

AGENDA

**REGULAR MEETING OF THE
UTAH STATE UNIVERSITY BOARD OF TRUSTEES
UNIVERSITY INN – SONNE BOARD ROOM OR VIA ZOOM TELECONFERENCE**
<https://usu-edu.zoom.us/j/85085397647?pwd=VUszbEIYRG5SdmgyNzNTL3Q0b3hTZz09>

May 4, 2022 – 1:00 p.m.

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|------------|--------------------------------------------------------------------------------------|--------------|
| 12:00 p.m. | Lunch (Board of Trustees and Vice Presidents) | Univ Inn 507 |
| 1:00 p.m. | Regular Meeting | Univ Inn 508 |
| | 1. Welcome and Introductory Items, Chair Kent Alder | |
| | 1.1. Resolution of Appreciation and Commendation to Lucas Stevens | |
| | 1.2. Present gift from Trustees | |
| | 1.3. Introduction of new USUSA President and Trustee Clara Alder and Oath of Office | |
| 1:15 p.m. | Closed Session | Univ Inn 508 |
| 1:45 p.m. | Regular Meeting (continued) | |
| | 2. Chair's Report, Chair Kent Alder | |
| | 2.1. Next meeting is scheduled for videoconference on Friday, June 24, 2022 | |
| | 2.2. Commencement questions/changes | |
| 1:50 p.m. | 3. Committee Reports, Committee Chairs | |
| | 3.1. Executive Committee – Chair Kent Alder | |
| | 3.2. Academic Approval Committee – Chair Wayne Niederhauser | |
| | 3.3. Recruitment, Retention, and Completion Committee – Chair Gina Gagon | |
| | 3.4. Audit, Risk and Compliance Committee – Chair David Petersen (no report) | |
| | 3.5. Honorary Degrees, Awards, and Recognition Committee – Chair John Ferry | |
| | 3.6. Marketing and Communications Committee – Chair Jacey Skinner (no report) | |
| | 3.7. Student Health, Safety and Well-being Committee – Chair David Huntsman | |
| 2:20 p.m. | 4. Presentation – Program Coordinator Fraternity & Sorority Life Adviser Ian Nemelka | |
| 2:50 p.m. | Break | |
| 3:05 p.m. | 5. President's Report, President Noelle Cockett | |
| | 5.1. Update on Strategic Plan | |
| 3:20 p.m. | 6. Consent Agenda | |
| | 6.1. Minutes from Board of Trustees Regular Meeting held on April 8, 2022 | |

- 6.2. Minutes from Board of Trustees Closed Meeting held on April 8, 2022
- 6.3. Academic Approvals/Program Review
 - 6.3.1. Summary Page
 - 6.3.2. CSF-Cambridge Preparatory Academy
 - 6.3.3. Faculty 402
 - 6.3.4. CAAS-PSC-Specialization MS PhD Plant Science
 - 6.3.5. CCA-THEA-Name Change-Theatre Arts Education BFA
 - 6.3.6. COE-MAE-Center for Design Mfg. of Advanced Materials
 - 6.3.7. EEJCEHS-COMD-TEAL Suspend Deaf Ed-Early Childhood Composite
 - 6.3.8. EEJCEHS-COMD-TEAL Suspend Deaf Ed-Elementary Ed Composite
 - 6.3.9. EEJCEHS-COMD-TEAL Suspend Deaf Ed-Elementary Ed-Composite
 - 6.3.10. EEJCEHS-COMD-TEAL Suspend Elementary Ed-Deaf Ed Composite
 - 6.3.11. EEJCEHS-SPER-Transition Post Masters Post Bacc Certificate
 - 6.3.12. JHSB-DATA-Cybersecurity Post Baccalaureate Certificate
 - 6.3.13. JHSB-DATA-Data Analytics Certificate
 - 6.3.14. JHSB-DATA-Data Engineering Certificate
 - 6.3.15. JHSB-DATA-Data Technologies Certificate
 - 6.3.16. JHSB-DATA-Restructure Master of Information Systems Program
 - 6.3.17. JHSB-DATA-Web Development Certificate
- 6.4. Recommendations for Re-appointment to Space Dynamics Laboratory Board of Directors for Three-year Terms
 - 6.4.1. Lt. Gen. John Thompson
 - 6.4.2. Lesa Roe
 - 6.4.3. Kathryn Tobey
- 6.5. Proposal to Retire University Policy 307

- 3:25 p.m. 7. Action Agenda
 - 7.1. Proposal to offer a Bachelor of Science in Environmental Planning CAAS-LAEP-BS Environmental Planning
 - 7.2. Proposal for Name Change of Business and Finance to Finance and Administrative Services
 - 7.3. Approval of Authorization to Act in Capacity of Vice President for Finance and Administrative Services and Public Treasurer
 - 7.4. Real Property Disposition (Bedford, Massachusetts)
 - 7.5. Proposed Student Building Fee Revenue Bonds, Series 2022
- 8. Information Items
 - 8.1. President's Recent and Upcoming Events
 - 8.2. Report of Investments for November 2021
 - 8.3. Report of Investments for December 2021
 - 8.4. Report of Investments for January 2022
 - 8.5. Revised and Introduced 500 Level Policies
 - 8.6. University Policy 545: Individual Conflicts of Interest

4:00 p.m. Adjourn

UTAH STATE UNIVERSITY BOARD OF TRUSTEES
Utah State University, Logan, Utah
April 8, 2022

Minutes of the Regular Meeting of the Utah State University Board of Trustees via Zoom videoconferencing, commencing at 9:14 a.m.

MEMBERS PRESENT

Kent K. Alder (Chair)	Steven L. Palmer
John Y. Ferry (Vice Chair)	Jacey Skinner
Gina Gagon	Lucas Stevens
David H. Huntsman	Tessa White
Wayne L. Niederhauser	

UNIVERSITY REPRESENTATIVES PRESENT

Janet Anderson	Vice Provost
Jodi Bailey	Chief Audit Executive
Michelle Baker	Interim Dean, College of Science
Lisa Berreau	Vice President, Research
Janalyn Brown	Interim Secretary of the Board of Trustees
Noelle E. Cockett	President
Francis D. Galey	Executive Vice President and Provost
Nancy Hanks	Assistant to the President
Mica A. McKinney	General Counsel and Vice President, Legal Affairs
Matt Pinner	Executive Director, Office of Equity
William M. Plate	Vice President, University Marketing and Communications
Larry Smith	Interim Vice President, Statewide Campuses
Robert Wagner	Vice President, Academic & Instructional Services

1. BOARD OF TRUSTEES REGULAR MEETING

Chair Alder called the meeting to order. He welcomed and thanked those present for their attendance.

President Cockett invited Provost Galey to share a short explanation of the Promotion and Tenure process which she mentioned is fairly involved.

Provost Galey instructed when faculty are hired, a promotion committee is formed. The faculty member is then mentored, advised and evaluated annually (when on the tenure track) for the first six years. On the sixth year, there is a decision on whether or not they are to be retained and promoted with tenure. The success rate is high within Utah State University faculty. There are three levels of tenure: assistant professor, associate professor, and professor. Each promotion comes with a 15% raise which is critical to the institution to retain faculty. Several levels of evaluations take place before the names come before the Board of Trustees. This year there are 85 faculty which are on the docket to be approved. Trustee Alder asked if there is another track for faculty other than tenure. Provost Galey shared term track is used for lecturers, professional practice and clinical professors and are not held to the same standard as those on the tenure path.

President Cockett noted if a professor does not receive tenure, they cannot then switch to term track.

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

Chair Alder reopened the Regular Meeting at 9:50 a.m.

B. CHAIR'S REPORT

Chair Alder invited each Trustee to attend Statewide and Logan campus commencement ceremonies. There was discussion of when each event would take place and who would attend. Trustees were reminded to RSVP by scanning the QR code on the mailed invite or by the link emailed to those who requested it.

1. Committee Reports

a. Recruitment, Retention, and Completion Committee

Chair Gagon and her committee have been working with Vice President Wagner to gain additional understanding on how his team identifies, monitors and adjusts their recruiting strategies. Registration will begin next week and will give the committee a better understanding of what the University will see in fall semester 2022. With information gained so far, everything looks positive. Vice President Wagner and his team monitor admissions, orientation, scholarship/financial aid, and housing. Logan campus admissions are on track to hit enrollment goals set by the group and statewide campuses are looking promising as well. VP Wagner reaffirmed that housing is a real concern, and his team is working with VP Cowley and team to work on housing shortages.

b. Student Health, Safety and Well-being Committee

Chair Huntsman stated his committee met and had an open discussion with Matt Pinner, the recently hired Executive Director in the Office of Equity. He is in the process of transitioning to working on campus full-time. The goal of the Office of Equity is first to prevent sexual misconduct from happening and second, to address it appropriately when it does happen. The importance of reporting and responding in a timely matter was also discussed. Director Pinner reported to the committee he is incredibly optimistic and is very impressed with the team as it exists. Group members have positive attitudes, and Director Pinner feels he has the complete support of campus leaders, from President Cockett on down. Some discussion took place concerning next steps, and Chair Huntsman plans to present more at the next meeting.

C. CONSENT AGENDA

Chair Alder declared the Board of Trustees received the following agenda items for review and approval.

1. Minutes from the Regular Meeting held on March 4, 2022.

Action: Vice Chair Ferry moved to approve the Consent Agenda. Trustee Huntsman seconded the motion. Voting was unanimous in the affirmative and the motion passed.

D. ACTION AGENDA

Chair Alder inquired if there were any additional questions concerning promotion and tenure. None were raised.

Action: Trustee Tessa White moved to approve Tenure and Promotion 2022. Trustee David Huntsman seconded the motion. Voting was unanimous in the affirmative and the motion passed.

Additional discussion was had concerning commencement details by all parties.

Chair Alder thanked all in attendance for their participation.

Action: Trustee Palmer moved to adjourn the meeting. Trustee Skinner seconded the motion. Voting was unanimous in the affirmative.

The meeting adjourned at 10:28 a.m.

Kent K. Alder, Chair

Janalyn Brown, Interim Secretary
(Minutes taken by Janalyn Brown)

Date Approved

UTAH STATE UNIVERSITY BOARD OF TRUSTEES
Utah State University, Logan, Utah
April 8, 2022

Minutes of the Closed Session of the Utah State University Board of Trustees via Zoom videoconferencing, commencing at 9:27 a.m.

MEMBERS PRESENT

Kent K. Alder (Chair)	Steven L. Palmer
John Y. Ferry (Vice Chair)	Jacey Skinner
Gina Gagon	Lucas Stevens
David H. Huntsman	Tessa White
Wayne L. Niederhauser	

UNIVERSITY REPRESENTATIVES PRESENT

Janalyn Brown	Interim Secretary of the Board of Trustees
Noelle E. Cockett	President
Francis D. Galey	Executive Vice President and Provost
Mica A. McKinney	General Counsel and Vice President, Legal Affairs

Chair Alder conducted the meeting. Personnel and legal issues were discussed.

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

The meeting adjourned at 9:50 a.m.

Kent K. Alder, Chair

Janalyn Brown, Interim Secretary
(Minutes taken by Janalyn Brown)

Date Approved

Summary Page

- 7.3.2. The Center for the School of the Future at Utah State University proposes creating two new Cambridge Preparatory Academies, one in Salt Lake and one in Washington county.
- 7.3.3. The University desires to clarify and update Policy 402. Revisions to Policy 402 were submitted by the President's Executive Committee, Faculty Senate and the Professional Responsibilities and Procedures Committee for review and comment.
- 7.3.4. The Department of Plants, Soils and Climate in the College of Agriculture and Applied Sciences proposes offering a new specialization (Bioinformatics and Computational Biology) in the Master of Science and PhD Plant Science degrees.
- 7.3.5. The Department of Theatre Arts in the Caine College of the Arts changing the name of the Theatre Arts Theatre Education Certification Option – Bachelor of Fine Arts to Theatre Arts Theatre Education – Bachelor of Fine Arts.
- 7.3.6. The Department of Mechanical and Aerospace Engineering in the College of Engineering proposes creating a Center for Design and Manufacturing of Advanced Materials (CDMAM).
- 7.3.7. The Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Deaf Education and Early Childhood Education Composite.
- 7.3.8. The Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Deaf Education and Elementary Education Composite.
- 7.3.9. The Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Elementary Education and Deaf Education Composite.
- 7.3.10. The Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Elementary Education and Deaf Education Composite.

- 7.3.11. The Department of Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services proposes offering a specialized transition Post-Masters and Post Baccalaureate Certificate.
- 7.3.12. The Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Cybersecurity.
- 7.3.13. The Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Data Analytics.
- 7.3.14. The Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Data Engineering.
- 7.3.15. The Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Data Technologies.
- 7.3.16. The Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes restructuring the existing Master of Management Information Systems program.
- 7.3.17. The Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Web Development.

4 May 2022

ITEM FOR ACTION

Utah State University's Center for the School of the Future proposes creating two new Cambridge Preparatory Academies, one in Salt Lake and one in Washington county.

EXECUTIVE SUMMARY

The Center for the School of the Future at Utah State University proposes creating two new Cambridge Preparatory Academies, one in Salt Lake and one in Washington county.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to create two new Cambridge Preparatory Academies, one in Salt Lake and one in Washington county.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Center for the School of the Future proposes creating two new Cambridge Preparatory Academies, one in Salt Lake and one in Washington county,

WHEREAS, The proposal will provide the best education experience to as many students as possible,
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 two new Cambridge Preparatory Academies, one in Salt Lake and one in Washington county, in Center for the School of the Future and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____



Utah State University – Charter School Authorization Process

Executive Overview

IHE Statutory Authority to Authorize Charter Schools

Institutes of Higher Education have authority under Utah Code 53G-5-306 to authorize public charter schools in Utah. This code is titled “Charter Schools Authorized by a Board of Trustees of a Higher Education Institution – Application Process – Board of Trustees.” This code reads, “Applicants identified in Section 53G-5-302 may enter into an agreement with a board of trustees of a higher education institution authorizing the applicant to establish and operate a charter school.”

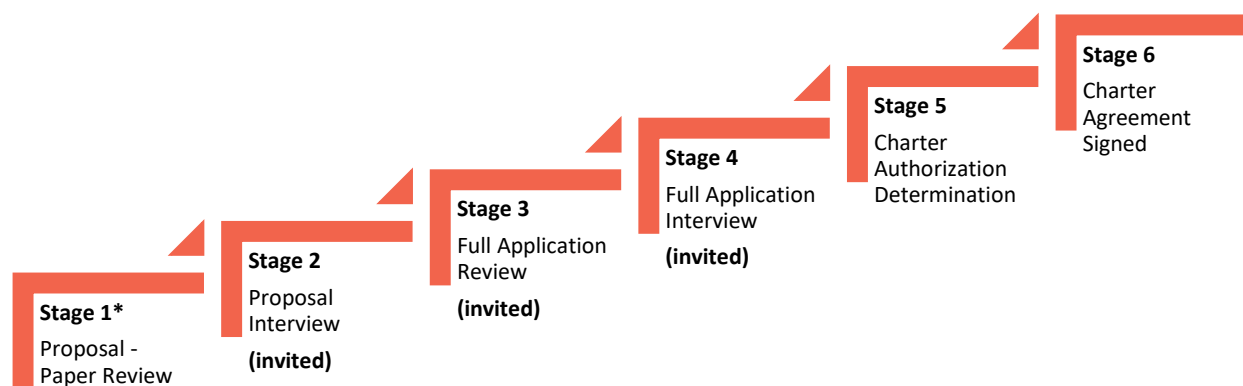
USU-BoT Designates CSF to Review and Recommend Proposals for Authorization

In its March 13, 2020 meeting, the USU Board of Trustees (BoT) authorized Utah State University’s Center for the School of the Future (CSF) as its designee in the Emma Eccles Jones College of Education and Human Services to help deliver charter school authorizing recommendations to the USU BoT for approval. CSF staff will work closely with the USU BoT to promulgate processes identified in the USU charter school application processes upon which authorization decisions for proposing charter schools can be made, and also to facilitate oversight/remediation of charter schools in behalf of the USU BoT once authorization is approved. CSF staff will present charter school information to the USU-BoT that requires their approval under Utah Code 53G-5-306.

USU Processes Approved by Utah State Board of Education

USU’s charter authorizing processes were vetted through multiple stages by the Utah State Board of Education (USBE) staff and members of the USBE Law and Licencing Committee (LLC). On June 5, 2020, the LLC approved USU’s charter school authorizing processes, recommending full USBE final approval. Full USBE approval was given on July 9, 2020. Two motions were approved: (motion 1) *“Motion that the board approve the USU authorization process for approving new charter school applications;”* (motion 2) *“Motion that the board approve the USU charter school remediation process. The motions pass unanimously.”*

USU Staged Vetting Process for Charter School Proposals



Stage 1 – Proposal Paper Review – Applicants are required to participate in a “new school orientation” before submitting a charter school proposal.

Stage 2 – Proposal Interview – Invited applicants participate in five activities: 1) full board interview; 2) charter school problem - case study simulation; 3) lesson plan and delivery-based learning activity; 4) questions for USU leadership; and 5) proposal interview reflection.

Stage 3 – Full Application Review – Invited applying groups submit a full application.

Stage 4 – Full Application Interview – Invited applicants participate in an interview where application strengths and needs are discussed, and where the USU proposal review committee and applicants discuss the needs found in the application and work together to determine if the needs can be addressed.

Stage 5 – Charter Applicant Recommended for Authorization by USU BoT Determination – USU BoT determines if it will authorize the proposed charter.

Stage 6 – Charter Agreement Signed – Applicants and representatives of USU BoT review and sign a charter school agreement.

USU 2023-24 Review Committee and Charter Applicants

CSF formed a four member committee to review 2023-24 charter school applications. Persons with extensive expertise in business, educational and public policy and learning science participated. The committee consisted of two former deans of colleges of education (Utah Valley University and University of Wyoming), a former USU assistant professor of special education, with extensive public school experience, and national experience implementing evidence-based learning programs, and a previous charter school director.

USU received five proposals for formation of new charter schools for the 2023-24 proposal cycle. For approved schools, 2022-23 is a planning and development year. Approved schools

open to students in the fall of 2024. The Cambridge Prep Academy Washington County (CPA - WC), and the Cambridge Prep Academy Salt Lake County (CPA - SLC) have both been advanced to stage five, or “charter authorization determination.” The charter authorization determination is made by the USU-BoT as directed by Utah Code 53G-5-302. The third proposal did not advance beyond stage 1. The fourth proposal did not advance beyond stage 2. The fifth proposal was advanced to stage 3, but the applying group withdrew their application with the intent to submit a stronger proposal the next round. The USU authorization process is extremely rigorous.

Cambridge Preparatory Academy (Salt Lake and Washington Counties) Description (Extracted from CPA Applications)

The mission for Cambridge Preparatory Academies (CPA) will be “To provide the best educational experience to as many students as possible in a moral and wholesome environment.” CPA will deliver academic excellence and provide meaningful extracurricular activities for students in athletics, the arts, technology, entrepreneurship, and leadership. Academic excellence is not only accomplished by providing a proven and effective curriculum but also addressing and helping to develop the whole student. We will accomplish this by providing a safe environment in which students will develop the traits they desire to have, which will help them become contributing members of their communities.”

“The vision of CPA will be to “Learn. Lead. Change the World!” This vision provides both strategic and operational direction for the organization, its employees and the students, as well as their families. CPA will be a “learning organization,” which means that CPA leadership and employees will always be learning about and looking for innovative tactics, techniques, and procedures to improve every aspect of its operations to include academics, instruction, professional development, community involvement, curriculum, etc. All CPA students will receive weekly, explicit, and innovative leadership training on the school’s core values, which will be: Respect, Accountability, Integrity, Service, and Excellence (RAISE). Additionally, CPA teachers will innovatively weave and integrate CPA core values and leadership training into their daily instruction. In conjunction with this direct instruction, students will be given multiple opportunities throughout each year to apply the RAISE values to a variety of real life situations. Over time, CPA students will become subject matter experts in leadership. CPA will become an innovative environment where young people will understand the importance of self-motivation, goal-setting, prioritizing, listening, teamwork, achievement, and life-long learning.”

“CPA is committed to the same educational goals/outcomes as Tony Wagner and Ted Dintersmith, which are stated in Most Likely to Succeed: Preparing Our Kids for the Innovation Era: “The overarching purpose of education is to: (1) Teach students cognitive and social skills; (2) Prepare students to be responsible, contributing citizens; (3) Build character; (4) Help students in a process of self-discovery; (5) Inspire students through the study of humanity’s great works; and (6) Prepare students for productive careers. CPA’s vision, mission, and values will create a learning environment that is conducive to student success.”

“At CPA our proposed mission and purpose are consistent with USU’s mission. We will place student learning as our top priority, understanding that we achieve that through a multi-faceted approach. It will be our goal to achieve 100% student proficiency each year. In order to accomplish that goal, we will focus on the following areas: 1) Culture, 2) Effective Instruction, 3) Curriculum, 4) Professional Learning Communities (PLCs), and 5) Graduation Rate and Attendance.

Culture: We will seek to empower students to achieve their goals through their education in a safe environment.

Effective Instruction: Our teachers will focus on effective instruction as their primary objective. This will allow all students to receive the “best education possible,” as stated in CPA’s mission statement. Teachers will hone their skills through powerful, hands-on professional development opportunities as well as through a mentoring program.

Curriculum: The principles and the curriculum selected have proven effective with students across the country. We plan to partner with businesses near the school and each family for the benefit of every student in order to provide relevant avenues to immediately apply the principles and knowledge learned.

Professional Learning Communities: Teachers, staff, and administrators will form a Professional Learning Community (PLC). These stakeholders will meet weekly to review student data and determine areas of needed improvement as well as confirm successes. We will utilize various systems to regularly monitor student achievement through regular formative, summative, and benchmark assessments.

Attendance: It will be crucial that our students attend their classes regularly to gain the necessary knowledge and skills as well as to be immersed in the environment of learning. It is our belief that students who want to come to school are students who will learn and progress. Thus, it will be is our responsibility to ensure a that welcoming environment where students will feel safe and cared about.”

“We will challenge and support. Students will gain new knowledge within the context of our culture, including important historical events and scientific information. Our students will study classic pieces of literature, music, and art to provide a backdrop that facilitates understanding. We will provide academic rigor and instructional support to continuously refine students’ aptitudes to allow them to achieve their full potential.

We will encourage patriotism. Our schools will embrace the principles of liberty and freedom that our country was founded upon. We will recite the Pledge of Allegiance each morning, encourage the study of our country’s history, and host special events to honor those who have served our country, past and present.”

“We will prepare leaders using the RAISE curriculum. We prepare our students to become the leaders of the future. We will infuse character education into every subject, giving students the opportunity to improve themselves and to help their families and communities. We will prepare our students to become the leaders of the future by infusing character education into every subject. We will include a RAISE leadership objective into each subject’s unit of study, through the daily practice of writing and discussing RAISE leadership, and by reinforcing how RAISE applies to our students personally, academically, and through civic responsibility. This will give students the first-hand opportunity to improve themselves and help their families and communities by directly applying their leadership knowledge. This will be completed through weekly leadership lessons and school-wide drives to support community organizations. We will prepare students with the skills and knowledge they need to be ready for college and a career after graduation.”

“While many Utah schools are extremely well-run and meet the needs of most of the children they serve each year, CPA’s unique mission of 100% proficiency positions it to attract students from a growing number of families who are seeking more emphasis on student proficiency, patriotism, a wholesome environment, and the pursuit of individual excellence. CPA will be the only school in Utah to have a primary goal of 100% student proficiency. CPA will use the RAISE character education curriculum to teach students the universal values of Respect, Accountability, Integrity, Service, and Excellence. CPA teachers, administrators, and staff will instill Enlightenment values, including the universal dignity of every individual.”

Center for the School of the Future – Recommendation to the USU BoT

Our recommendation to USU-BoT is to approve CPA’s applications (Salt Lake County and Washington County) authorizing the formation of these charter schools. The four person review committee has expended 100+ hours of total interaction and review time across USU’s first four stages of the selection process. Based on our reviews, we offer a high recommendation to the overall structures of the two proposed Cambridge Preparatory Academies. We leave the determination to authorize one, both or neither charter school to the USU BoT as identified in Utah Code 53G-5-302. The following is an abbreviated versus exhaustive rationale for our “high recommendation” to authorize. Comprehensive documentation of process outcomes supporting our recommendation, or regarding the application of USU’s vetting stages are available on request from Dr. David Forbush at david.forbush@usu.edu.

Stage Results Overview

Stage 1 – Proposal Paper Review – Committee found evidence of sufficient value in the 10-page proposal to invite the full proposing team to participate in a proposal interview. The strength of the proposed board was immediately recognized. Members of the CPA Board are recognized leaders in Utah.

Stan Lockhart

Mr. Lockhart has worked in the technology and public service field for over 25 years. During this time, he has contributed to numerous important public policy and citizen initiatives. His efforts were instrumental in bringing thousands of jobs to Utah. Mr. Lockhart received his BS in Business Management and Spanish from Brigham Young University (1980-1987).

For over 24 years, Stan Lockhart has served as a Utah lobbyist. During this time, negotiating the two largest tax incentives in the history of the state. Mr. Lockhart is a recipient of the prestigious “Ronald Reagan Award” for his service in the Republican Party where he has served in virtually every grassroots position including chairman of the Utah Republican Party.

Mr. Lockhart has served on numerous Board of Directors, including for the Utah Alliance of Boys and Girls Clubs Board of Directors, a group that provides after school programming for children, as well as on the Board of Directors of Thanksgiving Point Institute, a 501c organization that seeks to support transformative family learning. Mr. Lockhart is involved in significant ways with the Boy Scouts of America and the Utah Alliance of Boys & Girls Clubs. He is an Eagle Scout and a recipient of the Silver Beaver Award and BSA District Award of Merit. He is actively involved in his local community, having served on the Provo City Council for four years, the Provo Planning Commission, and the Provo Library Board. Mr. Lockhart’s dedication to serving his community and his proven track record in the public service field make him the ideal founding chair of the board of directors for CPA.

Stan’s personal statement:

I offer my experience in public education, serving on boards and my skills in government and business to CPA as they seek to help every student become academically proficient, become their very best and achieve their hopes and dreams.

W. Craig Zwick

Mr. Zwick received his bachelor of science degree in business management and finance from the University of Utah (1966-1971). He is the current chairman and former president and chief executive officer of Zwick Construction Company. He served as executive director of the Utah State Department of Transportation for three years. In addition to these roles, Mr. Zwick has served as a member of the Utah Education Foundation, a member of the Utah Symphony board of directors, and as a member of the University of Utah Alumni Board. Mr. Zwick served as a General Authority of The Church of Jesus Christ of Latter-day Saints. He has served as President of the Brazil, Brazil South, and North America Northeast areas, as well as serving in the presidencies of the Europe West and Europe Central Areas. Mr. Zwick has been married to his wife, Jan Zwick, for 51 years. They are the proud parents of four children, 18 grandchildren, and three great-grandchildren. His lifelong commitment to service and extensive personal and professional achievements makes Mr. Zwick a valuable asset to the CPA board of directors.

Craig’s personal statement:

With a demonstrated lifetime of service, and service-work, the opportunity to engage in such high level

life affecting work, with the caliber of people engaged is very appealing.

Laura Warburton

Laura Warburton is the founder of a non-profit called Live Hannah's Hope, a vehicle to empower youth and reduce suicide through research, education, awareness, and advocacy. In addition to founding and working passionately with Live Hannah's Hope, Laura has a unique ability to problem-solve and work with leaders to create functional laws. She has identified many solutions for Utah and has helped create many of Utah's suicide prevention laws. In 2018, Laura was honored with a citation from the Utah House of Representatives for her work as a young advocate in suicide prevention. Laura has been a part of numerous public bodies, including the Weber County Planning Commission and Board of Adjustments, the SafeUT Commission, and the Snowcrest Jr. High School Land Trust. Her commitment to service and to aiding Utah's youth community make Laura a vital member of CPA's board of directors.

Laura's personal statement:

To serve as needed. To protect the integrity of the charter mission.

Jared Rhodes

Jared Rhodes currently serves as President of Maak Impact, a Utah-based nonprofit social innovation and design lab that partners with social problem solvers to design solutions that are sustainable, scalable, and impactful. As President, Jared works every day to achieve his goal to better understand problems and to work alongside impact-makers to do his part to innovate and design a more impactful world. A Brigham Young University alum (attended 2012-2017), Jared has spent his time since college working as Director of Operations at Drive Ventures, founding member/manager of multiple for-profit social ventures, and has served on the Board of Directors for multiple nonprofits, including a local Utah County initiative to support women entrepreneurs. Jared has always been passionate about education and one of his earliest jobs was teaching Science, Technology, and Entrepreneurship to K-6 students. In addition, he also founded and managed an English as a Second Language (ESL) training school in multiple cities in Mexico and founded a technology training school helping un/underemployed people level up their tech skills to get jobs in technology. Jared continues to love and support education, especially innovative approaches to teaching and experiential learning. Outside of work, his hobbies include reading, traveling, learning foreign languages, hiking, fishing, exploring his new home Utah and spending time with family and friends, especially his high school sweetheart now-wife, Kim, and his two little sons (Henson and Rhys). Jared's Why: Recognize the infinite worth of individuals and work to enact impactful progress towards true equity within humanity.

Jared's personal statement:

Despite working in Innovation and Consulting capacities for most of my career so far, my heart (and my first few business ventures) belongs to education. I love and support education, especially

innovative approaches to teaching and experiential learning, and I want every parent and child to have the choice when it comes to where and how their children are educated. CPA provides that choice in high-impact areas and will not shy away from the goal of 100% student proficiency.

Sally Burningham

Sally Burningham received her Bachelor's degree in elementary education from Brigham Young University (1996-2000). After earning her degree, she worked as a second-grade teacher at Oak Hollow Elementary School located in Draper, Utah. After her time teaching second grade, Sally continued to pursue her passion for education and children by serving as a parent volunteer in the Provo, Utah area by assisting teachers in classrooms on a weekly basis. She assisted children who required additional assistance with reading and began organizing the Junior Achievement program at the school she volunteered at. Sally has four wonderful children who she has raised and taken an active role in assisting and preparing them for their educational experiences. She has a deep love for children and seeing them gain confidence in their abilities and begin to believe in themselves. Sally is a great asset to the CPA board of directors with her education and real-world experience as a mother and volunteer in Utah's education system. Her organizational skills and eye for what needs to be done makes her an integral part of the CPA founding board.

Sally's personal statement:

As a former second grade teacher and a mother of 4 children, I am passionate about kids and education. I want our children to have every opportunity available to them and to be nurtured in a learning environment instilling belief in themselves. I believe that CPA does that. I am excited to be a part of their mission and vision.

Stage 2 – Proposal Interview – Again, the committee found evidence of sufficient value during the 2-hour interview to invite a full application from the proposing team. The committee found in the proposing board, deep organizational expertise and a focus on student learning via applications of learning science. Additionally, they demonstrated themselves as effective problem solvers, skilled in working effectively, efficiently and with purpose, and displayed a strong understanding of the importance of focusing on CPA's learning mission.

Stage 3 – Full Application Review – The USU committee reviewed the 100-page applications (i.e., Salt Lake and Washington Counties) and associated attachments and scored the applications across the operational and learning elements of the proposed school. A fine grained analysis of the applications was conducted, which included scoring approximately 125 application facets for each application. This review resulted in the committee identifying sufficient evidence of value in the application to invite the proposing team to advance to stage four of the USU process and to participate in an interview where the strengths and points of weakness found in the application could be surfaced and discussed.

Stage 4 – Full Application Interview – The proposing team participated in a 2-hour meeting where USU-CSF staff laid out select strengths and a comprehensive listing of 30 needs identified in the application review. The proposing CPA team were provided with approximately 3-weeks to rectify the needs discovered in the application to the satisfaction of the review committee. The committee reviewed CPA’s submitted response (approximately 100-pages) addressing each of the 30 needs item by item along with the associated alterations to the overall application, which resulted in a sequence of three sets of queries, that resulted in a series of improvements, which resulted in the committee finding in the application strengths that predict that these schools, if approved, and opened for registration, will produce high levels of student learning compared to current learning levels achieved in Utah’s schools. As a result, the committee recommended advancing both CPA applications (Salt Lake and Washington Counties) to stage 5, or USU BoT for a “charter authorization determinations.”

Stage 5 – Charter Authorization Determination – Required by USU BoT as per Utah code 53G-5-302 (current stage and purpose for CSF leadership’s current interaction with USU BoT)

Stage 6 – Charter Agreement Signed – Two charter school agreements has been created by USU’s general counsel for use if the CPA proposals are approved at stage 5.

3 December 2021

ITEM FOR ACTION

RE: University Policy 402: The Faculty Senate and Its Committees

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

EXECUTIVE SUMMARY

The University desires to clarify and update Policy 402. Revisions to Policy 402 were submitted by the President's Executive Committee, Faculty Senate and the Professional Responsibilities and Procedures Committee for review and comment.

The following is a summary of the revision to Policy 402 The Faculty Senate and Its Committees.

- The purpose of this change is to clarify and update the policy to the new format.

RECOMMENDATION

The President and Faculty Senate President recommend that the Board of Trustees approve the revisions to Policy 402 The Faculty Senate and Its Committees.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, The University desires to revise Policy 402 The Faculty Senate and Its Committees as outlined in the attached document;

WHEREAS, Revisions and/or amendments to this policy were submitted by Professional Responsibilities and Procedures Committee, Faculty Senate to the President's Executive Committee for review and comment; and

WHEREAS, The procedures for amending policies outlined in Policy 402 of the University Policy Manual have been followed:

NOW, THEREFORE, BE IT RESOLVED, That the USU Board of Trustees approve the revisions to Policy 402 is to be made effective 4 May 2022.

RESOLUTION APPROVED BY BOARD OF TRUSTEES:

Date

Policy 402: The Faculty Senate and Its Committees

Section: Faculty Policies

Policy Number: 402

Subject: The Faculty Senate and Its Committees

Origin Date: July 1, 1997

Revision Date(s): November 16, 2001, April 29, 2002, January 12, 2007, April 30, 2007, March 6, 2009, August 13, 2010, July 8, 2011, January 6, 2012, February 28, 2014, May 2, 2014, May 1, 2015, July 17, 2015, October 30, 2015, March 4, 2016, May 6, 2016, June 24, 2016, March 22, 2017

Effective Date: March 22, 2017

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402.1 AUTHORITY OF THE FACULTY TO REVIEW FACULTY SENATE ACTIONS

Actions of the Faculty Senate (Senate) shall be subject to the appellate power of the faculty, as provided in policy 401.7.3. The agenda and actions of the Senate shall be reported to the faculty as provided in policy 402.4.2(3).

402.2 AUTHORITY OF THE SENATE

The authority of the faculty is delegated to the Senate. The Senate legislates and sets policy for matters within the collective authority of the faculty. See policy 401.7. The Senate shall have the power to act for and represent the faculty in all matters of educational policy, including requirements for admission, degrees, diplomas, and certificates; and in curricular matters involving relations between colleges, schools, divisions, or departments.

The Senate shall also have the following powers: (1) to receive and consider reports from any faculty committee, and from any council, department, division, administrative officer, library, or college; and to take appropriate action; (2) to consider matters of professional interest and faculty welfare and to make recommendations to the president of the university and other administrative officers; and (3) to propose to the president amendments or additions to these policies.

2.1 Senate Power of Internal Governance; Referral of Matters to the President

The Senate shall have the power to make rules governing its own procedures and to establish its own order of business. All other matters considered and approved by the

Senate shall be forwarded by the Executive Secretary to the president of the university and, in appropriate cases, to the Board of Trustees.

2.2 The President, University Administrators, and Board of Trustees

The Senate is an advisory body to the president of the university. While the Senate votes on policy and procedural issues, including but not limited to policy and procedural issues in these policies, these actions and recommendations cannot be implemented without the approval of the president of the university. The Board of Trustees advises the president of the university and approves or disapproves any policy or procedural change. Approval or disapproval of Senate actions, whether by the president of the university or by the Board of Trustees, shall be reported back to the President of the Senate by the president of the university, or a designee, in a timely manner following the Senate action. When Senate actions receive final approval, it is the responsibility of university administrators and administrative bodies to implement the action.

2.3 Senator's Handbook

Each senator shall receive a current Senator's Handbook which explains briefly the role and operation of the Senate. The Handbook will include: (1) provisions of this policy pertinent to Senate proceedings, rules, and membership; (2) a simplified statement of the Rules of Order; and (3) rules for calling meetings. The Senate Executive Secretary must ensure that each newly elected Senator receives a Handbook no later than the September meeting of the Senate.

402.3 MEMBERSHIP; ALTERNATES; TERM; VACANCIES

3.1 Membership

The Senate shall be composed of the following members: (1) sixty faculty members assigned in proportion to the number of tenured, tenure eligible, and term appointed faculty in the academic colleges, the Regional Campuses, USU Eastern, Extension, and the Library. Each unit is to be represented by a minimum of two elected senators. These sixty will be elected by and from faculty members eligible to vote in Senate elections (see policy 401.4.2(c)); (2) the president and the executive vice president and provost of the university or their designees; (3) eight appointees of the president of the university who shall be a vice president an academic college dean, a regional campus dean, or a chancellor, six of whom must hold faculty appointments and must be designated annually preceding elections to the Senate; (4) the chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, the Faculty Diversity, Development and Equity Committee, and the Faculty Evaluation Committee if they are not one of the faculty members elected to the Senate; and (5) three students, who shall include the Utah State University Student Association (USUSA) President or a designee, the USUSA Academic Senate President or a designee, and the elected graduate student representative or a designee.

With the exception of faculty holding special or emeritus appointments, any member of the faculty who is not designated as a presidential appointee is eligible for election to the Senate.

3.2 Alternates for Elected Members

Senate members are expected to attend its meetings regularly. In cases of unavoidable absence, including sabbatical leave, professional development leave, assigned teaching, and unpaid leaves of absence, senators will arrange for an elected alternate senator to attend in their place (see policy 402.10.2). The alternate shall have full voting rights.

Senators must notify the Executive Secretary of the Senate in writing (email is acceptable) whenever alternates will replace them. If a senator fails twice to make a documented effort to arrange for an alternate during an academic year, then that senator's position will be considered vacant (see policy 402.3.4).

3.3 Term

Faculty members elected to the Senate shall serve three-year terms or, as provided in policy 402.3.4, complete the three-year term vacated by a faculty member. Terms shall begin July 1 following elections and may be re-elected once, after which a faculty member is ineligible to stand for election for one year. The term of office for student members of the Senate shall be one year and shall coincide with the term of USUSA and graduate student officers. The term of office for presidential appointees shall be one year and shall begin July 1. A presidential appointee can be reappointed to consecutive terms, up to a maximum of six years, after which the appointee is ineligible for appointment for one year.

3.4 Vacancies

A senate seat shall be declared vacant if a senator (1) resigns from Faculty Senate, (2) is no longer a member of the faculty of the academic unit from which he or she was elected, or (3) misses two regularly scheduled senate meetings during an academic year without making a documented effort to arrange for an alternate and keeping the Executive Secretary of the Faculty Senate informed in writing (email is acceptable). The Executive Secretary of the Senate reports all vacancies to the Committee on Committees. The Committee on Committees will then contact the affected academic dean, vice president, or, where applicable, the chancellor or regional campus dean, who will appoint an alternate elected senator to fill the seat within 30 days (see policy 402.3.2). Colleges whose alternates are not responsive to requests to fill in for senators with planned absences or which do not have sufficient alternates will be required to run a replacement election (see policy 402.3.1). The Faculty Senate Presidency will address other vacancies on a case-by-case basis. For vacancies among Presidential appointees, the president shall appoint a new senator within 30 days (see policy 402.3.1).

402.4 RECORDS; AGENDA; MINUTES; ORDER OF BUSINESS

4.1 Records

The records of the Senate shall be kept by the Executive Secretary for the use of the members of the faculty, the president of the university, and the Board of Trustees. Records are public unless otherwise specified by action of the Senate in accord with state law (see policy 402.8).

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions approved by the president of the university, or where necessary by the President and the Board of Trustees (see policy 402.2.2), are distributed to faculty on all campuses within an appropriate time frame and included in the Senate records.

4.2 Agenda and Minutes

(1) Senate agenda.

The Executive Committee shall meet at least 14 days in advance of regularly scheduled Senate meetings to prepare the agenda and make assignments to those who are to report to the Senate. A copy of the agenda must be sent to each senator at least five days before regularly scheduled meetings.

(2) Faculty petition to place an item on the agenda.

Any 25 faculty members may petition the Senate to obtain consideration of any matter within the Senate's authority. The petition shall be presented in writing to any Senate member, who shall then give notice of the petition to the Senate or to its Executive Committee. The Executive Committee shall place the matter raised in the petition on the agenda of the next regularly scheduled Senate meeting or, at the discretion of the Senate President, on the agenda of a special meeting called in accordance with the provisions of policy 402.6.2.

(3) Distribution of agenda and minutes.

One week prior to each Senate meeting, the Executive Secretary shall make available to all faculty a copy of the agenda of the next meeting, and minutes of the prior Senate meeting.

(4) Publicizing and publication of recommended changes in policies or procedures.

