaeology emphasis in the Bachelor's Degree in Geology, and

WHEREAS, The proposal will help the student's professional identity as a counselor upon completion of the 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 discontinue the Geoarchaeology emphasis in the Bachelor's Degree in Geology, in the College of Sciences' Department of Geosciences and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: \_\_\_\_\_

# COS - Geosciences - Geology BA BS - Geoarchaeology Emphasis

## 4.1.a R401 Abbreviated Program Proposal

### Proposal Information

#### Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

#### Contact Information:

Paul Barr: Vice Provost (797-0718)

**Step 1: Turn** on "Help Tips" by clicking on the Show Help TextPrint icon (*small blue circle with i inside*) at the top right-hand side of your proposal.

**Step 2: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

COLLEGE (include all cross listed colleges)\*

COS

DEPARTMENT (include all cross listed departments)\*

Geosciences

Current Title (if applicable)\*

Geology BA BS - Geoarchaeology Emphasis

Proposed Title\*

Geology BA BS - Geoarchaeology Emphasis

**Step 3: Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

**CIP Code (6-digits)** 40.0699  
\*

**Minimum Number of Credits (if applicable)\*** 120

**Maximum Number of Credits (if applicable)\*** 126

**Type of Degree: (BA, BS, etc.)\*** BA, BS

## Request

**Step 4: Select the Type of Change Being Requested.**

- New Programs:**
- Certificates of Completion
  - Certificates of Proficiency
  - Certificates of Proficiency - except Institutional Certificates
  - Emphases within an Approved Degree
  - Institutional Certificates of Proficiency
  - K-12 Endorsements
  - Minors
  - Post-Baccalaureate and Post-Masters Certificates
  - Other

- Existing Program Changes:**
- Program Transfer
  - Program Restructure
  - Program Consolidation
  - Program Suspension
  - Program Discontinuation
  - Program Name Change
  - Out-of-Service Area Delivery of a Program
  - Reinstatement of a Previously Suspended Program
  - Other

- Administrative Unit Changes:**
- New Administrative Units
  - Administrative Unit Transfer
  - Administrative Unit Restructure
  - Administrative Unit Consolidation
  - Reinstatement of Previously Suspended Administrative Units

Other

**Creation of Non-Administrative Units:**

- New Center
- New Institute
- New Bureau
- Other

**Other: (explain change)**

### Additional Approvals (if applicable)

**Graduate Council\***  Yes  
 No

**Council on Teacher Education\***  Yes  
 No

### Section I: The Request

**R401 Purpose\*** The Department of Geosciences at Utah State University requests to discontinue the Geoarchaeology emphasis to the bachelor's degree program in Geology.

### Section II: Program Proposal

**Proposed Action & Rationale\*** The Geoarchaeology emphasis for the Geology bachelor's degree has not been a popular option with students since the Applied Environmental Geoscience emphasis was introduced during the 2011-2012 academic year. During the past five academic years (2015/16 through 2019/20), there has been only one student who pursued this emphasis, and that student no longer is a Geology major. The last student to graduate with this emphasis did so in 2015, and was the first such student since 2012. Consequently, the department would like to discontinue the emphasis due to a lack of student interest.

**Labor Market Demand (if applicable)**


**Consistency with Institutional Mission & Institutional Impact\*** Given the very limited enrollment of the Geoarchaeology Emphasis and the option for students interested in this field to pursue an Anthropology major and a Geology minor, suspension of the Geoarchaeology Emphasis is not expected to have a significant institutional impact.

**Finances\***

The suspension of this emphasis will not impact finances. There will be no changes in the Geosciences Department in terms of courses offered or faculty teaching those courses.


**Section III: Curriculum (if applicable)**

**Program Curriculum  
Narrative**

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch  icon to launch your proposal.

5 March 2021

**ITEM FOR ACTION**

**RE:** Proposal to Revise 300 Level Policy

The attached policy is submitted to the Board of Trustees for consideration. The policy received appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

The University desires to revise Policy 385 Appointments of Opportunity as shown in the attached documents that include an executive summary of the changes, redlined version of the policy, and the final version of the policy.

Consistent with USU Policy 201, the proposed policy revisions were submitted to Faculty Senate and Staff Employees Association for review and comment; and approved by the Executive Committee and President.

**RECOMMENDATION**

The President and the Vice President for Business and Finance recommend that the Board of Trustees approves the revisions of the presented 300 Level Policy of the Utah State University Policy Manual.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, The University desires to revise Policy 385 Appointments of Opportunity as shown in the attached documents that include an executive summary of the changes, redlined version of the policy, and the final version of the policy; and

WHEREAS, The policy was submitted to Faculty Senate and Staff Employees Association for review and comment; and approved by the Executive Committee and President; and

WHEREAS, The procedures for revising policies outlined in Section 201 of the University Policy Manual have been followed:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees approves the revisions of the presented 300 Level Policy of the Utah State University Policy Manual.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:

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Date



## ITEM FOR ACTION

Re: Amendments to USU Policy 385: Appointments of Opportunity

### Key

- Red – Deletions
- Blue – Additions
- Black – Original to Policy
- Green – Movements of original text placement

### Presented to the Following Groups with No Changes

12/09/20	Executive Committee- First Review
12/15/20	Faculty Senate Executive Committee- Reviewed and Approved
01/05/21	Staff Employee Association (SEA)- Reviewed and Approved
01/11/21	Full Faculty Senate- Reviewed as information item

### SUMMARY OF CHANGES

- **Clarified Language and Expectations-**
  - Based on input from Legal and the Office of Equity, HR has clarified and updated policy language. This includes moving policy intent to the new format of purpose and scope.
  - Clarified policy references and procedure references throughout.
  - Updated references to the Office of Equity.
- **Clarified DCA Priority Interview-**
  - Added language to clarify that DCA candidates will receive, when possible, priority interview for positions for which they meet minimum qualifications.
  - USU now has a DCA portal in iCIMS that is opened first and given priority for individuals who have identified themselves a possible DCA candidate.
  - It is possible a new DCA candidate may be identified subsequent to general posting; priority interview may be given in those cases depending on the status of the search.
- **Clarified DCA Placement Limit-**
  - Clarified that once an individual receives DCA and is placed into a position, further use of the DCA is not permitted.
- **Deleted Affirmative Action Appointment Type-**
  - Per request from Legal and the Office of Equity, we deleted the option for an affirmative action appointment. Concern is that in the current legal environment, such appointments could lead to reverse discrimination claims. However, the Office of Equity will continue to provide guidance to

the Office of Human Resources and search committees to promote recruitment of a diverse applicant pool without the need for an affirmative action appointment type.

- **Deleted Nonexempt Limitation on Temporary Positions-**
  - Revised policy permits departments to hire temporary appointments regardless of their FLSA status (prior policy limited to exempt only).



## University Policy 385: Appointments of Opportunity

Category: 300 Human Resources

Sub Category: Employment

Covered Individuals: Benefited Employees

Responsible Executive: Vice President for Business and Finance

Policy Custodian: Office of Human Resources, Associate Vice President of Human Resources

Last Revised: March 6, 2015

Previous USU Policy Number: Not applicable



### **POLICY MANUAL**

#### **OPERATING POLICIES AND PROCEDURES**

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~~Number 385~~

~~Subject: Appointments of Opportunity~~

~~Covered Employees: University Employees~~

~~Date of Origin: January 24, 1997~~

~~Effective Date of Last Revision: March 6, 2015~~

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#### 385.1 PURPOSE AND SCOPE

This policy describes the circumstances when a hiring department may request a person to be appointed to a position without a full competitive search.

#### 385.2 POLICY

##### **385.1 POLICY**

~~At times it may be appropriate to~~ As set forth in this policy, in limited circumstances that serve the mission and objectives of the university, a hiring department may request a waiver to the university's competitive search requirements as outlined in the Faculty and Exempt Staff Employment (see USU Policy 387: Benefited Employment) and appoint a person to an open position (referred to as "Appointments of Opportunity"). (Policy 394), and the Non-exempt Staff Employment Policy (Policy 387), in connection with an appointment. Use of this policy requires review by the Affirmative Action/Equal Opportunity (AAEO) Office and the Office of Human Resources (HR) (See procedures under each category). All actions require approval by the Office of the Provost (for positions in academic areas) or the Office of the President (for positions in non-academic areas). Exceptions to

~~open recruitment and regular hiring procedures may be granted under the following conditions. Procedures are found by clicking on the link after each category.~~

An appointment under this policy should be considered before a search is opened. However, an open search may be suspended or closed due the availability of a person qualified for an appointment under this policy.

Use of this policy to appoint a position must first be reviewed by the Office of Equity and the Office of Human Resources (HR) and approved by the Office of the Provost (for positions in academic areas) or the Office of the President (for positions in non-academic areas).

~~The intent of this policy is to assist in the initial appointment of individuals under specific circumstances as presented in the policy. Use of this policy for further placement at Utah State University is discouraged. This policy should be considered before a search is opened. However, an ongoing search may be suspended/closed due to the availability of a qualified individual as defined in this policy.~~

~~This policy should not be construed to be a promise, real or implied, of employment at Utah State University. Utah State University has a commitment to assist in the employment process, but has no legal obligation to provide employment.~~

## 2.1 Types of Appointments

### ~~1.1~~ 2.1.1 Dual Career Assistance (DCA)

Utah State University (USU) recognizes that dual career assistance (DCA) is critical to sustaining its commitment to competitive recruiting and ~~retaining retention of~~ highly qualified ~~and competitive~~ staff and faculty members. University leadership is committed to supporting DCA in cases that strengthen ~~our~~ the university's capacity to meet ~~institutional~~ the institution's missions and objectives. This policy applies to situations in which there are existing positions to accommodate the common interests of the institution and the couple seeking DCA. In these instances, approved DCA candidates will receive, when possible, priority interview opportunities for positions for which they meet the minimum qualifications. It also covers instances in which a new position may be created to utilize the qualifications and occupational interests of a dual-career couple. In the latter case, funding from the recruiting and receiving units (academic or ~~administrative non-academic~~) and the Office of the Provost or the Office of the President is sometimes necessary for ~~leveraging~~ the establishment of such a position. Once an individual receives DCA and is appointed into a position, further use of DCA is not permitted.

While University leadership is committed to participating as a partner in DCA proposals, the central advocacy role for DCA originates within the primary academic or ~~administrative non-academic~~ unit. Department heads, supervisors, directors, deans, and vice presidents in the unit seeking a DCA play a key advocacy role on behalf of the couple requesting DCA. ~~Of course, these i~~ndividuals seeking DCA ~~also~~ retain some responsibility for nurturing proposals through the DCA process.

The ~~goal of the~~ DCA procedures ~~is to~~ clarify and provide for these four groups—~~the couple seeking DCA, academic and administrative leadership, the HR Office, and the AA/EO Office~~—the steps required for developing a successful dual career employment package with support at all administrative levels. ~~DCA appointments must be approved by the Executive Vice President and Provost.~~ Procedures for DCA Appointment.

### **1.2 Affirmative Action**

~~When there is under representation in a particular job group by women or ethnic/racial minorities, persons with disabilities, or protected veterans, such qualified individuals may be appointed in an~~

~~effort to enhance the University's efforts to meet affirmative action goals.~~

### **1.3 Institutional Need**

#### 2.1.2 Institutional Need

Faculty and staff ~~may be appointed~~ who are nationally recognized ~~and~~/or highly regarded for outstanding achievement in their areas of expertise. may be appointed to positions within the university. These are individuals whose qualifications are unique and exceptional and whose potential value to ~~the University~~ USU is great. Procedures for an Institutional Need Appointment.

### **1.4 Temporary Position**

#### 2.1.3 Temporary Position

An individual not covered by USU Policy 390: ~~(Employment at Will)~~ or Policy 397: ~~(Hourly Employment) Non-Benefited and Student Employment,~~ may be appointed to ~~an exempt position (as defined by the Fair Labor Standards Act) for an~~ temporary period not to exceed three years. The temporary nature of this position will be specified in the appointment document, and the temporary position will be eliminated ~~from the unit's budget~~ after the temporary period has expired. ~~Non-exempt positions are not available for this temporary appointment opportunity.~~  
Procedures for a Temporary Position Temporary.

### **1.5 Employment-at-Will**

#### 2.1.4 Employment-at-Will

Certain positions at ~~the University~~ USU are defined as "at-will" (see USU Policy 390: Employment at Will). ~~At-will employees are not eligible to participate in the employee grievance process (Policy 325- Grievance Procedures) but still have access to Policy 305 (Discrimination Complaints) if they feel they have been discriminated against based on a protected category.~~ Procedures for an Employment-at-Will Appointment.

### **1.6 Written into Sponsored Program Budget**

#### 2.1.5 Sponsored Program Supported Position

Qualified individuals ~~Qualified individuals~~ may be written into sponsored program budgets to fill appropriate exempt positions. The ~~Qualified~~ individual must be named in the budget portion of the grant. These positions will be closed ~~end~~ when the program ends. ~~Non-exempt positions are not eligible~~ Non-exempt positions are not eligible for this opportunity. Procedures for a employees who are written into sSponsored Program Supported Position Appointment program budgets.

## **385.2 RESPONSIBILITIES**

### 385.3 RESPONSIBILITIES

Candidate/Employee

~~Responsible for informing the Department Head/Supervisor of the need for an appointment of opportunity. Responsible for working with department heads, supervisors, directors, deans, and vice presidents within the primary academic or administrative unit in the job search process.~~

Department Heads and Supervisors

#### 3.1 Department Heads, Directors, and Supervisors

~~Responsible for informing~~ Inform candidates ~~and new hires about~~ the Appointments of Opportunity policy, as appropriate. ~~Responsible for working~~ Work with HR in identifying opportunities that may qualify under this policy, ~~and working~~ Work with their Dean/ or VP, ~~as well as HR, AA/EO,~~ ~~and~~ the Office of the Provost, or the Office of the President to obtain necessary approvals, to initiate hiring documentation, and to follow the completion process ~~to completion~~.

### ~~Deans and Vice Presidents~~

#### 3.2 Deans and Vice Presidents

~~Responsible for communicating~~ Communicate support for this policy to the Ddepartment Hhead/Supervisor to effectuate an interview (~~for the~~ DCA option) or implementation of the appointment of opportunity. ~~Responsible for alerting~~ Alert the appropriate University leadership office regarding the need to seek an appointment of opportunity.

### ~~Office of Human Resources~~

#### 3.3 Office of Human Resources

Assume Pprimary responsibility for the implementation of this policy. ~~Responsible to a~~ Assist USU leadership and other individuals in the application of this policy and ~~to provide assistance~~ aid in locating available positions in cases of dual career assistance. ~~Responsible to r~~ Review position descriptions for appropriate title and salary range. ~~Responsible to r~~ Review requested appointments of opportunity and make recommendations to the Office of the Provost or the Office of the President.

### ~~Affirmative Action/Equal Opportunity Office~~

#### 3.4 Office of Equity

~~Responsible to a~~ Assist USU leadership and other individuals on ~~AA- and EO~~ affirmative action and equal opportunity- related issues and in the implementation of this policy. ~~Responsible to r~~ Review requested aAppointments of eOpportunity and make recommendations to the Office of the Provost or the Office of the President.

### ~~Office of the Provost~~

#### 3.5 Office of the Provost

~~Responsible to make the final decision relating to~~ Approve Appointments of Opportunity for faculty and staff in Colleges and other academic areas ~~seeking appointments of opportunity-~~ based on recommendations from the ~~AA/EO-Office~~ Office of Equity and the Office of Human Resources.

### ~~Office of the President~~

#### 3.6 Office of the President

~~Responsible to make the final decision relating to~~ Approve Appointments of Opportunity for staff in administrative and non-academic ~~areas seeking appointments of opportunity~~ departments based on recommendations from the ~~AA/EO-Office~~ of Equity and the Office of Human Resources.

## 385.4 REFERENCES

- None

## 385.5 RELATED USU POLICIES

- Policy 387: Benefited Employment
- Policy 390: Employment-at-Will
- Policy 397: Non-Benefited and Student Employment

## 385.6 DEFINITIONS

None.

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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.

## RESOURCES

### Procedures

- Procedure for a DCA Appointment.
- Procedure for an Institutional Need Appointment.
- Procedure for a Temporary Position Appointment.
- Procedure for an Employment-at-Will Appointment.
- Procedure for a Sponsored Program Supported Position Appointment.

### Guidance

- None

### Related Forms and Tools

- Appointment of Opportunity Request form:

[https://hr.usu.edu/files/forms/Appointment\\_of\\_Opportunity\\_Request\\_Form.pdf](https://hr.usu.edu/files/forms/Appointment_of_Opportunity_Request_Form.pdf)

### Contacts

- None

## POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2015/03/06

Next scheduled review date: YYYY/MM/DD

Previous revision dates:



# University Policy 385: Appointments of Opportunity

**Category:** 300 Human Resources

**Sub Category:** Employment

**Covered Individuals:** Benefited Employees

**Responsible Executive:** Vice President for Business and Finance

**Policy Custodian:** Office of Human Resources, Associate Vice President of Human

**Resources Last Revised:** March 5, 2021

**Previous USU Policy Number:** Not applicable

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## 385.1 PURPOSE AND SCOPE

This policy describes the circumstances when a hiring department may request a person to be appointed to a position without a full competitive search.

## 385.2 POLICY

As set forth in this policy, in limited circumstances that serve the mission and objectives of the university, a hiring department may request a waiver to the university's competitive search requirements (see USU [Policy 387: Benefited Employment](#)) and appoint a person to an open position (referred to as "Appointments of Opportunity").

An appointment under this policy should be considered before a search is opened. However, an open search may be suspended or closed due the availability of a person qualified for an appointment under this policy.

Use of this policy to appoint a position must first be reviewed by the Office of Equity and the Office of Human Resources (HR) and approved by the Office of the Provost (for positions in academic areas) or the Office of the President (for positions in non-academic areas).

### 2.1 Types of Appointments

#### 2.1.1 Dual Career Assistance

Utah State University (USU) recognizes that dual career assistance (DCA) is critical to sustaining its commitment to competitive recruiting and retention of highly qualified staff and faculty members. University leadership is committed to supporting DCA in cases that strengthen the university's capacity to meet the institution's mission and objectives. This policy applies to situations in which there are existing positions to accommodate the common interests of the institution and the couple seeking DCA. In these instances, approved DCA candidates will receive, when possible, priority interview opportunities for positions for which they meet the minimum qualifications. It also covers instances in which a new position may be created to utilize the qualifications and occupational interests of a dual-career couple. In the latter case, funding from the recruiting and receiving units (academic or non-academic) and the Office of the Provost or the Office of the President is sometimes necessary for the establishment of such a position. Once an individual receives DCA and is appointed into a position, further use of DCA is not permitted.

While university leadership is committed to participating as a partner in DCA proposals, the central advocacy role for DCA originates within the primary academic or non-academic unit. Department



heads, supervisors, directors, deans, and vice presidents in the unit seeking a DCA play a key advocacy role on behalf of the couple requesting DCA. Individuals seeking DCA retain some responsibility for nurturing proposals through the DCA process.

The DCA procedures clarify and provide the steps required for developing a successful dual career employment package with support at all administrative levels. [Procedures for DCA Appointment.](#)

#### 2.1.2 Institutional Need

Faculty and staff, who are nationally recognized or highly regarded for outstanding achievement in their areas of expertise, may be appointed to positions within the university. These are individuals whose qualifications are unique and exceptional and whose potential value to USU is great. [Procedures for an Institutional Need Appointment.](#)

#### 2.1.3 Temporary Position

An individual not covered by USU [Policy 390: Employment at Will](#) or [Policy 397: Non-Benefited and Student Employment](#), may be appointed to a temporary period not to exceed three years. The temporary nature of this position will be specified in the appointment document, and the temporary position will be eliminated after the temporary period has expired. [Procedures for a Temporary Position Temporary.](#)

#### 2.1.4 Employment-at-Will

Certain positions at USU are defined as “at-will” (see USU [Policy 390: Employment at Will](#)). [Procedures for an Employment-at-Will Appointment.](#)

#### 2.1.5 Sponsored Program Supported Position

Qualified individuals may be written into sponsored program budgets to fill appropriate exempt positions. The qualified individual must be named in the budget portion of the grant. These positions will be closed when the program ends. Non-exempt positions are not eligible. [Procedures for a Sponsored Program Supported Position Appointment.](#)

### 385.3 RESPONSIBILITIES

#### 3.1 Department Heads, Directors, and Supervisors

Inform candidates of the Appointments of Opportunity policy, as appropriate. Work with HR in identifying opportunities that may qualify under this policy. Work with their Dean or VP, the Office of the Provost, or the Office of the President to obtain necessary approvals, to initiate hiring documentation, and to follow the completion process.

#### 3.2 Deans and Vice Presidents

Communicate support for this policy to the department head/supervisor to effectuate an interview (DCA option) or implementation of the appointment of opportunity. Alert the appropriate university leadership office regarding the need to seek an appointment of opportunity.

#### 3.3 Office of Human Resources

Assume primary responsibility for the implementation of this policy. Assist USU leadership and other individuals in the application of this policy and aid in locating available positions in cases of dual career assistance. Review position descriptions for appropriate title and salary range. Review

requested appointments of opportunity and make recommendations to the Office of the Provost or the Office of the President.

### 3.4 Office of Equity

Assist USU leadership and other individuals on affirmative action and equal opportunity related issues and in the implementation of this policy. Review requested Appointments of Opportunity and make recommendations to the Office of the Provost or the Office of the President.

### 3.5 Office of the Provost

Approve Appointments of Opportunity for faculty and staff in Colleges and other academic areas based on recommendations from the Office of Equity and the Office of Human Resources.

### 3.6 Office of the President

Approve Appointments of Opportunity for staff in administrative and non-academic departments based on recommendations from the Office of Equity and the Office of Human Resources.

## 385.4 REFERENCES

- None

## 385.5 RELATED USU POLICIES

- [Policy 387: Benefited Employment](#)
- [Policy 390: Employment-at-Will](#)
- [Policy 397: Non-Benefited and Student Employment](#)

## 385.6 DEFINITIONS

None.

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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.

## RESOURCES

### Procedures

- [Procedure for a DCA Appointment.](#)
- [Procedure for an Institutional Need Appointment.](#)
- [Procedure for a Temporary Position Appointment.](#)
- [Procedure for an Employment-at-Will Appointment.](#)
- [Procedure for a Sponsored Program Supported Position Appointment.](#)

### Guidance

- None

### Related Forms and Tools

- Appointment of Opportunity Request form:

[https://hr.usu.edu/files/forms/Appointment\\_of\\_Opportunity\\_Request\\_Form.pdf](https://hr.usu.edu/files/forms/Appointment_of_Opportunity_Request_Form.pdf)

### Contacts

- None

### POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2021/03/05

Next scheduled review date: YYYY/MM/DD Previous

revision dates: 1997/01/24, 2015/03/06

## **ACTION AGENDA**

1. Proposed Ground Lease with Logan City for a Substation
2. Proposed Ground Lease with the Northwestern Band of the Shoshone Nation
3. Proposed Ground Lease with Encircle
4. Comprehensive Review of Student Fees and Proposal to Transition to Tuition
5. Proposal to Modify and/or Implement New Student Fees at Utah State University
6. Proposal from Utah State University for Tuition Rate Increases

**ITEM FOR ACTION**

**RE:** Proposed Ground Lease with Logan City for Substation

The proposed ground lease is submitted to the Board of Trustees for consideration. The proposed action received appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

Utah State University desires approval to offer a long-term ground lease to Logan City for the development of a substation on USU property. The substation will be approximately 100 feet by 100 feet in size and will be located on the north side of University property as illustrated in the attached Exhibit A.

USU has obtained an independent appraisal to establish fair market value of the property to determine the lease rate. Leasing this property will provide Logan City with a much-needed location for a substation that will serve nearby private developments.

All construction, development, and ongoing costs associated with the substation will be paid by Logan City. Ownership of the improvements will revert to USU at the end of the ground lease.

The proposed substation is consistent and appropriate for the image and environment of this inconspicuous piece of University property. In addition, the ground lease agreement will be written to protect the interests of the University including institutional rights to control facility appearance and access to utility systems and roads.

**RECOMMENDATION**

The President and Vice President for Business and Finance recommend that the Board of Trustees approves the proposed ground lease with Logan City for the substation.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, Utah State University desires approval to offer a long-term ground lease to Logan City for the development of a substation on USU property; and

WHEREAS, The substation will be approximately 100 feet by 100 feet in size and will be located on the north side of University property as illustrated in the attached Exhibit A; and

WHEREAS, USU has obtained an independent appraisal to establish fair market value of the property to determine the lease rate; and

WHEREAS, Leasing this property will provide Logan City with a much-needed location for a substation that will serve nearby private developments; and

WHEREAS, All construction, development, and ongoing costs associated with the substation will be paid by Logan City; and

WHEREAS, Ownership of the improvements will revert to USU at the end of the ground lease; and

WHEREAS, The proposed substation is consistent and appropriate for the image and environment of this inconspicuous piece of University property; and

WHEREAS, The ground lease agreement will be written to protect the interests of the University including institutional rights to control facility appearance and access to utility systems and roads:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees approves the proposed ground lease with Logan City for the substation.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:

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Date

EXHIBIT A



**ITEM FOR ACTION**

**RE:** Proposed Ground Lease with the Northwestern Band of Shoshone Nation (NBSN) for a tribal headquarters facility, parking space, and green space

The proposed ground lease is submitted to the Board of Trustees for consideration. The proposed action received appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

Utah State University desires approval to offer a long-term ground lease for the development of the NBSN headquarters on an unoccupied site on USU property. It will consist of a building, parking lot, and large green space on the northwest corner of USU Brigham City campus as illustrated in the attached Exhibit A.

The building will be approximately 12,000 square feet and will include cultural and language centers which will be open to visitors to learn more about the tribe. It will also house education, healthcare, housing, and childcare administrative offices. The green space will be used for tribal powwows and meetings.

USU has obtained an independent appraisal to establish fair market value of the property to determine the lease rate. Leasing this property will provide NBSN with space to educate the public about tribal history, heritage, and culture, and to expand the administrative offices.

All construction, development, and ongoing costs associated with the facility will be paid by NBSN. Ownership of the improvements will revert to USU at the end of the ground lease.

The proposed uses of this facility are consistent and appropriate for the image and environment of the USU Brigham City campus. In addition, the ground lease agreement will be written to protect the interests of the University including institutional rights to control facility appearance and parking space, approve external graphics and signage, and access to utility systems and roads.

**RECOMMENDATION**

The President and Vice President for Business and Finance recommend that the Board of Trustees approves the proposed ground lease agreement with Northwestern Band of Shoshone Nation for a tribal headquarters facility, parking space, and green space.



**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, Utah State University desires approval to offer a long-term ground lease for the development of the NBSN headquarters on an unoccupied site on USU property; and

WHEREAS, It will consist of a building, parking lot, and large green space on the northwest corner of USU Brigham City campus as illustrated in the attached Exhibit A; and

WHEREAS, The building will be approximately 12,000 square feet and will include cultural and language centers which will be open to visitors to learn more about the tribe; and

WHEREAS, USU has obtained an independent appraisal to establish fair market value of the property to determine the lease rate; and

WHEREAS, Leasing this property will provide NBSN with space to educate the public about tribal history, heritage, and culture, and to expand the administrative offices; and

WHEREAS, All construction, development, and ongoing costs associated with the facility will be paid by NBSN; and

WHEREAS, Ownership of the improvements will revert to USU at the end of the ground lease; and

WHEREAS, The proposed uses of this facility are consistent and appropriate for the image and environment of the USU Brigham City campus; and

WHEREAS, The ground lease agreement will be written to protect the interests of the University including institutional rights to control facility appearance and parking space, approve external graphics and signage, and access to utility systems and roads:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees approves the proposed ground lease with Northwestern Band of Shoshone Nation for a tribal headquarters facility, parking space, and green space.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:

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Date

EXHIBIT A



**ITEM FOR ACTION**

**RE:** Proposed Ground Lease with Encircle

The proposed ground lease is submitted to the Board of Trustees for consideration. The proposed action received appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

Utah State University desires approval to offer a long-term ground lease for the development of the Encircle House on an unoccupied site on USU property. It will consist of a two-story building and six-stall parking lot west of Old Main Hill on USU's Logan campus as illustrated in the attached Exhibit A.