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions recommending a change in this policy or in other university policies or procedures are communicated in a timely manner to all campuses.

4.3 Order of Business

Except as otherwise provided by the Senate, its order of business shall be: call to order (quorum), approval of minutes, university business, information items, reports, special orders (only if needed), unfinished business, and new business.

402.5 PARLIAMENTARY PROCEDURE

All actions of the Senate shall be in accordance with the most recent edition of Robert's Rules of Order.

402.6 MEETINGS; QUORUM

6.1 Scheduled Meetings

Regularly scheduled meetings of the Senate shall be held on the first Monday of the month at 3:00 PM from September through May unless otherwise specified by the Senate.

6.2 Special Meetings

Special meetings shall be held at the call of the Senate President or upon petition of any 10 senators. The petition must be written, must state the purpose of the special meeting, and must be submitted to the Senate President. Upon receipt of the petition, the Senate President must call a special meeting within 12 working days. Senators shall receive at least five days notice of the special meeting and its agenda unless a majority of them waives that notice prior to or at the meeting.

6.3 Quorum and Voting

A majority of the members of the Senate shall constitute a quorum for the conduct of Senate business. All actions or recommendations of the Senate shall be by majority vote of the members and alternates present. Voting shall be by secret ballot upon passage of a motion to that effect.

6.4 Consulting with Constituents

The elected senators shall communicate and/or meet regularly with their constituents to answer questions and discuss Senate business.

402.7 SENATE PRESIDENT, PRESIDENT-ELECT, AND PAST PRESIDENT

7.1 Duties of the Senate President

The Senate President shall preside over and conduct meetings of the Senate and its Executive Committee and the Faculty Forum and its Executive Committee. The Senate President shall see that Senate actions are accurately recorded and that all actions approved are implemented or forwarded as appropriate.

7.2 Duties of the Senate President-Elect

The Senate President-Elect shall perform the functions and duties of the Senate President when the latter is unable to exercise them or when the Senate President-Elect is designated by the Senate President to perform in the Senate President's stead.

7.3 Duties of the Immediate Past President

The immediate past president shall serve as a voting member of the Faculty Senate Executive Committee and Faculty Senate for a period of one year immediately following his/her term as Senate President. The immediate past Senate President shall also serve as a member of the Senate Handbook Committee (see policy 402.12.10).

7.4 Eligibility and Term

The Senate President-Elect/President shall be elected annually from and by elected Senate members, as provided in policy 402.10.3, to serve for a three-year, non-renewable term. During the first year he/she shall serve as the Senate President-Elect, during the second year shall be the Senate President, and during the third year shall serve as Past President.

Any elected senator who is completing or has completed one year of a faculty Senate term is eligible to serve as President-Elect/President, subject to the following exceptions: Senators who are completing their terms are not eligible, unless they have been re-elected to the Senate for an additional term. The election of the Senate President-Elect/President is understood to be an extension of that individual's term in the Senate for the number of years necessary to fulfill a term as Senate President. If an extended term is necessary for the new Senate President, then the individual so chosen will become a supernumerary member of the Senate and the regular schedule of elections to the Senate from that individual's college will be unaffected.

402.8 SENATE EXECUTIVE SECRETARY

An Executive Secretary of the Senate shall be appointed by the president of the university. See policy 401.10. The duties of the Executive Secretary are: (1) under the direction of the Senate President, to prepare agendas for all meetings of the Senate, the Faculty Forum, and the Executive Committees of each; (2) under the direction of the Senate President, to keep minutes of the meetings of the Senate, the Faculty Forum, and the Executive Committees of each; (3) to distribute copies of both agenda and minutes; (4) to forward actions, policies, and reports of the Senate to the president of the university; (5) to gather items and data that the Executive Committee may present at Senate meetings; (6) to prepare and present, at the September and March Senate meetings, an accounting of the implementation or non-implementation of motions passed by the Senate; (7) to apprise Senate committees of items which the Senate has requested that they study; (8) to maintain an archive of the minutes of each meeting of the Senate and its Executive Committee, the Faculty Forum and its Executive Committee, and the Senate committees; (9) to keep university faculty informed of the action and the proposed business of the Senate by publicizing the Senate agenda, Senate actions, and the results of Senate elections as provided in policy 402.4.2(3); and to provide yearly each senator with a copy of the Senator's Handbook (policy 402.2.3).

402.9 FACULTY FORUM

9.1 Membership of the Faculty Forum; Description

Faculty Forum consists of all elected Senate members, and the chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, the Faculty Diversity, Development and Equity Committee, and the Faculty Evaluation Committee. The Faculty Forum meetings are a means of open discussion for elected Senate members and the committee chairs without participation by or from the president of the university, the executive vice president and provost, the presidential appointees, academic deans and department heads, chancellors, regional campus deans, or the student members of the Senate, unless specifically requested by the Executive Committee of the Faculty Forum (see Policy 402.9.3(2)). During meetings of the Faculty Forum, participants may discuss subjects of current interest, question and debate any policies and procedures, and formulate recommendations for consideration by the Faculty Senate. The Faculty Forum does not exercise the legislative authority of the Faculty Senate.

9.2 Meetings; Agenda; Notice

The Faculty Forum shall be scheduled in October or November by the Officers and Executive Committee of the Faculty Forum. This annual scheduled meeting of the Faculty Forum will be open to all faculty members to attend and speak, with the exception of those excluded by policy 402.9.1.

Additional special meetings may be held by the call of the Faculty Forum President, or upon the written request of a majority of the Faculty Forum Executive Committee, or upon the written petition of 10 members of the Faculty Forum, or upon the written petition of 25 faculty members. Special meetings of the Faculty Forum will be scheduled, whenever possible, within two weeks after receipt of the petition(s) by the Faculty Forum President. Business at special meetings of the Faculty Forum will be conducted by Faculty Forum members. The Faculty Forum Executive Committee will set the agenda for the November meeting and other Faculty Forum meetings. The agenda will include all items raised by the petition(s), together with items deemed pertinent by the Executive Committee. The minutes and agenda for all Faculty Forum meetings shall be distributed in accordance with policy 402.4.2(3). Notice of the Faculty Forum meeting will be given in the previous Senate meeting and distributed to faculty on all campuses.

9.3 Officers and Executive Committee of the Faculty Forum

(1) Officers.

The Senate President shall preside over and conduct meetings of the Faculty Forum and its Executive Committee. The Senate President-Elect shall serve as the President-Elect of both, and shall perform the duties of the Senate President when the latter is unable to exercise them or when the Senate President-Elect is designated by the Senate President to perform in the Senate President's stead.

(2) Executive Committee of the Faculty Forum.

The Faculty Forum Executive Committee shall consist of the elected faculty members on the Senate Executive Committee (policy 402.12).

402.10 SENATE ELECTIONS

10.1 Apportionment of Elected Faculty Positions

Annually, the Senate Committee on Committees shall apportion the number of elective Senate positions to the academic colleges, Regional Campuses, USU Eastern, Extension, and the Library in proportion to the number of tenured and tenure-eligible faculty. The minimum representation from each of these academic units shall be two.

10.2 Election of Faculty Members to the Senate

(1) Scheduled date; notice to academic deans, the vice president for extension, regional campus deans or executive directors, and chancellor.

Elections of faculty representatives to the Senate and sufficient alternate senators to serve when regular senators cannot attend, are held by academic colleges, Regional Campuses, USU Eastern, Extension, and the Library. Elections shall be supervised by the Senate Committee on Committees. Elections shall be conducted during January and February of each school year, in time to be announced at the March meeting of the Senate. Additional elections shall be held as necessary to ensure the availability of alternates to fill vacancies in unexpired terms for the duration of those terms. The Senate Committee on Committees shall notify the appropriate academic deans, or vice president for extension, chancellor, or regional campus deans or executive directors of the number of senators to be elected annually by their faculty and the date by which the elections must be held.

(2) Nominations.

After receipt of notice that annual elections shall be held, the appropriate academic deans or vice president for extension, chancellor, or regional campus deans or executive directors shall communicate with their faculty members eligible to vote in Senate elections (see policy 401.4.3 for limitations) for the purpose of nominating Senate candidates and alternates. There shall be at least two candidates for each vacancy.

(3) Voting.

Faculty members with tenured or tenure-eligible appointments and faculty members with term appointments may nominate and vote for candidates and alternates in Senate elections. Balloting within each academic college, the Regional Campuses, USU Eastern, Extension, and the Library shall be by an appropriate method to ensure timeliness, fairness, and verifiability.

(4) Verification and notice of election results.

The academic colleges, Regional Campuses, USU Eastern, Extension, and the Library must submit the names of nominees elected to the Senate Committee on Committees on or before the final date set for the conclusion of elections. The Committee on Committees shall verify all election results and then inform the Senate of the names of new members at its regularly scheduled April meeting. Election results shall be made public.

10.3 Elections within the Senate

Nominations for the office of President-Elect shall occur from the floor during the April Senate meeting. Elections shall be by secret ballot completed prior to the May meeting.

402.11 SENATE COMMITTEES: AUTHORITY, ACTION AND PROCEDURES

11.1 Purpose; Reporting

The Senate appoints and discontinues such standing and ad hoc committees as it deems necessary to carry out its duties.

The Senate establishes advisory committees to study and to make reports and recommendations to it on matters under faculty jurisdiction and to carry out the decisions of the Senate relating to its functions and responsibilities. Senate committees receive their authority from the Senate and shall report their work and make their recommendations to the Senate. No Senate committee may alter the reports or the recommendations of another Senate committee.

11.2 Membership; Elections; Terms; Vacancies

Only members of the faculty eligible to vote in Senate elections are eligible for election and appointment to Senate standing committees (see policy 401.4.3(4) (c) for limitations).

Unless governed by committee procedures otherwise stipulated, non-Senators of Senate standing committees are elected at the same time and according to the same procedures that elect Senators (see policy 402.10.2). Terms shall be three years and shall begin July 1 following elections and are renewable once, after which a faculty member is ineligible to stand for election for one year. Terms shall be staggered so that approximately 1/3 of them expire annually.

A vacancy shall be declared among the elected committee members if that member resigns, is terminated, goes on extended medical leave, or has four or more unexcused absences from regularly scheduled committee meetings during an academic year. If a vacancy occurs, then a replacement will be appointed. The Senate Committee on Committees will appoint seats vacated by representatives of the Faculty Senate, and the academic deans, vice president for extension, chancellor, or regional campus deans or executive directors, will appoint seats vacated by representatives of the academic colleges, Regional Campuses, USU Eastern, Extension, and the Library.

Appointed members of Senate standing committees are chosen from the elected membership of the Senate; the Committee on Committees prepares a slate of nominations for approval by the Senate at its May meeting. Terms shall be two or three years, as stated below for a particular committee, and shall be renewable once. Terms shall be staggered. Vacancies will be filled upon recommendation to the Senate by the Committee on Committees.

11.3 Senate Committee Procedures

(1) Committee action; meetings; quorum; majority and minority reports.

Senate committees shall not act independently of the Senate. All statements and actions of Senate committees shall be approved by the Senate before they are official, except for routine actions of the Educational Policies Committee which shall be submitted to the Senate as information items (see policy 402.12.6(1)). Committee work shall be accomplished as a body. Committee meetings shall be held as required to meet the duties of the committee. Meetings shall be held at the call of the chair or upon written request, submitted to the chair, by committee members or the Faculty Senate Executive Committee. A majority of committee members shall constitute a quorum for conducting business. Committee actions shall be by majority vote of the quorum present. Minority committee reports may be submitted to the Senate by dissenting committee members.

(2) Committee minutes.

Minutes shall be taken at all committee meetings and a copy shall be filed with the Senate Executive Secretary as part of the Senate records. The minutes shall include copies of all forms, statements, and reports which are presented to the Senate for action.

(3) Chairs.

Unless otherwise specified, all standing committees and subcommittees of the Senate shall elect chairs annually, preferably at the last meeting of the academic year.

402.12 SENATE STANDING COMMITTEES

12.1 Executive Committee

(1) Duties.

The Executive Committee shall perform the following duties:

- (a) prepare Senate meeting agendas;
- (b) propose such standing and special committees of the Senate as may be needed;
- (c) examine the work of the Senate committees to discourage duplication of effort and to ensure that all committee assignments are carried out;
- (d) act as a steering committee to direct problems to the proper committees;

- (e) act as a liaison to harmonize the work of all committees;
- (f) transact such business as may be referred to it by the Senate; and

(2) Membership.

The Senate Executive Committee shall consist of the following members:

- (a) the Senate President;
- (b) the President-Elect of the Senate;
- (c) immediate Past President;
- (d) elected faculty senators, representing each of the academic colleges, Regional Campuses, USU Eastern, Extension, and the Library;
- (e) the president of the university and executive vice president and provost, who shall serve as ex-officio members; and
- (f) a senator appointed by the president and approved by the Senate.

All members have a vote.

(3) Eligibility; election; term.

Any elected senator who is completing or has completed one year of a Senate term is eligible to serve on the Executive Committee, subject to the following exceptions: (1) Senators with only one year remaining in their terms; and (2) Senators who are completing their terms, unless they have been re-elected to the Senate for an additional, successive term.

The election of Executive Committee members shall be conducted each spring following the election of new members to the Senate. Elections shall be by separate caucus of faculty senators within each academic college, Regional Campuses, USU Eastern, Extension, and the Library. Caucuses shall be held within one week following the April meeting of the Senate.

A faculty senator elected to the Executive Committee shall serve for a two-year term, renewable (reelected) once.

(4) Joint meeting of new and old Executive Committees.

Newly elected Executive Committee members will attend the April meeting of the old Executive Committee.

(5) Meetings; Senate agenda.

The Executive Committee shall meet at least 14 days in advance of regularly scheduled Senate meetings to prepare the agenda and make assignments to those who are to report to the Senate.

(6) Reports and recommendations of other Senate committees.

The Executive Committee will place reports and recommendations of other Senate committees on the Senate agenda without alteration.

12.2 Committee on Committees (CoC)

(1) Duties

The responsibility of the Committee on Committees is to: (1) apportion Senate elective positions annually; (2) coordinate and supervise the election of members to the Senate; (3) prepare eligibility slates and supervise nominations and elections within the Senate; and (4) recommend to the Senate the appointed members of all Senate committees and the members of university committees that include Senate representatives.

(2) Membership

The Committee on Committees shall consist of three elected faculty senators serving staggered three-year terms. No later than the last day of the Spring semester and before the terms of the newly elected members begin, the Committee shall elect from among its members a new chair to serve a one-year terms beginning July 1. Any member who has at least one year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair.

One faculty senator is elected to the committee each year. They are elected according to the same procedures and at the same time as the Senate President-Elect (see Policies 402.10.3 and 7.4). Nominations for the new member shall occur from the floor during the April Senate meeting and elections shall be by secret ballot completed prior to the May meeting.

Senators who have completed at least one year of their Senate terms are eligible to serve on the Committee on Committees unless they are at the end of their Senate service and have not been re-elected. If a Senate term extension is necessary to complete the Committee on Committees service, then the individual will become a supernumerary member of the Senate and the regular schedule of elections to the Senate from that individual's college or unit will be unaffected.

12.3 Academic Freedom and Tenure Committee (AFT)

(1) Duties.

(a) Jurisdiction as an administrative hearing body.

The Academic Freedom and Tenure Committee, as represented by each of its hearing panels is an administrative hearing body, with jurisdiction in matters related to academic freedom, tenure, promotion, dismissals, and other sanctions; and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the university. In relation to these matters, the committee may hear both complaints initiated by the university against a faculty member and grievance petitions brought by a faculty member.

(b) Procedural due process.

Hearing panels of the Academic Freedom and Tenure Committee shall, when hearing grievances, determine whether procedural due process was granted the petitioner as provided in this policy and determine whether the grievance is valid or not valid (see policy 407.5.6(8)) The recommendation of the hearing panel shall be binding on the general membership of the Academic Freedom and Tenure Committee.

(c) Policy revisions.

The Academic Freedom and Tenure Committee shall recommend to the Professional Responsibilities and Procedures Committee possible policy revisions arising from within the Academic Freedom and Tenure Committee's jurisdiction.

(d) Review.

The Academic Freedom and Tenure Committee will review, for consideration by the Senate, all matters pertaining to faculty rights, academic freedom, and tenure.

(2) Membership.

The Academic Freedom and Tenure Committee consists of the following members: (a) three faculty members appointed from the elected faculty senators by the Committee on Committees each representing different colleges, and (b) one faculty member elected by and from the faculty in each of the remaining academic colleges, Regional Campuses, USU Eastern, Extension, and the Library, for a total of 12 members on this committee.

NOTE: Three committees have no changes beyond the changes incorporated in this description including: BFW, FEC and FDDE.

(3) Election and appointment of members; terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance with policy 402.11.2. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2(4) and will serve three year terms (see also policy 402.11.2).

(4) Officers.

(a) Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

(b) Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Academic Freedom and Tenure Committee meetings, and appoint hearing panels as required. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

(5) Supplemental appointments.

If necessary in order to hear grievances in a timely manner, supplemental members of the Academic Freedom and Tenure Committee may be appointed by the Committee on

Committees from the elected members of the Senate. This appointment process shall be initiated by the chair of the Academic Freedom and Tenure Committee. The term of these appointees shall expire June 30 following appointment.

(6) Hearing panels.

Hearing panels shall be appointed as necessary to hear grievances. Four members shall be appointed by the chair of the Academic Freedom and Tenure Committee from the Academic Freedom and Tenure Committee, and the remaining member shall be an administrator who holds a faculty appointment appointed by the president of the university. Faculty members of hearing panels shall be selected by the chair of the Academic Freedom and Tenure Committee on a rotating basis. All five panel members have a vote. Even if their Academic Freedom and Tenure Committee terms expire, hearing panel members shall serve until the recommendation of the hearing panel has been submitted to the Academic Freedom and Tenure Committee and to the president of the university.

12.4 Budget and Faculty Welfare Committee (BFW)

(1) Duties.

The duties of the Budget and Faculty Welfare Committee are to (a) participate in the university budget preparation process; (b) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (c) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; (d) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the university; and (e) provide faculty representatives for the Benefits Advisory Committee (BAC).

(2) Membership.

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Budget and Faculty Welfare Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(5).

12.5 Professional Responsibilities and Procedures Committee (PRPC)

(1) Duties.

The Professional Responsibilities and Procedures Committee shall advise the Faculty Senate regarding composition, interpretation, and revision of Section 400 in University Policies and Procedures. Recommended revisions shall be submitted to the Senate for its consideration. The procedures for code amendments are specified in Section 202 of the USU Policy Manual.

(2) Membership.

The membership of this committee will consist of seven Faculty Senators members appointed by the Committee on Committees. Term of members; officers; and meetings and quorum of the Professional Responsibilities and Procedures Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(5).

12.6 Educational Policies Committee (EPC)

(1) Duties.

The major function of this committee shall be to serve as the Senate committee on educational policy, including program discontinuance for academic reasons (policy 406.2). In addition to conducting studies and making recommendations as specifically instructed by the Senate, the committee itself may initiate such activities. Routine actions taken under established policy, such as approval for specific course changes, additions, or deletions, shall be submitted to the Senate as information items. All policy recommendations and major actions shall be referred to the Senate for approval or disapproval. Specific duties of the Educational Policies Committee shall include consideration of standards and requirements for university designated honors such as cum laude, magna cum laude, and summa cum laude.

(2) Membership.

The Educational Policies Committee consists of the executive vice president and provost or designee; one faculty representative from each academic college, Regional Campuses, USU Eastern, and the Library; one faculty representative from the Graduate Council; the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee, two student officers from the elected USUSA student government and one elected graduate student representative. The faculty representatives are elected to the committee in accordance with policy 402.11.2. Note of explanation: Extension has no independent curriculum. There is no need for someone from Extension to sit on this committee.

(3) Term of members.

The term of office for faculty members on the Educational Policies Committee shall be in accordance with policy 402.11.2. The term of office for student members shall be one year.

(4) Chair.

The executive vice president and provost or his/her designated representative shall serve as chair of the Educational Policies Committee. The Committee will elect a vice chair from its members to serve in the absence of the chair. The chair or his/her designee will report to the Senate on the committee's actions.

(5) Curriculum Subcommittee.

The Curriculum Subcommittee will formulate recommendations on curricular matters, such as course changes, and forward the same to the Educational Policies Committee. This subcommittee shall consist of the chairs of the curriculum committee of each academic college, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative each from Regional Campuses, USU Eastern, Extension, and the Library, and two students, one from the USUSA and one elected graduate student representative. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one year. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

(6) General Education Subcommittee.

The General Education Subcommittee formulates and reviews policy with respect to general education. The subcommittee shall consist of three faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend academic expertise to the areas of emphasis in the general education program of the university. Recommendations developed by the General Education Subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

(7) Academic Standards Subcommittee.

The Academic Standards Subcommittee (a) recommends policy on all matters pertaining to academic evaluation of students, including admission, retention, grade assignment, and graduation; (b) recommends discipline policy regarding student academic dishonesty; and (c) approves the process for discipline regarding alleged academic violations by students and for grievance hearings in cases of alleged student academic dishonesty. The subcommittee shall consist of four faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise.

Recommendations from this subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

12.7 Faculty Evaluation Committee (FEC)

(1) Duties.

The Faculty Evaluation Committee shall (a) assess methods for evaluating faculty performance; (b) recommend improvements in methods of evaluation; and (c) decide

university awards for Eldon J. Gardner Teacher of the Year, Undergraduate Faculty Mentor of the Year, and Faculty University Service Award.

(2) Membership.

The committee shall consist of one faculty representative from each academic college, Regional Campuses, USU Eastern, Extension, and the Library, two student officers from the USUSA and one elected graduate student representative. The faculty representatives are elected to the committee in accordance with policy 402.11.2. The committee will elect a chair annually, preferably at the last meeting of the academic year.

12.8 Faculty Diversity, Development, and Equity Committee (FDDE)

(1) Duties.

The duties of the Faculty Diversity, Development, and Equity Committee are to: (1) collect data and identify and promote best practices for faculty development, mentoring, and work environment to facilitate the success of diverse faculty at all career levels; (2) provide feedback and advocate processes for faculty recruitment, promotion, and retention that promote diversity, fair pay standards, and work/life balance for the faculty; (3) report on the status of faculty development, mentoring, diversity, and equity; and (4) make recommendations for implementation of proposals related to faculty diversity, development, and equity.

(2) Membership.

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Diversity, Development, and Equity Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(5).

12.9 Executive Committee of the Faculty Forum (ECFF)

The Executive Committee of the Faculty Forum shall have the duty of composing the agenda for the annual meeting and any special meetings of the Faculty Forum. The membership of this committee shall consist of the elected members of the Faculty Senate Executive Committee excluding administrators (see policy 402.12.1(2a-2d)).

12.10 Senate Handbook Committee (SHC)

The Senate Handbook Committee composes and/or revises annually the Senate Handbook (policy 402.2.3). This committee consists of the Faculty Senate President, President-Elect of the Senate, and the Past President of the Senate. Additional members may be appointed by the Committee on Committees.

402.13 UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY REPRESENTATIVES

The Senate Committee on Committees recommends to the Senate faculty members to be appointed to the following university councils, boards, and committees: Athletic Council, Graduate Council, University Research Council, Council on Teacher Education, University Libraries Advisory Council, Honors Program Advisory Board, University Scheduling Committee, Calendar Committee, Bookstore Committee, Honorary Degrees and Awards Screening Committee, Diversity Council, and Parking Policy Committee. The faculty representative need not be a Senate member unless his/her role on the council or committee is to represent the Senate specifically as well as the faculty generally. See also policy 402.10.3, 11.2 and 12.2(4). In the spirit of shared governance, at the Regional Campuses and USU Eastern, the chancellor and regional campus deans or executive directors will establish procedures whereby faculty members on those campuses can be actively engaged and represented in key local decisions parallel to the councils and committees described in this paragraph.

University Policy 402: The Faculty Senate and Its Committees

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Category: Faculty Policies (Faculty Code)

Sub Category: None

Covered Individuals: University Faculty

Responsible Executive: Provost

Policy Custodian: Chair of Professional Responsibilities and Procedures Committee

Last Revised: 2021/09/01

Previous USU Policy Number: 402

POLICY MANUAL

FACULTY

Number 402

Subject: The Faculty Senate and Its Committees

Effective Date: July 1, 1997

Revision Dates: November 16, 2001, April 29, 2002, January 12, 2007, April 30, 2007, March 6, 2009, August 13, 2010, July 8, 2011, January 6, 2012, February 28, 2014, May 2, 2014, May 1, 2015, July 17, 2015, October 30, 2015, March 4, 2016, May 6, 2016, June 24, 2016.

Date of Last Revision: March 22, 2017

402.1 AUTHORITY OF THE FACULTY TO REVIEW FACULTY SENATE ACTIONS PURPOSE AND SCOPE

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This policy explains the role of the faculty senate and its committees in shared governance and outlines the composition of those committees. Actions of the Faculty Senate (Senate) shall be subject to the appellate power of the faculty, as provided in policy 401.87.3, Faculty Status and Related Matters. The agenda and actions of the Senate shall be reported to the faculty as provided in policy 402.4.2(3), Distribution of Agenda and Minutes.

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402.2 AUTHORITY OF THE SENATE POLICY

2.1 Authority of the Faculty to Review Faculty Senate Actions.

Actions of the Faculty Senate (Senate) shall be subject to the appellate power of the faculty, as provided in Policy 401.8.3, Faculty Status and Related Matters. The agenda and actions of the Senate shall be reported to the faculty as provided in Policy 402.4.2.3, Distribution of Agenda and Minutes.

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2.2 Authority of the Senate.

The authority of the faculty is delegated to the Senate. The Senate legislates and sets policy for matters within the collective authority of the faculty. See policy 401.8.7, Authority of the Faculty. The Senate shall have the power to act for and represent the faculty in all matters of educational policy, including requirements for admission, degrees, diplomas, and certificates; and in curricular matters involving relations between colleges, schools, divisions, or departments.

~~The Senate shall have the power to make rules governing its own procedures and to establish its own order of business. All other matters considered and approved by the Senate shall be forwarded by the Executive Secretary to the president of the university and, in appropriate cases, to the Board of Trustees.~~
The Senate shall have the power to make rules governing its own procedures and to establish its own order of business. All other matters considered and approved by the Senate shall be forwarded by the Executive Secretary to the president of the university and, in appropriate cases, to the Board of Trustees. (1) to consider matters of professional interest and faculty welfare and to make recommendations to the president of the university and other administrative officers; and (3) to propose to the president amendments or additions to these policies.

2.1 2.2.1 Senate Power of Internal Governance; Referral of Matters to the President

The Senate shall have the power to make rules governing its own procedures and to establish its own order of business. All other matters considered and approved by the Senate shall be forwarded by the Executive Secretary to the president **of the university** and, in appropriate cases, to the Board of Trustees.

2.2 2.2.2 The President, University Administrators, and Board of Trustees

The Senate is an advisory body to the president of the university. While the Senate votes on policy and procedural issues, including but not limited to policy and procedural issues in these policies, these actions and recommendations cannot be implemented without the approval of the president of the university. The Board of Trustees advises the president of the university and approves or disapproves any policy or procedural change. Approval or disapproval of Senate actions, whether by the president of the university or by the Board of Trustees, shall be reported back to the President of the Senate by the president of the university, or a designee, in a timely manner following the Senate action. When Senate actions receive final approval, it is the responsibility of university administrators and administrative bodies to implement the action.

2.3 2.2.3 Senator's Handbook

Each senator shall receive a current Senator's Handbook which explains briefly the role and operation of the Senate. The Handbook will include: (1) provisions of this policy pertinent to Senate proceedings, rules, and membership; (2) a simplified statement of the Rules of Order; and—
ensure that each newly elected Senator receives a Handbook no later than the September meeting of the Senate.

(3) rules for calling meetings. The Senate Executive Secretary must ensure that each newly elected Senator receives a Handbook no later than the September meeting of the Senate.

402.3 MEMBERSHIP; ALTERNATES; TERM; VACANCIES

3.1 2.3.1 Membership

The Senate shall be composed of the following members consists of:

- (a) ~~(1)~~ sixty (60) faculty members assigned in proportion to the number of tenured, tenure eligible, and term appointed faculty in the academic colleges, ~~the Regional Statewide Campuses, USU Eastern~~ Extension, and the Library. Each unit is to be represented by a minimum of two (2) elected senators. These sixty (60) will be elected by and from faculty members eligible to vote in Senate elections (see policy 401.4.2(e) Policies 401.4.3.4, Limits on Faculty Participation (Term Appointments) and 401.5.3.2, Limits on Faculty Participation (Special Appointments));
- (b) ~~(2)~~ the president and the executive vice president and provost of the university or their designees;
- (c) ~~(3)~~ eight (8) appointees of the president of the university who shall be a vice president ~~an academic college or dean, a regional campus dean, or a chancellor~~, six of whom must hold faculty appointments and must be designated annually preceding elections to the Senate;
- (d) ~~(4)~~ the chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, the Faculty Diversity, Development and Equity Committee, and the Faculty Evaluation Committee if they are not one of the faculty members elected to the Senate; and
- (e) ~~(5)~~ three (3) students, who shall include the Utah State University Student Association (USUSA) President or a designee, the USUSA Academic Senate President or a designee, and the elected graduate student representative or a designee.

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Commented [SH8R6]: Resolved

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Commented [NM9]: "vice president or dean" includes the dean of libraries and updates regional campus language in less cumbersome wording. Similar changes are highlighted in yellow throughout.

Commented [SH10R9]: PRPC will discuss on 11/13.

Commented [SH11R9]: Resolved

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All deans should ensure proportional representation of Faculty Senate representatives and alternates from the main campus and statewide campuses for their faculty.

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With the exception of faculty holding special or emeritus appointments, any member of the faculty who is not designated as a presidential appointee is eligible for election to the Senate.

The Committee on Committees (CoC) oversees the annual apportionment of senate seats, assigns senators to committees as required, and provides information to appropriate administrators regarding elections for senators, alternates, and committee members. (Policy 402.12.2, Committee on Committees (CoC))

3.2 2.3.2 Alternates for Elected Members

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Senate members are expected to attend its meetings regularly. In cases of unavoidable absence, including sabbatical leave, professional development leave, assigned teaching, and unpaid leaves of absence, senators will arrange for an elected alternate senator to attend in their place (see Policy 402.10.2, [Election of Faculty Members to the Senate](#)). The alternate shall have full voting rights.

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Senators must notify the Executive Secretary of the Senate in writing (Email is acceptable.) whenever alternates will replace them. If a senator fails twice to make a documented effort to arrange for an alternate during an academic year, then that senator's position will be considered vacant (see Policy 402.3.4, [Vacancies](#)).

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3.3 2.3.3 Term

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Faculty members elected to the Senate shall serve three-year terms or, as provided in policy 402.3.4, [Vacancies](#), complete the three-year term vacated by a faculty member. Terms shall begin July 1 following elections, and Senators may be re-elected once, after which a faculty member is ineligible to stand for election for one (1) year. The term of office for student members of the Senate shall be one (1) year and shall coincide with the term of USUSA and graduate student officers. The term of office for presidential appointees shall be one (1) year and shall begin July 1. A presidential appointee can be reappointed to consecutive terms, up to a maximum of six (6) years, after which the appointee is ineligible for appointment for one (1) year.

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3.4 2.3.4 Vacancies

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A senate seat shall be declared vacant if a senator (1) resigns from Faculty Senate, (2) is no longer a member of the faculty of the academic unit from which ~~he or she was~~ they were elected, or (3) misses two regularly scheduled senate meetings during an academic year without making a documented effort to arrange for an alternate and keeping the Executive Secretary of the Faculty Senate informed in writing (Email is acceptable.). The Executive Secretary of the Senate reports all vacancies to the Committee on Committees. The Committee on Committees will then contact the affected ~~academic dean, or vice president, or, where applicable, the chancellor or regional campus dean,~~ who will appoint an alternate elected senator to fill the seat within thirty (30) days (see Policy 402.3.2, [Alternates for Elected Members](#)). Colleges whose alternates are not responsive to requests to fill in for senators with planned absences or which do not have sufficient alternates will be required to run a replacement election (see Policy 402.3.1, [Membership](#)). The Faculty Senate Presidency will address other vacancies on a case-by-case basis. For vacancies among Presidential appointees, the president shall appoint a new senator within thirty (30) days (see Policy 402.3.1, [Membership](#)).

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402.4 2.4 RECORDS; AGENDA; MINUTES; ORDER OF BUSINESS

4.1 2.4.1 Records

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The records of the Senate shall be kept by the Executive Secretary for the use of the members of the faculty, the president of the university, and the Board of Trustees. Records are public unless

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otherwise specified by action of the Senate in accordance with state law (see Policy 402.8, Senate Executive Secretary).

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Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions approved by the president of the university, or where necessary by the President and the Board of Trustees (see Policy 402.2.2, The President, University Administrators, and Board of Trustees), are distributed to faculty on all campuses within an appropriate time frame and included in the Senate records.

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4.2 2.4.2 Agenda and Minutes

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2.4.2.1 Senate agenda.

The Executive Committee shall meet at least fourteen (14) days in advance of regularly scheduled Senate meetings to prepare the agenda and make assignments to those who are to report to the Senate. A copy of the Executive Committee meeting agenda must be sent to each senator-executive committee member at least five (5) days before regularly scheduled meetings.

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2.4.2.2 Faculty petition to place an item on the agenda.

Any twenty-five (25) faculty members may petition the Senate to obtain consideration of any matter within the Senate's authority. The petition shall be presented in writing to any Senate member, who shall then give notice of the petition to the Senate or to its Executive Committee. The Executive Committee shall place the matter raised in the petition on the agenda of the next regularly scheduled Senate meeting or, at the discretion of the Senate President, on the agenda of a special meeting called in accordance with the provisions of Policy 402.6.2, Special Meetings.

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2.4.2.3 Distribution of agenda and minutes.

One (1) week prior to each Senate meeting, the Executive Secretary shall make available to all faculty a copy of the agenda of the next meeting, and minutes of the prior Senate meeting available to all faculty.

2.4.2.4 Publicizing and publication of recommended changes in policies or procedures.

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions recommending a change in this policy or in other university policies or procedures are communicated in a timely manner to all campuses.

4.3 2.4.3 Order of Business

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Except as otherwise provided by the Senate, its order of business shall be: call to order (quorum), approval of minutes, university business, information items, reports, special orders (only if needed), unfinished business, and new business.

402.5 2.5 PARLIAMENTARY PROCEDURE

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All actions of the Senate shall be in accordance with the most recent edition of Robert's Rules of Order.

402-6 2.6 MEETINGS; QUORUM

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6.1 2.6.1 Scheduled Meetings

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Regularly scheduled meetings of the Senate shall be held on the first Monday of the month at 3:00 PM from September through May unless otherwise specified by the Senate.

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6.2 2.6.2 Special Meetings

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Special meetings shall be held at the call of the Senate President or upon petition of any ten (10) senators. The petition must be written, must state the purpose of the special meeting, and must be submitted to the Senate President. Upon receipt of the petition, the Senate President must call a special meeting within twelve (12) working days. Senators shall receive at least five (5) days' notice of the special meeting and its agenda unless a majority of them waives that notice prior to or at the meeting.

6.3 2.6.3 Quorum and Voting

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A majority of the members of the Senate shall constitute a quorum for the conduct of Senate business. All actions or recommendations of the Senate shall be by majority vote of the members and alternates present. Voting shall be by secret ballot upon passage of a motion to that effect.

6.4 2.6.4 Consulting with Constituents

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The elected senators shall communicate and/or meet regularly with their constituents to answer questions and discuss Senate business.

402-7 2.7 SENATE PRESIDENT, PRESIDENT-ELECT, AND IMMEDIATE PAST PRESIDENT

7.1 2.7.1 Duties of the Senate President

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The Senate President shall preside over and conduct meetings of the Senate and its Executive Committee and the Faculty Forum and its Executive Committee. The Senate President shall see that Senate actions are accurately recorded and that all actions approved are implemented or forwarded as appropriate.

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7.2 2.7.2 Duties of the Senate President-Elect

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The Senate President-Elect shall perform the functions and duties of the Senate President when the latter is unable to exercise them or when the Senate President-Elect is designated by the Senate President to perform in the Senate President's stead.

7.3 2.7.3 Duties of the Immediate Past President

The immediate past president shall serve as a voting member of the Faculty Senate Executive Committee and Faculty Senate for a period of one (1) year immediately following his/her/their term as Senate President. The immediate past Senate President shall also serve as a member of the Senate Handbook Committee (see Policy 402.12.10, [Senate Handbook Committee \(SHC\)](#)).

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7.4 2.7.4 Eligibility and Term

The Senate President-Elect/President shall be elected annually from and by elected Senate members, as provided in Policy 402.10.3, [Elections within the Senate](#), to serve for a three-year, non-renewable term. ~~During the first year he/she shall serve as the Senate President-Elect, during the second year shall be the Senate President, and during the third year shall serve as Past President; the first year, as Senate President-Elect; the second year, as Senate President; and the third year, as Immediate Past President.~~

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Any elected senator who is completing or has completed one (1) year of a faculty Senate term is eligible to serve as President-Elect/President, subject to the following exceptions: Senators who are completing their terms are not eligible, unless they have been re-elected to the Senate for an additional term. The election of the Senate President-Elect/President is understood to be an extension of that individual's term in the Senate for the number of years necessary to fulfill a term as Senate President. If an extended term is necessary for the new Senate President, then the individual so chosen will become a supernumerary member of the Senate and the regular schedule of elections to the Senate from that individual's college will be unaffected.

402.8 2.8 SENATE EXECUTIVE SECRETARY

An Executive Secretary of the Senate shall be appointed by the president of the university. See [Policy 401.10, Senate Elections](#). The duties of the Executive Secretary are:

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- ~~(a) (1)~~ under the direction of the Senate President, to prepare agendas for all meetings of the Senate, the Faculty Forum, and the Executive Committees of each;
- ~~(b) (2)~~ under the direction of the Senate President, to keep minutes of the meetings of the Senate, the Faculty Forum, and the Executive Committees of each;
- ~~(c) (3)~~ to distribute copies of both agenda and minutes;
- ~~(d) (4)~~ to forward actions, policies, and reports of the Senate to the president of the university;
- ~~(e) (5)~~ to gather items and data that the Executive Committee may present at Senate meetings;
- ~~(f) (6)~~ to prepare and present, at the September and March Senate meetings, an accounting of the implementation or non-implementation of motions passed by the Senate;
- ~~(g) (7)~~ to apprise Senate committees of items which the Senate has requested that they study;
- ~~(h) (8)~~ to maintain an archive of the minutes of each meeting of the Senate and its Executive Committee, the Faculty Forum and its Executive Committee, and the Senate committees;
- ~~(i) (9)~~ to keep university faculty informed of the action and the proposed business of the

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Senate by publicizing the Senate agenda, Senate actions, and the results of Senate elections as provided in pPolicy 402.4.2.(3), Distribution of Agenda and Minutes; and to provide yearly each senator with a copy of the Senator's Handbook (pPolicy 402.2.3, Senator's Handbook).

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402.9 2.9 FACULTY FORUM

9.1 2.9.1 Membership of the Faculty Forum; Description

Faculty Forum consists of all elected Senate members, and the chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, the Faculty Diversity, Development and Equity Committee, and the Faculty Evaluation Committee. The Faculty Forum meetings are a means of open discussion for elected Senate members and the committee chairs without participation by or from the president of the university, the executive vice president and provost, the presidential appointees, academic deans and department heads, chancellors, regional campus deans, or the student members of the Senate, unless specifically requested by the Executive Committee of the Faculty Forum (see Policy 402.9.3.(2), Executive Committee of the Faculty Forum). During meetings of the Faculty Forum, participants may discuss subjects of current interest, question and debate any policies and procedures, and formulate recommendations for consideration by the Faculty Senate. The Faculty Forum does not exercise the legislative authority of the Faculty Senate.

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9.2 2.9.2 Meetings; Agenda; Notice

The Faculty Forum shall be scheduled in October or November during the academic year by the Officers and Executive Committee of the Faculty Forum (Policy 402.9.3, Officers and Executive Committee of the Faculty Forum). This annual scheduled meeting of the Faculty Forum will be open to all faculty members to attend and speak, with the exception of those excluded by pPolicy 402.9.1, Membership of the Faculty Forum; Description.

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Commented [NK30]: remove the months and add something like "within the academic year"
Commented [NM31R30]: added
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Additional special meetings may be held by the call of the Faculty Forum President, ~~or~~ upon the written request of a majority of the Faculty Forum Executive Committee, ~~or~~ upon the written petition of ten (10) members of the Faculty Forum, or upon the written petition of twenty-five (25) faculty members. Special meetings of the Faculty Forum will be scheduled, whenever possible, within two (2) weeks after receipt of the petition(s) by the Faculty Forum President. Business at special meetings of the Faculty Forum will be conducted by Faculty Forum members. The Faculty Forum Executive Committee will set the agenda for the November meeting and other all Faculty Forum meetings.

Commented [NM32]: ✓
Commented [NM33]: First sentence says "October or November". Consider: "The Faculty Forum Executive Committee will set the agenda for all Faculty Forum meetings."