The building will be approximately 3,000 square feet and designed to look like a home, but will not be residential in nature. It will be used for providing counseling and therapy, collaboration, food services, and various events geared toward supporting LGBTQ+ and other at-risk youth and families. The house will also provide service opportunities to the USU and Cache Valley communities and further the University's initiative to promote diversity and inclusion.

USU will obtain an independent appraisal to establish fair market value of the property to determine the lease rate. All construction, development, and ongoing costs associated with the facility will be paid by Encircle. Ownership of the improvements will revert to USU at the end of the ground lease.

The proposed uses of this facility are consistent and appropriate for the image and environment of the USU Logan campus. In addition, the ground lease agreement will be written to protect the interests of the University including institutional rights to control facility appearance and parking space, approve external graphics and signage, and access to utility systems and roads.

**RECOMMENDATION**

The President and Vice President for Business and Finance recommend that the Board of Trustees approves the proposed ground lease agreement with Encircle.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, Utah State University desires approval to offer a long-term ground lease for the development of the Encircle House on an unoccupied site on USU property; and

WHEREAS, It will consist of a building and parking lot west of Old Main Hill on the Logan campus as illustrated in the attached Exhibit A; and

WHEREAS, The building will be approximately 3,000 square feet and will be used for counseling, food service, and various events geared toward supporting LGBTQ+ and other at-risk youth and families; and

WHEREAS, The house will also provide service opportunities to the USU and Cache Valley communities and further the University's initiative to promote diversity and inclusion; and

WHEREAS, USU will obtain an independent appraisal to establish fair market value of the property to determine the lease rate; and

WHEREAS, All construction, development, and ongoing costs associated with the facility will be paid by Encircle; and

WHEREAS, Ownership of the improvements will revert to USU at the end of the ground lease; and

WHEREAS, The proposed uses of this facility are consistent and appropriate for the image and environment of the USU Logan campus; and

WHEREAS, The ground lease agreement will be written to protect the interests of the University including institutional rights to control facility appearance and parking space, approve external graphics and signage, and access to utility systems and roads:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees approves the proposed ground lease with Encircle.

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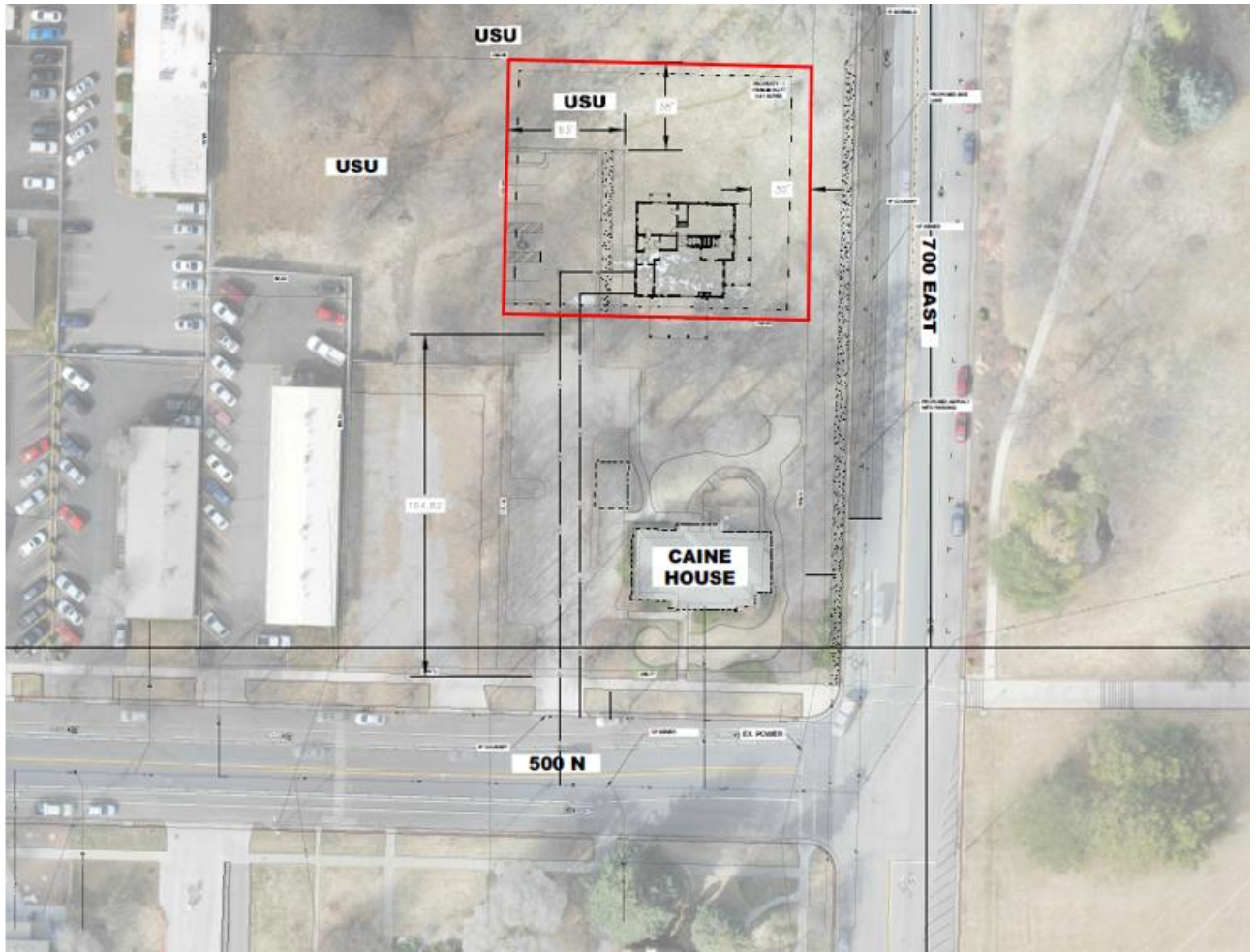
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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:

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Date

# EXHIBIT A



5 March 2021

**ITEM FOR ACTION**

**RE:** Comprehensive Review of Student Fees and Proposal to Transition Specific Student Fees to Tuition

Utah State University's Proposal to Transition Specific Student Fees to Tuition is submitted to the Board of Trustees for consideration. The proposal has received the appropriate administrative review and approval.

**EXECUTIVE SUMMARY**

As required in section 6.2.5 of the Utah System of Higher Education Policy R516, General Student Fees, Utah State University performed a comprehensive review of the current Student Fees to determine whether each fee should be retained, transitioned to tuition or state appropriations, or repealed. Student Fees for the Logan, Statewide, USU Eastern, and Blanding Campuses were included in the review.

Utah State University's recommendation relating to Student Fees at the Logan Campus:

**RETAIN**

Activity Fee  
Building Fee  
Campus Recreation Fee  
Music & Theater Fee

**RETAIN A PORTION AND TRANSITION BALANCE TO TUITION OR OTHER FUNDING SOURCE**

Aggie Shuttle Fee (tuition)  
Athletics Fee (tuition)  
Technology Fee (tuition)  
Library Fee (other source)

**TRANSITION TO TUITION**

Health Services Fee  
Aggie Blue Bike Fee  
Counseling & Psychological Services Fee

**ELIMINATE**

Blue Goes Green Fee (transitioning to other funding source)

Utah State University's recommendation relating to Student Fees at the Statewide Campuses:

RETAIN

Activity Fee  
Building Fee

RETAIN A PORTION AND TRANSITION BALANCE TO TUITION

Instructional & Student Support Fee

Utah State University's recommendation relating to Student Fees at the USU Eastern Campus:

RETAIN

Activity Fee  
Athletic Fee

RETAIN A PORTION AND TRANSITION BALANCE TO TUITION

Building Fee  
Instructional & Student Support Fee

Utah State University's recommendation relating to Student Fees at the Blanding Campus:

RETAIN

Building Fee  
Instructional & Student Support Fee

RETAIN A PORTION AND TRANSITION BALANCE TO TUITION

Activity Fee

The net effect of these proposed changes will decrease Student Fees by \$105.35 for a full-time student and increase tuition by the same amount. Schedules of the proposed changes for Logan, Statewide, USU Eastern, and Blanding Campuses are attached and will be presented for Board of Trustees consideration and approval at the March 5, 2021 meeting.

It is expected that, to the extent possible, an implementation strategy will be developed to transition fee amounts to tuition in such a way that it is cost neutral for each student.

**RECOMMENDATION**

The President, Vice President for Business and Finance, and Student Fee Advisory Board recommends that the Utah State University's Proposal to Transition Specific Student Fees to Tuition be approved as presented.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, Utah State University performed a comprehensive review of the current Student Fees to determine whether each fee should be retained, transitioned to tuition or state appropriations, or repealed; and

WHEREAS, Student Fees for the Logan, Statewide, USU Eastern, and Blanding Campuses were included in the review; and

WHEREAS, Utah State University's recommendation includes retention, retention of a portion and transition balance to tuition or other source of funding, transition to tuition, and elimination of Student Fees as shown in the attached schedule; and

WHEREAS, The net effect of these proposed changes will decrease Student Fees by \$105.35 for a full-time student and increase tuition by the same amount; and

WHEREAS, It is expected that, to the extent possible, an implementation strategy will be developed to transition fee amounts to tuition in such a way that it is cost neutral for each student; and

WHEREAS, The President, Vice President for Business and Finance, and Student Fee Advisory Board recommends that the Utah State University's Proposal to Transition Specific Student Fees to Tuition be approved as presented; and

WHEREAS, The USU Board of Trustees has reviewed and given due consideration to the Proposal to Transition Specific Student Fees to Tuition:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees hereby approves the Proposal to Transition Specific Student Fees to Tuition as presented.

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**RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:**

\_\_\_\_\_

Date



**Attachment - Utah State University Student Fee Schedules  
Current and Proposed FY22 (per semester)**

Campus Fee	Current	Change		Revised	Fees to Tuition	Proposed
		Fee Board Approved	Misc. Adj.			
<b>Logan Campus</b>						
Activity	\$37.30	\$0.00	-\$0.21	\$37.09	\$0.00	\$37.09
Building	\$147.30	\$6.50	-\$1.21	\$152.59	\$0.00	\$152.59
Athletics	\$139.64	\$0.00	-\$0.80	\$138.84	-\$25.81	\$113.03
Aggie Shuttle	\$20.98	\$0.00	-\$0.12	\$20.86	-\$1.36	\$19.50
Health Services	\$49.35	\$0.00	\$0.00	\$49.35	-\$49.35	\$0.00
Technology	\$67.01	-\$1.60	-\$0.39	\$65.02	-\$8.38	\$56.64
Campus Recreation	\$37.20	\$0.00	-\$0.22	\$36.98	\$0.00	\$36.98
Library	\$33.71	\$0.00	-\$0.20	\$33.51	-\$1.50	\$32.01
Music & Theater	\$10.64	\$0.00	-\$0.06	\$10.58	\$0.00	\$10.58
Aggie Blue Bike	\$2.78	\$0.00	-\$1.67	\$1.11	-\$1.11	\$0.00
Blue Goes Green	\$3.07	\$0.00	-\$0.02	\$3.05	-\$3.05	\$0.00
Counseling & Psychological Services	\$14.79	\$0.00	\$0.00	\$14.79	-\$14.79	\$0.00
<b>TOTAL</b>	<b>\$563.77</b>	<b>\$4.90</b>	<b>-\$4.90</b>	<b>\$563.77</b>	<b>-\$105.35</b>	<b>\$458.42</b>
<b>Statewide Campuses (excluding Blanding and USU Eastern Price)</b>						
Activity	\$34.26	\$0.00	\$0.00	\$34.26	\$0.00	\$34.26
Building	\$58.67	\$0.00	\$0.00	\$58.67	\$0.00	\$58.67
Instructional & Student Support	\$270.14	\$0.00	\$0.00	\$270.14	-\$105.35	\$164.79
<b>TOTAL</b>	<b>\$363.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$363.07</b>	<b>-\$105.35</b>	<b>\$257.72</b>
<b>USU Eastern Price Campus</b>						
Athletics	\$55.00	\$0.00	\$0.00	\$55.00	\$0.00	\$55.00
Activity	\$138.03	\$0.00	\$0.00	\$138.03	\$0.00	\$138.03
Building	\$7.49	\$0.00	\$0.00	\$7.49	-\$0.58	\$6.91
Instructional & Student Support	\$162.55	\$0.00	\$0.00	\$162.55	-\$104.77	\$57.78
<b>TOTAL</b>	<b>\$363.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$363.07</b>	<b>-\$105.35</b>	<b>\$257.72</b>
<b>Blanding Campus</b>						
Activity	\$192.34	\$0.00	\$0.00	\$192.34	-\$105.35	\$86.99
Building	\$28.00	\$0.00	\$0.00	\$28.00	\$0.00	\$28.00
Instructional & Student Support	\$142.73	\$0.00	\$0.00	\$142.73	\$0.00	\$142.73
<b>TOTAL</b>	<b>\$363.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$363.07</b>	<b>-\$105.35</b>	<b>\$257.72</b>

**ITEM FOR ACTION**

**RE:** A Proposal to Modify and/or Implement New Student Fees at Utah State University

**EXECUTIVE SUMMARY**

All general student fees are subject to Board of Higher Education approval in conjunction with the annual determination of tuition rates. The University has four different areas that assess these fees. The President's recommendation for each area is described below.

**Logan Campus**

The Student Fee Board recommended two adjustments. The first was a \$6.50 increase to the Aggie Recreation fee. The second, a \$1.60 decrease to the Technology fee. These two adjustments net to a total of a \$4.90 increase. In order to ensure that students' out-of-pocket burden does not change, all fees except Health Services and Counseling/Psychological Services will decrease by a portion of the \$4.90. The overall impact of these changes is \$0.00 to the student.