The agenda will include all items raised by the petition(s), together with items deemed pertinent by the Executive Committee. The minutes and agenda for all Faculty Forum meetings shall be distributed in accordance with pPolicy 402.4.2.(3), Distribution of Agenda and Minutes. Notice of the Faculty Forum meeting will be given in the previous Senate meeting and distributed to faculty on all campuses.

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Commented [SH36]: This used to read, "for the November meeting and other Faculty forum meetings."

9.3 2.9.3 Officers and Executive Committee of the Faculty Forum

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2.9.3.1 Officers.

The Senate President shall preside over and conduct meetings of the Faculty Forum and its Executive Committee. The Senate President-Elect shall serve as the President-Elect of both, and shall perform the duties of the Senate President when the latter is unable to exercise them or when the Senate President-Elect is designated by the Senate President to perform in the Senate President's stead.

2.9.3.2 Executive Committee of the Faculty Forum.

The Faculty Forum Executive Committee shall consist of the elected faculty members on the Senate Executive Committee (~~p~~Policy 402.12, Senate Standing Committees).

402.10 2.10 -SENATE ELECTIONS

10.1 2.10.1 Apportionment of Elected Faculty Positions

Annually, the Senate Committee on Committees shall apportion the number of elective Senate positions to the academic colleges, ~~Regional Statewide Campuses, USU Eastern,~~ Extension, and the Library in proportion to the number of tenured and tenure-eligible faculty. The minimum representation from each of these academic units shall be two (2).

10.2 2.10.2 Election of Faculty Members to the Senate

2.10.2.1 Scheduled date; notice to academic deans, the vice president for extension, ~~regional and vice president for statewide campuses, deans or executive directors, and chancellor.~~

Elections of faculty representatives to the Senate and sufficient alternate senators to serve when regular senators cannot attend, are held by academic colleges, ~~Regional Statewide Campuses, USU Eastern,~~ Extension, and the Library. Elections shall be supervised by the Senate Committee on Committees. Elections shall be conducted during January and February the spring semester of each school-academic year, in time to be announced at the March last-regular meeting of the Senate. Additional elections shall be held as necessary to ensure the availability of alternates to fill vacancies in unexpired terms for the duration of those terms. The Senate Committee on Committees shall notify the appropriate academic deans, or vice president for extension, chancellor, or regional vice president for statewide campuses, deans or executive directors of the number of senators to be elected annually by their faculty and the date by which the elections must be held.

2.10.2.2 Nominations.

After receipt of notice that annual elections shall be held, the appropriate academic deans, and - or vice president for extension, chancellor, or regional vice president for statewide campuses deans or executive directors shall communicate with their faculty members eligible to vote in Senate elections (~~see policy 401.4.3 Policies 401.4.3.4, Limitations on Faculty Participation~~

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- Commented [NM38]: May need to be changed based on PRPC discussions of statewide/Eastern.
- Commented [SH39R38]: Resolved
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- Commented [NM40]: May need to be changed based on PRPC discussions of Statewide/Eastern.
- Commented [SH41R40]: Resolved
- Formatted: Highlight
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- Commented [NK42]: conflicts with 402.10.4? April meeting?
- Commented [NM43R42]: Perhaps simply "Elections shall be conducted during January and February of each academic year."
- Commented [NM44R42]: Or during spring semester of each academic year in time to be announced at the April meeting?
- Commented [NK45R42]: add second comment
- Commented [NK46R42]: announced during the last meeting of the semester
- Commented [NM47R42]: Let's make sure this looks good to all.
- Commented [NK48R42]: resolved
- Commented [SH49]: Removed because no senators would be elected specifically from Statewide Campuses if references to Statewide Campuses and USU-Eastern are deleted. Approved by PRPC 1/13/2022
- Commented [NM50]: May need to be changed based on PRPC discussions of Statewide/Eastern.
- Commented [SH51R50]: Will be discussed in PRPC 1/13
- Commented [SH52R50]: Resolved
- Commented [NM53]: May need to be changed based on PRPC discussions of Statewide Eastern.
- Commented [SH54R53]: Resolved

(Term Appointments) and 401.5.3.2, Limits on Faculty Participation (Special Appointments) for limitations) for the purpose of nominating Senate candidates and alternates. There shall be at least two (2) candidates for each vacancy.

2.10.2.3 Voting.

Faculty members with tenured or tenure-eligible appointments and faculty members with term appointments may nominate and vote for candidates and alternates in Senate elections. Balloting within each academic college, ~~Statewide Campuses, USU Eastern,~~ Extension, and the Library shall be by an appropriate method to ensure timeliness, fairness, and verifiability.

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Commented [SH56R55]: Resolved

2.10.2.4 Verification and notice of election results.

The academic colleges, ~~Regional Statewide Campuses, USU Eastern,~~ Extension, and the Library must submit the names of nominees elected to the Senate Committee on Committees on or before the final date set for the conclusion of elections. The Committee on Committees shall verify all election results and then inform the Senate of the names of new members at its last regularly scheduled April meeting of the academic year. Election results shall be made public.

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10.3 2.10.3 Elections within the Senate

Nominations for the office of President-Elect shall occur from the floor during the April penultimate regular Senate meeting of the academic year. Elections shall be by secret ballot completed prior to the May last meeting of the academic year.

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402-11-2.11 SENATE COMMITTEES: AUTHORITY, ACTION AND PROCEDURES

11.1 2.11.1 Purpose; Reporting

The Senate appoints and discontinues such standing and ad hoc committees as it deems necessary to carry out its duties.

Commented [NM59]: This seemed to match our timeline for the other elections.
Commented [NK60R59]: resolved
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The Senate establishes advisory committees to study and to make reports and recommendations to it on matters under faculty jurisdiction and to carry out the decisions of the Senate relating to its functions and responsibilities. Senate committees receive their authority from the Senate and shall report their work and make their recommendations to the Senate. No Senate committee may alter the reports or the recommendations of another Senate committee.

11.2 2.11.2 Membership; Elections; Terms; Vacancies

Only members of the faculty eligible to vote in Senate elections are eligible for election and appointment to Senate standing committees (see policy 401.4.3(4) (e) Policies 401.4.3.4, Limitations on Faculty Participation (Term Appointments) and 401.5.3.2, Limitations on Faculty Participation (Special Appointments) for limitations).

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Unless governed by committee procedures otherwise stipulated below in Policy 402.12, Senate Standing Committees, non-Senators of Senate standing committees are elected at the same time and according to the same procedures that elect Senators (see Policy 402.10.2, Election of Faculty Members to the Senate). Terms shall be three (3) years, and shall begin July 1 following elections, and are renewable once, after which a faculty member is ineligible to stand for election for one (1) year. Terms shall be staggered so that approximately one third (1/3) of them expire annually.

Commented [NM61]: ✓

A vacancy shall be declared among the elected committee members if that member resigns, is terminated, goes on extended medical leave, or has four (4) or more unexcused absences from regularly scheduled committee meetings during an academic year. If a vacancy occurs, then a replacement will be appointed. The Senate Committee on Committees will appoint seats vacated by representatives of the Faculty Senate, and the ~~academic deans, and~~ vice president for extension,

~~chancellor, or regional vice president for statewide campuses, deans or executive directors,~~ will appoint seats vacated by representatives of the academic colleges, ~~Regional Statewide Campuses~~ Extension, and the Library.

Commented [NM62]: May need to be changed based on PRPC discussions of Statewide/Eastern.

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Commented [SH64R62]:

Commented [NM65]: May need to be changed based on PRPC discussions of Statewide/Eastern.

Commented [SH66R65]: Resolved

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Appointed members of Senate standing committees are chosen from the elected membership of the Senate; the Committee on Committees prepares a slate of nominations during the summer for approval by the Senate at its May first meeting of the fall semester. Terms shall be two (2) or three (3) years, as stated below (Policy 402.12) for a particular committee, and shall be renewable once. Terms shall be staggered. Vacancies will be filled upon recommendation to the Senate by the Committee on Committees.

11.3 2.11.3 Senate Committee Procedures

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2.11.3.1 Committee action; meetings; quorum; majority and minority reports.

Senate committees shall not act independently of the Senate. All statements and actions of Senate committees shall be approved by the Senate before they are official, except for routine actions of the Educational Policies Committee which shall be submitted to the Senate as information items (see Policy 402.12.6.(1.), Duties). Committee work shall be accomplished as a body. Committee meetings shall be held as required to meet the duties of the committee. Meetings shall be held at the call of the chair or upon written request, submitted to the chair, by committee members or the Faculty Senate Executive Committee. A majority of committee members shall constitute a quorum for conducting business. Committee actions shall be by majority vote of the quorum present. Minority committee reports may be submitted to the Senate by dissenting committee members.

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2.11.3.2 Committee minutes.

Minutes shall be taken at all committee meetings and a copy shall be filed with the Senate Executive Secretary as part of the Senate records. The minutes shall include copies of all forms, statements, and reports which are presented to the Senate for action.

2.11.3.3 Chairs.

Unless otherwise specified, all standing committees and subcommittees of the Senate shall elect chairs annually, preferably at the last meeting of the academic year.

~~402.12~~ 2.12 SENATE STANDING COMMITTEES

~~12.1~~ 2.12.1 Executive Committee

2.12.1.1 Duties.

The Executive Committee shall perform the following duties:

- (a) prepare Senate meeting agendas;
- (b) propose such standing and special committees of the Senate as may be needed;
- (c) examine the work of the Senate committees to discourage duplication of effort and to ensure that all committee assignments are carried out;
- (d) act as a steering committee to direct problems to the proper committees;
- (e) act as a liaison to harmonize the work of all committees; ~~and~~
- (f) transact such business as may be referred to it by the Senate; ~~and~~

2.12.1.2 Membership.

The Senate Executive Committee shall consist of the following members:

- ~~(g)~~(a) the Senate President;
- ~~(h)~~(b) the President-Elect of the Senate;
- ~~(i)~~(c) the immediate Past President;
- ~~(j)~~(d) elected faculty senators, representing each of the academic colleges, **Regional** Extension, and the Library;
- ~~(k)~~(e) the president of the university and executive vice president and provost, who shall serve as ex-officio members; and
- (f) a senator appointed by the **president of the university** and approved by the Senate.

All members have a vote.

2.12.1.3 Eligibility; election; term.

Any elected senator who is completing or has completed one year of a Senate term is eligible to serve on the Executive Committee, subject to the following exceptions: (1) Senators with only one year remaining in their terms; and (2) Senators who are completing their terms, unless they have been re-elected to the Senate for an additional, successive term.

The election of Executive Committee members shall be conducted each spring following the

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election of new members to the Senate. Elections shall be by separate caucus of faculty senators within each academic college, ~~Regional~~ ~~term~~, Extension, and the Library.

Caucuses shall be held within one week following the ~~April-penultimate~~ meeting of the Senate.

A faculty senator elected to the Executive Committee shall serve for a two-year term, renewable (reelected) once.

2.12.1.4 Joint meeting of new and old Executive Committees.

Newly elected Executive Committee members will attend the April meeting of the old Executive Committee.

2.12.1.5 Meetings; Senate agenda.

The Executive Committee shall meet at least fourteen (14) days in advance of regularly scheduled Senate meetings to prepare the agenda and make assignments to those who are to report to the Senate.

2.12.1.6 Reports and recommendations of other Senate committees.

The Executive Committee will place reports and recommendations of other Senate committees on the Senate agenda without alteration.

12.2 2.12.2 Committee on Committees (CoC)

2.12.2.1 Duties

The responsibility of the Committee on Committees is to: (1) apportion Senate elective positions annually; (2) coordinate and supervise the election of members and alternates to the Senate; (3) prepare eligibility slates and supervise nominations and elections within the Senate; and (4) recommend to the Senate the appointed members of all Senate committees and the members of university committees that include Senate representatives.

2.12.2.2 Membership

The Committee on Committees shall consist of three (3) elected faculty senators serving staggered three-year terms. No later than the last day of the Spring semester and before the terms of the newly elected members begin, the Committee shall elect from among its members a new chair to serve a one-year terms beginning July 1. Any member who has at least one (1) year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair.

One (1) faculty senator is elected to the committee each year. They shall be elected annually from and by elected Senate members to serve for a three-year, non-renewable term. They are elected according to the same procedures and at the same time as the Senate President Elect (see Policies 402.10.3 and 7.4). Nominations for the new member shall occur from the floor

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Commented [NM68]: Added "and alternates" based on committee discussion of April 1.

Commented [NM69]: Note to add 5, staggering of terms

Commented [NK70R69]: Will send suggestion that CoC should aim to stagger terms and avoid full committee turnover each year to PRPC.

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Commented [NM72]: Based on 402.7.4: They shall be elected annually from and by elected Senate members to serve for a three-year, non-renewable term.

We don't need the rest of 402.7.4 because the supernumerary business is covered in the next paragraph.

The last sentence, "Nominations for the new...May meeting." Quotes 402.10.3 in its entirety, so that should remain as-is.

If we include the new text, the policy references aren't needed.

Commented [NK73R72]: resolved

during the ~~April penultimate~~ Senate meeting, and elections shall be by secret ballot completed prior to the ~~May last meeting of the academic year.~~

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Senators who have completed at least one (1) year of their Senate terms are eligible to serve on the Committee on Committees unless they are at the end of their Senate service and have not been re-elected. If a Senate term extension is necessary to complete the Committee on Committees service, then the individual will become a supernumerary member of the Senate and the regular schedule of elections to the Senate from that individual's college or unit will be unaffected.

12.3 2.12.3 Academic Freedom and Tenure Committee (AFT)

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2.12.3.1 Duties. ~~The Academic Freedom and Tenure Committee will: (a) recommend to the Professional Responsibilities and Procedures Committee possible policy revisions arising from within the Academic Freedom and Tenure Committee's jurisdiction; and (b) review, for consideration by the Senate, all matters pertaining to faculty rights, academic freedom, and tenure.~~

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(a) — 2.12.3.2 Jurisdiction as an administrative hearing body.

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The Academic Freedom and Tenure Committee, as represented by each of its hearing panels, is an administrative hearing body, with jurisdiction in matters related to academic freedom, tenure, promotion, dismissals, and other sanctions; and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the university. In relation to these matters, the committee may hear both complaints initiated by the university against a faculty member and grievance petitions brought by a faculty member.

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(b) 2.12.3.3 Procedural due process.

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Hearing panels of the Academic Freedom and Tenure Committee shall, when hearing grievances, determine whether procedural due process was granted the petitioner as provided in this policy and determine whether the grievance is valid or not valid (~~see P policy 407.5.6 (8, Recommendation of the Hearing Panel)~~) The recommendation of the hearing panel shall be binding on the general membership of the Academic Freedom and Tenure Committee.

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~~(c) Policy revisions.~~

Commented [NK75]: The policy revisions and review sections were moved to the duties section 402.2.12.3.1

~~The Academic Freedom and Tenure Committee shall recommend to the Professional Responsibilities and Procedures Committee possible policy revisions arising from within the Academic Freedom and Tenure Committee's jurisdiction.~~

~~(d) Review.~~

~~The Academic Freedom and Tenure Committee will review, for consideration by the Senate, all matters pertaining to faculty rights, academic freedom, and tenure.~~

2.12.3.42 Membership.

The Academic Freedom and Tenure Committee consists of the following members:
(a) three (3) faculty members appointed from the elected faculty senators by the Committee on Committees each representing different colleges, and (b) one (1) faculty member elected by and from the faculty in each of the remaining academic colleges, ~~Regional~~
~~Extension, and the Library.~~

~~NOTE: Three committees have no changes beyond the changes incorporated in this description including: BFW, FEC and FDDE.~~

2.12.3.53 Election and appointment of members; terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance with ~~p~~Policy 402.11.2, ~~Membership; Elections; Terms; Vacancies~~. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2.(4) and will serve three-year terms (~~see also p~~Policy 402.11.2, ~~Membership; Elections; Terms; Vacancies~~).

2.12.3.64 Officers.

(a) Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one (1) year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

~~(b) Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Academic Freedom and Tenure Committee meetings, and appoint hearing panels as required. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.~~

2.12.3.5 Supplemental appointments.

~~If necessary in order to hear grievances in a timely manner, supplemental members of the Academic Freedom and Tenure Committee may be appointed by the Committee on Committees from the elected members of the Senate. This appointment process shall be initiated by the chair of the Academic Freedom and Tenure Committee. The term of these appointees shall expire June 30 following appointment.~~

2.12.3.7 (b) Responsibilities of the chair and vice chair.

~~The chair shall set the agenda for and preside at Academic Freedom and Tenure Committee meetings, and appoint hearing panels as required. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.~~

2.12.3.8 Supplemental appointments.

~~If necessary in order to hear grievances in a timely manner, supplemental members of the Academic Freedom and Tenure Committee may be appointed by the Committee on Committees from the elected members of the Senate. This appointment process shall be initiated by the chair~~

Commented [SH76]: References to "for a total of" are deleted because Statewide campuses and Eastern will no longer have specific Senators.

Commented [NM77]: Removing the Statewide/Eastern seats reduced membership on AFT from 12 to 10: 3 elected + 5 from remaining colleges + 1 extension + 1 library = 10.

Commented [SH78R77]: Good catch. All add this to tomorrow's discussion.

Commented [SH79R77]: Resolved. Phrase will be removed.

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Commented [NK80]: Each committee now has its own section. A person on the BFW committee doesn't need to look at the AFT section to know how their committee felt this would be easier for faculty senators and committee chairs.

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Commented [NM82]: Reference (4) does not exist. Maybe 402.12.2??

Commented [NM83R82]: Membership

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of the Academic Freedom and Tenure Committee. The term of these appointees shall expire June 30 following appointment.

2.12.3.96 Hearing panels.

Hearing panels shall be appointed as necessary to hear grievances. Four (4) members shall be appointed by the chair of the Academic Freedom and Tenure Committee from the Academic Freedom and Tenure Committee, and the remaining member shall be an administrator who holds a faculty appointment appointed by the president of the university. Faculty members of hearing panels shall be selected by the chair of the Academic Freedom and Tenure Committee on a rotating basis. All five (5) panel members have a vote. Even if their Academic Freedom and Tenure Committee terms expire, hearing panel members shall serve until the recommendation of the hearing panel has been submitted to the Academic Freedom and Tenure Committee and to the president of the university.

12.4 2.12.4 Budget and Faculty Welfare Committee (BFW)

2.12.4.1 Duties.

The duties of the Budget and Faculty Welfare Committee are to (a) participate in the university budget preparation process; (b) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (c) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; (d) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the university; and (e) provide faculty representatives for the Benefits Advisory Committee (BAC).

2.12.4.2 Membership.

The Budget and Faculty Welfare Committee consists of the following members: (a) three (3) faculty members appointed from the elected faculty senators by the Committee on Committees each representing different colleges, and (b) one (1) faculty member elected by and from the faculty in each of the remaining academic colleges, Statewide Campuses, USU Eastern, Extension, and the Library

2.12.4.3 Election and Appointment of Members; Terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance with Policy 402.11.2, Membership; Elections; Terms; Vacancies. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2 and will serve three-year terms (Policy 402.11.2, Membership; Elections; Terms; Vacancies).

2.12.4.4 Officers.

(a) Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly

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Commented [NM85]: "to Senate" seems misplaced.

Commented [NM86]: Why would BFW need supplemental appointments? It seems like 402.12.3.5 applies to hearing grievances.

We could add some explanation based on AFT such as:

12.4.2 Membership.

The Budget and Faculty Welfare Committee consists of the following members: (a) three faculty members appointed from the elected faculty senators by the Committee on Committees each representing different colleges, and (b) one faculty member elected by and from the faculty in each of the remaining academic colleges, Statewide Campuses, USU Eastern, Extension, and the Library, for a total of 12 members on this committee.

12.4.3 Election and Appointment of Members; Terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance with Policy 402.11.2, Membership; Elections; Terms; Vacancies. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2 and will serve three-year terms (Policy 402.11.2, Membership; Elections; Terms; Vacancies).

12.4.4 Officers.

(a) Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly elected members begin), the Committee shall elect from among ... [1]

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elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one (1) year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

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(b) 2.12.4.5-Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Budget and Faculty Welfare Committee meetings. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

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12.5 2.12.5 Professional Responsibilities and Procedures Committee (PRPC)

2.12.5.1 Duties.

The Professional Responsibilities and Procedures Committee shall advise the Faculty Senate regarding composition, interpretation, and revision of Section 400 in University Policies and Procedures. Recommended revisions shall be submitted to the Senate for its consideration. The procedures for code amendments are specified in Section 202 of the USU Policy Manual.

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Commented [NM89]: 12.5.3 Appointment of Members; Terms.

Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2 and will serve staggered three-year terms (Policy 402.11.2, Membership; Elections; Terms; Vacancies).

2.12.5.2 Membership.

The membership of this committee will consist of seven (7) Faculty Senators ~~members-~~ appointed by the Committee on Committees.

12.5.4 Officers.

(a) Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

2.12.5.3 Appointment of Members; Terms.

Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2 and will serve staggered three-year terms (Policy 402.11.2, Membership; Elections; Terms; Vacancies).

(b) Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Professional Responsibilities and Procedures Committee meetings. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

2.12.5.4 Officers.

(a) Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one (1) year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

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(b) Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Professional Responsibilities and Procedures Committee meetings. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

12.6 2.12.6 Educational Policies Committee (EPC)

2.12.6.1 Duties.

The major function of this committee shall be to serve as the Senate committee on educational

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policy, including program discontinuance for academic reasons (Policy 406.2, Program Discontinuance for Academic Reasons). In addition to conducting studies and making recommendations as specifically instructed by the Senate, the committee itself may initiate such activities. Routine actions taken under established policy, such as approval for specific course changes, additions, or deletions, shall be submitted to the Senate as information items. All policy recommendations and major actions shall be referred to the Senate for approval or disapproval. Specific duties of the Educational Policies Committee shall include consideration of standards and requirements for university designated honors such as cum laude, magna cum laude, and summa cum laude.

- Commented [NM90]: ✓
- Commented [NM91R90]: Highlighted because policy title is already referenced in the text. Is that okay or redundant?
- Commented [NK92R90]: Will keep for sake of consistency across all 400 code.

(+) 2.12.6.2 Membership.

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The Educational Policies Committee consists of:

- (a) the executive vice president and provost or designee;
- (b) one (1) faculty representative from each academic college, Regional, and the Library;
- (c) one (1) faculty representative from the Graduate Council;
- (d) the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee;
- (e) ~~two~~ two (2) student officers from the elected USUSA student government; and
- (f) one (1) elected graduate student representative.

- Commented [NM93]: Should this be a semicolon? Then semicolon later in the line following "government"?
- Commented [NM94R93]: added semicolons.

The faculty representatives are elected to the committee in accordance with policy 402.11.2, Membership; Elections; Terms; Vacancies. Note of explanation: Extension has no independent curriculum. There is no need for ~~someone~~ a representative from Extension to sit on this committee.

- Commented [NM95]: Request to add the following: "Additional non-voting members may be appointed by the chair in order to assist with committee operations and may include staff from the Office of the Provost, Registrar's Office, Academic and Instructional Services, and others as needed." Adding this statement will formalize current practice.

2.12.6.3 Term of members.

The term of office for faculty members on the Educational Policies Committee shall be three (3) years in accordance with policy 402.11.2, Membership; Elections; Terms; Vacancies. The term of office for student members shall be one (1) year.

- Commented [NK96R95]: I can take this to PRPC. It seems like it would require faculty senate approval.
- Commented [NK97R95]: in progress for 2021-2022 academic year

2.12.6.4 Chair.

The executive vice president and provost or ~~his/her~~ their designated representative shall serve as chair of the Educational Policies Committee. The Committee will elect a vice chair from its members to serve in the absence of the chair. The chair or ~~his/her~~ their designee will report to the Senate on the committee's actions.

- Commented [NM98]: ✓
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- Commented [NM99]: ✓ 3 years
- Commented [NK100R99]: resolved

2.12.6.5 Curriculum Subcommittee.

The Curriculum Subcommittee will formulate recommendations on curricular matters, such as course changes, and forward the same to the Educational Policies Committee. This subcommittee shall consist of the chairs of the curriculum committee of each academic college, three (3) faculty members appointed from the elected membership of the Educational Policies Committee, one (1) faculty representative each from Regional, Extension, and the

Library, and two (2) students, one (1) from the USUSA and one (1) elected graduate student representative. Additional non-voting members may be appointed by the chair in order to assist with committee operations and may include staff from the Office of the Provost, Registrar's Office, Academic and Instructional Services, and others as needed. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one (1) year. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

Commented [NM101]: Request to add the following: "Additional non-voting members may be appointed by the chair in order to assist with committee operations and may include staff from the Office of the Provost, Registrar's Office, Academic and Instructional Services, and others as needed." Adding this statement will formalize current practice.

Commented [NK102R101]: in PRPC

(2) 2.12.6.6 General Education Subcommittee.

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The General Education Subcommittee formulates and reviews policy with respect to general education. The subcommittee shall consist of three (3) faculty members and one (1) student appointed from by the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend academic expertise to the areas of emphasis in the general education program of the university. Recommendations developed by the General Education Subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

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Commented [NM103]: In practice, I think this has been interpreted as "appointed by" rather than "appointed from."

Commented [NK104R103]: resolved and add

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2.12.6.7 Academic Standards Subcommittee.

The Academic Standards Subcommittee (a) recommends policy on all matters pertaining to academic evaluation of students, including admission, retention, grade assignment, and graduation; (b) recommends discipline policy regarding student academic dishonesty; and (c) approves the process for discipline regarding alleged academic violations by students and for grievance hearings in cases of alleged student academic dishonesty. The subcommittee shall consist of four (4) faculty members and one (1) student appointed from by the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise.

Commented [NM105]: In practice, I think this has been interpreted as "appointed by" rather than "appointed from."

Commented [NK106R105]: resolved and add

Recommendations from this subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

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12-7 2.12.7 Faculty Evaluation Committee (FEC)

Commented [NM107]: If I'm reading this correctly, there are no Faculty Senators on FEC. Is that correct?

Commented [NK108R107]: correct

2.12.7.1 Duties.

The Faculty Evaluation Committee shall (a) assess methods for evaluating faculty performance; (b) recommend improvements in methods of evaluation; and (c) decide university awards for Eldon J. Gardner Teacher of the Year, Undergraduate Faculty Mentor of the Year, and Faculty University Service Award.

Commented [NM109R107]: After discussion, Nikki requested that I add this alternate text to a comment. This structure is more consistent with AFT and BFW. "The committee shall consist of three faculty members appointed from the elected faculty senators by the Committee on Committees, each representing different colleges, one faculty representative from each of the remaining academic colleges, Statewide Campuses, USU Eastern, Extension, and the Library, two student officers from the USUSA, and one elected graduate student representative. The faculty representatives..."

2.12.7.2 Membership.

The committee shall consist of three (3) faculty members appointed from the elected faculty senators by the Committee on Committees, each representing different colleges, one (1) faculty representative from each of the remaining academic colleges, Regional Extension, and the Library, two (2) student officers from the USUSA, and one (1) elected graduate student representative. The faculty representatives are elected to the committee in accordance with Policy 402.11.2, Membership; Elections; Terms; Vacancies. The committee will elect a chair annually, preferably at the last meeting of the academic year.

12.8 2.12.8 Faculty Diversity, Development, and Equity Committee (FDDE)

2.12.8.1 Duties.

The duties of the Faculty Diversity, Development, and Equity Committee are to: (a1) collect data and identify and promote best practices for faculty development, mentoring, and work environment to facilitate the success of diverse faculty at all career levels; (b2) provide feedback and advocate processes for faculty recruitment, promotion, and retention that promote diversity, fair pay standards, and work/life balance for the faculty; (c3) report on the status of faculty development, mentoring, diversity, and equity; and (d4) make recommendations for implementation of proposals related to faculty diversity, development, and equity.

2.12.8.2 Membership.

The Diversity, Development, and Equity Committee consists of the following members: (a) three (3) faculty members appointed from the elected faculty senators by the Committee on Committees each representing different colleges, and (b) one (1) faculty member elected by and from the faculty in each of the remaining academic colleges, Statewide Campuses, USU Eastern, Extension, and the Library.

2.12.8.3 Election and Appointment of Members; Terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance with Policy 402.11.2, Membership; Elections; Terms; Vacancies. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2 and will serve three-year terms (Policy 402.11.2, Membership; Elections; Terms; Vacancies).

2.12.8.4 Officers.

(a) Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one (1) year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

2.12.8.5 (b) Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Diversity, Development, and Equity Committee meetings. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

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Commented [NM111]: Duties were (a), (b), (c) for FEC and Academic Standards.

Commented [NK113R112]: resolved

Commented [NM112]: We could add some explanation based on AFT such as:

12.8.2 Membership.

The Diversity, Development, and Equity Committee consists of the following members: (a) three faculty members appointed from the elected faculty senators by the Committee on Committees each representing different colleges, and (b) one faculty member elected by and from the faculty in each of the remaining academic colleges, Statewide Campuses, USU Eastern, Extension, and the Library, for a total of 12 members on this committee.

12.8.3 Election and Appointment of Members; Terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance with Policy 402.11.2, Membership; Elections; Terms; Vacancies. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2 and will serve three-year terms (Policy 402.11.2, Membership; Elections; Terms ... [2])

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Commented [NM114]: May need to be changed bas ... [3]

Commented [SH115R114]: Resolved

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402.9 2.12.9 Executive Committee of the Faculty Forum (ECFF)

The Executive Committee of the Faculty Forum shall have the duty of composing the agenda for the annual meeting and any special meetings of the Faculty Forum. The membership of this committee shall consist of the elected members of the Faculty Senate Executive Committee excluding administrators (see Policy 402.12.1(2, a-2d), Membership).

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Commented [NM116]: ✓

402.10 2.12.10 Senate Handbook Committee (SHC)

The Senate Handbook Committee composes and/or revises annually the Senate Handbook (Policy 402.2.3, Senator's Handbook). This committee consists of the Faculty Senate President, President-Elect of the Senate, and the Immediate Past President of the Senate. Additional members may be appointed by the Committee on Committees.

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402.13 2.13-UNIVERSITY COUNCILS AND COMMITTEES WITH FACULTY REPRESENTATIVES

The Senate Committee on Committees recommends to the Senate faculty members to be appointed to the following university councils, boards, and committees: Athletic Council, Graduate Council, University Research Council, Council on Teacher Education, University Libraries Advisory Council, Honors Program Advisory Board, University Scheduling Committee, Calendar Committee, Bookstore Committee, Honorary Degrees and Awards Screening Committee, Diversity Council, and Parking/Transportation Policy Advisory Committee, Student Conduct Hearing Board, University Assessment Coordinating Council, Commencement Steering Committee, and Facilities Naming Committee. The faculty representative need not be a Senate member unless his/her/their role on the council or committee is to represent the Senate specifically as well as the faculty generally. See also Policy 402.10.3, Elections within the Senate, 402.11.2, Membership; Elections; Terms; Voting, and 402.12.2(4), Committee on Committees (CoC). In the spirit of shared governance, at the Regional/Statewide Campuses and USU Eastern, the chancellor and regional vice president for statewide campuses deans or executive directors will establish procedures whereby faculty members on those campuses can be actively engaged and represented in key local decisions parallel to the councils and committees described in this paragraph.

Commented [NM118]: Does not exist. Should this be simply 402.12.2?

Commented [NK119R118]: resolved

Commented [NM120]: May need to be changed based on PRPC discussions of Statewide/Eastern.

Commented [SH121R120]: PRPC chose to retain here.

402.3 RESPONSIBILITIES

3.1 Responsible Office/Party

402.4 REFERENCES

402.5 RELATED USU POLICIES

- Policy 401: Composition and Authority of the Faculty,
- Policy 406: Program Discontinuance, Financial Exigency, and Financial Crisis,
- Policy 407: Academic Due Process, Sanctions, and Hearing Procedures

402.6 DEFINITIONS

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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

Related Forms and Tools

- [Faculty Senate Committee Explanation Table](#)

CONTACTS

- [Faculty Senate website: https://www.usu.edu/fsenate/index](https://www.usu.edu/fsenate/index)
- [Executive Secretary: Michele Hillard](#)

POLICY HISTORY

Original issue date: 1997/07/01

Last review date: 2021/09/01

Next scheduled review date: YYYY/MM/DD

Previous revision dates: 2001/11/16, 2002/04/29, 2007/01/12, 2007/04/30, 2009/03/06, 2010/08/13, 2011/07/08, 2012/01/06, 2014/02/28, 2014/05/02, 2015/05/01, 2015/07/17, 2015/10/30, 2016/03/04, 2016/05/06, 2016/06/24, 2017/03/22

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Why would BFW need supplemental appointments? It seems like 402.12.3.5 applies to hearing grievances.

We could add some explanation based on AFT such as:

12.4.2 Membership.

The Budget and Faculty Welfare Committee consists of the following members: (a) three faculty members appointed from the elected faculty senators by the Committee on Committees each representing different colleges, and (b) one faculty member elected by and from the faculty in each of the remaining academic colleges, Statewide Campuses, USU Eastern, Extension, and the Library, for a total of 12 members on this committee.

12.4.3 Election and Appointment of Members; Terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance with Policy 402.11.2, Membership; Elections; Terms; Vacancies. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2 and will serve three-year terms (Policy 402.11.2, Membership; Elections; Terms; Vacancies).

12.4.4 Officers.

(a) Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

(b) Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Budget and Faculty Welfare Committee meetings. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

We could add some explanation based on AFT such as:

12.8.2 Membership.

The Diversity, Development, and Equity Committee consists of the following members: (a) three faculty members appointed from the elected faculty senators by the Committee on Committees each representing different colleges, and (b) one faculty member elected by and from the faculty in each of the remaining academic colleges, Statewide Campuses, USU Eastern, Extension, and the Library, for a total of 12 members on this committee.

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12.8.4 Officers.

(a) Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

(b) Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Diversity, Development, and Equity Committee meetings. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

Page 20: [3] Commented [NM114]

Nicholas Morrison

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May need to be changed based on PRPC discussions of Statewide/Eastern.



University Policy 402: The Faculty Senate and Its Committees

Category: Faculty Policies (Faculty Code)

Sub Category: None

Covered Individuals: University Faculty

Responsible Executive: Provost

Policy Custodian: Chair of Professional Responsibilities and Procedures Committee

Last Revised: 2021/09/01

Previous USU Policy Number: 402

402.1 **PURPOSE AND SCOPE**

This policy explains the role of the faculty senate and its committees in shared governance and outlines the composition of those committees.

402.2 **POLICY**

2.1 Authority of the Faculty to Review Faculty Senate Actions.

Actions of the Faculty Senate (Senate) shall be subject to the appellate power of the faculty, as provided in Policy 401.8.3, Faculty Status and Related Matters. The agenda and actions of the Senate shall be reported to the faculty as provided in Policy 402.4.2.3, Distribution of Agenda and Minutes.

2.2 Authority of the Senate.

The authority of the faculty is delegated to the Senate. The Senate legislates and sets policy for matters within the collective authority of the faculty. See policy 401.8, Authority of the Faculty. The Senate shall have the power to act for and represent the faculty in all matters of educational policy, including requirements for admission, degrees, diplomas, and certificates; and in curricular matters involving relations between colleges, schools, divisions, or departments.

The Senate shall also have the following powers: (1) to receive and consider reports from any council, department, division, administrative officer, library, college, or faculty committee and to take appropriate action; (2) to consider matters of professional interest and faculty welfare and to make recommendations to the president of the university and other administrative officers; and (3) to propose to the president amendments or additions to these policies.

2.2.1 Senate Power of Internal Governance; Referral of Matters to the President

The Senate shall have the power to make rules governing its own procedures and to establish its own order of business. All other matters considered and approved by the Senate shall be forwarded by the Executive Secretary to the president of the university and, in appropriate cases, to the Board of Trustees.

2.2.2 The President, University Administrators, and Board of Trustees

The Senate is an advisory body to the president of the university. While the Senate votes on policy and procedural issues, including but not limited to policy and procedural issues in these policies, these actions and recommendations cannot be implemented without the approval of the president of the university. The Board of Trustees advises the president of the university and approves or disapproves any policy or procedural change. Approval or disapproval of Senate actions, whether by the president of the university or by the Board of Trustees, shall be reported back to the President of the Senate by the president of the university, or a designee, in a timely manner following the Senate action. When Senate actions receive final approval, it is the responsibility of university administrators and administrative bodies to implement the action.

2.2.3 Senator's Handbook

Each senator shall receive a current Senator's Handbook which explains briefly the role and operation of the Senate. The Handbook will include: (1) provisions of this policy pertinent to Senate proceedings, rules, and membership; (2) a simplified statement of the Rules of Order; and (3) rules for calling meetings. The Senate Executive Secretary must ensure that each newly elected Senator receives a Handbook no later than the September meeting of the Senate.

2.3 Membership; Alternates; Term; Vacancies

2.3.1 Membership

The Senate consists of:

- (a) sixty (60) faculty members assigned in proportion to the number of tenured, tenure eligible, and term appointed faculty in the academic colleges, Extension, and the Library. Each unit is to be represented by a minimum of two (2) elected senators. These sixty (60) will be elected by and from faculty members eligible to vote in Senate elections (Policies 401.4.3.4, Limits on Faculty Participation (Term Appointments) and 401.5.3.2, Limits on Faculty Participation (Special Appointments));
- (b) the president and the executive vice president and provost of the university or their designees; eight (8) appointees of the president of the university who shall be a vice president or dean six of whom must hold faculty appointments and must be designated annually preceding elections to the Senate;
- (c) the chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, the Faculty Diversity, Development and Equity Committee, and the Faculty Evaluation

- Committee if they are not one of the faculty members elected to the Senate; and
- (d) three (3) students, who shall include the Utah State University Student Association (USUSA) President or a designee, the USUSA Academic Senate President or a designee, and the elected graduate student representative or a designee.

All deans should ensure proportional representation of Faculty Senate representatives and alternates from the main campus and statewide campuses for their faculty.

With the exception of faculty holding special or emeritus appointments, any member of the faculty who is not designated as a presidential appointee is eligible for election to the Senate.

The Committee on Committees (CoC) oversees the annual apportionment of senate seats, assigns senators to committees as required, and provides information to appropriate administrators regarding elections for senators, alternates, and committee members. (Policy 402.12.2, Committee on Committees (CoC))

2.3.2 Alternates for Elected Members

Senate members are expected to attend its meetings regularly. In cases of unavoidable absence, including sabbatical leave, professional development leave, assigned teaching, and unpaid leaves of absence, senators will arrange for an elected alternate senator to attend in their place (Policy 402.10.2, Election of Faculty Members to the Senate). The alternate shall have full voting rights.

Senators must notify the Executive Secretary of the Senate in writing (Email is acceptable.) whenever alternates will replace them. If a senator fails twice to make a documented effort to arrange for an alternate during an academic year, then that senator's position will be considered vacant (Policy 402.3.4, Vacancies).

2.3.3 Term

Faculty members elected to the Senate shall serve three-year terms or, as provided in policy 402.3.4, Vacancies, complete the three-year term vacated by a faculty member. Terms shall begin July 1 following elections. Senators may be re-elected once, after which a faculty member is ineligible to stand for election for one (1) year. The term of office for student members of the Senate shall be one (1) year and shall coincide with the term of USUSA and graduate student officers. The term of office for presidential appointees shall be one (1) year and shall begin July 1. A presidential appointee can be reappointed to consecutive terms, up to a maximum of six (6) years, after which the appointee is ineligible for appointment for one (1) year.

2.3.4 Vacancies

A senate seat shall be declared vacant if a senator (1) resigns from Faculty Senate, (2) is no longer a member of the faculty of the academic unit from which they were elected, or (3) misses two regularly scheduled senate meetings during an academic year without making a documented effort to arrange for an alternate and keeping the Executive Secretary of the Faculty Senate informed in writing (Email is acceptable.). The Executive Secretary of the Senate reports all vacancies to the

Committee on Committees. The Committee on Committees will then contact the affected dean or vice president, who will appoint an alternate elected senator to fill the seat within thirty (30) days (Policy 402.3.2, Alternates for Elected Members). Colleges whose alternates are not responsive to requests to fill in for senators with planned absences or which do not have sufficient alternates will be required to run a replacement election (Policy 402.3.1, Membership). The Faculty Senate President will address other vacancies on a case-by-case basis. For vacancies among Presidential appointees, the president shall appoint a new senator within thirty (30) days (Policy 402.3.1, Membership).

2.4 Records; Agenda; Minutes; Order of Business

2.4.1 Records

The records of the Senate shall be kept by the Executive Secretary for the use of the members of the faculty, the president of the university, and the Board of Trustees. Records are public unless otherwise specified by action of the Senate in accordance with state law (Policy 402.8, Senate Executive Secretary).

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions approved by the president of the university, or where necessary by the President and the Board of Trustees (Policy 402.2.2, The President, University Administrators, and Board of Trustees), are distributed to faculty on all campuses within an appropriate time frame and included in the Senate records.

2.4.2 Agenda and Minutes

2.4.2.1 Senate agenda.

The Executive Committee shall meet at least fourteen (14) days in advance of regularly scheduled Senate meetings to prepare the agenda and make assignments to those who are to report to the Senate. **A copy of the Executive Committee meeting agenda must be sent to each executive committee member at least five (5) days before regularly scheduled meetings.**

2.4.2.2 Faculty petition to place an item on the agenda.

Any twenty-five (25) faculty members may petition the Senate to obtain consideration of any matter within the Senate's authority. The petition shall be presented in writing to any Senate member, who shall then give notice of the petition to the Senate or to its Executive Committee. The Executive Committee shall place the matter raised in the petition on the agenda of the next regularly scheduled Senate meeting or, at the discretion of the Senate President, on the agenda of a special meeting called in accordance with the provisions of Policy 402.6.2, Special Meetings.