**Statewide Campuses**

No proposed change.

**USU-Eastern Price**

No proposed change.

**Blanding Campus**

No proposed change.

**RECOMMENDATION**

Based on the above proposals, the President and Vice President for Business & Finance recommends that the Board of Trustees approve the implementation of student fee changes effective Summer Semester 2021.

**RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES**

WHEREAS, All general student fees are subject to Board of Higher Education approval in conjunction with annual determination of tuition rates; and

WHEREAS, The Logan Campus Student Fee Board has approved a \$6.50 per semester increase for the Aggie Recreation Center fee and a \$1.60 decrease in the Technology fee; and

WHEREAS, In order to ensure students do not pay more out of pocket, most fees will be reduced so that there is no overall financial impact to the student; and

WHEREAS, No changes are proposed for Statewide Campuses, USU Eastern Price, and Blanding; and

WHEREAS, The proposal has the approval of the President 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 implementation of student fee changes effective Summer Semester 2021 and that this approval be forwarded to the Utah State Board of Higher Education for its approval.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

---

DATE

**Attachment - Utah State University Student Fee Schedules  
Current and Proposed FY22 (per semester)**

**Logan Campus**

Fee	Current	Changes		Proposed	Change
		Fee Board	Misc. Adj.		
Activity	\$ 37.30		\$ (0.21)	\$ 37.09	\$ (0.21)
Building	147.30	6.50	(1.21)	152.59	5.29
Athletics	139.64		(0.80)	138.84	(0.80)
Aggie Shuttle	20.98		(0.12)	20.86	(0.12)
Health Services	49.35			49.35	-
Technology	67.01	(1.60)	(0.39)	65.02	(1.99)
Campus Recreation	37.20		(0.22)	36.98	(0.22)
Library	33.71		(0.20)	33.51	(0.20)
Music & Theater	10.64		(0.06)	10.58	(0.06)
Aggie Blue Bike	2.78		(1.67)	1.11	(1.67)
Blue Goes Green	3.07		(0.02)	3.05	(0.02)
Counseling & Psychological Services	14.79			14.79	-
<b>TOTAL</b>	<b>\$ 563.77</b>	<b>\$ 4.90</b>	<b>\$ (4.90)</b>	<b>\$ 563.77</b>	<b>\$ - 0.0%</b>

**ITEM FOR ACTION**

**RE: A Proposal from Utah State University for Tuition Rate Increases**

**EXECUTIVE SUMMARY**

Each institutional President, with the approval of the institutional Board of Trustees, may recommend a tuition rate increase to the Board of Higher Education. The increase may be used to fund legislative match requirements or to meet other specific institutional needs. Additionally, the President may recommend tuition and program fee adjustments for the Technical Education programs in Price, Blanding, and Moab. Program fees function similarly to differential tuition, in that they generate revenue that is used only for one specific program; thus, the need to include adjustments for program fees in this agenda item.

**Tuition**

The university, after consultation with student leaders, is proposing a 2.9% tuition rate increase. This will apply to all campuses. This will not apply to Technical Education tuition.

The President and student leadership will hold a public meeting to provide an explanation of the reasons for the proposed increase, an explanation of how the revenue generated by the increase will be used, and an opportunity for public comment from students. All of the revenues generated from the tuition rate increase will be retained at Utah State University.

**Program Fees**

When the university restructured Technical Education last year, one priority was to ensure transparency with students regarding student charges. To that end, the university submitted a complete list of all program fees to the Board for approval in March 2020. The university is proposing new program fees for four programs:

Automated Manufacturing	\$380
Apprentice Electrician	\$1,000
Pharmacy Technician	\$500
Certified Nursing Assistant	\$175

**RECOMMENDATION**

Based on the above proposals and approvals as indicated, the President and Vice President for Business & Finance recommend that the Board of Trustees approve the proposed increases.

RESOLUTION  
UTAH STATE UNIVERSITY  
BOARD OF TRUSTEES

WHEREAS, Each institutional President, with the approval of the institutional Board of Trustees, may recommend a tuition rate increase to meet specific institutional needs and meet legislative match requirements; and

WHEREAS, Utah State University is proposing a 2.9% tuition rate increase for all campuses; and

WHEREAS, Utah State University is proposing new program fees for four Technical Education programs; and

WHEREAS, The President will consult with student leaders and will hold a public meeting to provide an opportunity for public comment from students; and

WHEREAS, All of the revenues generated from the tuition increase will be retained at Utah State University; and

WHEREAS, The proposal has the approval of the President and Vice President for Business & Finance of Utah State University;

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve the proposed tuition rate increases and new program fees effective Summer Semester 2021 and that this approval be forwarded to the Utah Board of Higher Education for its approval.

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RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

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DATE

## **INFORMATION AGENDA**

1. Report of Investments for October 2020
2. Report of Investments for November 2020
3. Introduction of Policy 538 Course Fees
4. Recruitment, Retention, and Completion Committee

**ITEM FOR ACTION**

**RE: Report of Investments for October 2020**

The Report of Investments for October 2020 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 October 2020 and comparative year-to-date totals for FY 2020-2021 and FY 2019-2020.

**CASH MANAGEMENT INVESTMENT POOL**

The average daily fair value invested during October 2020 was \$431,759,851, up \$9,770,685 over September 2020. Total investment gain was \$154,497, down \$492,897 from September 2020, reflecting the increase in the amount available for investing and a decrease in total investment return. The annualized total investment return was 0.43%, down 1.41% from September 2020.

Year-to-date numbers show that the average daily fair value invested for FY 2020-2021 was \$391,484,583, up \$6,582,035 (1.71%) over FY 2019-2020. Total interest income for FY 2020-2021 amounted to \$3,172,401, down \$466,889 (12.83%) from FY 2019-2020, reflecting an increase in the amount available for investing and a decrease in interest rates.

The total amount invested at 31 October 2020 was \$437,320,359, up \$38,869,204 (9.76%) over 31 October 2019.

**ENDOWMENT POOL**

The average daily fair value invested during October 2020 was \$209,975,049, down \$1,488,571 from September 2020. Interest and dividend income of \$205,802 plus net realized gains of \$306,128 totaled \$511,930 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2020-2021 was \$208,197,287, up \$4,691,527 (2.31%) over FY 2019-2020. Total realized income for FY 2020-2021 was \$3,535,484, down \$14,267,683 (80.14%) from FY 2019-2020. This decrease resulted from \$329,103 less in interest and dividends and \$13,938,580 less in net realized gains during FY 2020-2021.

The total amount invested at 31 October 2020 was \$208,913,252, up \$1,653,703 (0.80%) over 31 October 2019.



## OTHER INVESTMENTS

The average daily fair value invested during October 2020 was \$234,001,017, up \$126,415 over September 2020. Interest and dividend income of \$246,765 plus net realized gains of \$78,537 totaled \$325,302 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2020-2021 was \$232,835,149, up \$29,652,737 (14.59%) over FY 2019-2020. Total realized income for FY 2020-2021 was \$1,065,229, down \$271,563 (20.31%) from FY 2019-2020. This decrease resulted from \$139,796 less in interest and dividend income and \$131,767 less in net realized gains during FY 2020-2021.

The total amount invested at 31 October 2020 was \$234,337,024, up \$28,403,463 (13.79%) over 31 October 2019.

## ENDOWMENT TRUSTS

The average daily fair value invested during October 2020 was \$5,228,339, down \$200,397 from September 2020. Interest and dividend income of \$11,702 minus net realized losses of \$22,039 totaled \$10,337 in realized losses for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2020-2021 was \$5,344,762, down \$618,836 (10.38%) from FY 2019-2020. Total realized loss for FY 2020-2021 was \$107,402, down \$371,629 (140.65%) from FY 2019-2020. This decrease resulted from \$671 less in interest and dividend income and \$370,958 more in net realized losses during FY 2020-2021.

The total amount invested at 31 October 2020 was \$5,153,233, down \$1,036,963 (16.75%) from 31 October 2019.

## PLANT FUND TRUSTS

The average daily fair value invested during October 2020 was \$101,206,348, down \$3,142,074 from September 2020. Interest income totaled \$44,610 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2020-2021 was \$104,035,298, up \$49,295,960 (90.06%) over FY 2019-2020. Total realized income for FY 2020-2021 was \$205,869, down \$270,400 (56.77%) from FY 2019-2020. This decrease reflects the increased amount available for investing and a decrease in the rate of return.

The total amount invested at 31 October 2020 was \$99,950,827, up \$24,363,853 (32.23%) over 31 October 2019.

## SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of October was \$882,922,102. Purchases totaled \$25,110,031 and sales totaled \$16,766,209. From this activity the University realized net gains of \$362,626 and earnings of \$1,105,314.

## **RECOMMENDATION**

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for October 2020.

**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 October 2020 to 31 October 2020 and comparative year-to-date totals for the periods 1 July 2020 to 31 October 2020 and 1 July 2019 to 31 October 2019; 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 October 2020 to 31 October 2020 and comparative year-to-date totals for the periods 1 July 2020 to 31 October 2020 and 1 July 2019 to 31 October 2019;

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 October 2020.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_

Date



UTAH STATE UNIVERSITY  
REPORT OF INVESTMENTS  
OCTOBER 2020

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

2/4/2021  
Date

David T. Cowley  
Vice President for Business and Finance

2/8/21  
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 2020	\$335,205,357	\$31,900,000	\$10,000,000	\$990,906	\$358,096,263	\$340,723,690	\$813,081	\$11,844	\$801,237
Aug 2020	358,096,263	44,500,000	10,500,000	603,254	392,699,517	371,465,626	787,271	25	787,246
Sep 2020	392,699,517	46,746,000	11,355,000	(148,594)	427,941,923	421,989,166	795,988	(75)	796,063
Oct 2020	427,941,923	10,000,000	0	(621,564)	437,320,359	431,759,851	776,061	2,560	773,501
Nov 2020									
Dec 2020									
Jan 2021									
Feb 2021									
Mar 2021									
Apr 2021									
May 2021									
Jun 2021									

Comparative Totals:

Year-to-date									
FY 2020-21	\$335,205,357	\$133,146,000	\$31,855,000	\$824,002	\$437,320,359	\$391,484,583	\$3,172,401	\$14,354	\$3,158,047
FY 2019-20	347,726,134	293,538,545	243,895,438	1,081,914	398,451,155	384,902,548	3,639,290	26,850	3,612,440
Amt Change					38,869,204	6,582,036	(466,889)	(12,496)	(454,393)
% Change					9.76%	1.71%	-12.83%	-46.54%	-12.58%

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 October 2020

Schedule A-2

	Purchases	Sales		Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
		Cost	Receipts					
Miscellaneous				\$2		\$2	\$0	0.00%
Money Market Account				29,400		29,400	61,200,000	0.58%
Utah Public Treasurers' Investment Fund				8,419		8,419	19,100,000	0.53%
Commercial Paper and Corporate Notes	\$10,000,000			665,491	\$96,403	761,894	289,009,851	3.16%
Obligations of U. S. Government				59,979	(705,351)	(645,372)	56,000,000	-13.83%
Municipal Bonds				12,770	(12,617)	154	6,450,000	0.03%
Total	<u>\$10,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$776,061</u>	<u>(\$621,564)</u>	<u>\$154,497</u>	<u>\$431,759,851</u>	0.43%

UTAH STATE UNIVERSITY  
SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS  
For the Month of October 2020

Schedule A-3

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<u>Cash Management Investment Pool</u>						
Miscellaneous						\$2
Money Market Account						29,400
Utah Public Treasurers' Investment Fund						8,419
Corporate Bonds and Floaters		\$10,000,000				665,491
Obligations of U. S. Government						59,979
Municipal Bonds						12,770
 Total Cash Management Investment Pool		<u>\$10,000,000</u>		<u>\$0</u>	<u>\$0</u>	<u>\$776,061</u>

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 2020	\$199,048,724	\$19,588,106	\$19,493,410	\$6,737,501	\$205,880,921	\$202,464,823	\$141,236	\$1,968,490	\$2,109,726	\$46,541	\$2,063,185
Aug 2020	205,880,921	10,669,897	10,333,557	5,673,134	211,890,395	208,885,658	146,619	208,617	355,236	\$103,612	251,624
Sep 2020	211,890,395	2,963,946	1,992,889	(1,824,607)	211,036,845	211,463,620	415,213	143,379	558,592	0	558,592
Oct 2020	211,036,845	3,600,990	3,184,866	(2,539,717)	208,913,252	209,975,049	205,802	306,128	511,930	80,011	431,919
Nov 2020											
Dec 2020											
Jan 2021											
Feb 2021											
Mar 2021											
Apr 2021											
May 2021											
Jun 2021											

Comparative Totals:

Year-to-date

FY 2020-21	\$199,048,724	\$36,822,939	\$35,004,722	\$8,046,311	\$208,913,252	\$208,197,287	\$908,870	\$2,626,614	\$3,535,484	\$230,164	\$3,305,320
FY 2019-20	202,617,616	98,229,722	96,216,821	2,629,032	207,259,549	203,505,760	1,237,973	16,565,194	17,803,167	85,541	17,717,626
Amt Change					1,653,703	4,691,527	(329,103)	(13,938,580)	(14,267,683)	144,623	(14,412,306)
% Change					0.80%	2.31%	-26.58%	-84.14%	-80.14%	169.07%	-81.34%

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 \$2,388,668 principal beginning balance, a \$2,683,836 ending balance, and a \$2,681,418 average daily balance for the current month. Current month interest and dividends from the CMIP were \$4,835 bringing the total to (\$6,789) 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 October 2020