2.4.2.3 Distribution of agenda and minutes.

One (1) week prior to each Senate meeting, the Executive Secretary shall make a copy of the agenda of the next meeting and minutes of the prior Senate meeting available to all faculty.

2.4.2.4 Publicizing and publication of recommended changes in policies or procedures.

Under the supervision of the President of the Faculty Senate, the Executive Secretary shall ensure that Senate actions recommending a change in this policy or in other university policies or procedures are communicated in a timely manner to all campuses.

2.4.3 Order of Business

Except as otherwise provided by the Senate, its order of business shall be: call to order (quorum), approval of minutes, university business, information items, reports, special orders (only if needed), unfinished business, and new business.

2.5 Parliamentary Procedure

All actions of the Senate shall be in accordance with the most recent edition of Robert's Rules of Order.

2.6 Meetings; Quorum

2.6.1 Scheduled Meetings

Regularly scheduled meetings of the Senate shall be held on the first Monday of the month at 3:00 PM from September through May unless otherwise specified by the Senate.

2.6.2 Special Meetings

Special meetings shall be held at the call of the Senate President or upon petition of any ten (10) senators. The petition must be written, must state the purpose of the special meeting, and must be submitted to the Senate President. Upon receipt of the petition, the Senate President must call a special meeting within twelve (12) working days. Senators shall receive at least five (5) days' notice of the special meeting and its agenda unless a majority of them waives that notice prior to or at the meeting.

2.6.3 Quorum and Voting

A majority of the members of the Senate shall constitute a quorum for the conduct of Senate business. All actions or recommendations of the Senate shall be by majority vote of the members and alternates present. Voting shall be by secret ballot upon passage of a motion to that effect.

2.6.4 Consulting with Constituents

The elected senators shall communicate and/or meet regularly with their constituents to answer questions and discuss Senate business.

2.7 Senate President, President-Elect, And Immediate Past President

2.7.1 Duties of the Senate President

The Senate President shall preside over and conduct meetings of the Senate and its Executive Committee and the Faculty Forum and its Executive Committee. The Senate President shall see that Senate actions are accurately recorded and that all actions approved are implemented or forwarded as appropriate.

2.7.2 Duties of the Senate President-Elect

The Senate President-Elect shall perform the functions and duties of the Senate President when the latter is unable to exercise them or when the Senate President-Elect is designated by the Senate President to perform in the Senate President's stead.

2.7.3 Duties of the Immediate Past President

The immediate past president shall serve as a voting member of the Faculty Senate Executive Committee and Faculty Senate for a period of one (1) year immediately following their term as Senate President. The immediate past Senate President shall also serve as a member of the Senate Handbook Committee (Policy 402.12.10, Senate Handbook Committee (SHC)).

2.7.4 Eligibility and Term

The Senate President-Elect/President shall be elected annually from and by elected Senate members, as provided in Policy 402.10.3, Elections within the Senate, to serve for a three-year, non-renewable term: the first year, as Senate President-Elect; the second year, as Senate President; and the third year, as Immediate Past President.

Any elected senator who is completing or has completed one (1) year of a faculty Senate term is eligible to serve as President-Elect/President, subject to the following exceptions: Senators who are completing their terms are not eligible, unless they have been re-elected to the Senate for an additional term. The election of the Senate President-Elect/President is understood to be an extension of that individual's term in the Senate for the number of years necessary to fulfill a term as Senate President. If an extended term is necessary for the new Senate President, then the individual so chosen will become a supernumerary member of the Senate and the regular schedule of elections to the Senate from that individual's college will be unaffected.

2.8 Senate Executive Secretary

An Executive Secretary of the Senate shall be appointed by the president of the university (Policy 401.10, Senate Elections). The duties of the Executive Secretary are:

- (a) under the direction of the Senate President, to prepare agendas for all meetings of the Senate, the Faculty Forum, and the Executive Committees of each;
- (b) under the direction of the Senate President, to keep minutes of the meetings of the Senate, the Faculty Forum, and the Executive Committees of each;

- (c) to distribute copies of both agenda and minutes;
- (d) to forward actions, policies, and reports of the Senate to the president of the university;
- (e) to gather items and data that the Executive Committee may present at Senate meetings;
- (f) to prepare and present, at the September and March Senate meetings, an accounting of the implementation or non-implementation of motions passed by the Senate;
- (g) to apprise Senate committees of items which the Senate has requested that they study;
- (h) to maintain an archive of the minutes of each meeting of the Senate and its Executive Committee, the Faculty Forum and its Executive Committee, and the Senate committees;
- (i) to keep university faculty informed of the action and the proposed business of the Senate by publicizing the Senate agenda, Senate actions, and the results of Senate elections as provided in Policy 402.4.2.3, Distribution of Agenda and Minutes;
- (j) and to provide yearly each senator with a copy of the Senator's Handbook (Policy 402.2.3, Senator's Handbook).

2.9 Faculty Forum

2.9.1 Membership of the Faculty Forum; Description

Faculty Forum consists of all elected Senate members and the chairs of the Academic Freedom and Tenure Committee, the Budget and Faculty Welfare Committee, the Professional Responsibilities and Procedures Committee, the Faculty Diversity, Development and Equity Committee, and the Faculty Evaluation Committee. The Faculty Forum meetings are a means of open discussion for elected Senate members and the committee chairs without participation by or from the president of the university, the executive vice president and provost, the presidential appointees, deans and department heads, or the student members of the Senate, unless specifically requested by the Executive Committee of the Faculty Forum (Policy 402.9.3.2., Executive Committee of the Faculty Forum). During meetings of the Faculty Forum, participants may discuss subjects of current interest, question and debate any policies and procedures, and formulate recommendations for consideration by the Faculty Senate. The Faculty Forum does not exercise the legislative authority of the Faculty Senate.

2.9.2 Meetings; Agenda; Notice

The Faculty Forum shall be scheduled during the academic year by the Officers and Executive Committee of the Faculty Forum (Policy 402.9.3, Officers and Executive Committee of the Faculty Forum). This annual scheduled meeting of the Faculty Forum will be open to all faculty members to attend and speak, with the exception of those excluded by Policy 402.9.1, Membership of the Faculty Forum; Description.

Additional special meetings may be held by the call of the Faculty Forum President, upon the written request of a majority of the Faculty Forum Executive Committee, upon the written petition of ten (10) members of the Faculty Forum, or upon the written petition of twenty-five (25) faculty members. Special meetings of the Faculty Forum will be scheduled, whenever possible, within two (2) weeks after receipt of the petition(s) by the Faculty Forum President. Business at special meetings of the Faculty Forum will be conducted by Faculty Forum members. The Faculty Forum Executive Committee will set the agenda for all Faculty Forum meetings.

The agenda will include all items raised by the petition(s), together with items deemed pertinent by the Executive Committee. The minutes and agenda for all Faculty Forum meetings shall be distributed in accordance with Policy 402.4.2.3., Distribution of Agenda and Minutes. Notice of the Faculty Forum meeting will be given in the previous Senate meeting and distributed to faculty on all campuses.

2.9.3 Officers and Executive Committee of the Faculty Forum

2.9.3.1 Officers.

The Senate President shall preside over and conduct meetings of the Faculty Forum and its Executive Committee. The Senate President-Elect shall serve as the President-Elect of both and shall perform the duties of the Senate President when the latter is unable to exercise them or when the Senate President-Elect is designated by the Senate President to perform in the Senate President's stead.

2.9.3.2 Executive Committee of the Faculty Forum.

The Faculty Forum Executive Committee shall consist of the elected faculty members on the Senate Executive Committee (Policy 402.12, Senate Standing Committees).

2.10 Senate Elections

2.10.1 Apportionment of Elected Faculty Positions

Annually, the Senate Committee on Committees shall apportion the number of elective Senate positions to the academic colleges, Extension, and the Library in proportion to the number of tenured and tenure-eligible faculty. The minimum representation from each of these academic units shall be two (2).

2.10.2 Election of Faculty Members to the Senate

2.10.2.1 Scheduled date; notice to deans, the vice president for extension

Elections of faculty representatives to the Senate and sufficient alternate senators to serve when regular senators cannot attend, are held by academic colleges, Extension, and the Library. Elections shall be supervised by the Senate Committee on Committees. Elections shall be conducted during the spring semester of each academic year, in time to be announced at the last regular meeting of the Senate. Additional elections shall be held as necessary to ensure the availability of alternates to fill vacancies in unexpired terms for the duration of those terms. The Senate Committee on Committees shall notify the appropriate deans, vice president for extension, or of the number of senators to be elected annually by their faculty and the date by which the elections must be held.

2.10.2.2 Nominations.

After receipt of notice that annual elections shall be held, the appropriate **deans and** vice president for extension, shall communicate with their faculty members eligible to vote in Senate elections (Policies 401.4.3.4, Limitations on Faculty Participation (Term Appointments) and 401.5.3.2, Limits on Faculty Participation (Special Appointments)) for the purpose of nominating Senate candidates and alternates. There shall be at least two (2) candidates for each vacancy.

2.10.2.3 Voting.

Faculty members with tenured or tenure-eligible appointments and faculty members with term appointments may nominate and vote for candidates and alternates in Senate elections. Balloting within each academic college, Extension, and the Library shall be by an appropriate method to ensure timeliness, fairness, and verifiability.

2.10.2.4 Verification and notice of election results.

The academic colleges, Extension, and the Library must submit the names of nominees elected to the Senate Committee on Committees on or before the final date set for the conclusion of elections. The Committee on Committees shall verify all election results and then inform the Senate of the names of new members at **its last regularly scheduled meeting of the academic year**. Election results shall be made public.

2.10.3 Elections within the Senate

Nominations for the office of President-Elect shall occur from the **floor during the penultimate regular Senate meeting of the academic year. Elections shall be by secret ballot completed prior to the last meeting of the academic year.**

2.11 Senate Committees: Authority, Action And Procedures

2.11.1 Purpose; Reporting

The Senate appoints and discontinues such standing and ad hoc committees as it deems necessary to carry out its duties.

The Senate establishes advisory committees to study and to make reports and recommendations to it on matters under faculty jurisdiction and to carry out the decisions of the Senate relating to its functions and responsibilities. Senate committees receive their authority from the Senate and shall report their work and make their recommendations to the Senate. No Senate committee may alter the reports or the recommendations of another Senate committee.

2.11.2 Membership; Elections; Terms; Vacancies

Only members of the faculty eligible to vote in Senate elections are eligible for election and appointment to Senate standing committees (Policies 401.4.3.4, Limitations on Faculty Participation (Term Appointments) and 401.5.3.2, Limitations on Faculty Participation (Special Appointments)).

Unless governed by committee procedures otherwise stipulated below in Policy 402.12, Senate Standing Committees, non-Senators of Senate standing committees are elected at the same time and according to the same procedures that elect Senators (Policy 402.10.2, Election of Faculty Members to the Senate). Terms shall be three (3) years, shall begin July 1 following elections, and are renewable once, after which a faculty member is ineligible to stand for election for one (1) year. Terms shall be staggered so that approximately one third (1/3) of them expire annually.

A vacancy shall be declared among the elected committee members if that member resigns, is terminated, goes on extended medical leave, or has four (4) or more unexcused absences from regularly scheduled committee meetings during an academic year. If a vacancy occurs, then a replacement will be appointed. The Senate Committee on Committees will appoint seats vacated by representatives of the Faculty Senate, and the **deans and** vice president for extension, will appoint seats vacated by representatives of the academic colleges, Extension, and the Library.

Appointed members of Senate standing committees are chosen from the elected membership of the Senate; the Committee on Committees prepares **a slate of nominations during the summer for approval by the Senate at its first meeting of the fall semester.** Terms shall be two (2) or three (3) years, as stated below (Policy 402.12) for a particular committee, and shall be renewable once. Terms shall be staggered. Vacancies will be filled upon recommendation to the Senate by the Committee on Committees.

2.11.3 Senate Committee Procedures

2.11.3.1 Committee action; meetings; quorum; majority and minority reports.

Senate committees shall not act independently of the Senate. All statements and actions of Senate committees shall be approved by the Senate before they are official, except for routine actions of the Educational Policies Committee which shall be submitted to the Senate as information items (Policy 402.12.6.1., Duties). Committee work shall be accomplished as a body. Committee meetings shall be held as required to meet the duties of the committee. Meetings shall be held at the call of the chair or upon written request, submitted to the chair, by committee members or the Faculty Senate Executive Committee. A majority of committee members shall constitute a quorum for conducting business. Committee actions shall be by majority vote of the quorum present. Minority committee reports may be submitted to the Senate by dissenting committee members.

2.11.3.2 Committee minutes.

Minutes shall be taken at all committee meetings and a copy shall be filed with the Senate Executive Secretary as part of the Senate records. The minutes shall include copies of all forms, statements, and reports which are presented to the Senate for action.

2.11.3.3 Chairs.

Unless otherwise specified, all standing committees and subcommittees of the Senate shall elect chairs annually, preferably at the last meeting of the academic year.

2.12 Senate Standing Committees

2.12.1 Executive Committee

2.12.1.1 Duties.

The Executive Committee shall perform the following duties:

- (a) prepare Senate meeting agendas; propose such standing and special committees of the Senate as may be needed;
- (b) examine the work of the Senate committees to discourage duplication of effort and to ensure that all committee assignments are carried out;
- (c) act as a steering committee to direct problems to the proper committees;
- (d) act as a liaison to harmonize the work of all committees;
- (e) and transact such business as may be referred to it by the Senate.

2.12.1.2 Membership.

The Senate Executive Committee shall consist of the following members:

- (a) the Senate President;
- (b) the President-Elect of the Senate;
- (c) the Immediate Past President;
- (d) elected faculty senators, representing each of the academic colleges, Extension, and the Library; the president of the university and executive vice president and provost, who shall serve as ex-officio members; and
- (e) a senator appointed by the president of the university and approved by the Senate.

All members have a vote.

2.12.1.3 Eligibility; election; term.

Any elected senator who is completing or has completed one year of a Senate term is eligible to serve on the Executive Committee, subject to the following exceptions: (1) Senators with only one year remaining in their terms; and (2) Senators who are completing their terms, unless they have been re-elected to the Senate for an additional, successive term.

The election of Executive Committee members shall be conducted each spring following the election of new members to the Senate. Elections shall be by separate caucus of faculty senators within each academic college, Extension, and the Library.

Caucuses shall be held within one week following the penultimate meeting of the Senate.

A faculty senator elected to the Executive Committee shall serve for a two-year term, renewable (reelected) once.

2.12.1.4 Joint meeting of new and old Executive Committees.

Newly elected Executive Committee members will attend the April meeting of the old Executive

Committee.

2.12.1.5 Meetings; Senate agenda.

The Executive Committee shall meet at least fourteen (14) days in advance of regularly scheduled Senate meetings to prepare the agenda and make assignments to those who are to report to the Senate.

2.12.1.6 Reports and recommendations of other Senate committees.

The Executive Committee will place reports and recommendations of other Senate committees on the Senate agenda without alteration.

2.12.2 Committee on Committees (CoC)

2.12.2.1 Duties

The responsibility of the Committee on Committees is to: (1) apportion Senate elective positions annually; (2) coordinate and supervise the election of members and alternates to the Senate; (3) prepare eligibility slates and supervise nominations and elections within the Senate; and (4) recommend to the Senate the appointed members of all Senate committees and the members of university committees that include Senate representatives.

2.12.2.2 Membership

The Committee on Committees shall consist of three (3) elected faculty senators serving staggered three-year terms. No later than the last day of the Spring semester and before the terms of the newly elected members begin, the Committee shall elect from among its members a new chair to serve a one-year term beginning July 1. Any member who has at least one (1) year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair.

One (1) faculty senator is elected to the committee each year. They shall be elected annually from and by elected Senate members to serve for a three-year, non-renewable term. .

Nominations for the new member shall occur from the floor during the penultimate Senate meeting, and elections shall be by secret ballot completed prior to the last meeting of the academic year.

Senators who have completed at least one (1) year of their Senate terms are eligible to serve on the Committee on Committees unless they are at the end of their Senate service and have not been re-elected. If a Senate term extension is necessary to complete the Committee on Committees service, then the individual will become a supernumerary member of the Senate and the regular schedule of elections to the Senate from that individual's college or unit will be unaffected.

2.12.3 Academic Freedom and Tenure Committee (AFT)

2.12.3.1 Duties. The Academic Freedom and Tenure Committee will: (a) recommend to the Professional Responsibilities and Procedures Committee possible policy revisions arising from within the Academic Freedom and Tenure Committee's jurisdiction; and (b) review, for consideration by the Senate, all matters pertaining to faculty rights, academic freedom, and tenure. 2.12.3.2 Jurisdiction as an administrative hearing body. The Academic Freedom and Tenure Committee, as represented by each of its hearing panels, is an administrative hearing body, with jurisdiction in matters related to academic freedom, tenure, promotion, dismissals, and other sanctions; and actions alleged not to be in accordance with the adopted standards, policies, and procedures of the university. In relation to these matters, the committee may hear both complaints initiated by the university against a faculty member and grievance petitions brought by a faculty member.

2.12.3.3 Procedural due process.

Hearing panels of the Academic Freedom and Tenure Committee shall, when hearing grievances, determine whether procedural due process was granted the petitioner as provided in this policy and determine whether the grievance is valid or not valid (Policy 407.5.6.8, Recommendation of the Hearing Panel) The recommendation of the hearing panel shall be binding on the general membership of the Academic Freedom and Tenure Committee.

2.12.3.4 Membership.

The Academic Freedom and Tenure Committee consists of the following members:
(a) three (3) faculty members appointed from the elected faculty senators by the Committee on Committees each representing different colleges, and (b) one (1) faculty member elected by and from the faculty in each of the remaining academic colleges, Extension, and the Library.

2.12.3.5 Election and appointment of members; terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance with Policy 402.11.2, Membership; Elections; Terms; Vacancies. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2.4 and will serve three-year terms (Policy 402.11.2, Membership; Elections; Terms; Vacancies).

2.12.3.6 Officers.

(a) Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one (1) year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

2.12.3.7 Responsibilities of the chair and vice chair.

The chair shall set the agenda for and preside at Academic Freedom and Tenure Committee meetings, and appoint hearing panels as required. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

2.12.3.8 Supplemental appointments.

If necessary in order to hear grievances in a timely manner, supplemental members of the Academic Freedom and Tenure Committee may be appointed by the Committee on Committees from the elected members of the Senate. This appointment process shall be initiated by the chair of the Academic Freedom and Tenure Committee. The term of these appointees shall expire June 30 following appointment.

2.12.3.9 Hearing panels.

Hearing panels shall be appointed as necessary to hear grievances. Four (4) members shall be appointed by the chair of the Academic Freedom and Tenure Committee from the Academic Freedom and Tenure Committee, and the remaining member shall be an administrator who holds a faculty appointment appointed by the president of the university. Faculty members of hearing panels shall be selected by the chair of the Academic Freedom and Tenure Committee on a rotating basis. All five (5) panel members have a vote. Even if their Academic Freedom and Tenure Committee terms expire, hearing panel members shall serve until the recommendation of the hearing panel has been submitted to the Academic Freedom and Tenure Committee and to the president of the university.

2.12.4 Budget and Faculty Welfare Committee (BFW)

2.12.4.1 Duties.

The duties of the Budget and Faculty Welfare Committee are to (a) participate in the university budget preparation process; (b) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (c) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior action relating to such proposals; (d) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the university; and (e) provide faculty representatives for the Benefits Advisory Committee (BAC).

2.12.4.2 Membership.

The Budget and Faculty Welfare Committee consists of the following members: (a) three (3) faculty members appointed from the elected faculty senators by the Committee on Committees each representing different colleges, and (b) one (1) faculty member elected by and from the faculty in each of the remaining academic colleges, Extension, and the Library.

2.12.4.3 Election and Appointment of Members; Terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance

with Policy 402.11.2, Membership; Elections; Terms; Vacancies. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2 and will serve three-year terms (Policy 402.11.2, Membership; Elections; Terms; Vacancies).

2.12.4.4 Officers.

Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one (1) year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

2.12.4.5 Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Budget and Faculty Welfare Committee meetings. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

2.12.5 Professional Responsibilities and Procedures Committee (PRPC)

2.12.5.1 Duties.

The Professional Responsibilities and Procedures Committee shall advise the Faculty Senate regarding composition, interpretation, and revision of Section 400 in University Policies and Procedures. Recommended revisions shall be submitted to the Senate for its consideration. The procedures for code amendments are specified in Section 202 of the USU Policy Manual.

2.12.5.2 Membership.

The membership of this committee will consist of seven (7) Faculty Senators appointed by the Committee on Committees.

2.12.5.3 Appointment of Members; Terms.

Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2 and will serve staggered three-year terms (Policy 402.11.2, Membership; Elections; Terms; Vacancies).

2.12.5.4 Officers.

Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one (1) year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

2.12.5.5 Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Professional Responsibilities and Procedures Committee meetings. In the absence of the chair,

the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

2.12.6 Educational Policies Committee (EPC)

2.12.6.1 Duties.

The major function of this committee shall be to serve as the Senate committee on educational policy, including program discontinuance for academic reasons (Policy 406.2, Program Discontinuance for Academic Reasons). In addition to conducting studies and making recommendations as specifically instructed by the Senate, the committee itself may initiate such activities. Routine actions taken under established policy, such as approval for specific course changes, additions, or deletions, shall be submitted to the Senate as information items. All policy recommendations and major actions shall be referred to the Senate for approval or disapproval. Specific duties of the Educational Policies Committee shall include consideration of standards and requirements for university designated honors such as cum laude, magna cum laude, and summa cum laude.

2.12.6.2 Membership.

The Educational Policies Committee consists of:

- (a) the executive vice president and provost or designee;
- (b) one (1) faculty representative from each academic college, and the Library;
- (c) one (1) faculty representative from the Graduate Council;
- (d) the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee;
- (e) two (2) student officers from the elected USUSA student government; and
- (f) one (1) elected graduate student representative.

The faculty representatives are elected to the committee in accordance with policy 402.11.2, Membership; Elections; Terms; Vacancies. Note of explanation: Extension has no independent curriculum. There is no need for a representative from Extension to sit on this committee.

2.12.6.3 Term of members.

The term of office for faculty members on the Educational Policies Committee shall be three (3) years in accordance with policy 402.11.2, Membership; Elections; Terms; Vacancies. The term of office for student members shall be one (1) year.

2.12.6.4 Chair.

The executive vice president and provost or their designated representative shall serve as chair of the Educational Policies Committee. The Committee will elect a vice chair from its members to serve in the absence of the chair. The chair or their designee will report to the Senate on the committee's actions.

2.12.6.5 Curriculum Subcommittee.

The Curriculum Subcommittee will formulate recommendations on curricular matters, such as course changes, and forward the same to the Educational Policies Committee. This subcommittee shall consist of the chairs of the curriculum committee of each academic college, three (3) faculty members appointed from the elected membership of the Educational Policies Committee, one (1) faculty representative each from Extension, and the Library, and two (2) students, one (1) from the USUSA and one (1) elected graduate student representative. Additional non-voting members may be appointed by the chair in order to assist with committee operations and may include staff from the Office of the Provost, Registrar's Office, Academic and Instructional Services, and others as needed. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one (1) year. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

2.12.6.6 General Education Subcommittee.

The General Education Subcommittee formulates and reviews policy with respect to general education. The subcommittee shall consist of three (3) faculty members and one (1) student appointed by the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend academic expertise to the areas of emphasis in the general education program of the university. Recommendations developed by the General Education Subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

2.12.6.7 Academic Standards Subcommittee.

The Academic Standards Subcommittee (a) recommends policy on all matters pertaining to academic evaluation of students, including admission, retention, grade assignment, and graduation; (b) recommends discipline policy regarding student academic dishonesty; and (c) approves the process for discipline regarding alleged academic violations by students and for grievance hearings in cases of alleged student academic dishonesty. The subcommittee shall consist of four (4) faculty members and one (1) student appointed by the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise.

Recommendations from this subcommittee will be submitted to the Educational Policies Committee. The subcommittee shall elect a chair annually, preferably at the last meeting of the academic year.

2.12.7 Faculty Evaluation Committee (FEC)

2.12.7.1 Duties.

The Faculty Evaluation Committee shall (a) assess methods for evaluating faculty performance; (b) recommend improvements in methods of evaluation; and (c) decide university awards for

Eldon J. Gardner Teacher of the Year, Undergraduate Faculty Mentor of the Year, and Faculty University Service Award.

2.12.7.2 Membership.

The committee shall consist of three (3) faculty members appointed from the elected faculty senators by the Committee on Committees, each representing different colleges, one (1) faculty representative from each of the remaining academic colleges, Extension, and the Library, two (2) student officers from the USUSA, and one (1) elected graduate student representative. The faculty representatives are elected to the committee in accordance with Policy 402.11.2, Membership; Elections; Terms; Vacancies. The committee will elect a chair annually, preferably at the last meeting of the academic year.

2.12.8 Faculty Diversity, Development, and Equity Committee (FDDE)

2.12.8.1 Duties.

The duties of the Faculty Diversity, Development, and Equity Committee are to: (a) collect data and identify and promote best practices for faculty development, mentoring, and work environment to facilitate the success of diverse faculty at all career levels; (b) provide feedback and advocate processes for faculty recruitment, promotion, and retention that promote diversity, fair pay standards, and work/life balance for the faculty; (c) report on the status of faculty development, mentoring, diversity, and equity; and (d) make recommendations for implementation of proposals related to faculty diversity, development, and equity.

2.12.8.2 Membership.

The Diversity, Development, and Equity Committee consists of the following members: (a) three (3) faculty members appointed from the elected faculty senators by the Committee on Committees each representing different colleges, and (b) one (1) faculty member elected by and from the faculty in each of the remaining academic colleges, Extension, and the Library.

2.12.8.3 Election and Appointment of Members; Terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance with Policy 402.11.2, Membership; Elections; Terms; Vacancies. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2 and will serve three-year terms (Policy 402.11.2, Membership; Elections; Terms; Vacancies).

2.12.8.4 Officers.

Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one (1) year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

2.12.8.5 Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside

at Diversity, Development, and Equity Committee meetings. In the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

2.12.9 Executive Committee of the Faculty Forum (ECFF)

The Executive Committee of the Faculty Forum shall have the duty of composing the agenda for the annual meeting and any special meetings of the Faculty Forum. The membership of this committee shall consist of the elected members of the Faculty Senate Executive Committee excluding administrators (Policy 402.12.1.2, a-d, Membership).

2.12.10 Senate Handbook Committee (SHC)

The Senate Handbook Committee composes and/or revises annually the Senate Handbook (Policy 402.2.3, Senator's Handbook). This committee consists of the Faculty Senate President, President-Elect of the Senate, and the Immediate Past President of the Senate. Additional members may be appointed by the Committee on Committees.

2.13 University Councils And Committees With Faculty Representatives

The Senate Committee on Committees recommends to the Senate faculty members to be appointed to the following university councils, boards, and committees: Athletic Council, Graduate Council, University Research Council, Council on Teacher Education, University Libraries Advisory Council, Honors Program Advisory Board, Calendar Committee, Bookstore Committee, Honorary Degrees and Awards Committee, Parking/Transportation Advisory Committee, Student Conduct Hearing Board, University Assessment Coordinating Council, Commencement Steering Committee, and Facilities Naming Committee. The faculty representative need not be a Senate member unless their role on the council or committee is to represent the Senate specifically as well as the faculty generally. See also Policies 402.10.3, Elections within the Senate, 402.11.2, Membership; Elections; Terms; Voting, and 402.12.2.4, Committee on Committees (CoC)). In the spirit of shared governance, at the Statewide Campuses and USU Eastern, the vice president for statewide campuses will establish procedures whereby faculty members on those campuses can be actively engaged and represented in key local decisions parallel to the councils and committees described in this paragraph.

402.3 RESPONSIBILITIES

3.1 Responsible Office/Party

402.4 REFERENCES

402.5 RELATED USU POLICIES

- Policy 401: Composition and Authority of the Faculty.
- Policy 406: Program Discontinuance, Financial Exigency, and Financial Crisis.
- Policy 407: Academic Due Process, Sanctions, and Hearing Procedures

402.6 DEFINITIONS

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

Related Forms and Tools

- Faculty Senate Committee Explanation Table

CONTACTS

- Faculty Senate website: <https://www.usu.edu/fsenate/index>
- Executive Secretary: [Michele Hillard](#)

POLICY HISTORY

Original issue date: 1997/07/01

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Next scheduled review date: YYYY/MM/DD

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4 May 2022

ITEM FOR ACTION

Utah State University's Department of Plants, Soils and Climate in the College of Agriculture and Applied Sciences proposes offering a new specialization (Bioinformatics and Computational Biology) in the Master of Science and PhD Plant Science degrees.

EXECUTIVE SUMMARY

The Department of Plants, Soils and Climate in the College of Agriculture and Applied Sciences proposes offering a new specialization (Bioinformatics and Computational Biology) in the Master of Science and PhD Plant Science degrees.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer a new specialization (Bioinformatics and Computational Biology) to the Master of Science and PhD Plant Science degrees.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Plants, Soils and Climate in the College of Agriculture and Applied Sciences proposes offering a new specialization (Bioinformatics and Computational Biology) to the Master of Science and PhD Plant Science degrees,

WHEREAS, The proposal will offer students a multidisciplinary grasp of the biological big data concerns,
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 anew specialization (Bioinformatics and Computational Biology) in the Master of Science and PhD Plant Science degrees, in the College of Agriculture and Applied Sciences' Department of Plants, Soils and Climate and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

CAAS - Plants, Soils and Climate - Plant Science - MS and PhD (Bioinformatics and Computational Biology)

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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)*

Plants, Soils and Climate

Current Title (if applicable)* Not applicable - new specialization

Proposed Title* Plant Science - MS and PhD (Bioinformatics and Computational Biology)

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification](#)

Step 2: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

CIP Code (6-digits) * 26.1103

Minimum Number of Credits (if applicable)* 16

Maximum Number of Credits (if applicable)* 34

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

Request

Step 3: 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

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council* Yes
 No

Council on Teacher Education* Yes
 No

Section I: The Request

R401 Purpose* Requesting a new specialization (Bioinformatics and Computational Biology) to the MS and PhD degrees of Plant Science so that when students graduate, they can get degrees as:

Plant Science (Bioinformatics and Computational Biology) - MS

Plant Science (Bioinformatics and Computational Biology) - PhD

Section II: Program Proposal

Proposed Action & Rationale* The Plant Science (Bioinformatics and Computational Biology) specialization/emphasis is designed to offer students a multidisciplinary grasp of the biological bigdata concerns that are increasingly becoming pivotal. An interface between modern biology and informatics, the discipline of bioinformatics involves discovery, development, and implementation of computational algorithms and software tools that facilitate an understanding of the biological processes with the goal to serve primarily agriculture and healthcare sectors with several spinoffs. At USU, bioinformatics has a key role to play in areas like agriculture, where it can be used for increasing the nutritional content and volume of the agricultural produce, implanting disease resistance, etc. In the field of animal sciences / pharmaceutical sector, it can be used to reduce the time and cost involved in the drug discovery process, to custom design drugs, to develop personalized medicine (and precision agriculture), and many more.

As of now, there is no such emphasis or specialization available on bigdata mining in the College of Agriculture and Applied Sciences (CAAS). In addition to learning about biological processes and organisms and performing wet-bench research, biology students today have to develop information science skills. They have to learn to think informatically. How are the data organized? How does one set of data relate to others? How does one migrate between datasets, search within databases, deal with a myriad of differing interfaces and then interrelate these data to the traditional published literature? How does one analyze the results, discerning patterns, and then place them into the context of the research question posed? This program approval will help the students to answer some of these questions and get trained in a multi-disciplinary environment.

**Labor Market Demand
(if applicable)**

Bioinformatics importance is increasing exponentially with the advent of high-throughput sequencing technology, as the data generated by these technologies is enormous (in TeraBytes). So whether it is in academia or the private sector, bioinformatics professionals are in huge demand. A report published by persistence market research on "Global market study on bioinformatics" valued the global bioinformatics market at \$4.110 billion in 2014 and expected to grow at a compound annual growth rate of 20.4 percent from 2014-2020, hitting \$12.542 billion in 2020. Overall, the career outlook for bioinformatics and computational biology is excellent; the demand outweighs the supply. Career areas include faculty in universities, bioinformatics science, the pharmaceutical industry, the biotechnology industry, disease control, science consultation, research and development, bioinformatics core facilities, etc.

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

Bioinformatics and computational biology is a research and teaching program which is in high demand. This is a multidisciplinary area where computer science and biology fields converge. This program will provide graduate students with computational infrastructure, bioinformatics and computational biology specialization, and interdisciplinary research to manage and distribute complex biological data, develop tools, and perform analysis in the areas of -omics studies and systems biology, particularly in agriculture. This program will be in consistent with the institution's regents-approved mission roles and goals according to USHE R312. The program will be delivered within the designated service areas.

Students obtain proficiency in domain-specific (e.g. agriculture) data processing and quality check expertise, overall data transformation and filtering, applied statistics and machine learning knowledge gain, domain-specific data visualization and integration, ability to write code (programming), and the ability to communicate data-driven insights.

Finances*

No additional funds are requested for the approval of this proposed program.

Section III: Curriculum (if applicable)

**Program Curriculum
Narrative**

Total course credits needed for the specialization: 16 credits

Required course credit hours: 12

Elective courses, take any four credits from the list: 21

See attached list of courses. Students need to take all five required courses (12 credits), and can select another four credits from the list of elective courses (see attached list of courses with sub-total of 21 credits).

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this

request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

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

4 May 2022

ITEM FOR ACTION

Utah State University's Department of Theatre Arts in the Caine College of the Arts proposes changing the name of the Theatre Arts Theatre Education Certification Option – Bachelor of Fine Arts to Theatre Arts Theatre Education – Bachelor of Fine Arts.

EXECUTIVE SUMMARY

The Department of Theatre Arts in the Caine College of the Arts changing the name of the Theatre Arts Theatre Education Certification Option – Bachelor of Fine Arts to Theatre Arts Theatre Education – Bachelor of Fine Arts.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to change the name of the Theatre Arts Theatre Education Certification Option – Bachelor of Fine Arts to Theatre Arts Theatre Education – Bachelor of Fine 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 changing the name of the Theatre Arts Theatre Education Certification Option – Bachelor of Fine Arts to Theatre Arts Theatre Education – Bachelor of Fine Arts,

WHEREAS, The proposal will bring the program title into compliance with the State of Utah using the word licensure rather than certification, 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 Theatre Arts Theatre Education Certification Option – Bachelor of Fine Arts to Theatre Arts Theatre Education – Bachelor of Fine Arts, 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.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

CCA - Theatre Arts - Theatre Arts Theatre Education - BFA

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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 Arts Theatre Education Certification Option - BFA

Proposed Title*

Theatre Arts Theatre Education - BFA

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

CIP Code (6-digits) * 13.1324

Minimum Number of Credits (if applicable)* 120

Maximum Number of Credits (if applicable)* 126

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

Request

Step 3: 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

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council* Yes
 No

Council on Teacher Education* Yes
 No

Section I: The Request

R401 Purpose* Change the name of program to remove the portion "certification option" as the term "certification" is not the correct term used by the state of Utah.

Section II: Program Proposal

Proposed Action & Rationale* The state of Utah uses the word "licensure" rather than "certification." This proposal seeks to remove the portion of the program title stating "certification option" to bring the program title into compliance.


Labor Market Demand (if applicable) not applicable to name change

Consistency with Institutional Mission & Institutional Impact* not applicable to name change

Finances* not applicable to name change

Section III: Curriculum (if applicable)

Program Curriculum Narrative Program curriculum remains the same, name change only.

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch



icon to launch your proposal.

4 May 2022

ITEM FOR ACTION

Utah State University's Department of Mechanical and Aerospace Engineering in the College of Engineering proposes creating a Center for Design and Manufacturing of Advanced Materials (CDMAM).

EXECUTIVE SUMMARY

The Department of Mechanical and Aerospace Engineering in the College of Engineering proposes creating a Center for Design and Manufacturing of Advanced Materials (CDMAM).

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal create a Center for Design and Manufacturing of Advanced Materials (CDMAM).

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Mechanical and Aerospace Engineering in the College of Engineering proposes creating a Center for Design and Manufacturing of Advanced Materials (CDMAM),,

WHEREAS, The proposal will enhance Utah's advanced materials research and development, 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 Center for Design and Manufacturing of Advanced Materials (CDMAM), in the College of Engineering's Department of Mechanical and Aerospace Engineering and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

COE - Mechanical and Aerospace Engineering

4.1.c R401 New Administrative Unit

Proposal Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information

Paul Barr: Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: Select the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) or Division(s) this proposal involves.

Select the Department(s) or Unit(s) this proposal involves.

COLLEGE or
UNIVERSITY
DIVISION:*

COE

DEPARTMENT or
UNIT: *

Mechanical and Aerospace Engineering

PROPOSED UNIT
TITLE: Center for the Design and Manufacturing of Advanced Materials

Request

Step 2: Select the Proposed Type of Unit Being Requested.

- Unit Being Requested***
- New Administrative Unit (except new colleges and professional schools - use full template)
 - New Centers
 - New Institutes
 - New Bureaus

Description/Narrative

Administrative Unit Description and Narrative*

This proposal is to create a Center for the Design and Manufacturing of Advanced Materials (CDMAM) in Mechanical and Aerospace Engineering Department. The center will enhance Utah's advanced materials research and development. It also includes creating an MS degree program in composite materials and structures engineering at Utah State University (USU) that has recently been approved, together with providing research support to address industry needs. Collaborations with Weber State University (WSU) will be established in supporting the education and technology development in materials manufacturing.

The USU College of Engineering received \$425,000 (\$250,000 one-time and \$175,000 on-going funding) from the state of Utah to help establish the center.

The economic impact of the material industry is significant to Utah's overall production. The proposed center is an outcome of numerous requests received by Utah Advanced Materials and Manufacturing Initiative (UAMMI) who work closely with advanced materials companies of Utah. The center has the support of UAMMI and the Utah Chapter of the Society for Advanced Materials & Process Engineering (SAMPE), Northrup Grumman, Boeing, Advanced Composites Technology and General Atomics.

The MAE faculty have expertise in the design and analysis of aerospace structures and other structures with advanced materials. USU's Systems, Materials, and Structural Health (SMASH) laboratory has state-of-the-art large-scale facilities to test these structures. WSU's strong applied technology program caters to the workforce needs of the aerospace and defense industries. The MAE will manage the center and provide the needed industry expertise to help ensure the center is addressing the highest value needs.

CDMAM's research will focus on developing:

- high temperature materials for high-speed applications such as hypersonic vehicles, rockets, and aircraft;
- lower cost carbon fiber from feedstocks such as coal;
- high-speed precision manufacturing processes for advanced structures;
- low-cost high-speed processes for automotive and infrastructure products,
- simulation and modeling of damage tolerance and repair of composite structures;
- repair methodologies for composite structures; and
- improved inspection technologies and methodology for manufacturing.

Step 3: Submit

Click on the save all changes button below.

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

4 May 2022

ITEM FOR ACTION

Utah State University's Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Deaf Education and Early Childhood Education Composite.

EXECUTIVE SUMMARY

The Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Deaf Education and Early Childhood Education Composite.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to suspend the Deaf Education and Early Childhood Education Composite.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Deaf Education and Early Childhood Education Composite,

WHEREAS, The proposal will provide a teach out plan that will be communicated to the 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 suspend the Deaf Education and Early Childhood Education Composite, in the Emma Eccles Jones College of Education and Human Services' Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE:

CEHS - Communicative Disorders and Deaf Education School of Teacher Education and Leadership - Deaf Education and Early Childhood Education Composite

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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)*

Communicative Disorders and Deaf Education

School of Teacher Education and Leadership

Current Title (if applicable)* Deaf Education and Early Childhood Education Composite

Proposed Title* Deaf Education and Early Childhood Education Composite

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

CIP Code (6-digits) * 13.1003

Minimum Number of
Credits (if
applicable)* 0

Maximum Number of
Credits (if
applicable)* 0

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

Request

Step 3: 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

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council* Yes
 No

Council on Teacher Education* Yes
 No

Section I: The Request

R401 Purpose* This abbreviated R-401 is being submitted as official record of program suspension.

Section II: Program Proposal

Proposed Action & Rationale* This program is being suspended by the Department of Communication Disorders and Deaf Education (CDDE). The composite bachelor's degree led to a master's degree via the bilingual-bicultural track in the CDDE Department. The bilingual-bicultural master's track was suspended January 2022. Therefore, the composite pathway needs to be suspended.

Labor Market Demand (if applicable) NA

Consistency with Institutional Mission & Institutional Impact* Teach out plan is prepared and being communicated to students.

Finances* NA; No cost savings

Section III: Curriculum (if applicable)

Program Curriculum Narrative NA

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

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

4 May 2022

ITEM FOR ACTION

Utah State University's Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Deaf Education and Elementary Education Composite.