Schedule B-2  
Page 1 of 2

Endowment Pool Transactions	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
Cash Management Investment Pool						
Utah State University		\$290,333				\$4,835
CMP Interest		4,835				
Equity funds						
Dimensional - DFA Emerging Markets	1,730.001	40,863				40,863
Dimensional - DFA Micro Cap	140.921	2,475				2,475
Dimensional - DFA Small Cap	103.198	3,086				3,086
RhumbLine QSI Index			85.493	\$2,500	\$2,500	\$0
Ryder Court Global Opportunistic Fund			3,668.171	36,682	40,760	4,078
Fixed Income funds						
Longfellow		1,269,203		1,166,029	1,170,263	4,234
High Yield Bond Fund	3,807.988	38,723				43,830
Paydenfunds - Emerging Markets Bond Fund	1,223.279	15,890				15,890
Vanguard Inflation Protected Secs Ad	279.369	7,870				
Vanguard Short Term Inflation Protected Securities Index Ft	575.213	14,633				
Wellington - CTF Opportunistic Emerging Markets	1,387.947	14,684				14,684
Alternatives						
Aether Investment Partners, LLC						
Aether Real Assets IV, LP		43,426		0	919	919
Aether Real Assets V, LP		51,967		94,257	94,257	0
The Carlyle Group						
Carlyle Realty Partners VIII		251,315		45,579	80,883	35,304
Global Infrastructure Partners						
Global Infrastructure Partners III-A/B, L.P.				68,558	97,327	28,769
Global Infrastructure Partners IV-A/B, L.P.		617				
Solamere Capital						
Solamere Founders Fund II, LP				0	232,824	232,824
Woodbury						
Woodbury Capital II, LP				5,823	5,823	0
Woodbury Capital II - Avenue 80, LLC						14,539
						287
Money Market Funds						
Goldman Sachs Bank Deposit		14				14
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z		357,721		212,131	212,131	0
US Bank - Longfellow First Am Treas Ob Fund Cl Z		922,950		1,160,071	1,160,071	0
Accruals / Payable						
Endowment Pool						
US Bank - Accruals		16		22,512	22,512	0
Wells Capital Management - HYB		43,830		38,723	38,723	0

UTAH STATE UNIVERSITY  
SUMMARY OF ENDOWMENT POOL TRANSACTIONS  
For the Month of October 2020

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
Accruals / Payable (continued)						
Longfellow						
US Bank - Pending Trades		\$164,053		(\$40,409)	(\$40,409)	\$0
US Bank Receivable - Interest Accrual		62,486		66,282	66,282	0
		<u>\$3,600,990</u>		<u>\$2,878,738</u>	<u>\$3,184,866</u>	<u>\$306,128</u>
Total Endowment Pool Transactions		<u>\$3,600,990</u>		<u>\$2,878,738</u>	<u>\$3,184,866</u>	<u>\$306,128</u>

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 2020	\$202,376,354	\$15,514,563	\$15,362,249	\$3,467,603	\$205,996,271	\$204,186,313	\$152,314	\$4,624	\$156,938
Aug 2020	205,996,271	2,727,484	1,862,322	(453,779)	206,407,654	206,201,963	271,669	5,600	277,269
Sep 2020	206,407,654	2,005,509	823,956	(915,171)	206,674,036	206,540,845	293,807	0	293,807
Oct 2020	206,674,036	10,775,936	8,590,615	(991,892)	207,867,465	207,270,751	245,364	67,000	312,364
Nov 2020									
Dec 2020									
Jan 2021									
Feb 2021									
Mar 2021									
Apr 2021									
May 2021									
Jun 2021									

Comparative Totals:

Year-to-date									
FY 2020-21	\$202,376,354	\$31,023,492	\$26,639,142	\$1,106,761	\$207,867,465	\$206,049,968	\$963,154	\$77,224	\$1,040,378
FY 2019-20	172,609,233	14,239,572	10,368,535	3,206,302	179,686,572	176,992,719	999,676	121,618	1,121,294
Amt Change					28,180,893	29,057,249	(36,522)	(44,394)	(80,916)
% Change					15.68%	16.42%	-3.65%	-36.50%	-7.22%

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 \$91,642,485 principal beginning balance, a \$98,422,693 ending balance, and a \$96,567,084 average daily balance for the current month. Current month interest and dividends from the CMIP were \$174,791 bringing the total to \$723,200 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 October 2020

Schedule C1C  
Page 1 of 1

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Defensive Return Pool</u>							
CMIP		\$6,939,957					
CMIP Earnings		174,791				\$174,791	
CMIP Payable		(334,540)				(334,540)	
Utah Public Treasurers' Investment Fund		1,105				1,105	
Fixed Income							
US Bank							
Domestic Preferred Stocks							
Berkley (WR) Corporation			40,000.000	\$935,000	\$1,000,000	\$65,000	
Nextera Energy			40,000.000	998,000	1,000,000	2,000	
Southern Co 6.25%			40,000.000	1,000,000	1,000,000	0	
Alternatives							
Dakota Pacific Real Estate Group							
Dakota Pacific Real Estate						4,977	
Morgan Stanley Smith Barney							
MS Opp Mortgage Inc Fund						35,257	
Woodbury							
Woodbury Capital II, LP				5,823	5,823	0	
Woodbury Capital II - Avenue 80, LLC						# 287	
Money Market / Cash							
Morgan Stanley - MSILF Govt Sec Part		35,258					
US Bank - First Am Treasury Ob Fund Class Z		3,610,416		5,006,027	5,006,027	0	
US Bank - First Am Treasury Ob Fund Class Z		2				3	
Receivable / In Transit / Unsettled Purchases							
US Bank - Receivable		341,319		578,763	578,763	0	
US Bank - Receivable		7,628		2	2	0	
Total Other Investments		<u>\$10,775,936</u>		<u>\$8,523,615</u>	<u>\$8,590,615</u>	<u>\$67,000</u>	<u>\$245,364</u>

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

Schedule C2A

	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 2020	\$25,497,207	\$49,937	\$148,599	\$1,091,284	\$26,489,829	\$25,993,518	\$2,941	(\$11,506)	(\$8,565)
Aug 2020	26,489,829	85,550	67,537	1,168,698	27,676,540	27,083,185	1,564	5,619	7,183
Sep 2020	27,676,540	44,664	89,078	(641,153)	26,990,973	27,333,757	4,592	8,703	13,295
Oct 2020	26,990,973	214,039	215,576	(519,877)	26,469,559	26,730,266	1,401	11,537	12,938
Nov 2020									
Dec 2020									
Jan 2021									
Feb 2021									
Mar 2021									
Apr 2021									
May 2021									
Jun 2021									

Comparative Totals:

Year-to-date									
FY 2020-21	\$25,497,207	\$394,190	\$520,790	\$1,098,952	\$26,469,559	\$26,785,181	\$10,498	\$14,353	\$24,851
FY 2019-20	25,838,919	3,371,910	3,525,936	562,096	26,246,989	26,189,693	113,772	101,726	215,498
Amt Change					222,570	595,488	(103,274)	(87,373)	(190,647)
% Change					0.85%	2.27%	-90.77%	-85.89%	-88.47%

UTAH STATE UNIVERSITY  
SUMMARY OF OTHER INVESTMENT TRANSACTIONS  
For the Month of October 2020

Schedule C2C  
Page 1 of 2

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<b>Other Investments</b>						
<b>Common and Preferred Stock</b>						
Edward Jones						
American Funds The Growth Fund of America	7.813	\$497	7.813	\$497	\$497	\$0
Morgan Stanley						
Bank of America Corp	355.000	8,463	355.000	8,463	8,426	(37)
Invesco S&P 500 Low Volatility	30.000	1,650	30.000	1,650	1,608	(42)
IAC Interactivecorp New	40.000	5,084	40.000	5,084	4,909	(175)
Lowe's Companies, Inc	58.000	10,033	58.000	10,033	9,742	(291)
Tesla Inc	20.000	7,867				
Utah Public Treasurers'						
Investment Fund		\$70				\$70
<b>ETF / Bonds / Mutual Funds</b>						
<b>Bond Funds</b>						
Janus Henderson Multi Sector Income Fund	18.256	178				178
PIMCO Income Instl	51.118	598				598
<b>Equity Funds</b>						
T Rowe Price Blue Chip Growth	223.115	35,000				
Wasatch Small Cap Value Institutional			6,099.252	40,610	44,890	4,280
<b>Commonfund</b>						
<b>CEU Title III</b>						
Multi-Strategy Bond			86.332	1,000	1,371	371
Multi-Strategy Equity			10.382	636	4,503	3,867
<b>TD Ameritrade</b>						
<b>Exchange Traded Funds</b>						
PGIM ETF Trust						22
Schwab Strategic Tr US Tips						21
SPDR Series Trust Intermediate ETF						26
<b>Fixed Income</b>						
BNP Paribas Note Conv Index Lnkd 10/19/2020			120.000	12,000	14,292	2,292
Citigroup Global Markets Holdings Inc 01/14/2021			120.000	12,000	12,000	0
Citigroup Global Markets Holdings Inc 10/16/2020			120.000	12,000	13,272	1,272
Citigroup Global Markets Holdings Inc 01/14/2021			120.000	12,000	12,000	0
HSBC USA Inc Security Linked 03/18/2025						91
Morgan Stanley Finance LLC 10/19/2020			120.000	12,000	12,000	0
Morgan Stanley Finance LLC 10/19/2020			120.000	12,000	12,000	0
Morgan Stanley Finance LLC 12/10/220						56

UTAH STATE UNIVERSITY  
SUMMARY OF OTHER INVESTMENT TRANSACTIONS  
For the Month of October 2020

Schedule C2C  
Page 2 of 2

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Fixed Income (continued)							
Societe Generale 01/14/2021			120.000	\$12,000	\$12,000	\$0	\$105
Stocks							
Thermo Fisher Scientific Inc	23.000	\$10,582					
Money Market / Cash							
Charles Schwab - Cash				1,007	1,007	0	
Charles Schwab - Money Market		45,898		38,625	38,625	0	
Morgan Stanley - Money Market		2					
TD Ameritrade Deposit Account		88,117		12,434	12,434	0	1
		<u>\$214,039</u>		<u>\$204,039</u>	<u>\$215,576</u>	<u>\$11,537</u>	<u>\$1,401</u>
Total Other Investments							

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 2020	\$5,198,575	\$15,353	\$2,913	\$134,657	\$5,345,672	\$5,272,124	\$13,049	\$471	\$13,520	\$608	\$12,912
Aug 2020	5,345,672	30,118	15,428	193,665	5,554,027	5,449,850	23,440	478	23,918	124	23,794
Sep 2020	5,554,027	1,377,365	1,356,294	(271,653)	5,303,445	5,428,736	21,070	(155,573)	(134,503)	0	(134,503)
Oct 2020	5,303,445	473,609	462,526	(161,295)	5,153,233	5,228,339	11,702	(22,039)	(10,337)	619	(10,956)
Nov 2020											
Dec 2020											
Jan 2021											
Feb 2021											
Mar 2021											
Apr 2021											
May 2021											
Jun 2021											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2020-21	\$5,198,575	\$1,896,445	\$1,837,161	(\$104,626)	\$5,153,233	\$5,344,762	\$69,261	(\$176,663)	(\$107,402)	\$1,351	(\$108,753)
FY 2019-20	5,962,210	2,230,944	2,172,032	169,074	6,190,196	5,963,598	69,932	194,295	264,227	1,238	262,989
Amt Change					(1,036,963)	(618,836)	(671)	(370,958)	(371,629)	113	(371,742)
% Change					-16.75%	-10.38%	-0.96%	-190.93%	-140.65%	9.13%	-141.35%

Note: Endowment Trusts include externally managed endowment trusts.



UTAH STATE UNIVERSITY  
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS  
For the Month of October 2020

Schedule D-2  
Page 1 of 2

	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
<b>Endowment Trusts</b>							
Common and Preferred Stock							
Abbvie Inc Com	900.000	\$76,052					
Eli Lilly & Co	700.000	101,349					
Home Depot Inc	175.000	50,570					
Intl Business Machines Corp			650.000	\$90,482	\$75,186	(\$15,296)	
iShares Preferred & Income			4,300.000	164,233	156,617	(7,616)	
Funds held at Morgan Stanley - Dividends							\$11,343
Mutual Funds - Equity							
T Rowe Price Institutional Large CP Growth			5.089	103	287	184	
Vanguard 500 Index Fund Admiral Shares			0.679	135	219	84	
Voya Large-Cap Growth Fund			4.516	177	262	85	
Wells Fargo Advantage Growth Fund			5.013	212	294	82	
T Rowe Price Institutional Large CP Growth			5.088	103	287	184	
Vanguard 500 Index Fund Admiral Shares			0.678	135	218	83	
Voya Large-Cap Growth Fund			4.515	177	262	85	
Wells Fargo Advantage Growth Fund			5.012	212	294	82	
Funds held at Wells Fargo - Dividends							2
Mutual Funds - Bond							
Federated Total Return Bond Fund	27.946	327	0.000	0	2	2	
Metropolitan West Total Return Bond Fund	3.886	45					
Wells Fargo Advantage Core Bond Fund	3.415	48					
Federated Total Return Bond Fund	27.937	327	0.000	0	2	2	
Metropolitan West Total Return Bond Fund	3.886	45					
Wells Fargo Advantage Core Bond Fund	3.415	48					
Funds held at Wells Fargo - Dividends							357
Money Market & Cash Funds							
Morgan Stanley Bank N.A. #		243,147		227,971	227,971	0	
Wells Fargo #451		826		313	313	0	
Wells Fargo #451		825		312	312	0	
Total Endowment Trusts		<u>\$473,609</u>		<u>\$484,565</u>	<u>\$462,526</u>	<u>(\$22,039)</u>	<u>\$11,702</u>

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 2020	\$106,054,187	\$83,899	\$1,576,204	\$0	\$104,561,882	\$105,957,909	\$66,630		\$66,630		\$66,630
Aug 2020	104,561,882	76,339	9,709	0	104,628,512	104,628,512	49,172		49,172		49,172
Sep 2020	104,628,512	1,614,727	2,025,243	0	104,217,996	104,348,422	45,457		45,457		45,457
Oct 2020	104,217,996	45,457	4,312,626	0	99,950,827	101,206,348	44,610		44,610		44,610
Nov 2020											
Dec 2020											
Jan 2021											
Feb 2021											
Mar 2021											
Apr 2021											
May 2021											
Jun 2021											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2020-21	\$106,054,187	\$1,820,422	\$7,923,782	\$0	\$99,950,827	\$104,035,298	\$205,869	\$0	\$205,869	\$0	\$205,869
FY 2019-20	24,845,205	67,019,053	16,277,276	(8)	75,586,974	54,739,338	479,133	(2,864)	476,269	0	476,269
Amt Change					24,363,853	49,295,960	(273,264)	2,864	(270,400)	0	(270,400)
% Change					32.23%	90.06%	-57.03%	100.00%	-56.77%	0.00%	-56.77%

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  
 For the Month of October 2020

Schedule E-2

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Plant Trusts</u>							
Utah Public Treasurers' Investment Fund		\$45,457		\$4,312,626	\$4,312,626	\$0	\$44,610
Total Plant Trusts		<u>\$45,457</u>		<u>\$4,312,626</u>	<u>\$4,312,626</u>	<u>\$0</u>	<u>\$44,610</u>

## **ITEM FOR ACTION**

### **RE: Report of Investments for November 2020**

The Report of Investments for November 2020 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 November 2020 and comparative year-to-date totals for FY 2020-2021 and FY 2019-2020.