EXECUTIVE SUMMARY

The Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Deaf Education and Elementary Education Composite.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to suspend the Deaf Education and Elementary Education Composite.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Deaf Education and Elementary Education Composite,

WHEREAS, The proposal will provide a teach out plan that will be communicated to the 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 suspend the Deaf Education and Elementary Education Composite, in the Emma Eccles Jones College of Education and Human Services' Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE:

CEHS - Communicative Disorders and Deaf Education School of Teacher Education and Leadership - Deaf Education and Elementary Education Composite

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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)*

Communicative Disorders and Deaf Education

School of Teacher Education and Leadership

Current Title (if applicable)* Deaf Education and Elementary Education Composite

Proposed Title* Deaf Education and Elementary Education Composite

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

CIP Code (6-digits) * 13.1003

Minimum Number of
Credits (if
applicable)* 0

Maximum Number of
Credits (if
applicable)* 0

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

Request

Step 3: 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

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council* Yes
 No

Council on Teacher Education* Yes
 No

Section I: The Request

R401 Purpose* This abbreviated R-401 is being submitted as official record of program suspension.

Section II: Program Proposal

Proposed Action & Rationale* This program is being suspended by the Department of Communication Disorders and Deaf Education (CDDE). The composite bachelor's degree led to a master's degree via the bilingual-bicultural track in the CDDE Department. The bilingual-bicultural master's track was suspended January 2022. Therefore, the composite pathway needs to be suspended.


Labor Market Demand (if applicable) NA

Consistency with Institutional Mission & Institutional Impact* Teach out plan is prepared and is being communicated with students.

Finances* NA; No cost savings

Section III: Curriculum (if applicable)

Program Curriculum Narrative NA

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

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

4 May 2022

ITEM FOR ACTION

Utah State University's Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Elementary Education and Deaf Education Composite.

EXECUTIVE SUMMARY

The Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Elementary Education and Deaf Education Composite_

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to suspend the Elementary Education and Deaf Education Composite.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Elementary Education and Deaf Education Composite,

WHEREAS, The proposal will provide a teach out plan that will be communicated to the 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 suspend the Elementary Education and Deaf Education Composite, in the Emma Eccles Jones College of Education and Human Services' Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE:

CEHS - Communicative Disorders and Deaf Education School of Teacher Education and Leadership - Elementary Education and Deaf Education Composite

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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)*

Communicative Disorders and Deaf Education

School of Teacher Education and Leadership

Current Title (if applicable)* Elementary Education and Deaf Education Composite

Proposed Title* Elementary Education and Deaf Education Composite

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

CIP Code (6-digits) * 13.1003

Minimum Number of Credits (if applicable)* 0

Maximum Number of Credits (if applicable)* 0

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

Request

Step 3: 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

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council* Yes
 No

Council on Teacher Education* Yes
 No

Section I: The Request

R401 Purpose* This abbreviated R-401 is being submitted as official record of program suspension.

Section II: Program Proposal

Proposed Action & Rationale* This program is being suspended by the Department of Communication Disorders and Deaf Education (CDDE). The composite bachelor's degree led to a master's degree via the bilingual-bicultural track in the CDDE Department. The bilingual-bicultural master's track was suspended January 2022. Therefore, the composite pathway needs to be suspended.

Labor Market Demand (if applicable) NA

Consistency with Institutional Mission & Institutional Impact* Teach out plan is prepared and is being communicated with students.

Finances* NA; No cost savings

Section III: Curriculum (if applicable)

Program Curriculum Narrative NA

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

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

4 May 2022

ITEM FOR ACTION

Utah State University's Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Elementary Education and Deaf Education Composite.

EXECUTIVE SUMMARY

The Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Elementary Education and Deaf Education Composite_

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to suspend the Elementary Education and Deaf Education Composite.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services proposes suspending the Elementary Education and Deaf Education Composite,

WHEREAS, The proposal will provide a teach out plan that will be communicated to the 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 suspend the Elementary Education and Deaf Education Composite, in the Emma Eccles Jones College of Education and Human Services' Departments of Communicative Disorders and Deaf Education and the School of Teacher Education and Leadership and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE:

CEHS - Communicative Disorders and Deaf Education School of Teacher Education and Leadership - Elementary Education and Deaf Education Composite

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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)*

Communicative Disorders and Deaf Education

School of Teacher Education and Leadership

Current Title (if applicable)* Elementary Education and Deaf Education Composite

Proposed Title* Elementary Education and Deaf Education Composite

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

CIP Code (6-digits) * 13.1003

Minimum Number of Credits (if applicable)* 0

Maximum Number of Credits (if applicable)* 0

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

Request

Step 3: 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

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council* Yes
 No

Council on Teacher Education* Yes
 No

Section I: The Request

R401 Purpose* This abbreviated R-401 is being submitted as official record of program suspension.

Section II: Program Proposal

Proposed Action & Rationale* This program is being suspended by the Department of Communication Disorders and Deaf Education (CDDE). The composite bachelor's degree led to a master's degree via the bilingual-bicultural track in the CDDE Department. The bilingual-bicultural master's track was suspended January 2022. Therefore, the composite pathway needs to be suspended.

Labor Market Demand (if applicable) NA

Consistency with Institutional Mission & Institutional Impact* Teach out plan is prepared and is being communicated with students.

Finances* NA; No cost savings

Section III: Curriculum (if applicable)

Program Curriculum Narrative NA

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

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

4 May 2022

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 offering a specialized transition Post-Masters and Post Baccalaureate Certificate.

EXECUTIVE SUMMARY

The Department of Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services proposes offering a specialized transition Post-Masters and Post Baccalaureate Certificate.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer a specialized transition Post-Masters and Post Baccalaureate Certificate.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Departments of Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services proposes offering a specialized transition Post-Masters and Post Baccalaureate Certificate,

WHEREAS, The proposal is based on cutting edge and state-of-the-art research, including research being conducted at Utah State University, 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 specialized transition Post-Masters and Post Baccalaureate Certificate, 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.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

CEHS - Special Education and Rehabilitation Counseling - Transition Education and Services Certificate

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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)* none

Proposed Title* Transition Education and Services Certificate

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification](#)

Step 2: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

CIP Code (6-digits) * 51.2310

Minimum Number of Credits (if applicable)* 17

Maximum Number of Credits (if applicable)* 17

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

Request

Step 3: 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

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council* Yes
 No

Council on Teacher Education* Yes
 No

Section I: The Request

R401 Purpose* Create a specialized certificate. This certificate is specialized training focused on transition, which is the progression of youth and students with disabilities from secondary education to postsecondary employment, education, and living.

Section II: Program Proposal

Proposed Action & Rationale*

This certificate is specialized training focused on transition which is the progression of youth and students with disabilities from secondary education to postsecondary employment, education, and living. The featured content of the certificate is focused on responsibilities and roles applied to the education of and services for transition-age students with disabilities (i.e., in school and 16 – 22 years old) and/or youth with disabilities (i.e., out of school and 14 – 24 years old) and their parents and families. The advantages of completing the certificate are gains in basic level knowledge of assessment, planning, and service provisions applied to transition.

The certificate is time efficient, applicable, and economical. All of the courses already exist. Two of the courses (6500 & 6160) are required as part of the program of study for the Master's in Rehabilitation Counseling program of study. So, if interested, students could add the additional certificate courses for a specialization in transition. The certificate coursework and content are aligned with the mandates of the Rehabilitation Act as amended (WIOA, 2014) and Individuals with Disabilities Education Improvement Act (IDEA, 2004). These primary United States transition laws have increasingly prioritized policy to structure services for secondary transition-age youth and students with disabilities, states are turning to transition leaders for direction. These laws make special educators and vocational rehabilitation counselors responsible for transition services. The Office of Special Education Programs (OSEP) and RSA have identified personnel preparation as a high priority including qualified professionals to serve the transition-age population and their families. In offering this certificate, the OSEP and RSA priority can be addressed by providing an opportunity for training in an area that lacks opportunities for preparation, has a shortage of trained people, and is expected to grow (see the Department of Labor data reports). Furthermore, education and secondary transition services for improved outcomes for students with disabilities and their parents/families are priorities of the State of Utah. The courses are taught using Zoom, as well as in-person, to reach potential students across Utah, and the United States which provides opportunities for networking and the sharing of ideas broadly. The courses are taught live weekly, are offered in the evenings, and are delivered over a 12-month period so the certificate will be completed in one year. The certificate has the potential for external funding as the Rehabilitation Services Administration (RSA) Training Grants have funded this in the past. The plan is to seek RSA funding in the future as well as other sources. Based on past completers, some of the beneficial impacts for the certificate and its completion have included, being recognized by the Governor, receiving letters of commendation, being promoted to supervisory positions, and developing and implementing transition trainings.

All courses are in-person on Logan campus and/or completed online through USU's Regional Campuses and Distance Education program. Students must earn a minimum of 17 credits to earn the certificate. As far as known, no certificate of this sort exists in Utah and only a few transition certificates were found in past searches. This certificate is based on cutting edge and state-of-the-art research including research being conducted at Utah State University.

**Labor Market Demand
(if applicable)**

Although there no labor market demand data specifically available for transition services, rehabilitation counseling and special education, the occupational areas most linked to transition, are experiencing shortages in trained individuals, and both these areas are expected to grow. See the U.S. Bureau of Labor Statistics for [rehabilitation counselors](#) and [special education teachers in secondary schools](#)

Career Options

Those interested in and/or already working with transition-age individuals with disabilities are employed in a variety of settings, including:

- Public sector
- Vocational rehabilitation counseling agencies
- Secondary schools
- Universities and/or colleges
- Community rehabilitation
- Disability resource centers
- Workforce services and other human resource centers
- Veteran's Administration
- Independent living centers
- Mental health centers
- Addiction centers
- Justice system

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

This certificate is aligned with USU's mission and will strengthen the impact in serving all in learning, discovery, and engagement by including excellence for individuals with disabilities. This certificate is based on cutting edge and state-of-the-art research, including research being conducted at Utah State University.

Finances*

There are no added costs as the courses are already available.

The cost for the entire certificate (17 credits) is \$8,024 or \$472 per credit hour. No financial assistance is available at this time. But, Rehabilitation Services Administration (RSA) Training Grants have been secured in the past for this certificate. RSA funding and other sources will be sought in the future, especially to support student scholarship/assistance. SPERC funding is already discussed for an adjunct instructor, plus a faculty spring semester course release and funding for two summer months for teaching the summer coursework. The targeted enrollment range is 15 to 20 students. If needed to provide excellence in instruction, a request will be made for .25 FTE student teaching assistance for courses over 16 students.

Section III: Curriculum (if applicable)

Program Curriculum Narrative

All the courses already exist

17 credits taken over a year

Coursework

Fall Semester (6 credits)

REH 6160 - Career Development, Analysis and Placement 3

REH 6500 - Fundamental Skills for Transition Services 3

Spring Semester (7 credits)

REH 6510 Transition to Supported/Competitive Employment 2


REH 6530 Transition to Post-Secondary Education 2

REH 6570 Collaboration in Transition Services 3

Summer Semester (4 credits)

REH 6520 Transition Practicum I: Services Leading to Supported/Competitive Employment 2

REH 6540 Transition Practicum II: Services Leading to Post-Secondary Education 2

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

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

4 May 2022

ITEM FOR ACTION

Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post Baccalaureate Certificate in Cybersecurity.

EXECUTIVE SUMMARY

The Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Cybersecurity.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to create a new Post Baccalaureate Certificate in Cybersecurity.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post Baccalaureate Certificate in Cybersecurity,

WHEREAS, The proposal will allow students to complete a single certificate to gain a potentially valuable credential, 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 Post Baccalaureate Certificate in Cybersecurity, in the Jon M. Huntsman's Department of Data Analytics and Information Systems and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

HSB - Data Analytics and Information Systems - Cybersecurity Certificate

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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)*

Data Analytics and Information Systems

Current Title (if applicable)* none

Proposed Title* Cybersecurity Certificate

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification](#)

Step 2: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

CIP Code (6-digits) * 43.0404

Minimum Number of Credits (if applicable)* 12

Maximum Number of Credits (if applicable)* 12

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

Request

Step 3: 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

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 create a new post-baccalaureate certificate in Cybersecurity.

Section II: Program Proposal

Proposed Action & Rationale* Enterprise security has long been a focus of the Data Analytics and Information Systems (DAIS) Department, with upper division and graduate courses provided in network communications, cybersecurity fundamentals, web applications, and digital forensics. Organizing these courses into a Cybersecurity certificate will help students to better communicate their specific skills and competencies and align with employer needs. Information Systems (IS) represents a relatively broad field, and establishing a graduate-level Cybersecurity track will also allow the DAIS department to more effectively leverage the Huntsman School's career development resources in developing relationships with corporate recruiters.

This proposal also supports the DAIS department's broader strategic plan to organize the existing professional Master of Management Information Systems (MMIS) program into tracks that can be completed through stackable post-graduate certificates. The DAIS department is simultaneously submitting another proposal to require the completion of two such certificates – along with two additional management and strategy courses – to fulfill the requirements of the MMIS degree. However, this design will also allow students to complete a single certificate to gain a potentially valuable credential without committing to a full master's program. In addition to Cybersecurity, proposals for certificates in Web Development, Data Technologies, Data Engineering, and Data Analytics have also been submitted. These graduate-level tracks align with emphases in these areas of study that have already been approved as a part of the Information Systems BA/BS program.

**Labor Market Demand
(if applicable)**

Information Systems and Data Analytics represent existing degree programs at USU with nearly 300 combined undergraduate and graduate students. The two professional master's programs in the DAIS department (MDATA and MMIS) have grown by about 17% from 2020 to 2021. The market for graduates in IS has continued to strengthen dramatically across the state and region. A recent report from the Kem C. Garner Policy Institute at the University of Utah demonstrated that the Utah tech industry is growing twice as fast as other industries in the state, and three times as fast as tech in other U.S. states (see <https://gardner.utah.edu/wp-content/uploads/2019TechReportVol1.pdf>). Wage growth in tech grew by nearly 17% in Utah during 2018, and the industry as a whole supports nearly 1/5 of Utah's economy. Information Security is one of the fastest growing career tracks in the tech sector, with a 28% projected growth through 2026 for Information Security Analysts according to the Bureau of Labor Statistics. The need in Utah is especially acute. Governor Spencer Cox last year convened a task force of industry and public partners to better protect Utah's information infrastructure. The skills students acquire in the Cybersecurity emphasis will provide key opportunities to meet this demand.

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

The Cybersecurity certificate will support USU's academic mission by making students more aware of and better prepared for the dramatically growing breadth of opportunities in the tech sector across the state and region. It will also ensure that Utah employers understand USU's commitment to meeting their needs by producing qualified graduates who are ready for the rapidly evolving tech- and data-driven economy. Students who complete the Cybersecurity certificate will benefit from a focused and engaged program that will more directly align them with their professional goals and with Utah's workforce needs.

Finances*

No additional resources will be required to offer this option for students. The required courses for the proposed certificate have already been approved.

Section III: Curriculum (if applicable)


**Program Curriculum
Narrative**

The Data Analytics certificate will be comprised of 12 credits, with the following required courses:

Required Courses

- IS 3800 – Cybersecurity I
- IS 5800 – Cybersecurity II
- IS 5850 – Enterprise Security
- IS 6830 – Networks

Substitutions may be approved by the department on an individual basis.

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

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

4 May 2022

ITEM FOR ACTION

Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Data Analytics.

EXECUTIVE SUMMARY

The Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Data Analytics.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to create a new Post-Baccalaureate Certificate in Data Analytics.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Data Analytics,

WHEREAS, The proposal will better prepare students for the dramatically growing breadth of opportunities in the tech sector, 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 Post-Baccalaureate Certificate in Data Analytics, in the Jon M. Huntsman's Department of Data Analytics and Information Systems and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

HSB - Data Analytics and Information Systems - Data Analytics Certificate

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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)*

Data Analytics and Information Systems

Current Title (if applicable)* none

Proposed Title* Data Analytics Certificate

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification](#)

Step 2: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

CIP Code (6-digits) * 30.7101

Minimum Number of Credits (if applicable)* 12

Maximum Number of Credits (if applicable)* 12

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

Request

Step 3: 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

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 create a new post-baccalaureate certificate in Data Analytics.

Section II: Program Proposal

Proposed Action & Rationale* Analytics has long been a focus of the Data Analytics and Information Systems (DAIS) Department, with upper division and graduate courses provided in Python programming, database management, business intelligence, data mining, and machine learning. Organizing these courses into a Data Analytics certificate will help students to better communicate their specific skills and competencies and align with employer needs. Information Systems (IS) represents a relatively broad field, and establishing a graduate-level Data Analytics track will also allow the DAIS department to more effectively leverage the Huntsman School's career development resources in developing relationships with corporate recruiters.

This proposal also supports the DAIS department's broader strategic plan to organize the existing professional Master of Management Information Systems (MMIS) program into tracks that can be completed through stackable post-graduate certificates. The DAIS department is simultaneously submitting another proposal to require the completion of two such certificates – along with two additional management and strategy courses – to fulfill the requirements of the MMIS degree. However, this design will also allow students to complete a single certificate and gain a potentially valuable credential without committing to a full master's program. In addition to Data Analytics, proposals for certificates in Web Development, Data Technologies, Data Engineering, and Cybersecurity have also been submitted. These graduate-level tracks align with emphases in these areas of study that have already been approved as a part of the Information Systems BA/BS program.

**Labor Market Demand
(if applicable)**

Information Systems and Data Analytics represent existing degree programs at USU with nearly 300 combined undergraduate and graduate students. The two professional master's programs in the DAIS department (MDATA and MMIS) have grown by about 17% from 2020 to 2021. The market for graduates in IS has continued to strengthen dramatically across the state and region. A recent report from the Kem C. Garner Policy Institute at the University of Utah demonstrated that the Utah tech industry is growing twice as fast as other industries in the state, and three times as fast as tech in other U.S. states (see <https://gardner.utah.edu/wp-content/uploads/2019TechReportVol1.pdf>). Wage growth in tech grew by nearly 17% in Utah during 2018, and the industry as a whole supports nearly 1/5 of Utah's economy. These needs are further delineated by the Utah Jobs Outlook, which anticipates that areas such as software development and applications, market research analysts, and management analysts are among the top five fastest growing occupations in Utah. This same report identifies these opportunities as among the best in Utah that require at least a bachelor's degree. The skills students acquire in the Data Analytics emphasis will provide key opportunities across these domains.

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

The Data Analytics certificate will support USU's academic mission by making students more aware of and better prepared for the dramatically growing breadth of opportunities in the tech sector across the state and region. It will also ensure that Utah employers understand USU's commitment to meeting their needs by producing qualified graduates who are ready for the rapidly evolving tech- and data-driven economy. Students who complete the Data Analytics certificate will benefit from a focused and engaged program in web technologies that will more directly align them with their professional goals and with Utah's workforce needs.

Finances*

No additional resources will be required to offer this option for students. The required courses for the proposed certificate have already been approved.

Section III: Curriculum (if applicable)

**Program Curriculum
Narrative**

The Data Analytics certificate will be comprised of 12 credits, with the following required courses:


Required Courses

- DATA 5600 – Introduction to Regression and Machine Learning for Analytics
- DATA 6500 – Advanced Python Programming for Analytics
- DATA 6610 – Advanced Machine Learning for Analytics

Choose one of the following:

- DATA 6330 – Data Pipeline Engineering
- DATA 6360 – Data Warehousing
- DATA 6400 – Visual Data Analytics
- DATA 6480 – Data Mining

Substitutions may be approved by the department on an individual basis.

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

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

4 May 2022

ITEM FOR ACTION

Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Data Engineering.

EXECUTIVE SUMMARY

The Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Data Engineering.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to create a new Post-Baccalaureate Certificate in Data Engineering.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Data Engineering,

WHEREAS, The proposal will better help students to communicate their specific skills and competencies,
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 Post-Baccalaureate Certificate in Data Engineering, in the Jon M. Huntsman's Department of Data Analytics and Information Systems and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

HSB - Data Analytics and Information Systems - Data Engineering Certificate

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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)*

Data Analytics and Information Systems

Current Title (if applicable)* none

Proposed Title* Data Engineering Certificate

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification](#)

Step 2: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

CIP Code (6-digits) * 11.0802

Minimum Number of Credits (if applicable)* 12

Maximum Number of Credits (if applicable)* 12

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

Request

Step 3: 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

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 create a new post-baccalaureate certificate in Data Engineering.

Section II: Program Proposal

Proposed Action & Rationale* Data Engineering has already been a focus of the Data Analytics and Information Systems (DAIS) Department, with upper division and graduate courses provided in SQL database management, data architecture and warehousing, data mining, and programming. Organizing these courses into a certificate will help students to better communicate their specific skills and competencies and align with employer needs. Information Systems (IS) represents a relatively broad field, and establishing a graduate-level Data Engineering track will also allow the DAIS department to more effectively leverage the Huntsman School's career development resources in developing relationships with corporate recruiters.

This proposal also supports the DAIS department's broader strategic plan to organize the existing professional Master of Management Information Systems (MMIS) program into tracks that can be completed through stackable post-graduate certificates. The DAIS department is simultaneously submitting another proposal to require the completion of two such certificates – along with two additional management and strategy courses – to fulfill the requirements of the MMIS degree. However, this design will also allow students to complete a single certificate and gain a potentially valuable credential without committing to a full master's program. In addition to Data Engineering, proposals for certificates in Web Development, Data Technologies, Data Analytics, and Cybersecurity have also been submitted. These graduate-level tracks align with emphases in these areas of study that have already been approved as a part of the Information Systems BA/BS program.

**Labor Market Demand
(if applicable)**

Information Systems and Data Analytics represent existing degree programs at USU with nearly 300 combined undergraduate and graduate students. The two professional master's programs in the DAIS department (MDATA and MMIS) have grown by about 17% from 2020 to 2021. The market for graduates in IS has continued to strengthen dramatically across the state and region. A recent report from the Kem C. Garner Policy Institute at the University of Utah demonstrated that the Utah tech industry is growing twice as fast as other industries in the state, and three times as fast as tech in other U.S. states (see <https://gardner.utah.edu/wp-content/uploads/2019TechReportVol1.pdf>). Wage growth in tech grew by nearly 17% in Utah during 2018, and the industry as a whole supports nearly 1/5 of Utah's economy. These needs are further delineated by the Utah Jobs Outlook, which anticipates that areas such as software development and applications, market research analysts, and management analysts are among the top five fastest growing occupations in Utah. This same report identifies these opportunities as among the best in Utah that require at least a bachelor's degree. The skills students acquire as they complete the Data Engineering certificate will provide key opportunities across these domains. It is important to note that "Data Engineering" (DE) represents a relatively new label that has been manufactured over the past decade within the private sector to describe a critical function in the business analytics pipeline. It does not at all represent an engineering discipline or subdiscipline in the conventional sense; i.e., the application of scientific principles to design and build machines or structures, or the use of natural resources for the benefit of humankind. DE is focused simply on the collection, cleaning, preparation, quality assurance, and management of data. It is an information-based endeavor that serves a supporting role in business processes. A recent search on the title "Data Engineer" in Glassdoor yielded over 80,000 postings. The listed job requirements illustrate the nature of the field and how it overlaps with Information Systems, with experience generally required in SQL, Agile project management tools, Python, JavaScript, web-based application program interfaces (API's), cloud architecture, general business functions and processes (for accounting, finance, marketing and so forth), and other key skills that are routinely covered as a part of the IS curriculum.

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

The Data Engineering certificate will support USU's academic mission by making students more aware of and better prepared for the dramatically growing breadth of opportunities in the tech sector across the state and region. It will also ensure that Utah employers understand USU's commitment to meeting their needs by producing qualified graduates who are ready for the rapidly evolving tech- and data-driven economy. Students who complete the Data Engineering certificate will benefit from a focused and engaged program that will more directly align them with their professional goals and with Utah's workforce needs.

Finances*

No additional resources will be required to offer this option for students. The required courses for the proposed certificate have already been approved.

Section III: Curriculum (if applicable)


**Program Curriculum
Narrative**

The Data Engineering certificate will be comprised of 12 credits, with the following required courses:

Required Courses

- DATA 4330 – Advanced Database and Database Analytics
- DATA 6330 – Data Pipeline Engineering
- DATA 6360 – Data Warehousing
- DATA 6500 – Advanced Python Programming for Analytics

Substitutions may be approved by the department on an individual basis.

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

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

4 May 2022

ITEM FOR ACTION

Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Data Technologies.

EXECUTIVE SUMMARY

The Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Data Technologies.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to create a new Post-Baccalaureate Certificate in Data Technologies.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Data Technologies,

WHEREAS, The proposal will provide students with a highly marketable credential, 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 Post-Baccalaureate Certificate in Data Technologies, in the Jon M. Huntsman's Department of Data Analytics and Information Systems and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

HSB - Data Analytics and Information Systems - Data Technologies Certificate

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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)*

Data Analytics and Information Systems

Current Title (if applicable)* none

Proposed Title* Data Technologies Certificate

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification](#)

Step 2: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

CIP Code (6-digits) * 11.0101

Minimum Number of Credits (if applicable)* 12

Maximum Number of Credits (if applicable)* 12

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

Request

Step 3: 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

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 create a new post-baccalaureate certificate in Data Technologies.

Section II: Program Proposal

Proposed Action & Rationale* Data management technologies have long been a focus of the Data Analytics and Information Systems (DAIS) Department, with upper division and graduate courses provided in business intelligence and database and enterprise programming. Organizing these courses into a Data Technologies certificate will help students to better communicate their specific skills and competencies and align with employer needs. Information Systems (IS) represents a relatively broad field, and establishing a Data Technologies track will provide an entry point for students who may want to pursue a data-focused master's program but have limited prior exposure to common enterprise database or programming tools. It will serve as a highly-marketable credential that could complement many other USU programs, and allow the DAIS department to more effectively leverage the Huntsman School's career development resources in developing relationships with corporate recruiters.

This proposal additionally supports the DAIS department's broader strategic plan to organize the existing professional Master of Management Information Systems (MMIS) program into tracks that can be completed through stackable post-graduate certificates. The DAIS department is simultaneously submitting another proposal to require the completion of two such certificates – along with two additional management and strategy courses – to fulfill the requirements of the MMIS degree. The Data Technologies certificate will be a crucial gateway under this design for students from less-technical backgrounds who wish to pursue the MMIS degree. This design will also allow students to complete a single certificate and gain a potentially valuable credential without committing to a full master's program. In addition to Data Technologies, proposals for certificates in Web Development, Data Engineering, Data Analytics, and Cybersecurity have also been submitted. These graduate-level tracks align with emphases in these areas of study that have already been approved as a part of the Information Systems BA/BS program.

**Labor Market Demand
(if applicable)**

Information Systems and Data Analytics represent existing degree programs at USU with about 250 combined undergraduate and graduate students. The two professional master’s programs in the DAIS department (MDATA and MMIS) have grown by about 17% from 2020 to 2021. The market for graduates in IS has continued to strengthen dramatically across the state and region. A recent report from the Kem C. Garner Policy Institute at the University of Utah demonstrated that the Utah tech industry is growing twice as fast as other industries in the state, and three times as fast as tech in other U.S. states (see <https://gardner.utah.edu/wp-content/uploads/2019TechReportVol1.pdf>). Wage growth in tech grew by nearly 17% in Utah during 2018, and the industry as a whole supports nearly 1/5 of Utah’s economy. These needs are further delineated by the Utah Jobs Outlook, which anticipates that areas such as software development and applications, market research analysts, and management analysts are among the top five fastest growing occupations in Utah. This same report identifies these opportunities as among the best in Utah that require college training. The skills students acquire in the Data Technologies emphasis will provide key opportunities across these domains.

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

The Data Technologies certificate will support USU's academic mission by making students more aware of and better prepared for the dramatically growing breadth of opportunities in the tech sector across the state and region. It will also ensure that Utah employers understand USU’s commitment to meeting their needs by producing qualified graduates who are ready for the rapidly evolving tech- and data-driven economy. Students who complete the Data Technologies certificate will benefit from a focused and engaged program that will more directly align them with their professional goals and with Utah's workforce needs.

Finances*

No additional resources will be required to offer this option for students. The required courses for the proposed certificate have already been approved.

Section III: Curriculum (if applicable)

**Program Curriculum
Narrative**

The Data Technologies certificate will be comprised of 12 credits, with the following required courses:

Required Courses

- IS 3600 – Introduction to Cloud Computing
- DATA 3330 – Database Management
- DATA 3400 – Data Visualization with Tableau
- DATA 3500 – Introduction to Python Programming

Substitutions may be approved by the department on an individual basis.

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this

document by clicking on the File icon located on the right hand side of the document.

request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

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

4 May 2022

ITEM FOR ACTION

Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes restructuring the existing Master of Management Information Systems program.

EXECUTIVE SUMMARY

The Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes restructuring the existing Master of Management Information Systems program.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to restructure the existing Master of Management Information Systems program.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes restructuring the existing Master of Management Information Systems program,

WHEREAS, The proposal will allow students to better communicate their specific skills and competencies, 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 restructuring the existing Master of Management Information Systems program, in the Jon M. Huntsman's Department of Data Analytics and Information Systems and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE:

HSB - Data Analytics and Information Systems - Master of Management Information Systems

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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)*

Data Analytics and Information Systems

Current Title (if applicable)* Master of Management Information Systems

Proposed Title* Master of Management Information Systems

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification](#)

Step 2: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

CIP Code (6-digits) * 11.0101

Minimum Number of Credits (if applicable)* 30

Maximum Number of Credits (if applicable)* 30

Type of Degree: (BA, BS, etc.)* Master's Degree

Request

Step 3: 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

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 restructure the existing Master of Management Information Systems program to require completion of two stackable post-baccalaureate certificates (24 credits) along with six credits of information technology strategy or management courses.

Section II: Program Proposal

Proposed Action & Rationale* It is proposed that the Master of Management Information Systems program be restructured to require two post-baccalaureate certificates and six additional elective credits related to information systems management or strategy. With defined certificate concentrations, students will be able to better communicate their specific skills and competencies that align with employer needs. Information Systems (IS) represents a relatively broad field, and establishing tracks of study through individual certificate programs will allow the DAIS department to more effectively leverage the Huntsman School's career development resources and focus on developing relationships with potential employers. This proposal also supports the DAIS department's broader strategic plan to provide flexible opportunities for students to complete a single certificate and gain a potentially valuable credential without committing to a full master's program. Proposals have been individually submitted for the qualifying set of post-baccalaureate certificates, including concentrations in Web Development, Data Technologies, Data Engineering, Data Analytics, and Cybersecurity. These post-baccalaureate tracks align with emphases in these areas of study that have already been approved as a part of the Information Systems BA/BS program.

Labor Market Demand (if applicable) Information Systems and Data Analytics represent existing degree programs at USU with nearly 300 combined undergraduate and graduate students. The two professional master's programs in the DAIS department (MDATA and MMIS) have grown by about 17% from 2020 to 2021. The market for graduates in IS has continued to strengthen dramatically across the state and region. A recent report from the Kem C. Garner Policy Institute at the University of Utah demonstrated that the Utah tech industry is growing twice as fast as other industries in the state, and three times as fast as tech in other U.S. states (see <https://gardner.utah.edu/wp-content/uploads/2019TechReportVol1.pdf>). Wage growth in tech grew by nearly 17% in Utah during 2018, and the industry as a whole supports nearly 1/5 of Utah's economy. These needs are further delineated by the Utah Jobs Outlook, which anticipates that areas such as software development and applications, market research analysts, and management analysts are among the top five fastest growing occupations in Utah. This same report identifies these opportunities as among the best in Utah that require at least a bachelor's degree.

Consistency with Institutional Mission & Institutional Impact*

The proposed restructuring will support USU's academic mission by giving students greater flexibility with the growing breadth of opportunities in the tech sector across the state and region. It will also ensure that Utah employers understand USU's commitment to meeting their needs by producing qualified graduates who are ready for the rapidly evolving tech- and data-driven economy. Students who complete this redesigned program will benefit from a more focused and engaged experience that will more directly align them with their professional goals and with Utah's workforce needs.


Finances*

No additional resources are needed for this restructuring -- all required courses for the post-baccalaureate certificate options have been developed and approved.

Section III: Curriculum (if applicable)

Program Curriculum Narrative

The current MMIS program requires 30 credits, including 15 credits from 5 core courses and 15 elective credits. This proposal will modify this approach by requiring the completion of two 12-credit post-baccalaureate certificates, along with six additional course credits focused on information technology strategy or management (see the attached program curriculum). Proposals for the individual certificates in Web Development, Cybersecurity, Data Technologies, Data Engineering, and Data Analytics have been submitted separately. The curriculum for each certificate includes crucial new and updated courses that have been specifically developed to meet modern market needs for our graduates. All DAIS department courses will continue to be available as electives outside of these IS certificates for any USU student in any degree program, and any DAIS post-baccalaureate certificate will be available for completion independent of the MMIS program.

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

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

4 May 2022

ITEM FOR ACTION

Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Web Development.

EXECUTIVE SUMMARY

The Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Web Development.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to create a new Post-Baccalaureate Certificate in Web Development.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes creating a new Post-Baccalaureate Certificate in Web Development,

WHEREAS, The proposal will allow students to complete a single certificate and gain a valuable credential, 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 Post-Baccalaureate Certificate in Web Development, in the Jon M. Huntsman's Department of Data Analytics and Information Systems and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE: _____

HSB - Data Analytics and Information Systems - Web Development Certificate

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Deadlines and Schedules](#)

[Process and Flowchart](#)

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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)*

Data Analytics and Information Systems

Current Title (if applicable)* none

Proposed Title* Web Development Certificate

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification](#)

Step 2: Enter the correct CIP Code using the following website: [Classification Instructional Programs](#)

CIP Code (6-digits) * 11.0103

Minimum Number of Credits (if applicable)* 12

Maximum Number of Credits (if applicable)* 12

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

Request

Step 3: 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

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 create a new post-baccalaureate certificate in Web Development.

Section II: Program Proposal

Proposed Action & Rationale* Web development has long been a focus of the Data Analytics and Information Systems (DAIS) Department, with upper division and graduate courses provided in web programming, electronic commerce, and web analytics. Organizing these courses into a Web Development certificate will help students to better communicate their specific skills and competencies and align with employer needs. Information Systems (IS) represents a relatively broad field, and establishing a graduate-level Web Development track will also allow the DAIS department to more effectively leverage the Huntsman School's career development resources in developing relationships with corporate recruiters.

This proposal also supports the DAIS department's broader strategic plan to organize the existing professional Master of Management Information Systems (MMIS) program into tracks that can be completed through stackable post-graduate certificates. The DAIS department is simultaneously submitting another proposal to require the completion of two such certificates to fulfill the requirements of the MMIS degree. However, this design will also allow students to complete a single certificate and gain a potentially valuable credential without committing to a full master's program. In addition to Web Development, proposals for certificates in Data Technologies, Data Engineering, Data Analytics, and Cybersecurity have also been submitted. These graduate-level tracks align with emphases in these areas of study that have already been approved as a part of the Information Systems BA/BS program.

**Labor Market Demand
(if applicable)**

Information Systems and Data Analytics represent existing degree programs at USU with nearly 300 combined undergraduate and graduate students. The two professional master's programs in the DAIS department (MDATA and MMIS) have grown by about 17% from 2020 to 2021. The market for graduates in IS has continued to strengthen dramatically across the state and region. A recent report from the Kem C. Garner Policy Institute at the University of Utah demonstrated that the Utah tech industry is growing twice as fast as other industries in the state, and three times as fast as tech in other U.S. states (see <https://gardner.utah.edu/wp-content/uploads/2019TechReportVol1.pdf>). Wage growth in tech grew by nearly 17% in Utah during 2018, and the industry as a whole supports nearly 1/5 of Utah's economy. These needs are further delineated by the Utah Jobs Outlook, which anticipates that areas such as software development and applications, market research analysts, and management analysts are among the top five fastest growing occupations in Utah. This same report identifies these opportunities as among the best in Utah that require at least a bachelor's degree. The skills students acquire in the Web Development emphasis will provide key opportunities in the software and market research domains.

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

The Web Development certificate will support USU's academic mission by making students more aware of and better prepared for the dramatically growing breadth of opportunities in the tech sector across the state and region. It will also ensure that Utah employers understand USU's commitment to meeting their needs by producing qualified graduates who are ready for the rapidly evolving tech- and data-driven economy. Students who complete the Web Development certificate will benefit from a focused and engaged program in web technologies that will more directly align them with their professional goals and with Utah's workforce needs.

Finances*

No additional resources will be required to offer this option for students. The required courses for the proposed certificate have already been approved.

Section III: Curriculum (if applicable)


**Program Curriculum
Narrative**

The Web Development certificate will be comprised of 12 credits, with the following required courses:

Required Courses

- IS 3700 – UI/UE Web Design
- IS 6700 – Advanced Client-Side Web Application Development
- IS 6750 – Advanced Server-Side Web Application Development
- DATA 6500 – Advanced Python Programming for Analytics

Substitutions may be approved by the department on an individual basis.

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files  icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

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

Resolution 22-01

ITEM FOR ACTION

Re: Utah State University Space Dynamics Laboratory

- Recommendation for appointment to Space Dynamics Laboratory Board of Directors

EXECUTIVE SUMMARY

Utah State University Space Dynamics Laboratory Board of Directors submits to the President of Utah State University and the Utah State University Board of Trustees recommendations to appoint individuals to the Space Dynamics Laboratory Board. These recommendations are consistent with Article IV of the Amended and Restated Articles of Incorporation, and Article III of the Amended Bylaws of the USU Space Dynamics Laboratory. This recommendation was made by a resolution of the majority of the USU Space Dynamics Lab Board after appropriate review and discussion.

RECOMMENDATION

- 1) The USU Space Dynamics Laboratory Board recommends the appointment of Lieutenant General John F. Thompson, USAF, Retired, as Director to the Utah State University Space Dynamics Laboratory Board of Directors for a three (3) year term beginning with the May 2022 Board meeting. The appointment of Lt. Gen. Thompson will strengthen the Board's representation in the space industry.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, the Utah State University Space Dynamics Laboratory has a vacancy on the Board of Directors,

AND WHEREAS, Lieutenant General John F. Thompson, USAF, Retired, has experience and knowledge that will lend strength to the Board,

NOW, THEREFORE, BE IT RESOLVED, that the President of Utah State University and the Utah State University Board of Trustees hereby approve Lieutenant General John F. Thompson be appointed to the Utah State University Space Dynamics Laboratory Board of Directors for a three (3) year term.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date



BIOGRAPHY



UNITED STATES AIR FORCE

LIEUTENANT GENERAL JOHN F. THOMPSON

Retired August 01, 2021

Lt. Gen. John F. Thompson is the Commander, Space and Missile Systems Center, Los Angeles Air Force Base, California. He is responsible for approximately 6,000 employees nationwide and an annual budget of \$9 billion. As the Department of the Air Force Program Executive Officer for Space, General Thompson manages the research, design, development, acquisition and sustainment of satellites and the associated command and control systems. His extensive portfolio includes military satellite communication, missile warning, navigation and timing, space-based weather, space launch and test ranges, certification for launch, space superiority, responsive space and other emerging evolutionary space programs.

Lt. Gen. Thompson entered the Air Force in 1984 as a graduate of the U.S. Air Force Academy. He has served in a variety of scientific, acquisition and logistics-oriented capacities, including staff assignments at Air Force Systems Command, Air Force Materiel Command and in the office of the Assistant Secretary of the Air Force for Acquisition.



The general has been Chief of the Commodities Division, Ogden Air Logistics Center, Utah, and Chief of the Air Vehicle Division, C-17 System Program Office, Wright-Patterson AFB, Ohio. He also served as Director of Propulsion, Oklahoma City ALC, Oklahoma.; and Chief of Staff, Air Force Materiel Command, Wright-Patterson AFB. He has commanded the 327th Aircraft Sustainment Wing, Tinker AFB, Okla., and the 303rd Aeronautical Systems Wing, Wright-Patterson AFB, Ohio, where he served as Air Force Program Executive Officer for Intelligence, Surveillance and Reconnaissance. General Thompson has also served as Air Force Program Executive Officer for Strategic Systems, Deputy Program Executive Officer for the F-35 Joint Strike Fighter Program, and Air Force Program Executive Officer for Tankers/KC-46 Program Director.

Prior to assuming his current position, Lt. Gen. Thompson was Commander, Air Force Life Cycle Management Center, Wright-Patterson AFB, Ohio.

EDUCATION

1984 Bachelor of Science, U.S. Air Force Academy, Colorado Springs, Colo.

1988 Master of Science, Industrial Engineering, St. Mary's University, San Antonio, Texas

1989 Squadron Officer School, Maxwell Air Force Base, Ala.
1995 Air Command and Staff College, Maxwell AFB, Ala.
1996 Advanced Program Management Course, Defense Systems Management College, Fort Belvoir, Va.
2001 Air War College, Maxwell AFB, Ala.
2006 National Security Management Course, Syracuse University, N.Y.