### **CASH MANAGEMENT INVESTMENT POOL**

The average daily fair value invested during November 2020 was \$431,520,066, down \$239,785 from October 2020. Total investment gain was \$1,246,558, up \$1,092,061 over October 2020, reflecting the decrease in the amount available for investing and an increase in total investment return. The annualized total investment return was 3.47%, up 3.04% over October 2020.

Year-to-date numbers show that the average daily fair value invested for FY 2020-2021 was \$399,491,680, up \$13,674,268 (3.54%) over FY 2019-2020. Total interest income for FY 2020-2021 amounted to \$3,924,252, down \$567,155 (12.63%) from FY 2019-2020, reflecting an increase in the amount available for investing and a decrease in interest rates.

The total amount invested at 30 November 2020 was \$430,815,066, up \$44,129,616 (11.41%) over 30 November 2019.

### **ENDOWMENT POOL**

The average daily fair value invested during November 2020 was \$215,040,980, up \$5,065,931 over October 2020. Interest and dividend income of \$142,357 minus net realized losses of \$214,644 totaled \$72,287 in realized loss for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2020-2021 was \$209,566,026, up \$5,017,505 (2.45%) over FY 2019-2020. Total realized income for FY 2020-2021 was \$3,463,197, down \$14,867,774 (81.11%) from FY 2019-2020. This decrease resulted from \$342,194 less in interest and dividends and \$14,525,580 less in net realized gains during FY 2020-2021.

The total amount invested at 30 November 2020 was \$221,168,708, up \$10,989,125 (5.23%) over 30 November 2019.

## OTHER INVESTMENTS

The average daily fair value invested during November 2020 was \$237,079,238, up \$3,078,221 over October 2020. Interest and dividend income of \$287,425 plus net realized gains of \$4,311 totaled \$291,736 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2020-2021 was \$233,683,966, up \$29,967,332 (14.71%) over FY 2019-2020. Total realized income for FY 2020-2021 was \$1,356,965, down \$285,000 (17.36%) from FY 2019-2020. This decrease resulted from \$103,825 less in interest and dividend income and \$181,175 less in net realized gains during FY 2020-2021.

The total amount invested at 30 November 2020 was \$239,821,450, up \$34,047,962 (16.55%) over 30 November 2019.

## ENDOWMENT TRUSTS

The average daily fair value invested during November 2020 was \$5,456,392, up \$228,053 over October 2020. Interest and dividend income of \$18,886 minus net realized losses of \$12,705 totaled \$6,181 in realized gains for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2020-2021 was \$5,367,088, down \$652,770 (10.84%) from FY 2019-2020. Total realized loss for FY 2020-2021 was \$101,221, down \$346,455 (77.39%) from FY 2019-2020. This decrease resulted from \$5,189 less in interest and dividend income and \$351,644 less in net realized losses during FY 2020-2021.

The total amount invested at 30 November 2020 was \$5,759,551, down \$540,057 (8.57%) from 30 November 2019.

## PLANT FUND TRUSTS

The average daily fair value invested during November 2020 was \$102,185,720, up \$979,372 over October 2020. Interest income totaled \$43,463 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2020-2021 was \$103,665,382, up \$44,541,130 (75.33%) over FY 2019-2020. Total realized income for FY 2020-2021 was \$249,332, down \$377,988 (60.25%) from FY 2019-2020. This decrease reflects the increased amount available for investing and a decrease in the rate of return.

The total amount invested at 30 November 2020 was \$104,850,793, up \$27,035,931 (34.74%) over 30 November 2019.

## SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of November was \$888,213,659. Purchases totaled \$14,733,930 and sales totaled \$14,374,790. From this activity the University realized net losses of \$223,038 and earnings of \$1,063,005.

## RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for November 2020.

**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 November 2020 to 30 November 2020 and comparative year-to-date totals for the periods 1 July 2020 to 30 November 2020 and 1 July 2019 to 30 November 2019; 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 November 2020 to 30 November 2020 and comparative year-to-date totals for the periods 1 July 2020 to 30 November 2020 and 1 July 2019 to 30 November 2019;

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 November 2020.

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RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

\_\_\_\_\_

Date

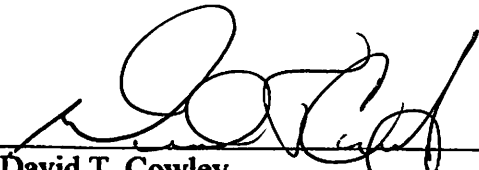


UTAH STATE UNIVERSITY  
REPORT OF INVESTMENTS  
NOVEMBER 2020

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

2/4/2021  
Date

  
\_\_\_\_\_  
David T. Cowley  
Vice President for Business and Finance

2/8/21  
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 2020	\$335,205,357	\$31,900,000	\$10,000,000	\$990,906	\$358,096,263	\$340,723,690	\$813,081	\$11,844	\$801,237
Aug 2020	358,096,263	44,500,000	10,500,000	603,254	392,699,517	371,465,626	787,271	25	787,246
Sep 2020	392,699,517	46,746,000	11,355,000	(148,594)	427,941,923	421,989,166	795,988	(75)	796,063
Oct 2020	427,941,923	10,000,000	0	(621,564)	437,320,359	431,759,851	776,061	2,560	773,501
Nov 2020	437,320,359	0	7,000,000	494,707	430,815,066	431,520,066	751,851	(5)	751,856
Dec 2020									
Jan 2021									
Feb 2021									
Mar 2021									
Apr 2021									
May 2021									
Jun 2021									

Comparative Totals:

Year-to-date									
FY 2020-21	\$335,205,357	\$133,146,000	\$38,855,000	\$1,318,709	\$430,815,066	\$399,491,680	\$3,924,252	\$14,349	\$3,909,903
FY 2019-20	347,726,134	308,931,812	270,925,770	953,274	386,685,450	385,817,412	4,491,407	26,850	4,464,557
Amt Change					44,129,616	13,674,268	(567,155)	(12,501)	(554,654)
% Change					11.41%	3.54%	-12.63%	-46.56%	-12.42%

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 November 2020

Schedule A-2

	Purchases	Sales		Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
		Cost	Receipts					
Miscellaneous				\$17		\$17	\$0	0.00%
Money Market Account				27,571		27,571	61,200,000	0.54%
Utah Public Treasurers' Investment Fund		\$7,000,000	\$7,000,000	6,253		6,253	14,666,666	0.51%
Commercial Paper and Corporate Notes				647,608	\$136,037	783,645	293,203,400	3.21%
Obligations of U. S. Government				58,044	362,768	420,812	56,000,000	9.02%
Municipal Bonds				12,358	(4,098)	8,260	6,450,000	1.54%
Total	<u>\$0</u>	<u>\$7,000,000</u>	<u>\$7,000,000</u>	<u>\$751,851</u>	<u>\$494,707</u>	<u>\$1,246,558</u>	<u>\$431,520,066</u>	3.47%

UTAH STATE UNIVERSITY  
SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS  
For the Month of November 2020

Schedule A-3

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<u>Cash Management Investment Pool</u>						
Miscellaneous						\$17
Money Market Account						27,571
Utah Public Treasurers' Investment Fund				\$7,000,000	\$7,000,000	\$0
Corporate Bonds and Floaters						647,608
Obligations of U. S. Government						58,044
Municipal Bonds						12,358
 Total Cash Management Investment Pool		<u>\$0</u>		<u>\$7,000,000</u>	<u>\$7,000,000</u>	<u>\$0</u>
						<u>\$751,851</u>

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 2020	\$199,048,724	\$19,588,106	\$19,493,410	\$6,737,501	\$205,880,921	\$202,464,823	\$141,236	\$1,968,490	\$2,109,726	\$46,541	\$2,063,185
Aug 2020	205,880,921	10,669,897	10,333,557	5,673,134	211,890,395	208,885,658	146,619	208,617	355,236	103,612	251,624
Sep 2020	211,890,395	2,963,946	1,992,889	(1,824,607)	211,036,845	211,463,620	415,213	143,379	558,592	0	558,592
Oct 2020	211,036,845	3,600,990	3,184,866	(2,539,717)	208,913,252	209,975,049	205,802	306,128	511,930	80,011	431,919
Nov 2020	208,913,252	5,677,715	4,308,763	10,886,504	221,168,708	215,040,980	142,357	(214,644)	(72,287)	16,799	(89,086)
Dec 2020											
Jan 2021											
Feb 2021											
Mar 2021											
Apr 2021											
May 2021											
Jun 2021											

Comparative Totals:

Year-to-date											
FY 2020-21	\$199,048,724	\$42,500,654	\$39,313,485	\$18,932,815	\$221,168,708	\$209,566,026	\$1,051,227	\$2,411,970	\$3,463,197	\$246,963	\$3,216,234
FY 2019-20	202,617,616	103,938,527	101,187,597	4,811,037	210,179,583	204,548,521	1,393,421	16,937,550	18,330,971	101,635	18,229,336
Amt Change					10,989,125	5,017,505	(342,194)	(14,525,580)	(14,867,774)	145,328	(15,013,102)
% Change					5.23%	2.45%	-24.56%	-85.76%	-81.11%	142.99%	-82.36%

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 \$2,683,836 principal beginning balance, a \$3,922,602 ending balance, and a \$3,926,063 average daily balance for the current month. Current month interest and dividends from the CMIP were \$6,843 bringing the total to \$54 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 November 2020

Schedule B-2  
Page 1 of 1

Endowment Pool Transactions	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Cash Management Investment Pool							
Utah State University		\$1,243,394		\$11,471	\$11,471	\$0	\$6,843
CMP Interest		6,843					
Equity funds							
Dimensional - DFA Emerging Markets			117,014.576	3,230,997	2,956,958	(274,039)	
Dimensional - DFA Emerging Markets Core Equity	137,277.546	2,956,958					
RhumbLine QSI Index			0.000	(398)	0	398	
Fixed Income funds							
Longfellow		858,210		884,158	866,161	(17,997)	
High Yield Bond Fund	4,320.909	43,830					42,249
Paydenfunds - Emerging Markets Bond Fund	1,253.342	17,020					17,020
Vanguard Inflation Protected Secs Ad							
Vanguard Short Term Inflation Protected Securities Index Fund							
Wellington - CTF Opportunistic Emerging Markets	1,353.602	14,917	503.583	5,214	5,328	114	14,917
Alternatives							
Commonfund							
CEP VII				0	11,660	11,660	118
CEP VIII				27,843	43,070	15,227	435
CVP X				5,291	35,273	29,982	
Constitution Capital							
Ironsides Co-Investment Fund III				16,877	36,888	20,011	(3,002)
Money Market Funds							
Goldman Sachs Bank Deposit		16					16
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z		124,459					
US Bank - Longfellow First Am Treas Ob Fund Cl Z		426,118		367,217	367,217	0	
Wells Fargo Government Money Market		82					82
Accruals / Payable							
Endowment Pool							
US Bank - Accruals		13		16	16	0	13
Wells Capital Management - HYB		42,249		43,830	43,830	0	
Longfellow							
US Bank - Pending Trades		(120,060)		(120,694)	(120,694)	0	
US Bank Receivable - Interest Accrual		63,666		51,585	51,585	0	63,666
 Total Endowment Pool Transactions		\$5,677,715		\$4,523,407	\$4,308,763	(\$214,644)	\$142,357

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 2020	\$202,376,354	\$15,514,563	\$15,362,249	\$3,467,603	\$205,996,271	\$204,186,313	\$152,314	\$4,624	\$156,938
Aug 2020	205,996,271	2,727,484	1,862,322	(453,779)	206,407,654	206,201,963	271,669	5,600	277,269
Sep 2020	206,407,654	2,005,509	823,956	(915,171)	206,674,036	206,540,845	293,807	0	293,807
Oct 2020	206,674,036	10,775,936	8,590,615	(991,892)	207,867,465	207,270,751	245,364	67,000	312,364
Nov 2020	207,867,465	1,346,827	263,893	2,277,409	211,227,808	209,547,637	286,352	0	286,352
Dec 2020									
Jan 2021									
Feb 2021									
Mar 2021									
Apr 2021									
May 2021									
Jun 2021									

Comparative Totals:

Year-to-date									
FY 2020-21	\$202,376,354	\$32,370,319	\$26,903,035	\$3,384,170	\$211,227,808	\$206,749,501	\$1,249,506	\$77,224	\$1,326,730
FY 2019-20	172,609,233	14,786,045	11,349,009	2,822,652	178,868,921	177,449,724	1,248,820	173,468	1,422,288
Amt Change					32,358,887	29,299,777	686	(96,244)	(95,558)
% Change					18.09%	16.51%	0.05%	-55.48%	-6.72%

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 \$98,422,693 principal beginning balance, a \$99,066,074 ending balance, and a \$99,142,674 average daily balance for the current month. Current month interest and dividends from the CMIP were \$174,134 bringing the total to \$897,334 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  
OTHER INVESTMENTS  
SUMMARY REPORT OF INVESTMENTS AND INVESTMENT INCOME