ASSIGNMENTS

1. January 1985–August 1987, Occupational Analyst, Air Force Occupational Measurement Center, Randolph Air Force Base, Texas
2. August 1987–August 1988, Student, Air Force Institute of Technology, St. Mary's University, San Antonio, Texas
3. August 1988–August 1989, Manager, International Cooperative Research and Development, Deputy Chief of Staff for Technology, Headquarters Air Force Systems Command, Andrews AFB, Md.
4. August 1989–December 1990, Special Assistant, Deputy Chief of Staff for Technology, Headquarters Air Force Systems Command, Andrews AFB, Md.
5. December 1990–July 1991, Action Officer, Commander's Staff Group, Headquarters Air Force Systems Command, Andrews AFB, Md.
6. July 1991–July 1992, Action Officer, Command Integration, Headquarters Air Force Materiel Command (Provisional), Wright-Patterson AFB, Ohio
7. July 1992–August 1994, Chief, Tri-Service Standoff Attack Missile Subsystems Development, TSSAM System Program Office, Aeronautical Systems Center, Wright-Patterson AFB, Ohio
8. August 1994–June 1995, Student, Air Command and Staff College, Maxwell AFB, Ala.
9. June 1995–August 1996, Chief, Acquisition Management and Policy Branch, Program Integration Division, Directorate of Global Power Programs, Assistant Secretary of the Air Force (Acquisition), Washington, D.C.
10. August 1996–November 1996, Student, Advanced Program Management Course, Defense Systems Management College, Fort Belvoir, Va.
11. November 1996–January 1998, Lead Joint Strike Fighter Program Element Monitor, Air Superiority Division, Directorate of Global Power Programs, Assistant Secretary of the Air Force (Acquisition), Washington, D.C.
12. January 1998–January 1999, Executive Officer, Directorate of Global Power Programs, Assistant Secretary of the Air Force (Acquisition), Washington, D.C.
13. January 1999–January 2000, Deputy Chief, Industrial Operations Division, Commodities Directorate, Ogden Air Logistics Center, Hill AFB, Utah
14. January 2000–July 2000, Chief, Commodities Division, Commodities Directorate, Ogden ALC, Hill AFB, Utah
15. July 2000–July 2001, Student, Air War College, Maxwell AFB, Ala.
16. July 2001–May 2003, Chief, Air Vehicle Division, C-17 System Program Office, Aeronautical Systems Center, Wright-Patterson AFB, Ohio
17. June 2003–February 2005, Director of Propulsion, Oklahoma City Air Logistics Center, Tinker AFB, Okla.
18. February 2005–August 2006, Commander, 327th Aircraft Sustainment Wing, Oklahoma City ALC, Tinker AFB, Okla.
19. August 2006–November 2006, Deputy Director, Strategic Plans and Programs (A8), Headquarters Air Force Materiel Command, Wright-Patterson AFB, Ohio
20. November 2006–March 2009, Chief of staff, Headquarters AFMC, Wright-Patterson AFB, Ohio
21. March 2009–March 2010, Commander, 303rd Aeronautical Systems Wing, and Air Force Program Executive Officer for Intelligence, Surveillance and Reconnaissance, Aeronautical Systems Center, AFMC, Wright-Patterson AFB, Ohio
22. March 2010–September 2011, Air Force Program Executive Officer for Strategic Systems, Kirtland AFB, N.M.
23. September 2011–July 2012, Deputy Program Executive Officer for the F-35 Joint Strike Fighter Program, Arlington, Va.
24. July 2012–January 2013, Tanker Program Executive Officer and KC-46 Program Director, Tanker Directorate, Air Force Life Cycle Management Center, Wright-Patterson AFB, Ohio
25. January 2013–September 2014, Air Force Program Executive Officer for Tankers, Tanker Directorate, AFLCMC, Wright-Patterson AFB, Ohio
26. October 2014–May 2017, Commander, AFLCMC, Wright-Patterson AFB, Ohio

27. May 2017–July 2021, Commander, Space and Missile Systems Center, Los Angeles AFB, Calif.

MAJOR AWARDS AND DECORATIONS

Distinguished Service Medal with oak leaf cluster
Defense Superior Service Medal
Legion of Merit with two oak leaf clusters
Defense Meritorious Service Medal
Meritorious Service Medal with three oak leaf clusters
Air Force Commendation Medal with two oak leaf clusters
Air Force Achievement Medal
Air Force Outstanding Unit Award
Air Force Organizational Excellence Award with four oak leaf clusters

OTHER ACHIEVEMENTS

1990 Secretary of the Air Force Leadership Award
2015 Eugene M. Zuckert Management Award
2020 General James V. Hartinger Award for Space Leadership

EFFECTIVE DATES OF PROMOTION

Second Lieutenant Dec. 19, 1984
First Lieutenant Dec. 19, 1986
Captain Dec. 19, 1988
Major Nov. 1, 1994
Lieutenant Colonel Sept. 1, 1998
Colonel Aug. 1, 2002
Brigadier General Dec. 5, 2008
Major General Nov. 18, 2011
Lieutenant General Oct. 2, 2014

(Current as of July 2021)

ITEM FOR ACTION

Re: Utah State University Space Dynamics Laboratory

- Recommendation for re-appointment to Space Dynamics Laboratory Board of Directors

EXECUTIVE SUMMARY

Utah State University Space Dynamics Laboratory Board of Directors submits to the President of Utah State University and the Utah State University Board of Trustees recommendations to appoint individuals to the Space Dynamics Laboratory Board. These recommendations are consistent with Article IV of the Amended and Restated Articles of Incorporation, and Article III of the Amended Bylaws of the USU Space Dynamics Laboratory. This recommendation was made by a resolution of the majority of the USU Space Dynamics Lab Board after appropriate review and discussion.

RECOMMENDATION

- 1) The USU Space Dynamics Laboratory Board recommends the re-appointment of Ms. Lesa B. Roe as Director to the Utah State University Space Dynamics Laboratory Board of Directors for an additional three (3) year term beginning when her current term expires.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, the term of Ms. Lesa B. Roe as Director for the Utah State University Space Dynamics Laboratory expires in April, 2022; and

WHEREAS, Ms. Roe's service as Director has been very beneficial to the Laboratory; and

WHEREAS, the Laboratory recommends it would be beneficial for her service as Director to continue;

NOW, THEREFORE, BE IT RESOLVED, that the President of Utah State University and the Utah State University Board of Trustees hereby approve Ms. Lesa B. Roe's re-appointment to the Utah State University Space Dynamics Laboratory Board of Directors for a three (3) year term.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date

LESA B. ROE

Williamsburg, VA • 757-532-2272 • lesabentonroe@gmail.com • <https://www.linkedin.com/in/LesaRoe>



Lesa Roe is a CEO, COO, and board executive with 37 years of expertise in government, aerospace research and development, higher education, large-scale operations, with a focus on people. Lesa has a demonstrated track record in strategic positioning, system-wide innovation and integration, and the ability to navigate complexity and analyze disparate information to form collective successful solutions. She has led large-scale initiatives to optimize operations, manage risk, and deliver on complex international missions and projects. Lesa is President and CEO of Front Roe Services, LLC, providing advisory, consulting, and review services on overall governance, strategic plans, programs, business services, and business transformation. She serves on the Board of Directors and Audit and Governance Committees of Solid Power (NASDAQ: SLDP) and on the Board of Directors of Space Dynamics Laboratory, a mission-focused, non-profit technology provider for the DOD, industry, and NASA.

She is former CEO and Chancellor of the University of North Texas System, leading strategy, execution, operations, and risk management across three universities with a combined revenue of \$1.3B, 14,000 employees, and enrollment of over 49,000 students. As CEO, Lesa focused on people and growth: built a strong and diverse C-suite leadership team; established a strong inclusive and decisive governance structure; grew research by 82% to over \$138 million; grew enrollment by 12%; grew degrees awarded by 19%; grew endowments by 100% to over \$422 million; increased revenue by over \$219 million (22%); increased net position/equity by \$333 million (40%); and increased employee engagement. She engaged directly with corporate and community stakeholders, employees, and students to ensure agile and leading university programs to produce career-ready graduates, corporate upskilling, and solve complex research challenges. Dallas CEO recently named Lesa to its Top 500 Influential Executives for the fourth year in a row.

Lesa rose to second in command at NASA over her 33-year career, beginning as a Space Shuttle communications engineer at Kennedy Space Center and rising through the ranks as International Space Station Research Program Manager at the Johnson Space Center, Center Director of the Langley Research Center and finally to NASA's Deputy Administrator in Washington DC. As Deputy Administrator and Deputy Chief Operating Officer, Lesa led strategy, execution, operations and corporate management nationally across all ten NASA field centers, five primary product lines, managed a \$19.6 billion annual federal agency with \$31 billion in assets and oversight of 17,000 employees. She led program and project teams on product/mission delivery, acquisition strategy and approval, partnership and international strategy, stakeholder advocacy, research and development, and risk management in an environment where getting it right was the only option. She led an agency-wide restructuring of NASA's technical capabilities and business services, driving critical Agency divestment decisions while strengthening innovation in critical areas needed to advance NASA's missions. Lesa's leadership at NASA led to numerous science, space and aeronautics breakthrough innovations that advanced our nation's leadership and international knowledge of aeronautics and space.

She is former Chair of the Texas Council of Public University Presidents and Chancellors where she engaged with key stakeholders and legislators for advocacy and addressed crosscutting issues in higher education. She served as Treasurer and Board member for the National Association of System Heads. She served on the Challenger Center Board and multiple Dallas boards including: Dallas Regional Chamber Executive Board; Dallas Citizens Council Board; Downtown Dallas Inc Board. She engaged in key corporate growth in Dallas/Fort Worth; leadership development; and diversity, equity, and inclusion committee for education and workforce. She also serves as an advisory trustee for Southwest Research Institute and on the University of Central Florida Engineering Board.

Lesa became a Fellow of the American Institute of Aeronautics and Astronautics in 2017. She was awarded United States Air Force Thunderbirds Hometown Hero in 2018 for inspiring students in science, technology, engineering and math. In 2014, she was the recipient of the Presidential Distinguished Rank Award, the highest award in the Federal Government for the Senior Executive Service. She received the University of Central Florida Outstanding Alumni of the Year Award in 2014, the University of Florida Outstanding Leadership in Engineering Award 2013, the Women in Aerospace Outstanding Leadership Award 2010, and YWCA Women of Distinction in Science and Technology 2010. Lesa received her M.S. in Electrical Engineering from the University of Central Florida, her B.S. in Electrical Engineering from the University of Florida. She completed the Finance for Senior Executives from Harvard Business School in 2020. She also completed the University of Michigan Executive Management and the Smith College Management Fellowship Programs.

Resolution 22-03

ITEM FOR ACTION

Re: Utah State University Space Dynamics Laboratory

- Recommendation for re-appointment to Space Dynamics Laboratory Board of Directors

EXECUTIVE SUMMARY

Utah State University Space Dynamics Laboratory Board of Directors submits to the President of Utah State University and the Utah State University Board of Trustees recommendations to appoint individuals to the Space Dynamics Laboratory Board. These recommendations are consistent with Article IV of the Amended and Restated Articles of Incorporation, and Article III of the Amended Bylaws of the USU Space Dynamics Laboratory. This recommendation was made by a resolution of the majority of the USU Space Dynamics Lab Board after appropriate review and discussion.

RECOMMENDATION

- 1) The USU Space Dynamics Laboratory Board recommends the re-appointment of Ms. Kathryn G. Tobey as Director to the Utah State University Space Dynamics Laboratory Board of Directors for an additional three (3) year term beginning when her current term expires.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, the term of Ms. Kathryn G. Tobey as Director for the Utah State University Space Dynamics Laboratory expires in April, 2022; and

WHEREAS, Ms. Tobey's service as Director has been very beneficial to the Laboratory; and

WHEREAS, the Laboratory recommends it would be beneficial for her service as Director to continue;

NOW, THEREFORE, BE IT RESOLVED, that the President of Utah State University and the Utah State University Board of Trustees hereby approve Ms. Kathryn G. Tobey's re-appointment to the Utah State University Space Dynamics Laboratory Board of Directors for a three (3) year term.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date



Kathryn G. Tobey

Kathryn Tobey is Scholar in Residence in the College of Engineering and Applied Science, University of Colorado Boulder Engineering Management Program.

Ms. Tobey retired as the Vice President and General Manager for Lockheed Martin Space, Special Programs, a broad portfolio of advanced programs and development contracts focused on delivering high performance systems and innovative concepts for critical national security space applications.

Throughout her 34-year aerospace career, Ms. Tobey has held program management positions on large satellite development programs as well as responsible for operational and program management for Coherent Technologies, a Lockheed Martin acquisition, specializing in the development and manufacture of high-performance laser-based remote sensing systems. She also has held leadership positions in functional organizations. In the role of Director Program, Subcontract and Product Management, she was responsible for integrating strategic teaming, product sourcing, and procurement across the enterprise. She also managed Product Centers that manufacture common strategic hardware/software: solar arrays, flight computers, propulsion and optical payloads. Prior to this she was Director of Business Development responsible for the integration of strategic activities across the space, launch vehicle and missile lines of business. She has held positions as Chief Systems Engineer on several large national security space programs.

Ms. Tobey graduated from the University of Colorado, Boulder with a Bachelor of Science degree in Chemical Engineering, and a Master of Engineering degree in Engineering Management. She has been presented both the University of Colorado Boulder Norlin Award and a Distinguished Engineering Alumna Award.

Previously, Ms. Tobey served as the Lockheed Martin University Executive for the University of Colorado-Boulder as well as currently serving on the Engineering Dean's Advisory Committee. She is past chair of the Advisory Board for BOLD Center (Broadening Opportunities for Leadership Diversity), the inclusive excellence program for the CU College of Engineering. Ms. Tobey served on the LM Executive Inclusion Council and is also a trustee for the Women's Foundation of Colorado.

4 May 2022

ITEM FOR ACTION

RE: Proposal to Retire University Policy 307

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

EXECUTIVE SUMMARY

Consistent with Policy 203, the University adopted Policy 545: Individual Conflicts of Interest (see Item for Information No. 8.6). University Policy 545 replaces and, upon its effective date, will supersede University Policy 307, thereby rendering University Policy 307 moot.

RECOMMENDATION

Accordingly, the President and Executive Committee recommend that the Board of Trustees approve the resolution retiring University Policy 307.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, the University desires to retire University Policy 307: Conflicts of Interest;

WHEREAS, the proposal to retire University Policy 307 has been reviewed and approved by the appropriate student and administrative units;

NOW, THEREFORE, BE IT RESOLVED, that the USU Board of Trustees approve the retirement of University Policy 307, effective May 4, 2022.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date

4 May 2022

ITEM FOR ACTION

Utah State University's Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences proposes offering a Bachelor of Science in Environmental Planning.

EXECUTIVE SUMMARY

The Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences proposes offering a Bachelor of Science in Environmental Planning.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve the proposal to offer a Bachelor of Science in Environmental Planning.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences proposes offering a Bachelor of Science in Environmental Planning,

WHEREAS, The proposal will benefit students by allowing them to earn a meaningful degree with a clear path to a career, 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 Bachelor of Science in Environmental Planning, in the College of Agriculture and Applied Sciences' Department of Landscape Architecture and Environmental Planning and that notification of this proposal be forwarded to the Utah State Board of Regents of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

DATE:

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

Institution Submitting Request: Utah State University

Proposed Program Title: Bachelor of Science in Environmental Planning

Are There New Emphases: Yes [] No [X]

Names of New Emphases (Separated by Commas):

Sponsoring School, College, or Division: College of Agriculture and Applied Sciences

Sponsoring Academic Department(s) or Unit(s): Landscape Architecture and Environmental Planning

Classification of Instructional Program Code¹ : 6 - Digit CIP: 30.3301

Min/Max Credit Hours Required of Full Program: 120 Min Cr Hr / 120 Max Cr Hr

Proposed Beginning Term²: Fall 2022

Institutional Board of Trustees' Approval Date:

Program Type (mark all that apply with an x):

<input type="checkbox"/> (AAS)	Associate of Applied Science Degree
<input type="checkbox"/> (AA)	Associate of Arts Degree
<input type="checkbox"/> (AS)	Associate of Science Degree
<input type="checkbox"/>	Specialized Associate Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/> (BA)	Bachelor of Arts Degree
<input checked="" type="checkbox"/> (BS)	Bachelor of Science Degree
<input type="checkbox"/> (BAS)	Bachelor of Applied Science Degree
<input type="checkbox"/>	Specialized Bachelor Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/> (MA)	Master of Arts Degree
<input type="checkbox"/> (MS)	Master of Science Degree
<input type="checkbox"/>	Specialized Bachelor Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/>	Doctoral Degree (specify award type ³ :)
<input type="checkbox"/>	K-12 School Personnel Program
<input type="checkbox"/>	Out of Service Area Delivery Program <input type="checkbox"/> Attached MOU
<input type="checkbox"/>	Out of Mission Program
<input type="checkbox"/>	NEW Professional School

¹ For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

² "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

³ Please indicate award such as APE, BFA, MBA, MEd, EdD, JD

Changes to Existing Programs or Administrative Units Required (mark all that apply with an x, if any):

<input type="checkbox"/>	Program Restructure with or without Consolidation
<input type="checkbox"/>	Emphases transfer from another program or academic unit
<input type="checkbox"/>	Name Change of Existing Program or Academic Unit
<input type="checkbox"/>	Program transfer to a different academic unit
<input type="checkbox"/>	Suspension or discontinuation of a unit or program
<input type="checkbox"/>	Reinstatement of a previously suspended/discontinued program or administrative unit
<input type="checkbox"/>	Other

Chief Academic Officer (or Designee) Signature:

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

Please type your first and last name _____ Date:

I understand that checking this box constitutes my legal signature.

**Utah System of Higher Education
Program Description - Full Template**

Section I: The Request

Utah State University's Department of Landscape Architecture and Environmental Planning requests approval to offer the following degree(s): Bachelor of Science in Environmental Planning

To be effective on: Fall 2022

This program was approved by the institutional Board of Trustees on:

Section II: Program Proposal

Program Description

Utah State University (USU), College of Agriculture and Applied Sciences (CAAS), Department of Landscape Architecture and Environmental Planning (LAEP) proposes to offer a Bachelor of Science in Environmental Planning. The mission of the B.S. in Environmental Planning undergraduate program is to prepare future professionals to recognize the reciprocal relationship between the biophysical attributes of a region and the human dimensions of settlement and culture; build expertise in large-scale landscape level analysis and planning; and serve as leaders within a transdisciplinary environment to develop better alternatives for land-use decisions and policy.

As a department within a land-grant university, LAEP will accomplish this mission through community-engaged learning in core series of environmental planning, economic development, natural resources, and environmental policy coursework. The program will produce highly skilled environmental planners for multiple levels of professional practice while actively engaging and benefitting communities with landscape-scale planning projects. The undergraduate program will complement LAEP's existing Master of Science in Environmental Planning degree program.

Consistency with Institutional Mission

The proposed undergraduate program in Environmental Planning is consistent with USU's mission "to discover, create, and transmit knowledge through education and training programs at the undergraduate, graduate, and professional levels; through research and development; and through service and extension programs" (R312, 4.1.1). This program specifically addresses the mission of USU to be one of the nation's premier student-centered land-grant universities through a student-focused and community-engaged program developing future professionals to develop air, water, and land-use decisions and policies. The B.S. in Environmental Planning program will benefit USHE and the state by serving the public through learning and engagement. With a new cadre of professionals and leaders, environmental planning will be advanced as an important problem-solving mechanism in the planning and management of natural and built landscapes across the Intermountain West and around the world.

Section III: Needs Assessment

Program Rationale

The demand for environmental planning professionals is strong with projected growth of 11% between 2019 and 2029. The fields of landscape architecture and environmental planning are naturally complementary, and USU's Department of Landscape Architecture and Environmental Planning has a longstanding Master of Science in Environmental Planning degree program. With the majority of faculty and curriculum resources already in place to support the MSEP degree program, the complementary landscape architecture degree programs, as well as USU's economic development and environmental policy programs, it is reasonable to seek to prepare students to be future professionals through an undergraduate program. Doing so allows LAEP to increase recruitment of undergraduate students, raise the marketability of graduates to meet the growing demand, and increase interaction across graduate and undergraduate programs, thereby enhancing the quality of both. Similarly, the program allows LAEP to strengthen collaborations with allied programs across campus and institutions while delivering a transdisciplinary degree program.

In effect, LAEP is poised to serve increasing numbers of undergraduate students in environmental planning within the department's existing resources. In a growing field, with significant impact on society and the world, where there is a shortage of professionals, students benefit by earning a meaningful degree with a clear path to a career.

Labor Market Demand

The Bureau of Labor Statistics projects a ten-year national job growth outlook to be 7% (as fast as average) for Urban and Regional Planners, where environmental planning is urban and regional planning with a specialized sub-focus on sustainability. Environmental planners need at least a B.S. or B.A. in environmental planning, environmental science, planning, regional planning, or a related field with many positions preferring a master's degree (where the connection to LAEP's MSEP degree program is complementary). The typical median salary of an Environmental Planner is \$75,950 annually as of 2020.

While the Utah DWS Occupation Information Data Viewer indicates that Utah's median salary for Environmental Planning was \$67,680 in 2020, with the job outlook projected to increase at 2.2% due to business expansion, the Bureau of Labor Statistics indicates that Utah's median salary for Environmental Planning was \$70,820 in 2020, with the job outlook projected to increase at 7%.

The proposed undergraduate environmental planning program in LAEP will respond to these market characteristics by training strong professionals and future leaders to be well-positioned to move into professional practice, and provide a ready transition to LAEP's master's degree programs.

Student Demand

As referred to in the previous section on labor market demand, there is strong demand for an environmental planning degree. LAEP's Master of Science in Environmental Planning graduate program is presently experiencing growing enrollment. The undergraduate program will complement the graduate program and provide a strong link to graduate study in LAEP and allied disciplines. Additionally, LAEP's undergraduate landscape architecture degree program is a matriculated program with an average of 5-10 students not accepted to continue their landscape architecture studies each year. The environmental planning degree program will provide an alternative, complementary degree program for these students.

Considering the attractiveness of a degree in environmental planning, there is strong expected initial demand among USU's undergraduate students, although a modest initial enrollment of 3-10 students is expected while the program builds awareness.

Similar Programs

The University of Utah's College of Architecture + Planning offers a bachelor of science/arts in Urban Ecology, which is an urban and community planning degree. The program is similar to LAEP's proposed B.S. in Environmental Planning, albeit without the specialized focus on landscape-level analysis, planning, and environmental policy. The similarity between the two undergraduate degree programs is akin to the similarity between the University of Utah's College of Architecture + Planning's master's degree in City & Metropolitan Planning and USU's existing Master of Science in Environmental Planning. The two programs focus on different aspects of planning, urban/metropolitan and environmental, and are not in direct competition with each other.

Outside of Utah there are several universities offering undergraduate and graduate degrees in urban and community planning, which again, while similar, differ in focus between urban/metropolitan and environmental.

The most similar program within Utah State University is the B.S. in Environmental Studies offered by the Quinney College of Natural Resources' Department of Environment and Society. There is considerable overlap with the natural resources and environmental policy core of LAEP's proposed program. However, the two programs differentiate with LAEP's proposed program's primary emphasis on spatial planning and policy.

Within the Intermountain region states, a few universities offer undergraduate degrees in environmental science, and a few programs offer undergraduate degrees in environmental design (University of Colorado Boulder). Regarding graduate degrees in environmental planning, Arizona State University offers a Master of Urban and Environmental Planning, and the University of Idaho offers a Master of Bioregional Planning.

With regard to all these programs, LAEP proposes to offer an undergraduate degree program akin to its current graduate degree program. The proposed environmental planning degree program will emphasize community-engaged learning in a core series of environmental planning, economic development, natural resources, and environmental policy coursework. This emphasis on environmental factors and planning is unique across USU, the USHE system, and the Intermountain region.

Collaboration with and Impact on Other USHE Institutions

Very little impact is expected on other USHE institutions. What impact may occur will be due to environmental studies students presently taking LAEP's environmental planning courses as electives seeking the proposed environmental planning degree as a more direct path to career preparation.

Little collaboration with other USHE institutions, other than what presently occurs, is expected given this is an internal expansion of an existing graduate program to an undergraduate program within USU.

External Review and Accreditation

The B.S. in Environmental Planning degree will be unaccredited, as is the current Master of Science in Environmental Planning graduate degree. At present there are no plans to seek accreditation through the Planning Accreditation Board for these degree programs, as such is not necessary for professional practice. A curriculum committee of LAEP faculty with input from LAEP Advancement Board members from professional practice in planning will oversee the Bachelor of Science in Environmental Planning program.

Section IV: Program Details

Graduation Standards and Number of Credits

In addition to the minimum grade point average (GPA) requirements described in the University Policies, the B.S. in Environmental Planning degree program will require all LAEP-prefix courses used to fulfill major requirements be completed with a grade of C- or better. A minimum overall GPA of 2.5 is required in LAEP-prefix courses. A minimum overall GPA of 2.0 is required for all courses used to fulfill major requirements. No pass/fail grades are accepted to fulfill major requirements. Admitted students must meet with an advisor.

Admission Requirements

Requirements for admission in the Bachelor of Science in Environmental Planning degree program are consistent with general University admission requirements. To enroll in the degree program after a student's freshman year, a 2.5 USU GPA is required.

Curriculum and Degree Map

Please refer to the tables in Appendix A to provide a list of courses and Appendix B to provide a program Degree Map, also referred to as a graduation plan.

Section V: Institution, Faculty, and Staff Support

Institutional Readiness

The Department of Landscape Architecture and Environmental Planning (LAEP) is well-positioned to offer the proposed degree program. LAEP faculty, many of whom hold degrees in planning, are already involved in environmental planning instruction. LAEP also possesses a successful Extension program poised to expand the community-engaged, service-learning efforts of its landscape architecture programs into environmental planning throughout Utah.

LAEP's close association with USU's Applied Economics and Environment and Society Departments supports the delivery of a broad curriculum across the critical scope of environmental planning. Two new courses, delivered by LAEP, are all that is required in addition to existing courses to deliver an exceptional undergraduate program in environmental planning.

The current administrative structure that supports the MSEP graduate program and LAEP's undergraduate program in landscape architecture, as well as college and departmental infrastructure that are already in place, will be used to support this degree program. No new support or organizational structure is needed. The B.S. in Environmental Planning degree program will be administratively housed in the Landscape Architecture and Environmental Planning Department. The staff resources (e.g., Curriculum committee, Administrative Assistant, etc.) already in place will be used to support this program. This proposed program will have minimal impact on the delivery of undergraduate or graduate courses, other than increased undergraduate student enrollment and increased interaction between the undergraduate and graduate programs.

Faculty

LAEP Department faculty will support the B.S. in Environmental Planning degree program. No new lines are required for this program as existing faculty and adjunct faculty can cover program needs in the short term. As the undergraduate program grows, additional faculty lines would strengthen the program in terms of diversity of course offerings and experiences. Opportunities for targeted hires will be explored over time as such become available.

Staff

Existing staff will be utilized to provide support for the B.S. in Environmental Planning degree program. Although interdisciplinary, the program will be housed in the LAEP Department where the current staff can provide support for admissions, student tracking, etc. As with all undergraduate-level program advising, advising duties will be carried by CAAS' advisor for LAEP's undergraduate programs.

Student Advisement

Each student in the B.S. in Environmental Planning program will be assigned an academic advisor by CAAS. The college academic advisor will engage with students in understanding their educational and academic goals, formulating class schedules based on the recommended degree map, and following student program throughout their studies to facilitate on-time degree completion. At least initially, the CAAS advisor for LAEP's undergraduate landscape architecture program will provide advising for the environmental planning program.

Library and Information Resources

No additional library resources will be needed to support this program. Key journals and readings in environmental planning are already available through USU's library to support the Master of Science in Environmental Planning program.

Projected Enrollment and Finance

Please see Appendix D to provide projected enrollment and information on related operating expenses and funding sources.

Section VI: Program Evaluation

Program Assessment

The overall goal of this program is to produce environmental planning graduates with expertise in landscape level analysis and planning who will serve as leaders within a transdisciplinary environment to develop better alternatives for land-use decisions and policy. Data on placement rates of students will be an important metric of success, as will time-to-completion. While in the program, students will be expected to meet certain standards (as described below). Outcomes on these standards will also be used to judge program success.

Student Standards of Performance

The B.S. in Environmental Planning will be thorough, intense, and rigorous. All students will complete a group of core environmental planning, economic development, natural resources, and environmental policy coursework, as specified below. In addition to coursework, students must also build writing, communication, and critical thinking skills.

Learning assessment will take place at two levels of performance. At the level of the individual course, student performance on exams, papers, and other demonstrations of adequate performance will be compared against students from other LAEP programs enrolled concurrently, as well as against pre-existing standards of academic performance. The B.S. in Environmental Planning students must also be able to apply their knowledge to solve meaningful and challenging problems facing communities. To evaluate their progress, faculty will use a rubric-based approach to assess performance in their summative environmental planning studio series during their senior year (LAEP 6200 and 6210). Thus, program faculty will identify and evaluate students' use of specific skills and concepts taught earlier in the program as part of a formative evaluation. During a yearly faculty meeting, the LAEP curriculum committee overseeing the B.S. in Environmental Planning program will identify those skills that students successfully and unsuccessfully applied in context, so that weaknesses in academic preparation can be remedied and successful practices leveraged more broadly throughout the program.

Similarly, the LAEP Advancement Board as alumni familiar with LAEP graduates' professional practice in environmental planning will assess and communicate those skills that students successfully and unsuccessfully apply in practice post-graduation.

Appendix A: Program Curriculum

Course Number	NEW Course	Course Title	Credit Hours
General Education Courses (list specific courses recommended for this program on Degree Map)			
General Education Credit Hour Sub-Total			33
Required Courses			
Environmental Planning Core – 35 credits			
LAEP 1040	Yes	Introduction to Environmental Planning	3
LAEP 1300		Digital Drafting, Illustration, and Modeling	3
LAEP 2700		Site Analysis: Social, Behavioral, and Biophysical Dimensions	4
LAEP 3300		GIS for Environmental Planning	4
LAEP 3400		Advanced Geospatial Analysis and Visualization for Environmental Planning	5
LAEP 3700		City and Regional Planning (CI)	3
LAEP 4700	Yes	Planning Methods	3
LAEP 6200		Bioregional Analysis and Planning	5
LAEP 6210		Bioregional Management and Policy	5
Economic Development Core – 15 credits			
APEC 2010		Introduction to Microeconomics (BSS)	3
APEC 4300		Agriculture Law	3
APEC 5560		Natural Resource and Environmental Economics	3
APEC 5700		Regional and Community Economic Development	3
APEC 5950		Applied Economics Policy Analysis	3
Natural Resources Core - 9 credits			
ENVS 3010		Fundamentals of Natural Resource and Environmental Policy	3
ENVS 4020 or PHIL 3530		Foundations of Environmental Studies (CI/DHA) OR Environmental Ethics (DHA)	3
PSC 4810		Climate and Climate Change (DSC/QI)	3
Other – 15-17 credits			
MATH 1100		Calculus Techniques (QL)	3
DATA 2100		Data and Information in Business	3
STAT 1040 or 1045 or 2000		Introduction to Statistics (QL) OR Introduction to Statistics with Elements of Algebra (QL) OR Statistical Methods (QI)	3-5
SOC 3610 or 4620 or 3600		Rural People and Places (DSS) OR Sociology of the Environment and Natural Resources (DSS) OR Finding Community in Postmodern Society (DSS)	3
ENGL 3080 or ASTE 3050		Introduction to Technical Communication (CI) OR Technical and Professional Communication Principles (CI)	3
Required Course Credit Hour Sub-Total			74-76
Elective Courses			
The following are suggested electives only.			
CMST 5250		Communication, Social Justice and the Environment	3
APEC 6710		Community Planning and Impact Analysis	3
LAEP 6100		Bioregional Planning and Design	5
LAEP 6750		Implementation and Regulatory Techniques in Planning	3
Elective Credit Hour Sub-Total			13
Core Curriculum Credit Hour Sub-Total			120

Add An Emphasis:

Can students complete this degree without emphases? Yes No

Course Number	NEW Course	Course Title	Credit Hours
Name of Emphasis:			
Emphasis Credit Hour Sub-Total			
Total Number of Credits to Complete Program			

Program Curriculum Narrative

Not applicable.

Degree Map

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
MATH 1050 – QL	4	ENGL 1010 – CL1	3
USU 1010	2	APEC 1600 – BAI	3
LAEP 1030 – BCA	3	PSC 2010 – BPS	3
LAEP 1040 – BCA	3	LAEP 1300	3
Elective	3	MATH 1100 - QL	3
Total	15	Total	15
Second Year Fall	Cr. Hr.	Second Year Spring	Cr. Hr.
ENGL 2010 – CL2	3	CMST 1020 – BHU	3
WATS 1200 OR WILD 2200 – BLS	3	ENVS 2340 – BSS	3
LAEP 2700	4	STATS 1040 OR 1045 OR 2000	3-5
DATA 2100	3	ENVS 3010	3
APEC 2010	3	Elective	4
Total	16	Total	16-18
Third Year Fall	Cr. Hr.	Third Year Spring	Cr. Hr.
APEC 3012 – DSS	3	LAEP 3400	5
LAEP 3300	4	ENGL 3080 OR ASTE 3050	3
LAEP 3700 - CI	3	APEC 4300	3
PHIL 3530 OR ENVS 4020 – DHA	3	APEC 5560	3
Electives	3		
Total	16	Total	14
Fourth Year Fall	Cr. Hr.	Fourth Year Spring	Cr. Hr.
LAEP 6200	5	LAEP 6210	5
LAEP 4700	3	SOC 3610 OR 4620 OR 3600	3
PSC 4810 – DSC/QI	3	APEC 5700	3
APEC 5950	3	Elective	3
Total	14	Total	14

Appendix C: Current and New Faculty / Staff Information

Part I. Department Faculty / Staff

Identify # of department faculty / staff (headcount) for the year preceding implementation of proposed program.

	# Tenured	# Tenure -Track	# Non -Tenure Track
Faculty: Full Time with Doctorate	6	1	
Faculty: Part Time with Doctorate			1
Faculty: Full Time with Masters	1	1	3
Faculty: Part Time with Masters			1
Faculty: Full Time with Baccalaureate			
Faculty: Part Time with Baccalaureate			
Teaching / Graduate Assistants	////	////	
Staff: Full Time			2
Staff: Part Time			2

Part II. Proposed Program Faculty Profiles

List current faculty within the institution -- with academic qualifications -- to be used in support of the proposed program(s).

	First Name	Last Name	Tenure (T) / Tenure Track (TT) / Other	Degree	Institution where Credential was Earned	Est. % of time faculty member will dedicate to proposed program.	If "Other," describe
Full Time Faculty							
	David	Anderson	Other	MLA	Utah State University		Pro. Prac.
	Brent	Chamberlain	T	PhD	University of British Columbia		
	Keith	Christensen	T	PhD	Utah State University		
	David	Evans	Other	MUD	University of California Berkeley		Pro. Prac.
	Benjamin	George	T	PhD	Utah State University		
	Todd	Johnson	Other	MLA	Harvard		Pro. Prac.
	Caroline	Lavoie	T	MLA	University of Southern California		
	Daniella	Hirschfeld	TT	PhD	University of California Berkeley		
	Carlos	Licon	T	PhD	Arizona State University		
	Sean	Michael	T	PhD	Virginia Polytechnic University		
	Ole	Sleipness	T	PhD	Clemson University		
	Jake	Powell	TT	MLA	Pennsylvania State University		
Add Another Full Time							
Part Time Faculty							
	Keunhyun	Park	Other	PhD	University of Utah		Adjunct
	Josh	Runhaar	Other	MLA/MU D	University of Illinois at Urbana-Champaign		Adjunct
Add Another Part Time							

Part III: New Faculty / Staff Projections for Proposed Program

Indicate the number of faculty / staff to be hired in the first three years of the program, if applicable. Include additional cost for these faculty / staff members in Appendix D.

	# Tenured	# Tenure -Track	# Non -Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.
Faculty: Full Time with Doctorate		1		Planning	

Appendix D: Projected Program Participation and Finance

Part I.

Project the number of students who will be attracted to the proposed program as well as increased expenses, if any. Include new faculty & staff as described in Appendix C.

Three Year Projection: Program Participation and Department Budget						
	Year Preceding Implementation	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
Student Data						
# of Majors in Department	95	98	103	110	120	127
# of Majors in Proposed Program(s)		3	8	15	25	32
# of Graduates from Department	21	24	25	25	28	30
# Graduates in New Program(s)		0	0	0	3	5
Department Financial Data						
	Department Budget					
	Year Preceding Implementation (Base Budget)	Year 1	Year 2	Year 3		
		Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)		
<i>Project additional expenses associated with offering new program(s). Account for New Faculty as stated in Appendix C, "Faculty Projections."</i>						
EXPENSES – nature of additional costs required for proposed program(s)						
<i>List salary benefits for additional faculty/staff each year the positions will be filled. For example, if hiring faculty in year 2, include expense in years 2 and 3. List one-time operating expenses only in the year expended.</i>						
Personnel (Faculty & Staff Salary & Benefits)		\$7,300	\$7,300	\$7,300		
Operating Expenses (equipment, travel, resources)		\$3,000	\$3,000	\$3,000		
Other:						
TOTAL PROGRAM EXPENSES		\$10,300	\$10,300	\$10,300		
TOTAL EXPENSES	\$0	\$10,300	\$10,300	\$10,300		
FUNDING – source of funding to cover additional costs generated by proposed program(s)						
<i>Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.</i>						
Internal Reallocation		\$10,300	\$10,300	\$10,300		
Appropriation						
Special Legislative Appropriation						
Grants and Contracts						
Special Fees						
Tuition						
Differential Tuition (requires Regents approval)						
PROPOSED PROGRAM FUNDING		\$10,300	\$10,300	\$10,300		
TOTAL DEPARTMENT FUNDING	\$0	\$10,300	\$10,300	\$10,300		
Difference						
Funding - Expense	\$0	\$0	\$0	\$0		

Part II: Expense explanation

Expense Narrative

To make this B.S. in Environmental Planning degree program possible, additional faculty resources are needed to teach two courses not presently offered at USU. These two courses may be covered through allocation of existing faculty resources but doing so may lead to shifts in present course coverage. As a result, an internal reallocation of LAEP's operating budget will be made to provide for the instruction of six credits, which these two courses represent, by adjunct faculty. The table above reflects only the three credits representing the first of these two courses, as the second course will be taught later in the curriculum which is not reflected in the first three years found in the above table.

Long term, a new faculty position has been approved and will be recruited to start Fall 2022 semester with an emphasis in environmental planning. This new faculty position will support the B.S. in Environmental Planning degree program.

Part III: Describe funding sources

Revenue Narrative 1

An internal reallocation of LAEP's operating budget will be made to provide for the instruction of six credits, which these two courses represent, by adjunct faculty. The table above reflects only the three credits representing the first of these two courses, as the second course will be taught later in the curriculum, which is not reflected in the first three years found in the above table.

Long term, increased enrollment will supplement LAEP's operating budget to offset the cost of offering the program once established.

4 May 2022

ITEM FOR ACTION

RE: Proposal for Name Change of Business and Finance to Finance and Administrative Services

The attached resolution is submitted for the Board of Trustees' approval. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

In January 2004, Administrative Services received approval to change its name to Business and Finance. To better describe the functions of Business and Finance, the Vice President for Business and Finance proposed to change the name of the organization to Finance and Administrative Services.

RECOMMENDATION

The President recommends that the Board of Trustees approve the Proposal for Name Change of Business and Finance to Finance and Administrative Services.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, in January 2004, Administrative Services received approval to change its name to Business and Finance, and

WHEREAS, to better describe the functions of Business and Finance, the Vice President for Business and Finance proposed to change the name of the organization to Finance and Administrative Services:

NOW, THEREFORE BE IT RESOLVED, the USU Board of Trustees hereby approves the name change of Business and Finance to Finance and Administrative Services.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date

4 May 2022

ITEM FOR ACTION

RE: Approval of Authorization to Act in Capacity of Vice President for Finance and Administrative Services and Public Treasurer

The attached resolution is submitted for the Board of Trustees' approval. It has received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

A resolution was passed by the Board of Trustees on 1 July 2012 authorizing David T. Cowley, or his designee, Danford R. Christensen, Controller and Dwight E. Davis, Associate Vice President for Business and Finance, to act in the capacity of Vice President for Business and Finance and "Public Treasurer", as that term is used in the Utah State Money Management Act, as amended, and the Utah State University Investment Policies.

This amended resolution replaces the 1 July 2012 resolution and recommends that effective 4 May 2022 David T. Cowley or his designees, Danford R. Christensen, Controller, and Dwight E. Davis, Associate Vice President for Finance and Administrative Services, be authorized on behalf of Utah State University to assume all duties and responsibilities of the Vice President for Finance and Administrative Services, including the responsibilities of "Public Treasurer" as that term is used in the Utah Money Management Act and the University Investment Policies.