Schedule C2A

	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 2020	\$25,497,207	\$49,937	\$148,599	\$1,091,284	\$26,489,829	\$25,993,518	\$2,941	(\$11,506)	(\$8,565)
Aug 2020	26,489,829	85,550	67,537	1,168,698	27,676,540	27,083,185	1,564	5,619	7,183
Sep 2020	27,676,540	44,664	89,078	(641,153)	26,990,973	27,333,757	4,592	8,703	13,295
Oct 2020	26,990,973	214,039	215,576	(519,877)	26,469,559	26,730,266	1,401	11,537	12,938
Nov 2020	26,469,559	4,081	15,685	2,135,687	28,593,642	27,531,601	1,073	4,311	5,384
Dec 2020									
Jan 2021									
Feb 2021									
Mar 2021									
Apr 2021									
May 2021									
Jun 2021									

Comparative Totals:

Year-to-date									
FY 2020-21	\$25,497,207	\$398,271	\$536,475	\$3,234,639	\$28,593,642	\$26,934,465	\$11,571	\$18,664	\$30,235
FY 2019-20	25,838,919	3,823,932	3,960,285	1,202,001	26,904,567	26,266,910	116,082	103,595	219,677
Amt Change					1,689,075	667,555	(104,511)	(84,931)	(189,442)
% Change					6.28%	2.54%	-90.03%	-81.98%	-86.24%



UTAH STATE UNIVERSITY  
SUMMARY OF OTHER INVESTMENT TRANSACTIONS  
For the Month of November 2020

Schedule C2C  
Page 1 of 2

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Other Investments</u>							
Common and Preferred Stock							
Morgan Stanley							
NVIDIA Corporation	2.000	\$1,063					
Starbucks	20.000	1,945	20.000	\$1,945	\$1,895	(\$50)	
Tesla Inc			20.000	7,867	7,770	(97)	
Utah Public Treasurers'							
Investment Fund		\$67				\$67	
ETF / Bonds / Mutual Funds							
Bond Funds							
Janus Henderson Multi Sector Income Fund	16.693	166				166	
PIMCO Income Instl	50.131	600				600	
Commonfund							
CEU Title III							
Multi-Strategy Bond			83.083	961	1,343	382	
Multi-Strategy Equity			9.783	599	4,675	4,076	
TD Ameritrade Earnings						239	
Money Market / Cash							
Morgan Stanley - Money Market				2	2		
TD Ameritrade Deposit Account		240				1	
Total Other Investments		<u>\$4,081</u>		<u>\$11,374</u>	<u>\$15,685</u>	<u>\$4,311</u>	<u>\$1,073</u>

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 2020	\$5,198,575	\$15,353	\$2,913	\$134,657	\$5,345,672	\$5,272,124	\$13,049	\$471	\$13,520	\$608	\$12,912
Aug 2020	5,345,672	30,118	15,428	193,665	5,554,027	5,449,850	23,440	478	23,918	124	23,794
Sep 2020	5,554,027	1,377,365	1,356,294	(271,653)	5,303,445	5,428,736	21,070	(155,573)	(134,503)	0	(134,503)
Oct 2020	5,303,445	473,609	462,526	(161,295)	5,153,233	5,228,339	11,702	(22,039)	(10,337)	619	(10,956)
Nov 2020	5,153,233	394,129	375,237	587,426	5,759,551	5,456,392	18,886	(12,705)	6,181	(6)	6,187
Dec 2020											
Jan 2021											
Feb 2021											
Mar 2021											
Apr 2021											
May 2021											
Jun 2021											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2020-21	\$5,198,575	\$2,290,574	\$2,212,398	\$482,800	\$5,759,551	\$5,367,088	\$88,147	(\$189,368)	(\$101,221)	\$1,345	(\$102,566)
FY 2019-20	5,962,210	3,539,878	3,457,546	255,066	6,299,608	6,019,858	93,336	(541,012)	(447,676)	1,223	(448,899)
Amt Change					(540,057)	(652,770)	(5,189)	351,644	346,455	122	346,333
% Change					-8.57%	-10.84%	-5.56%	65.00%	77.39%	9.98%	77.15%

Note: Endowment Trusts include externally managed endowment trusts.

UTAH STATE UNIVERSITY  
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS  
For the Month of November 2020

Schedule D-2  
Page 1 of 2

Endowment Trusts	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
<b>Common and Preferred Stock</b>							
CVS Health Corp	1,050.000	\$74,587					
Dow Inc			1,393.000	\$84,441	\$72,788	(\$11,653)	
Metlife Incorporated	2,200.000	102,367					
Pfizer Inc			0.000	7,905	7,905	0	
Viartis Inc	496.316	7,905	0.316	5	6	1	
iShares Preferred & Income			2,900.000	108,756	106,911	(1,845)	
Funds held at Morgan Stanley - Dividends							\$18,528
<b>Mutual Funds - Equity</b>							
Acadian Emerging Markets Portfolio Class I #1960			11.207	214	237	23	
Causeway Intl Value Fund I			93.564	1,495	1,437	(58)	
Dodge & Cox Stock Fund #145			1.241	263	236	(27)	
Europacific Growth Fund Class F3 #716 (FEUPX)			18.608	1,082	1,186	104	
Fidelity Intl Index	71.480	3,143					
Lazard Intl Equity Port - Instl #632			63.829	1,125	1,210	85	
Northern Mid Cap Index Fund			22.269	328	457	129	
T Rowe Price Equity Income			11.604	338	352	14	
Vanguard 500 Index Fund Admiral Shares			0.665	96	222	126	
Acadian Emerging Markets Portfolio Class I #1960			11.206	214	237	23	
Causeway Intl Value Fund I			93.549	1,495	1,437	(58)	
Dodge & Cox Stock Fund #145			1.242	263	236	(27)	
Europacific Growth Fund Class F3 #716			18.604	1,081	1,186	105	
Fidelity Intl Index	71.469	3,143					
Lazard Intl Equity Port - Instl #632			63.820	1,125	1,210	85	
Northern Mid Cap Index Fund			22.267	328	457	129	
T Rowe Price Equity Income			11.600	338	351	13	
Vanguard 500 Index Fund Admiral Shares			0.664	96	222	126	
Funds held at Wells Fargo - Dividends							
<b>Mutual Funds - Bond</b>							
Dodge & Cox Income Fund Com #147	24.013	357					
Federated Total Return Bond Fund	43.064	502					
Metropolitan West Total Return Bond Fund	52.411	610					
Wells Fargo Advantage Core Bond Fund	48.480	680					
Dodge & Cox Income Fund Com #147	23.997	356					
Federated Total Return Bond Fund	43.052	502					
Metropolitan West Total Return Bond Fund	52.389	610					



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 2020	\$106,054,187	\$83,899	\$1,576,204	\$0	\$104,561,882	\$105,957,909	\$66,630		\$66,630		\$66,630
Aug 2020	104,561,882	76,339	9,709	0	104,628,512	104,628,512	49,172		49,172		49,172
Sep 2020	104,628,512	1,614,727	2,025,243	0	104,217,996	104,348,422	45,457		45,457		45,457
Oct 2020	104,217,996	45,457	4,312,626	0	99,950,827	101,206,348	44,610		44,610		44,610
Nov 2020	99,950,827	7,311,178	2,411,212	0	104,850,793	102,185,720	43,463		43,463		43,463
Dec 2020											
Jan 2021											
Feb 2021											
Mar 2021											
Apr 2021											
May 2021											
Jun 2021											

Comparative Totals:

Year-to-date

FY 2020-21	\$106,054,187	\$9,131,600	\$10,334,994	\$0	\$104,850,793	\$103,665,382	\$249,332	\$0	\$249,332	\$0	\$249,332
FY 2019-20	24,845,205	72,074,436	19,104,771	(8)	77,814,862	59,124,252	630,184	(2,864)	627,320	0	627,320
Amt Change					27,035,931	44,541,130	(380,852)	2,864	(377,988)	0	(377,988)
% Change					34.74%	75.33%	-60.44%	100.00%	-60.25%	0.00%	-60.25%

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  
For the Month of November 2020

Schedule E-2

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Plant Trusts</u>							
Utah Public Treasurers' Investment Fund		\$7,311,178		\$2,411,212	\$2,411,212	\$0	\$43,463
Total Plant Trusts		<u>\$7,311,178</u>		<u>\$2,411,212</u>	<u>\$2,411,212</u>	<u>\$0</u>	<u>\$43,463</u>

5 March 2021

**ITEM FOR INFORMATION**

**RE:** Introduce 500 Level Policy

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

**EXECUTIVE SUMMARY**

The University introduces Policy 538 Course Fee. The final version of the policy is attached.

Consistent with USU Policy 203, the revised and new policies were presented to and approved by the Executive Committee and President.



# University Policy 538: Course Fees

Category: Operating Policies

Sub Category: General

Responsible Executive: Executive Vice President and Provost

Policy Custodian: Office of the Provost

Last Revised: 2021/01/27

## 538.1 PURPOSE AND SCOPE

Establishes the framework to ensure that proper stewardship, guidelines, and internal controls are in place to achieve the highest level of student trust. Ensure that collected fees are used for the direct benefit of the students paying them.

## 538.2 POLICY

Course fees are used to enhance the educational experience and may be charged when other funding support for a specific course is inadequate or unavailable. General costs related to the development, instruction, and assessment of courses are borne by the department and college.

### 2.1 Course Fee Guidelines

Course fees are reviewed on a regular, rotating schedule. The fee is based on realistic estimates of the costs or previous records of actual costs and will be kept as low as possible. The charge cannot exceed the cost of providing the product or service available to the student. Course fees should be used each semester for the benefit of the students who paid the fees. In some cases, this may include charging fees for equipment used in the course that must be replaced or repaired on a rotating schedule. Course fees are disclosed to students at the time of registration. The amount and purpose of the course fee must be clearly stated on the first page of the course syllabus. Billing and payment of course fees are through standard University business practices. Collection of course fees in the classroom is not allowed.

### 2.2 Approved Use of Course Fees

Approved use of course fees may include:

- Computers: use, replacement, repairs, and maintenance
- Computer Software: use, upgrades, and licensing
- Equipment: use, replacement, repairs, and maintenance
- Materials, supplies, and consumables: use and replacement
- Student teaching assistants
- Field trips and class activities in which the entire class participates
- Visiting experts

### 2.3 Course Fee Accounts

The available balance in course fee accounts will be reviewed annually with investigation occurring if the balance is +/- 10% of the expected annual course fee revenue.

#### 2.3.1 Account Surplus



If the annual review of course fee balances indicates an excess balance (+10% of annual revenue), a course fee reduction or a one-time course fee removal request should be submitted. If a course fee is deleted and a balance remains, the remainder of the revenue should be used in accordance with the original approved budget. If a course is discontinued and a balance remains, the remainder of the revenue should be used to support similar student-oriented costs. Remaining course fees cannot be transferred to general departmental funds.

### 2.3.2 Account Deficit

Departments are responsible for resolving course fee balance deficits by using departmental funds. If course fee revenue is found to be insufficient to cover approved expenses, departments can submit a course fee increase request.

### 2.3.3 Refund Policy

Under circumstances in which the purpose for the course fee is cancelled or unavailable, (e.g., a cancelled field trip), students will be refunded. Otherwise, no refunds will be given. In some cases, instructors may need to modify course activities. Instructors may exercise reasonable flexibility, as long as course fees are used to accomplish the same learning objectives and fees are expended during the semester they are accrued and in a manner consistent with policy.

### 2.3.3 Repair and Replacement of Equipment

Course fees may be accrued over several semesters or years to fund the repair and replacement of more expensive equipment. In these cases, the balance from course fees must be monitored to ensure that course fees are collected, held, and used appropriately.

### 2.3.4 Accountability

Internal auditors, external auditors, and Provost's Office personnel have authority to review the effectiveness of course fee controls. They may randomly select courses to be audited for compliance with course fee policy and require the responsible college to justify account balances and document compliance with course fee policy.

## 538.3 RESPONSIBILITIES

### 3.1 Department Heads

Responsible for reviewing and approving fee requests, writing the Department Head Overview Report, and monitoring uses of course fees.

### 3.2 College Deans

Responsible for final approval of all fee requests prior to forwarding to Course Fee Review Committee.

### 3.3 Course Fee Review Committee

Responsible for assessing if the requested fee is approvable according to policy, ensuring that expenditures are appropriate, and issuing final approval.

### 3.4 Department Business Manager

Responsible for monitoring uses of course fees with department heads and providing support to correctly use course fees.

### 3.5 Controller's Office

Responsible for creating new indexes, preparing summary reports, and providing additional support and leadership as needed.

### 3.6 Provost's Office

Provide oversight and support of procedures for course fee request, approval, and accountability.

## 538.4 REFERENCES

[Utah System of Higher Education Policy R510, Tuition.](#) The Board shall annually review price competitive tuition data including general and course fee data.

## 538.5 RELATED USU POLICIES

- None

## 538.6 DEFINITIONS

### 6.1 Course Fee

- Utah State University defines a course fee as a charge applied at the course level for expenses directly related to the students' participation in a course.

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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.

## RESOURCES

### Procedures

- [Course Fees.](#)

### Guidance

- [Course Fees.](#)

### Related Forms and Tools

- None.

### Contacts

- Provost's Office, 435-797-1166

## POLICY HISTORY

Original issue date: 2021/01/27

Last review date: n/a

Next scheduled review date: TBD

Previous revision dates: n/a

## Student Retention & Completion (Logan Campus) – March 5, 2021

The purpose of the Office of Student Retention & Completion is to provide undergraduate students with the tools to thrive at USU while empowering them to reach their goal of earning a degree from Utah State University.

### Outreach – Spring 2021

- Phone Calls to AWOL (unregistered) Students – made by peer mentors and peer advisors. A basic script with answer logic was created in Qualtrics. This serves to guide the students providing outreach as well as to collect data on responses.
  - Phase 1 (Freshmen/Sophomores). Timing: Registration Week to Finals
    - 988 phone calls
    - 321 individual emails
  - Phase 2 (All Students). Timing: After Finals to Start of Spring (excluding holidays)
    - 813 phone calls
    - 314 individual emails
- Students Planning on Registering for Spring Reasons for Delay:

Academic	46%
Overwhelmed	25%
Financial	16%
COVID	6%
Undisclosed	5%
Emotional/Mental Health	2%

- Students Not Planning on Registering for Spring Reasons for Attrition:

Other Plans (mission)	25%
Remote Learning too Hard	18%
Transferring for Academics	16%
Transferring Closer to Home	12%
Other Plans (mission)	11%
Employment	10%
Finances	8%

### Student Academic Achievement Alerts – Case Management

- Fall 2020 – Utilizing NASNTI, Inspire (Civitas), and Qualtrics 216 Logan campus students were referred to SR&C for Case Management
- Spring 2021 – Launch of Student Academic Achievement Alert Form (Maxient):  
This new form consolidates all the other forms and has a robust case management and workflow component. It is in the same database as Student of Concern, Conduct, and Sexual Assault reports. This allows simplified cross-referencing and referrals.
- We are working with Statewide to implement these protocols throughout the USU system.

## Student Retention & Completion Programming

- Supplemental Instruction - Acknowledging USU's mission that academics come first and incorporating the goals of general education, participants of SI will be able to relate, apply, implement, and demonstrate strategies and competencies:
  - Within the context of their specific **breadth education** courses
  - To other **coursework and beyond**
  - **Collaboratively** with peers
  - **Proactively**, prior to academic difficulties
- Remote since March 13, 2020
- Supporting 25 courses in Spring 2021
- Recent feedback from an SI Leader: *"I just got out of one of my sessions. At the end I had a couple of students stay to just chat with me, and two of them were all aglow with praise for SI. They haven't had SI courses in their other courses (at least that they were ever aware of) and felt they were immensely helpful to them. One went so far as to say, 'I wish I had one for my Criminal Justice class!' So, it seems the program is doing good and there is some student desire for it to expand."*
- Aggie First Scholars
  - Involvement:
    - 152 freshmen are actively participating in AFS.
    - 803 freshmen are FGS – ongoing outreach to include more in AFS.
    - 49 sophomores, juniors, and seniors are serving as voluntary mentors.
  - Scholarship Funding Campaign
    - raised \$17,020 in fall 2020. This is in addition to \$41,000 in donor sponsored AFS scholarships also secured in fall 2020.
  - AFS Faculty Steering Committee – this committee, made up of FGS faculty have designed the curriculum and programming for AFS.
    - Power Up Series – a series of Zoom presentations and discussions to familiarize first-generation students with the “hidden” curriculum and resources of higher education. These are held monthly. FGS faculty and administrators also attend.
    - See: <https://www.usu.edu/first-scholars/courses>
  - Networking Meals – these informal opportunities to get a “free” meal and meet with a student mentor had to be substantially adapted under COVID19 SOPs. The pivot has been toward virtual escape rooms where freshmen and their mentors (along with FGS faculty and administrators) network while solving the virtual mystery or problem. This has been positively received.
- Student Support Services (TRIO) - a federally funded TRIO program designed to provide academic services and support for 196 bachelor degree students on the Logan campus. These students are in need of academic support and meet at least one, or more, of the following criteria: 1) low income, 2) first generation, and/or 3) experience a documented disability. Services provided are based on federal TRIO guidelines specified in the Higher Education Act and administered by the US Department of Education. USU Student Support Services is 72% federally funded, at \$348,002 annually.
  - Awarded the federal grant for another 5 years.
  - Reached in-take and enrollment benchmarks (see: <https://www.usu.edu/sss/assessment>)

## Fall 2021 Recruitment & Yield Efforts

### Fall Recruitment Efforts

#### Events

- In-person Open Houses
  - 8 total- Uintah Basin, Tooele, Logan, Layton (2), Sandy, Idaho Falls and Lehi
  - Cancelled: St George and Provo
  - Postponed: Blanding (Feb 24) and USU Eastern (Feb 25)
  - 1,448 students / 2,554 total / 1,036 scholarships
  - Cancelled 9 out-of-state open houses
- Virtual Open Houses –
  - 9 Virtual Open Houses
  - 340 students / 355 total / 169 scholarships
- Fall Recruitment Events
  - Academic Day (USU Eastern) – 19 students
  - Student Life Day – 77 students
  - Transfer Day – 15 students / 25 total
  - Out-of-State Day – 19 students / 35 total
  - Sr. Preview Day (USU Eastern) – 19 students
  - Leadership Day – 80 students (2<sup>nd</sup> cancelled, 131 registered)
  - Diversity Day – 28 students (moved to virtual, 160 registered)
  - Academic Day – 46 students/ 75 total (moved to virtual, 200 registered)
- Campus Tours
  - Campus Tours on hold from November to January
  - Currently running campus tours with a limited number.
  - Tours are expanded to 3 per day, limiting one student and one parent.

#### Marketing

- Automated Emails (Suspect, Prospect, Applicant, Admit)
  - System, Logan, Blanding, Eastern, Statewide and Parents (CampusESP platform)
  - Emails- 634.94K to prospective students. These include weekly recruitment emails, event invitations and reminders to students in our prospect pool. (Averaging about 12,000 / day)
  - Text Messages (automated and one-time sends)
    - Admission, scholarship deadline, not enrolled, orientation modules, incomplete app
    - Open House, event invitations and general texts- 35,632 to prospective students.
    - Texting campaign between 12/21 and 1/10 - 67,452 messages
- Digital Efforts
  - Search, Geofencing and Retargeting: Open Houses, Scholarship Deadlines, Apply
  - Social Media: targeting for Prospects and Admits- sent YouTube How-to Videos
  - Digital Viewbooks – Logan, Blanding, USU Eastern and Transfer Guide
- Mailers
  - Mailers Sent- 247,211 direct mails for events, open houses, senior piece, scholarship deadline, and legacy. Not including admissions letters, new student guides, or scholarship letters.
  - Juniors/Underage – Prepare for College
  - Admits – Admissions Letter & New Student Guide, What's Next Steps, Paying for College, Virtual Events, Alumni & Outcomes, College-specific mailer
- Web
  - Live chat feature located on the admissions website
  - "Calendly" scheduling appointments added to each recruiter. Recruiters have averaged 3-4 visits per day with prospective students
- Name Purchases- 96,000 names purchased by specific demographics- location, major, academic criteria.

## Test-Optional

- Admissions: USU is “Test Optional” for Spring, Summer and Fall 2021. ACT and SAT scores are not required for admission purposes.
  - 2.9 gpa+= Admitted in good standing
  - 2.5-2.89 gpa= considered for Prep Academy (provisional admissions)
  - 2.49 gpa and below= Earned Admission or USU Eastern Option
  - Earned Admission
    - Students that are denied are given our Earned Admission option, and can take 3 self-paced classes through an outside company, Straiterline. Once they complete those classes they can be admitted to USU in good standing.
- Scholarships: USU implemented a Comprehensive Scholarship Review process for students that have not taken the ACT/SAT or had a limited number of opportunities to take the tests due to COVID.
  - Approx. 1500 applications submitted
  - Awarding will be based on HS GPA and Rigor score (AP, CE, IB and Honors classes)
  - Scholarships will be awarded mid-February
- USU Placement Task Force is looking at options moving forward for Admissions and Scholarships.

## Spring Yield Efforts

### Events

- Utah Higher Ed Day- Virtual
  - Jan- March, 2021
  - All USHE institutions present to juniors at each high school in UT.
- What’s Next Wednesdays Virtual Events
  - 30 min live sessions on admissions, scholarships, orientation, housing, etc
  - March 10- April 28
- Transfer Open Houses- Virtual
  - Feb 23<sup>rd</sup> (10 am-12 pm), Feb 24<sup>th</sup> (5-7 pm)
- Transfer Days
  - Feb 26, April 16
- Out-of-State Days
  - Feb 19, March 12
- Calling Blitz
  - Phone calling to admitted students to see enrollment plans
- Admitted Student Day
  - March 18, 19, 25 & 26
  - 4 groups rotating per day
- USULC- USU Leadership Conference
  - June 7-10, June 14-17
  - Waiting on approval from Safety Committee



**Fall 2021 Semester**  
**Undergraduate Admissions Application Report**  
**January 29, 2021**

**Office of Admissions**



## All Campus Three Year Summary

January 29, 2021

Fall 2021

Logan Face-to-Face												
	Fall 2021 Weekly Goals			Fall 2021 1/29/2021			Fall 2020 1/30/2020			Fall 2019 1/29/2019		
	App	Admit	Enroll	App	Admit	Enroll	App	Admit	Enroll	App	Admit	Enroll
<b>First-Time</b>	12,620	11,366	0	12,662	11,478	0	12,512	11,296	0	12,154	10,902	0
<i>Domestic Resident</i>	8,064	7,511	0	8,043	7,523		8,025	7,511		7,690	7,128	
<i>Domestic Non-Resident</i>	4,516	3,837	0	4,576	3,934		4,429	3,758		4,406	3,750	
<i>International</i>	41	18	0	43	21		58	27		58	24	
<b>Transfer</b>				794	427	0	816	555	0	829	518	0
<i>Domestic Resident</i>				371	216		410	309		401	269	
<i>Domestic Non-Resident</i>				411	204		397	243		416	247	
<i>International</i>				12	7		9	3		12	2	
<b>Returning</b>	NA	NA	NA	40	28		48	34		57	44	
<b>TOTALS</b>				13,496	11,933	0	13,376	11,885	0	13,040	11,464	0

Logan Broadcast & Online												
	Fall 2021 Weekly Goals			Fall 2021 1/29/2021			Fall 2020 1/30/2020			Fall 2019 1/29/2019		
	App	Admit	Enroll	App	Admit	Enroll	App	Admit	Enroll	App	Admit	Enroll
<b>First-Time</b>	NA	NA	NA	0	0	0	0	0	0	0	0	0
<i>Domestic Resident</i>												
<i>Domestic Non-Resident</i>												
<i>International</i>												
<b>Transfer</b>	NA	NA	NA	0	0	0	0	0	0	0	0	0
<i>Domestic Resident</i>												
<i>Domestic Non-Resident</i>												
<i>International</i>												
<b>Returning</b>	NA	NA	NA									
<b>TOTALS</b>				0	0	0	0	0	0	0	0	0

Statewide												
	Fall 2021 Weekly Goals			Fall 2021 1/29/2021			Fall 2020 1/30/2020			Fall 2019 1/29/2019		
	App	Admit	Enroll	App	Admit	Enroll	App	Admit	Enroll	App	Admit	Enroll
<b>First-Time</b>				272	225	0	241	187	0	223	162	0
<i>Domestic Resident</i>				238	206		209	167		193	147	
<i>Domestic Non-Resident</i>				32	19		29	17		28	15	
<i>International</i>				2	0		3	3		2	0	
<b>Transfer</b>				80	38	0	94	67	0	81	59	0
<i>Domestic Resident</i>				65	33		75	55		62	50	
<i>Domestic Non-Resident</i>				14	5		18	12		17	9	
<i>International</i>				1	0		1	0		2	0	
<b>Returning</b>	NA	NA	NA	21	16		21	17		23	18	
<b>TOTALS</b>				373	279	0	356	271	0	327	239	0

Out of State (Online Only)												
	Fall 2021 Weekly Goals			Fall 2021 1/29/2021			Fall 2020 1/30/2020			Fall 2019 1/29/2019		
	App	Admit	Enroll	App	Admit	Enroll	App	Admit	Enroll	App	Admit	Enroll
<b>First-Time</b>				12	8	0	9	6	0	12	9	0
<i>Domestic Resident</i>				0	0		0	0		3	3	
<i>Domestic Non-Resident</i>				12	8		9	6		9	6	
<i>International</i>				0	0		0	0		0	0	
<b>Transfer</b>				31	17	0	34	25	0	37	23	0
<i>Domestic Resident</i>				0	0		0	0		0	0	
<i>Domestic Non-Resident</i>				31	17		34	25		37	23	
<i>International</i>				0	0		0	0		0	0	
<b>Returning</b>	NA	NA	NA	2	2		3	2		2	2	
<b>TOTALS</b>				45	27	0	46	33	0	51	34	0

Eastern (Price)												
	Fall 2021 Weekly Goals			Fall 2021 1/29/2021			Fall 2020 1/30/2020			Fall 2019 1/29/2019		
	App	Admit	Enroll	App	Admit	Enroll	App	Admit	Enroll	App	Admit	Enroll
<b>First-Time</b>	539	493	86	264	239	0	343	306	0	376	310	0
<i>Domestic Resident</i>				226	211		317	287		338	284	
<i>Domestic Non-Resident</i>				34	28		25	18		34	24	
<i>International</i>				4	0		1	1		4	2	
<b>Transfer</b>				5	5	0	13	10	0	13	6	0
<i>Domestic Resident</i>				2	2		5	5		6	3	
<i>Domestic Non-Resident</i>				3	3		6	5		6	2	
<i>International</i>				0	0		2	0		1	1	
<b>Returning</b>	NA	NA	NA	4	4		8	7		6	5	
<b>TOTALS</b>				273	248	0	364	323	0	395	321	0

Blanding												
	Fall 2021 Weekly Goals			Fall 2021 1/29/2021			Fall 2020 1/30/2020			Fall 2019 1/29/2019		
	App	Admit	Enroll	App	Admit	Enroll	App	Admit	Enroll	App	Admit	Enroll
<b>First-Time</b>				68	50	0	182	130	0	184	129	0
<i>Domestic Resident</i>				60	47		127	120		133	123	
<i>Domestic Non-Resident</i>				8	3		55	10		51	6	
<i>International</i>				0	0		0	0		0	0	
<b>Transfer</b>				3	1	0	9	6	0	3	3	0
<i>Domestic Resident</i>				2	0		5	4		3	3	
<i>Domestic Non-Resident</i>				1	1		4	2		0	0	
<i>International</i>				0	0		0	0		0	0	
<b>Returning</b>	NA	NA	NA	3	1		5	4		2	2	
<b>TOTALS</b>				74	52	0	196	140	0	189	134	0