RECOMMENDATION

The President recommends that the Board of Trustees approve the Authorization to Act in Capacity of Vice President for Finance and Administrative Services and Public Treasurer.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

**AUTHORIZATION TO ACT IN CAPACITY OF
VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES
AND PUBLIC TREASURER**

WHEREAS, the Board of Trustees approved an Authorization to act in Capacity of Vice President for Business and Finance and Public Treasurer on 1 July 2012 authorizing David T. Cowley, or his designee, Danford R. Christensen, Controller and Dwight E. Davis, Associate Vice President for Business and Finance, to act in the capacity of Vice President for Business and Finance and “Public Treasurer”, as that term is used in the Utah State Money Management Act, as amended, and the Utah State University Investment Policies, and

WHEREAS, this amended resolution replaces the 1 July 2012 resolution and recommends that effective 4 May 2022 David T. Cowley or his designees, Danford R. Christensen, Controller, and Dwight E. Davis, Associate Vice President for Finance and Administrative Services, be authorized on behalf of Utah State University to assume all duties and responsibilities of the Vice President for Finance and Administrative Services, including the responsibilities of “Public Treasurer” as that term is used in the Utah Money Management Act and the University Investment Policies:

NOW, THEREFORE BE IT RESOLVED that David T. Cowley or his designees, Danford R. Christensen, Controller, and Dwight E. Davis, Associate Vice President for Vice President for Finance and Administrative Services, be authorized on behalf of Utah State University to assume all duties and responsibilities of the Vice President for Vice President for Finance and Administrative Services, including the responsibilities of “Public Treasurer” as that term is used in the Utah Money Management Act and the University Investment Policies, including, but not limited to, establishing accounts with brokers; selling, assigning, transferring, and endorsing stocks and other such investments; wire transfer and foreign funds draft authorizations; opening new checking accounts; and conducting any other transaction that may be necessary on behalf of the Vice President for Vice President for Finance and Administrative Services and Public Treasurer for Utah State University.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date

4 May 2022

ITEM FOR ACTION

RE: Real Property Disposition

The real property disposition described herein is submitted to the Utah State University Board of Trustees for review and approval. The proposed action has received appropriate administrative review and approval.

EXECUTIVE SUMMARY

Utah State University (USU) desires approval to dispose of a building situated on 1.49 acres of land located at 139 Great Road in Bedford, Massachusetts as shown on the aerial photo in the attached Exhibit A.

Space Dynamics Laboratory (SDL), previously known as Utah State University Foundation, acquired the property prior to 1981 to accommodate engineers, technicians, and scientists working on Foundation projects, particularly related to the Hanscom Air Force Base. In 1983, SDL transferred the property to USU.

Several years ago, the Department of Defense relocated the space research that was being performed at Hanscom Air Force Base to Kirtland Air Force Base in New Mexico. Currently, SDL does not have any government customers located in Bedford, Massachusetts and desires to sell the facility.

Appraisal reports obtained by USU and a potential buyer concluded a fair market value between \$1.23 - \$1.65 million for the building and land. The final negotiated agreed upon sales price is \$1.55 million.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approves the Real Property Disposition located in Bedford, Massachusetts.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, Utah State University (USU) desires approval to dispose of a building situated on 1.49 acres of land located at 139 Great Road in Bedford, Massachusetts as shown on the aerial photo in the attached Exhibit A; and

WHEREAS, Space Dynamics Laboratory (SDL), previously known as Utah State University Foundation, acquired the property prior to 1981 to accommodate engineers, technicians, and scientists working on Foundation projects, particularly related to the Hanscom Air Force Base; and

WHEREAS, in 1983, SDL transferred the property to USU; and

WHEREAS, several years ago, the Department of Defense relocated the space research that was being performed at Hanscom Air Force Base to Kirtland Air Force Base in New Mexico; and

WHEREAS, SDL does not have any government customers located in Bedford, Massachusetts and desires to sell the facility;

WHEREAS, appraisal reports obtained by USU and a potential buyer concluded a fair market value between \$1.23 - \$1.65 million for the building and land; and

WHEREAS, the final negotiated agreed upon sales price is \$1.55 million:

NOW, THEREFORE, BE IT RESOLVED, that the USU Board of Trustees approves the Real Property Disposition located in Bedford, Massachusetts.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES:

Date

EXHIBIT A



4 May 2022

ITEM FOR ACTION

RE: Proposed Student Building Fee Revenue Bonds, Series 2022

Issuance of Student Building Fee Revenue Bonds, Series 2022 to finance enhancements to the Maverik Stadium located on the Logan Campus.

EXECUTIVE SUMMARY

The University proposes to issue revenue bonds of approximately \$7,000,000, together with other amounts necessary to pay costs of issuance, pay capitalized interest, and fund any debt service reserve requirement to finance enhancements to the Maverik Stadium located on the Logan Campus (see the attached Preliminary Summary Sheet). This project was approved by the Board of Trustees, Utah Board of Higher Education, and the Legislature. Bonds will be repaid with funds received from existing student building fees.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approves the issuance of Student Building Fee Revenue Bonds, Series 2022.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, the University proposes to issue revenue bonds of approximately \$7,000,000, together with other amounts necessary to pay costs of issuance, pay capitalized interest, and fund any debt service reserve requirement to finance enhancements to the Maverik Stadium located on the Logan Campus (see the attached Preliminary Summary Sheet); and

WHEREAS, this project was approved by the Board of Trustees, Utah Board of Higher Education, and the Legislature; and

WHEREAS, bonds will be repaid with funds received from existing student building fees:

NOW, THEREFORE, BE IT RESOLVED, that the USU Board of Trustees hereby approves the issuance of Student Building Fee Revenue Bonds, Series 2022.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES

Date

Utah State University
Student Building Fee Revenue Bonds, Series 2022
Preliminary Summary Sheet

Proposed Issue: Student Building Fee Revenue Bonds

Total Approximate Issue Size: \$7,450,000

Use of Funds: To generate \$7 million to finance stadium facilities renovation/enhancements, fund 1.5 years of capitalized interest, and a debt service reserve fund, if needed; and pay associated costs of issuance.

Detail of Proposed Series 2022 Bonds:

Principal Amount: Not to exceed \$7,500,000

Interest Rate: Not to exceed 5.0%

Maturity Date: Not to exceed 16 years

Aggregate Discount: Not to exceed 2%

Bond Rating: Bonds will not be rated

Source of Repayment: Student Building Fee Revenues

Timetable Considerations: This project request for \$7 million was approved in the 2022 legislative session. The University will issue bonds through the Board of Higher Education in June, 2022, following approval at the May meetings. The University anticipates selling bonds by private placement after a request for bids process, and the purchaser will be whichever provides the lowest borrowing cost and best terms. The anticipated closing date is late June, 2022.

PRESIDENT'S REPORT

1. Information Items

- a. Student Resolution and Commendation

2. Recent Events

- a. Mountain West Women's Basketball Tournament – Las Vegas, Nevada – March 6-9, 2022
- b. Remarks at Virtual International Women's Day Celebration: Utah Women Learn, Lead, and Lift – March 8, 2022
- c. Mountain West Men's Basketball Tournament – Las Vegas, Nevada – March 9-12, 2022
- d. Mountain West Board of Directors Virtual Meeting – March 21, 2022
- e. Utah Board of Higher Education Meetings – Utah Valley University and Mountainland Technical College – March 24-25, 2022
- f. Remarks at Spring Runoff Conference on Water in Utah and the West – March 29, 2022
- g. Panelist at Deseret News Round Table Discussion at Malouf Companies – March 29, 2022
- h. Remarks at USU Moab Ribbon Cutting and Luncheon – Moab, Utah – April 1, 2022
- i. Honorable Guest and Speaker at Advances in Genome Biology and Technology (AGBT) Meeting – San Diego, California – April 4-6, 2022
- j. USU Board of Trustees Videoconference Meeting – April 8, 2022
- k. Present at Robins Awards Ceremony – April 8, 2022
- l. Adjudicate Miss USU Pageant – April 11, 2022
- m. Moderate Panel at Seely Hinckley Luncheon – April 12, 2022
- n. Legislative Appreciation Dinner – April 13, 2022
- o. Present at Rotary Luncheon – Logan, Utah – April 14, 2022
- p. Remarks at Founder's Day and Old Main Society – April 14, 2022
- q. USU Brigham City Commencement – April 15, 2022
- r. Mountain West Board of Directors Virtual Meeting – April 19, 2022
- s. USU Southwest – Nephi Commencement – April 21, 2022
- t. USU Southwest – Parowan Commencement – April 22, 2022
- u. USU Tooele Commencement – April 23, 2022
- v. USU Athletics Hall of Fame Induction – April 23, 2022
- w. Promotion and Tenure Reception – April 27, 2022
- x. USU Moab Commencement – April 28, 2022
- y. Present President's Cup Award at Fraternity and Sorority Life Reception – April 28, 2022
- z. USU Blanding Commencement – April 29, 2022
- aa. USU Eastern Commencement – Price, Utah – April 30, 2022
- bb. USU Uintah Basin Commencement – Vernal, Utah – April 30, 2022
- cc. Host A.C. Women's Luncheon – May 2, 2022
- dd. USU Board of Trustees Regular Meeting – May 4, 2022
- ee. USU Dignitary Dinner – May 4, 2022

3. Upcoming Events

- a. USU Commencement Ceremony – May 5, 2022
- b. USU Commencement Convocations – May 5-7, 2022
- c. Mountain West Board of Directors Legal and Finance Committee Virtual Meeting – May 17, 2022
- d. Envision Utah Executive Committee Virtual Meeting – May 18, 2022
- e. Utah Board of Higher Education Meeting – Salt Lake City, Utah – May 20, 2022
- f. Mountain West Board of Directors Virtual Meeting – May 20, 2022
- g. Remarks at Large Animal Genetic Editing Conference – Park City, Utah – May 8, 2022
- h. USU Foundation Board Meeting – Moab, Utah – June 9-12, 2022
- i. Mountain West Board Meeting – Colorado Springs, Colorado – June 5-7, 2022
- j. Association of Public and Land-grant Universities Board Meeting – Washington, D.C. – June 12-13, 2022
- k. USU Juneteenth Activities – June 17-19, 2022
- l. Northwest Commission on Colleges and Universities Summer Commission Meetings – Reno, Nevada – June 21-24, 2022
- m. USU Board of Trustees Regular Videoconference Meeting – June 24, 2022

ITEM FOR ACTION

RE: Report of Investments for November 2021

The Report of Investments for November 2021 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 2021 and comparative year-to-date totals for FY 2021-2022 and FY 2020-2021.

CASH MANAGEMENT INVESTMENT POOL

The average daily fair value invested during November 2021 was \$500,141,115, down \$194,535 from October 2021. Total investment gain was \$603,743, up \$1,357,250 over October 2021, reflecting the decrease in the amount available for investing and an increase in total investment return. The annualized total investment return was 1.45%, up 3.26% over October 2021.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$475,122,140, up \$75,630,460 (18.93%) over FY 2020-2021. Total interest income for FY 2021-2022 amounted to \$2,629,484, down \$1,294,768 (32.99%) from FY 2020-2021, reflecting an increase in the amount available for investing and a decrease in interest rates.

The total amount invested at 30 November 2021 was \$495,916,842, up \$65,101,776 (15.11%) over 30 November 2020.

ENDOWMENT POOL

The average daily fair value invested during November 2021 was \$262,300,638, up \$1,952,207 over October 2021. Interest and dividend income of \$132,815 plus net realized gains of \$694,364 totaled \$827,179 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$257,648,820, up \$48,082,794 (22.94%) over FY 2020-2021. Total realized income for FY 2021-2022 was \$4,631,792, up \$1,168,595 (33.74%) over FY 2020-2021. This increase resulted from \$91,112 less in interest and dividends and \$1,259,707 more in net realized gains during FY 2021-2022.

The total amount invested at 30 November 2021 was \$260,405,402, up \$39,236,694 (17.74%) over 30 November 2020.

OTHER INVESTMENTS

The average daily fair value invested during November 2021 was \$266,942,613, up \$4,533,739 over October 2021. Interest and dividend income of \$258,520 plus net realized gains of \$5,823 totaled \$264,343 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$262,434,774, up \$28,750,808 (12.30%) over FY 2020-2021. Total realized income for FY 2021-2022 was \$1,417,748, up \$60,783 (4.48%) over FY 2020-2021. This increase resulted from \$63,197 more in interest and dividend income and \$2,414 less in net realized gains during FY 2021-2022.

The total amount invested at 30 November 2021 was \$268,605,221, up \$28,783,771 (12.0%) over 30 November 2020.

ENDOWMENT TRUSTS

The average daily fair value invested during November 2021 was \$6,695,488, up \$93,108 over October 2021. Interest and dividend income of \$18,775 plus net realized gains of \$9,431 totaled \$28,206 in realized gains for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$6,597,859, up \$1,230,771 (22.93%) over FY 2020-2021. Total realized income for FY 2021-2022 was \$381,270, up \$482,491 (476.67%) over FY 2020-2021. This increase resulted from \$4,497 more in interest and dividend income and \$477,994 more in net realized gains during FY 2021-2022.

The total amount invested at 30 November 2021 was \$6,666,121, up \$906,570 (15.74%) over 30 November 2020.

PLANT FUND TRUSTS

The average daily fair value invested during November 2021 was \$60,629,777, up \$5,543,806 over October 2021. Interest income totaled \$17,238 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$59,985,806, down \$43,679,576 (42.14%) from FY 2020-2021. Total realized income for FY 2021-2022 was \$84,853, down \$164,479 (65.97%) from FY 2020-2021. This decrease reflects the decreased amount available for investing and a decrease in the rate of return.

The total amount invested at 30 November 2021 was \$63,758,287, down \$41,092,506 (39.19%) from 30 November 2020.

SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of November was \$971,081,985. Purchases totaled \$37,812,650 and sales totaled \$29,551,764. From this activity the University realized net gains of \$709,618 and earnings of \$840,536.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for November 2021.

**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 2021 to 30 November 2021 and comparative year-to-date totals for the periods 1 July 2021 to 30 November 2021 and 1 July 2020 to 30 November 2020; 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 2021 to 30 November 2021 and comparative year-to-date totals for the periods 1 July 2021 to 30 November 2021 and 1 July 2020 to 30 November 2020;


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 2021.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date

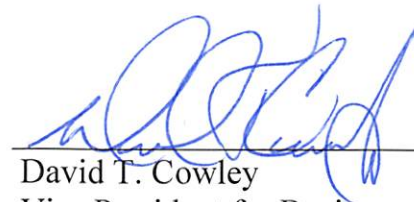
UTAH STATE UNIVERSITY
REPORT OF INVESTMENTS
NOVEMBER 2021

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

4/11/2022
Date



David T. Cowley
Vice President for Business and Finance

4/12/22
Date

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

Schedule A-1

	<u>Beginning Fair Value</u>	<u>Purchases</u>	<u>Sales Proceeds</u>	<u>Change in Fair Value</u>	<u>Ending Fair Value</u>	<u>Average Daily Fair Value</u>	<u>Total Interest Income</u>	<u>Less Service Charges</u>	<u>Net Interest Income</u>
Jul 2021	\$418,202,496	\$21,952,000	\$0	\$735,445	\$440,889,941	\$431,603,509	\$536,875	\$9,661	\$527,214
Aug 2021	440,889,941	39,285,854	19,003,778	(502,059)	460,669,958	451,474,903	580,149	(15)	580,164
Sep 2021	460,669,958	70,980,000	33,000,000	(2,202,372)	496,447,586	492,055,521	485,374	(50)	485,424
Oct 2021	496,447,586	6,986,000	0	(1,228,115)	502,205,471	500,335,650	474,608	4,325	470,283
Nov 2021	502,205,471	10,187,000	16,526,894	51,265	495,916,842	500,141,115	552,478	0	552,478
Dec 2021									
Jan 2022									
Feb 2022									
Mar 2022									
Apr 2022									
May 2022									
Jun 2022									
<hr/> <hr/>									
Comparative Totals:									
Year-to-date									
FY 2021-22	\$418,202,496	\$149,390,854	\$68,530,672	(\$3,145,836)	\$495,916,842	\$475,122,140	\$2,629,484	\$13,921	\$2,615,563
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
Amt Change					65,101,776	75,630,460	(1,294,768)	(428)	(1,294,340)
% Change					15.11%	18.93%	-32.99%	-2.98%	-33.10%

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 2021

Schedule A-2

	Purchases	Sales		Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
		Cost	Receipts					
Miscellaneous				\$264		\$264		0.00%
Money Market Account				20,321		20,321	\$68,200,000	0.36%
Utah Public Treasurers' Investment Fund				13,264		13,264	46,100,000	0.35%
Commercial Paper and Corporate Notes	\$10,187,000	\$16,526,894	\$16,526,894	291,068	(\$254,840)	36,228	181,511,494	0.24%
Obligations of U. S. Government				214,049	280,544	494,593	196,954,621	3.01%
Municipal Bonds				13,512	25,561	39,073	7,375,000	6.36%
Total	<u>\$10,187,000</u>	<u>\$16,526,894</u>	<u>\$16,526,894</u>	<u>\$552,478</u>	<u>\$51,265</u>	<u>\$603,743</u>	<u>\$500,141,115</u>	1.45%

UTAH STATE UNIVERSITY
SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS
For the Month of November 2021

Schedule A-3

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<u>Cash Management Investment Pool</u>						
Miscellaneous						\$264
Money Market Account						20,321
Utah Public Treasurers' Investment Fund						13,264
Corporate Bonds and Floaters		\$10,187,000		\$16,526,894	\$16,526,894	\$0
Obligations of U. S. Government						214,049
Municipal Bonds						13,512
 Total Cash Management Investment Pool		<u>\$10,187,000</u>		<u>\$16,526,894</u>	<u>\$16,526,894</u>	<u>\$0</u>
						<u>\$552,478</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 2021	\$252,565,749	\$3,455,085	\$3,335,205	\$1,198,488	\$253,884,117	\$253,224,933	\$123,077	\$21,701	\$144,778	\$3,197	\$141,581
Aug 2021	253,884,117	3,177,995	2,817,011	2,932,444	257,177,545	255,530,831	163,503	622,753	786,256	\$4,140	782,116
Sep 2021	257,177,545	6,470,216	5,462,488	(1,684,285)	256,500,988	256,839,267	382,651	819,909	1,202,560	88,745	1,113,815
Oct 2021	256,500,988	9,694,614	8,853,523	6,853,794	264,195,873	260,348,431	158,069	1,512,950	1,671,019	16,138	1,654,881
Nov 2021	264,195,873	3,624,640	3,005,084	(4,410,027)	260,405,402	262,300,638	132,815	694,364	827,179	7,661	819,518
Dec 2021											
Jan 2022											
Feb 2022											
Mar 2022											
Apr 2022											
May 2022											
Jun 2022											

Comparative Totals:

Year-to-date											
FY 2021-22	\$252,565,749	\$26,422,550	\$23,473,311	\$4,890,414	\$260,405,402	\$257,648,820	\$960,115	\$3,671,677	\$4,631,792	\$119,881	\$4,511,911
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
Amt Change					39,236,694	48,082,794	(91,112)	1,259,707	1,168,595	(127,082)	1,295,677
% Change					17.74%	22.94%	-8.67%	52.23%	33.74%	-51.46%	40.29%

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 \$7,679,538 principal beginning balance, a \$8,182,937 ending balance, and a \$8,178,488 average daily balance for the current month. Current month interest and dividends from the CMIP were \$8,998 bringing the total to \$38,720 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 2021

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		\$494,402					\$8,998
CMP Interest		8,998					
Equity funds							
RhumbLine QSI Index			81.163	\$1,996	\$3,207	\$1,211	
Fixed Income funds							
Longfellow		975,866		1,048,157	1,056,320	8,163	
Paydenfunds - Emerging Markets Bond Fund	907.890	11,494					11,494
Wellington - CTF Opportunistic Emerging Markets	894.807	9,189	326.264	3,385	3,442	57	9,190
Alternatives							
Centerbridge							
Centerbridge Partners Real Estate Fund II, LP		315,036					
Commonfund							
CEP VIII				28,882	126,529	97,647	11,002
CNR VIII		3,750		3,282	17,322	14,040	912
CVP X				15,506	81,613	66,107	
Constitution Capital							
Ironsides Co-Investment Fund III		4,355		4,802	33,834	29,032	
Global Infrastructure Partners							
Global Infrastructure Partners III-A/B, L.P.				3,520	3,520	0	38,886
HarbourVest							
HarbourVest 2017 Global Fund L.P.		360,000		149,491	559,982	410,491	
MUFG Fund Services							
EnTrust Permal Special Opportunities Evergreen Fund		243,922					
Solamere Capital							
Solamere Founders Fund II, LP		18,242		9,220	76,836	67,616	
Money Market Funds							
Goldman Sachs Bank Deposit		4					4
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z		258,628		468,964	468,964	0	
US Bank - Longfellow First Am Treas Ob Fund Cl Z		531,701		526,075	526,075	0	
Cash							
Endowment Pool							
US Bank Cash		214,466					
Longfellow							
US Bank Cash		122,258		33	33	0	
Accruals / Payable							
Endowment Pool							
US Bank - Accruals		7		9	9	0	7
Longfellow							
US Bank Receivable - Interest Accrual		52,322		47,398	47,398	0	52,322
Total Endowment Pool Transactions		<u>\$3,624,640</u>		<u>\$2,310,720</u>	<u>\$3,005,084</u>	<u>\$694,364</u>	<u>\$132,815</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 2021	\$226,770,652	\$2,735,491	\$2,549,378	\$1,325,198	\$228,281,963	\$227,526,308	\$186,113	(\$32,710)	\$153,403
Aug 2021	228,281,963	1,127,728	1,397,141	(303,387)	227,709,163	227,995,563	285,006	(5,000)	280,006
Sep 2021	227,709,163	743,136	354,722	(1,234,045)	226,863,532	227,286,348	340,268	66,265	406,533
Oct 2021	226,863,532	36,981,541	33,361,373	607,975	231,091,675	228,977,604	247,142	(26,317)	220,825
Nov 2021	231,091,675	6,324,557	2,279,168	(231,535)	234,905,529	232,998,602	257,148	0	257,148
Dec 2021									
Jan 2022									
Feb 2022									
Mar 2022									
Apr 2022									
May 2022									
Jun 2022									
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Comparative Totals:

Year-to-date									
FY 2021-22	\$226,770,652	\$47,912,453	\$39,941,782	\$164,206	\$234,905,529	\$228,956,885	\$1,315,677	\$2,238	\$1,317,915
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
Amt Change					23,677,721	22,207,384	66,171	(74,986)	(8,815)
% Change					11.21%	10.74%	5.30%	-97.10%	-0.66%

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 \$113,714,223 principal beginning balance, a \$117,395,852 ending balance and a \$117,449,158 average daily balance for the current month. Current month interest and dividends from the CMIP were \$130,292 bringing the total to \$628,994 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 2021	\$32,803,523	\$236,623	\$216,379	\$474,808	\$33,298,575	\$33,051,049	\$1,461	\$6,488	\$7,949
Aug 2021	33,298,575	371,162	429,186	736,171	33,976,722	33,637,649	818	70,457	71,275
Sep 2021	33,976,722	422,811	419,820	(1,305,504)	32,674,209	33,325,466	3,374	2,941	6,315
Oct 2021	32,674,209	32,733	64,119	1,545,507	34,188,330	33,431,270	1,572	5,527	7,099
Nov 2021	34,188,330	27,097	22,575	(493,160)	33,699,692	33,944,011	1,372	5,823	7,195
Dec 2021									
Jan 2022									
Feb 2022									
Mar 2022									
Apr 2022									
May 2022									
Jun 2022									
<hr/> <hr/>									
Comparative Totals:									
Year-to-date									
FY 2021-22	\$32,803,523	\$1,090,426	\$1,152,079	\$957,822	\$33,699,692	\$33,477,889	\$8,597	\$91,236	\$99,833
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
Amt Change					5,106,050	6,543,424	(2,974)	72,572	69,598
% Change					17.86%	24.29%	-25.70%	388.83%	230.19%

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of November 2021

Schedule C2C
Page 1 of 1

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Other Investments</u>							
Common and Preferred Stock							
Morgan Stanley							
IBM	13.000	\$1,521	13.000	\$1,521	\$1,477	(\$44)	
Vanguard Total Stock Market Index Fund	86.000	9,860	86.000	9,860	9,767	(93)	
Utah Public Treasurers'							
Investment Fund		44				\$44	
ETF / Bonds / Mutual Funds							
Charles Schwab							
Bond Funds							
Janus Henderson Multi Sector Income Fund	14.422	144				144	
PIMCO Income Instl	28.962	343				343	
Western Asset Core Plus Bond	30.985	369				369	
Equity Funds							
American Funds American Balanced F3			132.314	3,759	4,485	726	
Commonfund							
CEU Title III							
Multi-Strategy Bond			82.780	958	1,345	387	
Multi-Strategy Equity			9.161	561	5,408	4,847	
TD Ameritrade							
Exchange Traded Funds Earnings						159	
Fixed Income Earnings						214	
Mutual Funds Earnings							
Alphacentric Income Opptys	5.569	68				68	
Stocks Earnings						31	
Money Market / Cash							
Charles Schwab - Money Market		4,485					
TD Ameritrade Cash		24		25	25	0	
TD Ameritrade Deposit Account		472		68	68	0	
Receivable / In Transit / Unsettled Purchases							
Morgan Stanley Unsettled Purchases		9,767					
		<u>\$27,097</u>		<u>\$16,752</u>	<u>\$22,575</u>	<u>\$5,823</u>	<u>\$1,372</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 2021	\$6,689,873	\$1,035,170	\$1,249,992	(\$3,409)	\$6,471,642	\$6,580,758	\$13,776	\$80,483	\$94,259	\$650	\$93,609
Aug 2021	6,471,642	574,124	555,527	144,656	6,634,895	6,553,269	25,579	21,895	47,474	135	47,339
Sep 2021	6,634,895	676,133	655,043	(176,080)	6,479,905	6,557,400	21,088	161,518	182,606	(2)	182,608
Oct 2021	6,479,905	721,535	708,665	232,080	6,724,855	6,602,380	13,426	15,299	28,725	657	28,068
Nov 2021	6,724,855	697,669	678,894	(77,509)	6,666,121	6,695,488	18,775	9,431	28,206	0	28,206
Dec 2021											
Jan 2022											
Feb 2022											
Mar 2022											
Apr 2022											
May 2022											
Jun 2022											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2021-22	\$6,689,873	\$3,704,631	\$3,848,121	\$119,738	\$6,666,121	\$6,597,859	\$92,644	\$288,626	\$381,270	\$1,440	\$379,830
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)
Amt Change					906,570	1,230,771	4,497	477,994	482,491	95	482,396
% Change					15.74%	22.93%	5.10%	252.42%	476.67%	7.06%	470.33%

Note: Endowment Trusts include externally managed endowment trusts.

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS
For the Month of November 2021

Schedule D-2
Page 1 of 1

Endowment Trusts	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
Common and Preferred Stock							
Amgen Inc	300.000	\$64,798					
AT & T Inc	2,600.000	65,299					
Crown Castle Intl Corp	350.000	64,365					
Edison International			1,080.000	\$64,286	\$68,977	\$4,691	
Kimberly Clark Corp			950.000	124,727	125,042	315	
PPL Corporation	2,300.000	67,383					
Viartis Inc	8,400.000	123,508					
iShares Preferred & Income			2,500.000	92,626	96,932	4,306	
Funds held at Morgan Stanley - Dividends							\$18,472
Mutual Funds - Equity							
Goldman Sachs Activebeta US Large Cap Equity ETF			3.000	272	282	10	
iShares Core S&P Total US Stock Market ETF			7.000	727	750	23	
iShares Russell 2000 ETF			3.000	670	707	37	
Vanguard Midcap VIPER			3.000	725	777	52	
iShares Core MSCI Emerging Markets ETF	8.000	507					
Mutual Funds - Bond							
iShares Core Total US Aggregate Bond ETF	3.000	342					
iShares JP Morgan USD Emerging	3.000	327					
Metropolitan West Total Return Bond Fund	0.002	0	3.607	40	39	(1)	
PGIM High Yield Q #1067	78.141	432					
The iShares Core Total US Bond Market ETF	4.000	212					
Wells Fargo Core Bond Fund Class Inst #944			2.786	38	36	(2)	
Funds held at Wells Fargo - Dividends							300
Money Market & Cash Funds							
Morgan Stanley Bank N.A. #		309,423		385,352	385,352	0	1
Wells Fargo #451		922					1
Wells Fargo #451		151					1
Total Endowment Trusts		<u>\$697,669</u>		<u>\$669,463</u>	<u>\$678,894</u>	<u>\$9,431</u>	<u>\$18,775</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 2021	\$66,189,244	\$22,634	\$1,496,410	\$0	\$64,715,468	\$65,333,503	\$19,973	\$0	\$19,973	\$0	\$19,973
Aug 2021	64,715,468	20,277	6,713,289	0	58,022,456	59,993,940	16,731	0	16,731	0	16,731
Sep 2021	58,022,456	1,652,303	1,511,856	0	58,162,903	58,885,840	15,412	0	15,412	0	15,412
Oct 2021	58,162,903	17,064	4,334,218	0	53,845,749	55,085,971	15,499	0	15,499	0	15,499
Nov 2021	53,845,749	16,951,687	7,039,149	0	63,758,287	60,629,777	17,238	0	17,238	0	17,238
Dec 2021											
Jan 2022											
Feb 2022											
Mar 2022											
Apr 2022											
May 2022											
Jun 2022											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2021-22	\$66,189,244	\$18,663,965	\$21,094,922	\$0	\$63,758,287	\$59,985,806	\$84,853	\$0	\$84,853	\$0	\$84,853
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
Amt Change					(41,092,506)	(43,679,576)	(164,479)	0	(164,479)	0	(164,479)
% Change					-39.19%	-42.14%	-65.97%	0.00%	-65.97%	0.00%	-65.97%

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 2021

Schedule E-2

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Plant Trusts</u>							
Utah Public Treasurers' Investment Fund		\$16,951,687		\$7,039,149	\$7,039,149	\$0	\$17,238
Total Plant Trusts		<u>\$16,951,687</u>		<u>\$7,039,149</u>	<u>\$7,039,149</u>	<u>\$0</u>	<u>\$17,238</u>

ITEM FOR ACTION

RE: Report of Investments for December 2021

The Report of Investments for December 2021 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 December 2021 and comparative year-to-date totals for FY 2021-2022 and FY 2020-2021; investment portfolios at 31 December 2021; and Summary of Total Investment Returns for the quarter ended 31 December 2021 and year-to date 01 July 2021 to 31 December 2021.

CASH MANAGEMENT INVESTMENT POOL

The average daily fair value invested during December 2021 was \$501,887,691, up \$1,746,576 over November 2021. Total investment loss was \$566,958, down \$1,170,701 from November 2021, reflecting the increase in the amount available for investing and a decrease in total investment return. The annualized total investment return was 1.36%, down 2.81% from November 2021.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$479,583,065, up \$76,347,765 (18.93%) over FY 2020-2021. Total interest income for FY 2021-2022 amounted to \$3,099,224, down \$1,596,957 (34.01%) from FY 2020-2021, reflecting an increase in the amount available for investing and a decrease in interest rates.

The total amount invested at 31 December 2021 was \$501,880,143, up \$78,222,123 (18.46%) over 31 December 2020. Unrealized losses at 31 December 2021 were \$4,749,483.

ENDOWMENT POOL

The average daily fair value invested during December 2021 was \$265,651,750, up \$3,351,112 over November 2021. Interest and dividend income of \$561,855 plus net realized gains of \$1,515,859 totaled \$2,077,714 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$258,982,641, up \$46,627,797 (21.96%) over FY 2020-2021. Total realized income for FY 2021-2022 was \$6,709,506, up \$1,659,779 (32.87%) over FY 2020-2021. This increase resulted from \$17,651 more in interest and dividends and \$1,642,128 more in net realized gains during FY 2021-2022.

The total amount invested at 31 December 2021 was \$270,898,098, up \$39,468,932 (17.05%) over 31 December 2020. Unrealized gains at 31 December 2021 were \$64,795,804.

OTHER INVESTMENTS

The average daily fair value invested during December 2021 was \$268,629,643, up \$1,687,030 over November 2021. Interest and dividend income of \$409,420 minus net realized losses of \$345,624 totaled \$63,796 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$263,467,252, up \$28,357,616 (12.06%) over FY 2020-2021. Total realized income for FY 2021-2022 was \$1,481,544, down \$181,220 (10.90%) from FY 2020-2021. This decrease resulted from \$162,418 more in interest and dividend income and \$343,638 less in net realized gains during FY 2021-2022.

The total amount invested at 31 December 2021 was \$268,654,063, up \$23,999,550 (9.81%) over 31 December 2020. Unrealized gains at 31 December 2021 were \$37,778,217.

ENDOWMENT TRUSTS

The average daily fair value invested during December 2021 was \$6,842,946, up \$147,458 over November 2021. Interest and dividend income of \$27,899 minus net realized losses of \$32,254 totaled \$4,355 in realized losses for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$6,638,707, up \$1,187,946 (21.79%) over FY 2020-2021. Total realized income for FY 2021-2022 was \$376,915, up \$500,106 (405.96%) over FY 2020-2021. This increase resulted from \$8,379 more in interest and dividend income and \$491,727 more in net realized gains during FY 2021-2022.

The total amount invested at 31 December 2021 was \$7,019,771, up \$1,041,067 (17.41%) over 31 December 2020. Unrealized gains at 31 December 2021 were \$526,213.

PLANT FUND TRUSTS

The average daily fair value invested during December 2021 was \$53,804,753, down \$6,825,024 from November 2021. Interest income totaled \$16,879 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$58,955,631, down \$43,387,865 (42.39%) from FY 2020-2021. Total realized income for FY 2021-2022 was \$101,732, down \$187,400 (64.81%) from FY 2020-2021. This decrease reflects the decreased amount available for investing and a decrease in the rate of return.

The total amount invested at 31 December 2021 was \$51,430,948, down \$44,303,104 (46.28%) from 31 December 2020. There were no unrealized gains or losses at 31 December 2021.

SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of December was \$971,298,931. Purchases totaled \$19,914,845 and sales totaled \$23,764,225. From this activity the University realized net gains of \$1,137,981 and earnings of \$1,367,806.

SUMMARY OF INVESTMENT RETURNS

The Endowment Pool composite benchmark is established based on the asset allocation of the Endowment Pool. At 31 December 2021 the Endowment Pool asset allocation was 4.26% cash, 22.23% fixed income, 73.51% equities. The benchmarks used include the Barclay's Capital U.S. Aggregate Bond Index, MSCI ACWIXUS, and the Russell 3000 index. The composite benchmark for the Endowment Pool at 31 December 2021 was 17.34%.

The Endowment Pool trailing 12-month rate of return was 15.14% at 31 December 2021. The Endowment Pool underperformed its benchmark by 220 bp year-to-date at 31 December 2021.

The Cash Management Investment Pool trailing 12-month rate of return was 0.09% at 31 December 2021. The benchmark for the Cash Management Investment Pool is the Utah Public Treasurers' Investment Fund (PTIF). The PTIF fiscal year-to-date annualized rate of return was 0.39% at 31 December 2021. The Cash Management Investment Pool underperformed its benchmark by 30 bp year-to-date at 31 December 2021.

ENDOWMENT FUNDS

The fair value of invested endowment funds at 31 December 2021 was \$553. million, up \$26. million (4.93%) over 30 September 2021. This increase includes the change in fair value and new gifts received through 31 December 2021.

Year-to-date, the endowment funds have increased \$24.2 million (4.58%) over 30 June 2021.

Endowment funds are currently invested 47.22% in the Endowment Pool, 24.0% in the Cash Management Investment Pool, 1.27% in the various Endowment Trusts and 27.51% in Other Investments.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for December 2021.

**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 December 2021 to 31 December 2021 and comparative year-to-date totals for the periods 1 July 2021 to 31 December 2021 and 1 July 2020 to 31 December 2020; 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 December 2021 to 31 December 2021 and comparative year-to-date totals for the periods 1 July 2021 to 31 December 2021 and 1 July 2020 to 31 December 2020;

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 December 2021.


RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Date



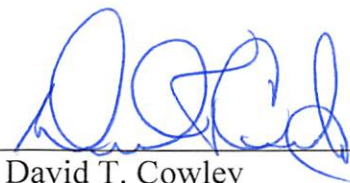
UTAH STATE UNIVERSITY
REPORT OF INVESTMENTS
DECEMBER 2021

The following schedules (A through G) 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

4/11/2022
Date



David T. Cowley
Vice President for Business and Finance

4/12/22
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 2021	\$418,202,496	\$21,952,000	\$0	\$735,445	\$440,889,941	\$431,603,509	\$536,875	\$9,661	\$527,214
Aug 2021	440,889,941	39,285,854	19,003,778	(502,059)	460,669,958	451,474,903	580,149	(15)	580,164
Sep 2021	460,669,958	70,980,000	33,000,000	(2,202,372)	496,447,586	492,055,521	485,374	(50)	485,424
Oct 2021	496,447,586	6,986,000	0	(1,228,115)	502,205,471	500,335,650	474,608	4,325	470,283
Nov 2021	502,205,471	10,187,000	16,526,894	51,265	495,916,842	500,141,115	552,478	0	552,478
Dec 2021	495,916,842	7,000,000	0	(1,036,699)	501,880,143	501,887,691	469,740	(75)	469,815
Jan 2022									
Feb 2022									
Mar 2022									
Apr 2022									
May 2022									
Jun 2022									
<hr/> <hr/>									
Comparative Totals:									
Year-to-date									
FY 2021-22	\$418,202,496	\$156,390,854	\$68,530,672	(\$4,182,535)	\$501,880,143	\$479,583,065	\$3,099,224	\$13,846	\$3,085,378
FY 2020-21	335,205,357	133,146,000	45,855,000	1,161,663	423,658,020	403,235,300	4,696,181	14,349	4,681,832
Amt Change					78,222,123	76,347,765	(1,596,957)	(503)	(1,596,454)
% Change					18.46%	18.93%	-34.01%	-3.51%	-34.10%

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

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL PORTFOLIO
31 December 2021

Schedule A-1-A
Page 1 of 3

Description	Coupon Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Money Market						
Bank of Utah - Public Treasurer Acct	0.3400%			\$34,100,000	\$34,100,000	\$0
Cache Valley Bank	0.3975%			34,100,000	34,100,000	0
				<u>68,200,000</u>	<u>68,200,000</u>	<u>0</u>
Public Treasurers' Investment Fund						
Utah Public Treasurers' Investment Fund	0.3647%			46,100,000	46,100,000	0
				<u>46,100,000</u>	<u>46,100,000</u>	<u>0</u>
Commercial Paper and Corporate Notes						
Floater Rate						
HSBC	1.6330%	09/10/19	01/05/22	10,000,000	10,000,363	363
Creidt Agricole	1.5510%	01/11/19	01/10/22	7,000,000	7,001,235	1,235
Nissan	1.0120%	08/09/19	01/13/22	15,000,000	15,001,350	1,350
Daimler Finance	1.0560%	08/16/19	02/15/22	2,000,000	2,001,750	1,750
Daimler Finance	1.0400%	02/22/19	02/22/22	5,000,000	5,005,167	5,167
Mizuho Financial	1.1160%	07/12/19	02/28/22	5,000,000	5,006,369	6,369
JP Morgan	7.7500%	01/28/20	04/08/22	1,000,000	1,022,600	22,600
Banco Santander	1.6810%	06/17/19	04/11/22	5,000,000	5,017,807	17,807
Barclays Bank	1.0000%	06/28/19	06/27/22	5,000,000	4,993,426	(6,574)
Athene Global	1.3600%	07/23/20	07/01/22	13,000,000	13,069,306	69,306
Athene Global	1.3600%	07/28/20	07/01/22	2,000,000	2,010,663	10,663
Barclays Bank	1.0000%	07/11/19	07/11/22	5,000,000	4,992,500	(7,500)
Mizuho	1.0810%	12/18/19	09/11/22	7,000,000	7,031,941	31,941
Natwest Markets	1.7120%	09/30/19	09/29/22	14,875,000	15,019,646	144,646
Westpac Banking	0.5120%	03/20/20	01/13/23	904,169	1,003,808	99,639
Bank of America	1.2920%	03/11/20	01/20/23	5,000,000	4,993,788	(6,212)
Wells Fargo & Co	1.2340%	03/13/20	01/24/23	5,000,000	5,002,640	2,640
Goldman Sachs	0.9140%	03/16/20	02/23/23	14,996,837	15,062,582	65,745
Citigroup	0.3200%	02/27/20	02/27/23	7,000,000	6,970,907	(29,093)

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL PORTFOLIO
31 December 2021

Schedule A-1-A
Page 2 of 3

Description	Coupon Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Commercial Paper and Corporate Notes (continued)						
Truist Bank	0.7800%	03/10/20	03/09/23	\$7,000,000	\$7,037,217	\$37,217
Barclays	6.3900%	09/01/20	03/16/23	3,185,000	3,253,478	68,478
Banco Santander	1.2410%	10/14/20	04/12/23	5,000,000	5,050,605	50,605
UBS	1.3840%	07/21/20	05/23/23	6,900,000	6,927,796	27,796
Mizuho	0.9620%	07/21/20	07/16/23	3,000,000	3,007,930	7,930
UBS	1.1060%	08/17/20	08/15/23	8,000,000	8,035,027	35,027
Standard Chartered	1.2990%	10/14/20	10/14/23	5,000,000	5,033,133	33,133
Athene Global	0.8540%	07/29/21	01/08/24	2,952,000	2,959,717	7,717
Citigroup	1.2580%	11/05/21	05/17/24	5,000,000	5,049,954	49,954
Citigroup	1.1940%	11/24/21	06/01/24	5,187,000	5,233,492	46,492
				181,000,006	181,796,197	796,191
Obligations of U. S. Government						
Federal Farm Credit Bank FFCB	1.3900%	12/22/21	06/22/26	7,000,000	6,994,690	(5,310)
Federal Farm Credit Bank FFCB	1.2500%	07/06/21	07/06/27	7,000,000	6,910,220	(89,780)
Federal Farm Credit Bank FFCB	1.3300%	09/01/21	09/01/28	10,000,000	9,889,334	(110,666)
Federal Farm Credit Bank FFCB	1.0400%	01/25/21	01/25/29	10,000,000	9,589,841	(410,159)
Federal Farm Credit Bank FFCB	1.2900%	09/09/21	02/26/29	9,980,000	9,772,974	(207,026)
Federal Farm Credit Bank FFCB	1.3700%	09/20/21	03/20/29	10,000,000	9,796,440	(203,560)
Federal Farm Credit Bank FFCB	1.4000%	07/27/21	04/26/29	5,000,000	4,882,770	(117,230)
Federal Farm Credit Bank FFCB	1.2300%	09/10/20	09/10/29	10,000,000	9,452,665	(547,335)
Federal Farm Credit Bank FFCB	1.4700%	09/17/21	12/17/29	10,000,000	9,805,261	(194,739)
Federal Farm Credit Bank FFCB	1.8300%	10/26/21	04/25/30	6,986,000	6,949,588	(36,412)
Federal Farm Credit Bank FFCB	1.2500%	09/03/20	06/03/30	10,000,000	9,667,685	(332,315)
Federal Home Loan Mortgage FHLMC	1.2500%	09/10/20	06/10/30	4,500,000	4,337,692	(162,308)
Federal Farm Credit Bank FFCB	1.5500%	08/10/21	07/26/30	9,995,000	9,760,828	(234,172)
Federal Farm Credit Bank FFCB	1.2300%	01/22/21	07/29/30	10,562,000	10,175,557	(386,443)
Farmer Mac FAMCA	1.2700%	08/19/20	08/19/30	6,500,000	6,260,131	(239,869)

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL PORTFOLIO
31 December 2021

Schedule A-1-A
Page 3 of 3

Description	Coupon Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Obligations of U. S. Government (continued)						
Federal Home Loan Bank FHLB	1.2200%	08/26/20	08/26/30	\$8,000,000	\$7,689,873	(\$310,127)
Federal Farm Credit Bank FFCB	1.2400%	09/03/20	09/03/30	7,000,000	6,743,077	(256,923)
Farmer Mac FAMCA	1.3500%	09/09/20	09/09/30	10,000,000	9,679,288	(320,712)
Farmer Mac FAMCA	1.2900%	01/15/21	01/15/31	10,265,767	9,911,588	(354,179)
Federal Home Loan Bank FHLB	0.7500%	01/27/21	01/27/31	9,980,000	9,595,901	(384,099)
Federal Home Loan Bank FHLB	1.4000%	02/04/21	02/04/31	6,900,000	6,684,446	(215,554)
Federal Home Loan Bank FHLB	0.7500%	02/18/21	02/18/31	9,995,000	9,715,675	(279,325)
Federal Farm Credit Bank FFCB	1.7000%	08/25/21	04/28/31	4,290,853	4,190,841	(100,012)
Federal Farm Credit Bank FFCB	1.8500%	08/18/21	08/18/31	10,000,000	9,933,020	(66,980)
				<u>203,954,620</u>	<u>198,389,385</u>	<u>(5,565,235)</u>
Municipal Bonds						
Salt Lake County	2.3500%	03/01/17	02/01/21	1,600,000	1,602,419	2,419
Salt Lake County	2.5000%	03/01/17	02/01/22	2,175,000	2,215,917	40,917
Salt Lake County	2.7800%	03/01/17	02/01/23	600,000	620,048	20,048
Utah State Transit Authority	1.7830%	03/15/21	02/01/24	3,000,000	2,956,177	(43,823)
				<u>7,375,000</u>	<u>7,394,561</u>	<u>19,561</u>
Total Cash Management Investment Pool				<u>\$506,629,626</u>	<u>\$501,880,143</u>	<u>(\$4,749,483)</u>

UTAH STATE UNIVERSITY
CASH MANAGEMENT INVESTMENT POOL
SUMMARY OF INVESTMENT TRANSACTIONS AND PERFORMANCE
For the Month of December 2021

Schedule A-2

	Purchases	Sales		Earnings	Change in Fair Value	Total Investment Income	Average Daily Fair Value	Annualized Total Investment Return
		Cost	Receipts					
Miscellaneous				\$77		\$77		0.00%
Money Market Account				21,203		21,203	\$68,200,000	0.37%
Utah Public Treasurers' Investment Fund				14,794		14,794	46,100,000	0.39%
Commercial Paper and Corporate Notes				202,074	(\$170,780)	31,294	181,000,006	0.21%
Obligations of U. S. Government	\$7,000,000			218,081	(842,430)	(624,349)	199,212,685	-3.76%
Municipal Bonds				13,512	(23,489)	(9,977)	7,375,000	-1.62%
Total	<u>\$7,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$469,741</u>	<u>(\$1,036,699)</u>	<u>(\$566,958)</u>	<u>\$501,887,691</u>	-1.36%

UTAH STATE UNIVERSITY
SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS
For the Month of December 2021

Schedule A-3

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<u>Cash Management Investment Pool</u>						
Miscellaneous						\$77
Money Market Account						21,203
Utah Public Treasurers' Investment Fund						14,794
Corporate Bonds and Floaters						202,074
Obligations of U. S. Government		\$7,000,000				218,081
Municipal Bonds						13,512
 Total Cash Management Investment Pool		<u>\$7,000,000</u>		<u>\$0</u>	<u>\$0</u>	<u>\$469,741</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 2021	\$252,565,749	\$3,455,085	\$3,335,205	\$1,198,488	\$253,884,117	\$253,224,933	\$123,077	\$21,701	\$144,778	\$3,197	\$141,581
Aug 2021	253,884,117	3,177,995	2,817,011	2,932,444	257,177,545	255,530,831	163,503	622,753	786,256	\$4,140	782,116
Sep 2021	257,177,545	6,470,216	5,462,488	(1,684,285)	256,500,988	256,839,267	382,651	819,909	1,202,560	88,745	1,113,815
Oct 2021	256,500,988	9,694,614	8,853,523	6,853,794	264,195,873	260,348,431	158,069	1,512,950	1,671,019	16,138	1,654,881
Nov 2021	264,195,873	3,624,640	3,005,084	(4,410,027)	260,405,402	262,300,638	132,815	694,364	827,179	7,661	819,518
Dec 2021	260,405,402	6,432,062	4,426,498	8,487,132	270,898,098	265,651,750	561,855	1,515,859	2,077,714	115,014	1,962,700
Jan 2022											
Feb 2022											
Mar 2022											
Apr 2022											
May 2022											
Jun 2022											

Comparative Totals:

Year-to-date

FY 2021-22	\$252,565,749	\$32,854,612	\$27,899,809	\$13,377,546	\$270,898,098	\$258,982,641	\$1,521,970	\$5,187,536	\$6,709,506	\$234,895	\$6,474,611
FY 2020-21	199,048,724	59,713,886	53,946,392	26,612,948	231,429,166	212,354,844	1,504,319	3,545,408	5,049,727	318,543	4,731,184
Amt Change					39,468,932	46,627,797	17,651	1,642,128	1,659,779	(83,648)	1,743,427
% Change					17.05%	21.96%	1.17%	46.32%	32.87%	-26.26%	36.85%

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 \$8,182,937 principal beginning balance, a \$9,750,743 ending balance, and a \$9,746,202 average daily balance for the current month. Current month interest and dividends from the CMIP were \$9,082 bringing the total to \$47,802 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
 ENDOWMENT POOL
 INVESTMENT PERFORMANCE

Schedule B-1-A

	Total Number of Units	Fair Value Per Unit			Net Earnings	Earnings Per Unit
		Beginning of Month	End of Month	Percent Change		
July 2021	587,344.00	\$430.0133	\$432.2580	0.52%	\$123,077	\$0.2095
August 2021	587,810.43	432.2580	437.5178	1.22%	163,503	0.2782
September 2021	589,441.96	437.5178	435.1590	-0.54%	382,651	0.6492
October 2021	591,048.64	435.1590	446.9951	2.72%	158,069	0.2674
November 2021	592,154.69	446.9951	439.7591	-1.62%	132,815	0.2243
December 2021	595,699.18	439.7591	454.7565	3.41%	561,855	0.9432
January 2022						
February 2022						
March 2022						
April 2022						
May 2022						
June 2022						

UTAH STATE UNIVERSITY
 ENDOWMENT POOL PORTFOLIO
 December 31, 2021

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 Page 1 of 4

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Cash Management Investment Pool						\$9,750,743	\$9,750,743	\$0
Total Cash Management Investment Pool						<u>9,750,743</u>	<u>9,750,743</u>	<u>0</u>
Equity funds								
Dimensional - DFA Emerging Markets Core Equity		141,262.374				3,057,153	3,537,210	480,057
Dimensional - DFA Micro Cap		76,333.781				1,640,627	2,097,652	457,025
Dimensional - DFA Small Cap		47,689.182				1,657,017	2,243,776	586,759
GQG Partners Emerging Markets Equity Fund						4,500,000	6,580,722	2,080,722
GQG Partners Global Equity Fund						24,500,000	33,541,353	9,041,353
RhumbLine QSI Index		617,212.059				14,851,478	25,046,421	10,194,943
Ryder Court Global Opportunistic Fund		2,142,396.661				22,928,249	30,426,288	7,498,039
Vanguard FTSE All-World ex-US Index Fund		144,307.320				13,532,504	17,440,983	3,908,479
Vanguard Russell 3000		34,718.848				6,826,461	14,495,119	7,668,658
Total Equities						<u>93,493,489</u>	<u>135,409,524</u>	<u>41,916,035</u>
Fixed Income funds								
Longfellow						20,993,306	21,002,643	9,337
Columbia Inst High Yield Fixed Income		77,698.946				9,200,000	9,805,128	605,128
GoldenTree Multi Sector Cayman, LTD		2,823.848				3,000,000	4,143,843	1,143,843
Pacific Asset Management						9,266,831	11,267,262	2,000,431
Paydenfunds - Emerging Markets Bond Fund		189,268.645				2,453,328	2,424,531	(28,797)
Silver Rock Offshore Tactical Allocation Fund						2,683,635	3,148,584	464,949
Vanguard Inflation Protected Secs Ad		108,587.434				2,827,021	3,088,227	261,206
Vanguard Short Term Inflation Protected Securities Index Fur		112,544.961				2,791,133	2,896,907	105,774
Wellington - CTF Opportunistic Emerging Markets		235,656.077				2,444,841	2,448,467	3,626
Total Fixed Income Funds						<u>55,660,095</u>	<u>60,225,592</u>	<u>4,565,497</u>
Alternatives								
Aether Investment Partners, LLC								
Aether Real Assets IV, LP						1,849,821	2,191,605	341,784
Aether Real Assets V, LP						1,858,524	2,542,961	684,437

UTAH STATE UNIVERSITY
 ENDOWMENT POOL PORTFOLIO
 December 31, 2021

Schedule B-1-B
 Page 2 of 4

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Alternatives (continued)								
The Carlyle Group								
Carlyle Realty Partners VIII						\$1,927,979	\$1,924,646	(\$3,333)
Centerbridge								
Centerbridge Partners Real Estate Fund II, LP						362,043	362,043	0
Commonfund								
CEP VII						0	461,724	461,724
CEP VIII						401,170	1,130,715	729,545
CNR VIII						856,170	594,700	(261,470)
CNR IX						1,054,535	1,184,548	130,013
CVP X						640,574	2,516,399	1,875,825
Constitution Capital								
Ironsides Co-Investment Fund III						184,198	428,150	243,952
Ironsides Partnership Fund III						25,474	1,111,437	1,085,963
Fort Washington Capital Partners Group								
Fort Washington Private Equity Investors X, LP						3,330,000	5,086,700	1,756,700
Global Infrastructure Partners								
Global Infrastructure Partners III-A/B, L.P.						2,567,503	2,742,499	174,996
Global Infrastructure Partners IV-A/B, L.P.						946,700	898,584	(48,116)
Goldman Sachs								
Vintage Fund VI						115,961	496,693	380,732
Grosvenor								
GCM Grosvenor Special Opportunity Fund						3,000,000	3,000,000	0
HarbourVest								
HarbourVest 2017 Global Fund L.P.						3,534,760	5,762,443	2,227,683
i Squared Capital								
ISQ Global Infrastructure Fund III						392,741	304,529	(88,212)
Morgan Stanley								
JP Morgan Prime Property Fund		383.932				5,748,406	8,414,545	2,666,139

UTAH STATE UNIVERSITY
 ENDOWMENT POOL PORTFOLIO
 December 31, 2021

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Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
MUFG Fund Services								
EnTrust Permal Special Opportunities Evergreen Fund						\$829,377	\$828,810	(\$567)
Pinehurst Institutional Ltd.								
Corbin		5,085.637				9,000,000	11,936,449	2,936,449
Silicon Valley Bank								
Strategic Investors Fund X Cayman, LP						447,611	471,253	23,642
Solamere Capital								
Solamere Founders Fund I, LP						505,938	974,190	468,252
Solamere Founders Fund II, LP						1,840,181	3,316,915	1,476,734
Solamere Founders Fund IV, LP						310,737	310,737	0
Woodbury								
Woodbury Strategic Partners Fund, L.P.						151,600	151,375	(225)
Woodbury IFRI						32,223	29,093	(3,130)
Woodbury Capital II, LP						646,839	1,086,286	439,447
Woodbury Capital II, LP - WB West						78,840	85,299	6,459
Woodbury Capital III, LP						2,317,556	2,761,239	443,683
WSP Centre Point Co-Investors, LLC						0	(5,848)	(5,848)
WSP Wilmington, Phase I & II						385,338	573,230	187,892
WSP Wilmington Hotel LLC						63,700	46,822	(16,878)
Total Alternatives						<u>45,406,499</u>	<u>63,720,771</u>	<u>18,314,272</u>
Money Market Funds								
Goldman Sachs Bank Deposit						125,492	125,492	0
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z						1,220,267	1,220,267	0
US Bank - Longfellow First Am Treas Ob Fund Cl Z						158,446	158,446	0
Total Money Market						<u>1,504,205</u>	<u>1,504,205</u>	<u>0</u>
Cash								
Endowment Pool								
US Bank Cash						151,445	151,445	0
Total Cash						<u>151,445</u>	<u>151,445</u>	<u>0</u>

UTAH STATE UNIVERSITY
 ENDOWMENT POOL PORTFOLIO
 December 31, 2021

Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Accruals / Payables								
Endowment Pool								
US Bank - Accruals						\$12	\$12	\$0
Longfellow								
US Bank Receivable - Interest Accrual						135,806	135,806	0
Total Accruals / payables						<u>135,818</u>	<u>135,818</u>	<u>0</u>
Total Endowment Pool						<u><u>\$206,102,294</u></u>	<u><u>\$270,898,098</u></u>	<u><u>\$64,795,804</u></u>

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT POOL TRANSACTIONS
For the Month of December 2021

Schedule B-2
Page 1 of 2

Endowment Pool Transactions	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
Cash Management Investment Pool							
Utah State University		\$1,558,723					\$9,082
CMP Interest		9,082					
Equity funds							
Dimensional - DFA Emerging Markets Core Equity	1,218.630	30,076					30,076
Dimensional - DFA Micro Cap	7,236.831	193,223	0.000	\$0	\$186,843	\$186,843	6,380
Dimensional - DFA Small Cap	2,668.149	121,054	0.000	0	114,345	114,345	6,709
Ryder Court Global Opportunistic Fund			2,949.852	29,499	41,894	12,395	
Vanguard FTSE All-World ex-US Index Fund	2,007.340	236,204					236,204
Vanguard Russell 3000	125.602	51,720					51,720
Fixed Income funds							
Longfellow		407,486		364,159	365,459	1,300	
Paydenfunds - Emerging Markets Bond Fund	1,163.898	14,898					14,898
Silver Rock Offshore Tactical Allocation Fund		421,458					
Vanguard Inflation Protected Secs Ad	2,170.397	61,509					61,509
Vanguard Short Term Inflation Protected Securities Index F	2,064.512	52,975					52,975
Wellington - CTF Opportunistic Emerging Markets	879.858	9,142					9,142
Alternatives							
The Carlyle Group							
Carlyle Realty Partners VIII		263,821		393,626	808,037	414,411	(107,068)
Centerbridge							
Centerbridge Partners Real Estate Fund II, LP		47,007					
Commonfund							
CEP VII				0	68,707	68,707	
CEP VIII				0	89,121	89,121	3,713
CNR IX		18,750		21,882	27,205	5,323	2,366
CVP X		7,500		15,358	142,858	127,500	2,339
Constitution Capital							
Ironsides Co-Investment Fund III				53,290	156,992	103,702	(15,555)
Ironsides Partnership Fund III		26,547		1,073	117,353	116,280	
Goldman Sachs							
Vintage Fund VI				19,660	19,660	0	
i Squared Capital							
ISQ Global Infrastructure Fund III		392,741					
Morgan Stanley							
JP Morgan Prime Property Fund	3.455	75,715					75,715
Silicon Valley Bank							
Strategic Investors Fund X Cayman, LP		57,800					

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT POOL TRANSACTIONS
For the Month of December 2021

Schedule B-2
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	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Alternatives							
Solamere Capital							
Solamere Founders Fund I, LP		\$2,562		\$14,851	\$44,551	\$29,700	\$450
Solamere Founders Fund II, LP		9,778		47,514	117,596	70,082	1,188
Solamere Founders Fund IV, LP		310,737					
Woodbury							
Woodbury Strategic Partners Fund, L.P.				65,305	65,305	0	21,562
Woodbury IFRI							8,934
Woodbury Capital III, LP				167,113	343,263	176,150	
WSP Centre Point Co-Investors, LLC							13,723
WSP Wilmington, Phase I & II							14,358
WSP Wilmington Hotel LLC							8,712
Money Market Funds							
Goldman Sachs Bank Deposit		19,665					4
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z		1,573,588		1,206,672	1,206,672	0	
US Bank - Longfellow First Am Treas Ob Fund Cl Z		254,105		255,074	255,074	0	
Cash							
Endowment Pool							
US Bank Cash		151,445		214,466	214,466	0	
Longfellow							
US Bank Cash		32					
Accruals / Payable							
Endowment Pool							
US Bank - Accruals		12		7	7	0	12
Longfellow							
US Bank Receivable - Interest Accrual		52,707		41,090	41,090	0	52,707
Total Endowment Pool Transactions		<u>\$6,432,062</u>		<u>\$2,910,639</u>	<u>\$4,426,498</u>	<u>\$1,515,859</u>	<u>\$561,855</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 2021	\$226,770,652	\$2,735,491	\$2,549,378	\$1,325,198	\$228,281,963	\$227,526,308	\$186,113	(\$32,710)	\$153,403
Aug 2021	228,281,963	1,127,728	1,397,141	(303,387)	227,709,163	227,995,563	285,006	(5,000)	280,006
Sep 2021	227,709,163	743,136	354,722	(1,234,045)	226,863,532	227,286,348	340,268	66,265	406,533
Oct 2021	226,863,532	36,981,541	33,361,373	607,975	231,091,675	228,977,604	247,142	(26,317)	220,825
Nov 2021	231,091,675	6,324,557	2,279,168	(231,535)	234,905,529	232,998,602	257,148	0	257,148
Dec 2021	234,905,529	2,600,536	3,827,919	(553,868)	233,124,278	234,014,904	350,077	(326,056)	24,021
Jan 2022									
Feb 2022									
Mar 2022									
Apr 2022									
May 2022									
Jun 2022									

Comparative Totals:

Year-to-date									
FY 2021-22	\$226,770,652	\$50,512,989	\$43,769,701	(\$389,662)	\$233,124,278	\$229,799,888	\$1,665,754	(\$323,818)	\$1,341,936
FY 2020-21	202,376,354	38,256,473	29,558,765	4,000,680	215,074,742	207,816,464	1,543,516	58,974	1,602,490
Amt Change					18,049,536	21,983,424	122,238	(382,792)	(260,554)
% Change					8.39%	10.58%	7.92%	-649.09%	-16.26%

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 \$117,395,852 principal beginning balance, a \$115,724,908 ending balance and a \$115,771,650 average daily balance for the current month. Current month interest and dividends from the CMIP were \$108,905 bringing the total to \$737,899 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
DEFENSIVE RETURN POOL PORTFOLIO
31 December 2021

Schedule C1B
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Description	Face Value	Maturity Date	Interest Rate/Coupon	Cost	Fair Value	Unrealized Gain/(Loss)
Cash Management Investment Pool				\$115,724,908	\$115,724,908	\$0
Total Cash Management Investment Pool				<u>115,724,908</u>	<u>115,724,908</u>	<u>0</u>
Utah Public Treasurers' Investment Fund			0.3647%	17,530,255	17,530,255	0
Total Utah Public Treasurers' Investment Fund				<u>17,530,255</u>	<u>17,530,255</u>	<u>0</u>
Fixed Income						
US Bank						
Corporate Issues						
Bristol Myers Squibb Co	10,000.000	08/01/97	6.875%	1,354,660	1,739,770	385,110
Burlington North Santa Fe	10,000.000	08/01/97	7.250%	1,410,975	1,789,600	378,625
Catholic Health Initiative	10,000.000	11/01/42	4.350%	905,670	1,147,460	241,790
Comcast Corp	10,000.000	10/15/58	4.950%	991,310	1,381,460	390,150
ConocoPhillips	10,000.000	02/01/39	6.500%	1,061,960	1,452,640	390,680
Cummins Inc	10,000.000	03/01/98	5.650%	1,065,050	1,409,940	344,890
Dignity Health	20,000.000	11/01/64	5.267%	2,059,480	2,788,020	728,540
Farmers Exchange Capital	9,500.000	07/15/48	7.200%	1,138,394	1,377,149	238,755
Assured Guarany Muni	10,000.000	12/15/66	6.400%	936,000	1,106,370	170,370
General Electric	11,840.000	12/29/49	4.100%	1,055,181	1,041,920	(13,261)
Goldman Sachs Group Inc Med Term Note	7,470.000	09/15/41	6.000%	858,482	962,457	103,975
Guardian Life	10,000.000	01/24/77	4.850%	971,620	1,306,110	334,490
Harley Davidson Inc	11,000.000	07/28/45	4.625%	1,027,202	1,169,091	141,889
IBM	10,000.000	12/01/96	7.125%	1,253,200	1,848,050	594,850
KKR Group Fin Co II	10,000.000	02/01/43	5.500%	1,069,400	1,335,170	265,770
Liberty Mutual Insurance	3,300.000	10/15/97	7.697%	487,658	518,232	30,574
Mass Mutual Life Insurance	10,000.000	04/01/77	4.900%	981,080	1,306,170	325,090
MetLife Inc	5,000.000	12/15/36	6.400%	540,625	615,110	74,485
MetLife Inc	4,730.000	04/08/38	9.250%	685,614	700,248	14,634
Mutual of Omaha Insurance Co	10,000.000	10/15/40	6.950%	1,253,880	1,313,430	59,550
National Rural Utility Cooperative	10,500.000	04/20/46	5.250%	1,052,625	1,128,509	75,884
Nationwide Financial Ser	10,000.000	05/15/37	6.750%	1,040,000	1,205,000	165,000
Ohio National Life Insurance	10,000.000	06/15/42	6.875%	1,269,440	1,324,540	55,100

UTAH STATE UNIVERSITY
DEFENSIVE RETURN POOL PORTFOLIO
31 December 2021

Schedule C1B
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Description	Face Value	Maturity Date	Interest Rate/Coupon	Cost	Fair Value	Unrealized Gain/(Loss)
Corporate Issues (continued)						
PNC Financial Services	10,000.000	05/29/49	4.850%	\$992,730	\$1,020,000	\$27,270
Penn Mutual Life Insurance Co	13,650.000	06/15/40	7.625%	1,823,790	1,999,220	175,430
Protective Life	10,000.000	10/15/39	8.450%	1,399,140	1,592,010	192,870
Regions Financial Corp	10,000.000	12/10/37	7.375%	1,256,490	1,496,410	239,920
Republic New York Corp	5,000.000	07/15/97	7.200%	706,325	888,590	182,265
Security Benefit Life	20,350.000	10/01/33	7.450%	2,249,591	2,589,029	339,438
USF&G Capital I	10,000.000	12/15/45	8.500%	1,328,720	1,537,460	208,740
Western Southern Life	10,000.000	01/15/49	5.150%	1,023,010	1,362,080	339,070
Zions Bancorp	10,000.000	12/29/99	5.800%	1,000,000	1,019,840	19,840
Zions Bancorp	10,000.000	09/29/49	7.200%	1,000,000	1,065,000	65,000
Foreign Issues						
QBE Insurace Mtn	5,000.000	06/17/46	5.875%	525,870	554,460	28,590
Argentum (Zurich Insurance)	10,000.000	06/01/48	5.125%	1,002,000	1,116,860	114,860
Aegon NV	10,000.000	04/11/48	5.500%	985,060	1,141,700	156,640
AXA SA	10,000.000	12/29/49	6.379%	1,019,450	1,380,250	360,800
Electricite De France	10,000.000	01/22/14	6.000%	1,088,330	1,394,960	306,630
Invesco	10,000.000	11/30/43	5.375%	1,052,800	1,313,480	260,680
Lloyds Banking Group	10,000.000	01/09/48	4.344%	899,370	1,165,590	266,220
Rio Tinto Fin USA LTD	11,000.000	11/02/40	5.200%	978,978	1,463,451	484,473
Societe Generale	10,000.000	11/24/45	5.625%	1,053,440	1,316,420	262,980
Standard Chartered	5,000.000	05/30/31	8.000%	625,465	678,310	52,845
Standard Chartered PLC	5,000.000	03/26/44	5.700%	510,415	639,000	128,585
Trans-Canada Pipelines	10,000.000	06/01/40	6.100%	1,006,200	1,385,560	379,360
Xlit LTD	10,000.000	03/31/45	5.500%	1,024,750	1,368,630	343,880
Municipal Issues						
Beaver County Utah School District	50,000.000	02/01/27	5.500%	5,000,000	5,928,550	928,550
Fresno California Water Sys Rev BAB	10,000.000	06/01/40	6.750%	1,027,500	1,471,940	444,440
Peralta CA Community College Dist. LTD	5,000.000	08/05/49	6.250%	599,435	664,530	65,095
Riverton City UT	13,000.000	12/01/39	5.250%	1,491,061	1,391,650	(99,411)
Domestic Common Stocks						
Oaktree Capital	40,000.000			1,000,000	1,067,600	67,600

UTAH STATE UNIVERSITY
DEFENSIVE RETURN POOL PORTFOLIO
31 December 2021

Schedule C1B
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Description	Face Value	Maturity Date	Interest Rate/Coupon	Cost	Fair Value	Unrealized Gain/(Loss)
Domestic Preferred Stocks						
Affiliated Managers	40,000.000			\$1,000,000	\$1,079,600	\$79,600
Allstate Corp	20,000.000			500,000	526,600	26,600
Apollo Management LLC	40,000.000			1,000,000	1,065,200	65,200
Bank of America Corp	60,000.000			1,500,000	1,522,200	22,200
Cobank ACB 6.250%	10,000.000			1,101,290	1,020,000	(81,290)
Cobank ACB 6.125%	13,000.000			1,235,000	1,299,480	64,480
Dte Energy Co 5.25%	40,000.000			980,000	1,033,600	53,600
Gabelli DVD & Inc TR	14,500.000			366,705	365,545	(1,160)
JP Morgan Chase Co 4.2%	10,000.000			250,000	255,200	5,200
JP Morgan Chase Co 4.625%	5,000.000			125,000	130,550	5,550
JP Morgan Chase & Co 4.55%	4,000.000			100,000	104,440	4,440
Kimco Realty Corp	40,000.000			1,000,000	1,021,600	21,600
Prudential Financial 5.6%	40,000.000			1,000,000	1,086,400	86,400
Public Storage	20,000.000			500,000	501,800	1,800
Public Storage	20,000.000			500,000	513,200	13,200
Charles Schwab	20,000.000			500,000	522,200	22,200
US Bancorp	40,000.000			1,000,000	1,008,400	8,400
US Bancorp	40,000.000			994,000	1,060,800	66,800
Virtus Allianzgi Conv Ser A	40,000.000			1,000,000	1,053,200	53,200
Wells Fargo & Co	20,000.000			483,000	535,800	52,800
Wells Fargo & Co	20,000.000			500,000	506,000	6,000
Foreign Stocks						
Arch Capital Group	40,000.000			1,000,000	1,028,800	28,800
				<u>74,774,421</u>	<u>87,219,641</u>	<u>12,445,220</u>
Alternatives						
Dakota Pacific Real Estate Group						
Dakota Pacific Real Estate				767,980	821,918	53,938
Millstream Partners						
MHC Impact Fund I				930,056	992,155	62,099
Morgan Stanley Smith Barney						
MS Opp Mortgage Inc Fund				79,293	79,293	0

UTAH STATE UNIVERSITY
DEFENSIVE RETURN POOL PORTFOLIO
31 December 2021

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Description	Face Value	Maturity Date	Interest Rate/Coupon	Cost	Fair Value	Unrealized Gain/(Loss)
Alternatives (continued)						
Woodbury						
Woodbury Strategic Partners Fund				\$116,899	\$50,386	(\$66,513)
Woodbury IFRI				10,742	9,699	(1,043)
Woodbury Capital II, LP				648,296	1,086,286	437,990
Woodbury Capital II, LP - WB West				78,840	85,299	6,459
Woodbury Capital III, LP				1,158,778	1,380,621	221,843
WSP Wilmington, Phase I & II				450,977	659,773	208,796
WSP Wilmington Hotel LLC				73,317	53,891	(19,426)
Total Alternatives				<u>4,315,178</u>	<u>5,219,321</u>	<u>904,143</u>
Money Market / Cash						
Morgan Stanley - MSILF Govt Sec Part				1,716,324	1,716,324	0
US Bank - First Am Treasury Ob Fund Class Z				3,779,413	3,779,413	0
US Bank - First Am Treasury Ob Fund Class Z				1,121,674	1,121,674	0
Total Money Market / Cash				<u>6,617,411</u>	<u>6,617,411</u>	<u>0</u>
Receivable / In Transit / Unsettled Purchases						
US Bank - Receivable				812,733	812,733	0
US Bank - Receivable				9	9	0
Total Receivable / In Transit / Unsettled Purchases				<u>812,742</u>	<u>812,742</u>	<u>0</u>
Total Other Investments				<u>\$219,774,915</u>	<u>\$233,124,278</u>	<u>\$13,349,363</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 2021	\$32,803,523	\$236,623	\$216,379	\$474,808	\$33,298,575	\$33,051,049	\$1,461	\$6,488	\$7,949
Aug 2021	33,298,575	371,162	429,186	736,171	33,976,722	33,637,649	818	70,457	71,275
Sep 2021	33,976,722	422,811	419,820	(1,305,504)	32,674,209	33,325,466	3,374	2,941	6,315
Oct 2021	32,674,209	32,733	64,119	1,545,507	34,188,330	33,431,270	1,572	5,527	7,099
Nov 2021	34,188,330	27,097	22,575	(493,160)	33,699,692	33,944,011	1,372	5,823	7,195
Dec 2021	33,699,692	3,232,646	2,560,767	1,158,214	35,529,785	34,614,739	59,343	(19,568)	39,775
Jan 2022									
Feb 2022									
Mar 2022									
Apr 2022									
May 2022									
Jun 2022									

Comparative Totals:

Year-to-date									
FY 2021-22	\$32,803,523	\$4,323,072	\$3,712,846	\$2,116,036	\$35,529,785	\$33,667,364	\$67,940	\$71,668	\$139,608
FY 2020-21	25,497,207	1,902,731	2,000,736	4,180,569	29,579,771	27,293,172	27,760	32,514	60,274
Amt Change					5,950,014	6,374,192	40,180	39,154	79,334
% Change					20.12%	23.35%	144.74%	120.42%	131.62%

UTAH STATE UNIVERSITY
OTHER INVESTMENTS PORTFOLIO
31 December 2021

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Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Common and Preferred Stock								
Charles Schwab								
American Century Inflation		1,377.736				\$18,139	\$17,731	(\$408)
DFA Five-Year Global Fixed Income		2,979.044				32,054	31,876	(178)
DFA Inflation-Protected Securities I		1,853.345				24,684	24,668	(16)
DFA Short-term Government I		631.313				6,566	6,572	6
Vanguard High-Yield Corporate Adm		7,340.279				43,528	43,675	147
Vanguard Long-Term Investment Grade Adm		2,624.083				29,311	28,655	(656)
Vanguard Long-Term Treasury Admiral		1,741.767				22,416	22,260	(156)
Dimensional International Val ETF		926.180				30,402	30,397	(5)
DFA Emerging Markets I		312.823				10,333	9,869	(464)
DFA Emerging Markets Small Cap		352.803				9,201	8,806	(395)
DFA Emerging Markets Value I		257.690				8,130	7,991	(139)
DFA International Small Cap Value I		1,280.387				27,387	27,387	0
DFA International Small Company I		1,323.264				29,813	28,821	(992)
DFA Real Estate Securities I		620.899				30,983	32,156	1,173
DFA US Large Cap Growth Instl		900.022				30,493	29,431	(1,062)
DFA US Large Cap Value I		683.404				31,553	31,478	(75)
DFA Micro Cap I		928.842				27,587	25,525	(2,062)
DFA Small Cap Value I		628.431				29,392	27,318	(2,074)
Vanguard European Stock Index Admiral		175.487				14,727	15,015	288
Vanguard Pacific Stock Index Admiral		158.377				15,635	15,324	(311)
Bank Sweep Account						17,824	17,824	0
Closely Held Stock								
Rowpar Pharmaceuticals, Inc		5,000.000				5,000	5,000	0
Rowpar Pharmaceuticals, Inc		20,000.000				46,200	46,200	0
Rowpar Pharmaceuticals, Inc		30,000.000				92,400	92,400	0
Rowpar Pharmaceuticals, Inc		25,000.000				103,250	103,250	0
						<u>737,008</u>	<u>729,629</u>	<u>(7,379)</u>
Utah Public Treasurers' Investment Fund			0.365%			<u>155,809</u>	<u>155,809</u>	<u>0</u>
						<u>155,809</u>	<u>155,809</u>	<u>0</u>

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OTHER INVESTMENTS PORTFOLIO
31 December 2021

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Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
ETF / Bonds / Mutual Funds								
Charles Schwab								
ETF - Equity								
First Trust Value		5,399.000				\$156,320	\$232,373	\$76,053
Bond Funds								
Janus Henderson Multi Sector Income Fund		4,749.603				45,555	47,164	1,609
PIMCO Income Instl		8,637.335				100,489	103,130	2,641
Western Asset Core Plus Bond		7,046.466				85,200	83,994	(1,206)
Equity Funds								
American Funds American Balanced F3		7,248.089				184,610	242,449	57,839
MFS Intl Diversification I		2,496.858				43,578	62,546	18,968
T Rowe Price Blue Chip Growth		1,551.204				202,344	275,835	73,491
Thrivent Mid Cap Stock S		2,052.244				50,854	78,067	27,213
Commonfund								
CEU Title III								
Multi-Strategy Bond		349,526.858				4,379,770	5,669,889	1,290,119
Multi-Strategy Equity		43,684.420				4,122,656	26,970,729	22,848,073
Harold Dance Investments								
American Balanced Fund - Class A		882.159				16,864	29,526	12,662
TD Ameritrade								
Exchange Traded Funds								
Amplify ETF TR		39.000				1,912	1,567	(345)
Exchange Traded Concepts Trust		83.000				4,129	3,561	(568)
First Tr Exchange Traded Fd		87.000				4,693	4,630	(63)
First Trust Exch Traded Fund 2		62.000				4,103	3,572	(531)
Global X FDS		182.000				4,725	4,688	(37)
Invesco Exchange Traded Fund		48.000				4,431	4,657	226
Invesco Exchange Traded Fd Tr S&P Midcap		41.000				3,583	3,729	146
Invesco Exchange Traded Fund DWA Small Cap		42.000				3,648	3,780	132
Invesco Exchange Traded Fund T DWA Emerging Markets		146.000				3,696	3,767	71
Invesco Exchange Traded Fund Taxable Mun Bond		139.000				4,651	4,581	(70)
iShares Trust		56.000				7,559	7,421	(138)
iShares Trust Edeg High Yield ETF		226.000				11,736	11,616	(120)

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Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Exchange Traded Funds (continued)								
Kraneshares Tr Quadrtc Int RT Etf		173.000				\$4,827	\$4,645	(\$182)
Pacer FDS Tr Trenpilot US BD		172.000				4,745	4,632	(113)
Proshares Trust PSHS ULT S&P 500		182.000				26,035	26,639	604
Vanguard Mega Cap Value ETF		61.000				6,298	6,516	218
Vanguard FTSE Dev Mkt ETF		54.000				2,819	2,757	(62)
Vanguard Real Estate ETF		16.000				1,711	1,856	145
Fixed Income								
Barclays Bank PLC 11/24/2023		60.000				6,000	5,895	(105)
BNP Paribas Note Conv Index Lnkd 12/27/2022		200.000				19,400	26,448	7,048
BNP Paribas Note Conv Index Lnkd 06/26/2025		40.000				4,000	6,272	2,272
BNP Paribas Note Index Lnkd 04/29/2024		50.000				5,000	5,106	106
BNP Paribas Note Index Linked 07/22/2024		150.000				15,000	16,850	1,850
BNP Paribas Note Index Linked 07/22/2024		150.000				15,000	17,486	2,486
BNP Paribas Note Index Linked 08/26/2022		20.000				2,000	1,916	(84)
Citigroup Global Markets Holdings 02/09/2026		200.000				20,000	21,422	1,422
Citigroup Global Markets Holdings 06/29/2026		100.000				10,000	9,805	(195)
Citigroup Global Markets Holdings 07/26/2022		150.000				15,000	16,122	1,122
Citigroup Global Markets Holdings 07/26/2022		150.000				15,000	15,582	582
Citigroup Global Markets Holdings 06/12/2023		100.000				10,000	9,974	(26)
GS Finance Corp Note 03/1/2025		140.000				14,000	22,963	8,963
Morgan Stanley Finance LLC 03/25/2024		90.000				9,000	23,434	14,434
Morgan Stanley Finance LLC 10/17/2023		20.000				2,000	1,969	(31)
Morgan Stanley Finance LLC 05/19/2026		100.000				10,000	10,467	467
Morgan Stanley Finance LLC 02/01/2024		40.000				4,000	3,888	(112)
Morgan Stanley Finance LLC 08/24/2023		20.000				2,000	1,955	(45)
Morgan Stanley Finance LLC 08/23/2024		20.000				2,000	2,075	75
Morgan Stanley Finance LLC 12/19/2023		50.000				5,000	5,060	60
Societe Generale 08/25/2026		20.000				2,000	1,595	(405)
Mutual Funds								
Alphacentric Income Opptys		1,195.011				14,226	14,543	317
Stocks								
Adobe Inc		2.000				1,315	1,134	(181)

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Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Stocks (continued)								
Advanced Micro Devices		10.000				\$1,110	\$1,439	\$329
Alibaba Group Holding Ltd ADR		7.000				1,404	832	(572)
Ammo Inc		165.000				1,124	899	(225)
Berkshire Hathaway Inc		5.000				1,485	1,495	10
Block Inc (formerly Square)		8.000				1,858	1,292	(566)
Dollar General Corp		6.000				1,341	1,415	74
DR Horton Inc		13.000				1,252	1,410	158
Freeport-McMoran Inc		24.000				867	1,002	135
Generac Holdings Inc		4.000				1,684	1,408	(276)
Home Depot Inc		3.000				964	1,245	281
Houlihan Lokey Inc		14.000				1,259	1,449	190
Intuit Inc Com		2.000				1,120	1,286	166
JP Morgan Chase & Co		9.000				1,459	1,425	(34)
Meta Platforms Inc (Facebook Inc)		4.000				1,449	1,345	(104)
Micron Technology		16.000				1,176	1,490	314
Microsoft Corp		4.000				1,196	1,345	149
Nvidia Corp		5.000				1,123	1,471	348
Oneok Inc		23.000				1,239	1,351	112
PayPal Holdings Inc		7.000				1,686	1,320	(366)
Peabody Energy Co		99.000				1,302	997	(305)
Roku Inc Com Cl A		4.000				753	913	160
SalesForce.Com Inc		5.000				1,104	1,271	167
Scotts Miracle-Gro Company		9.000				1,436	1,449	13
Sea Limited		6.000				1,741	1,342	(399)
Sherwin-Williams Co		4.000				1,213	1,409	196
St Joe Co		19.000				858	989	131
Taiwan Semiconductor Manufacturing		12.000				1,428	1,444	16
Tencent Holdings Limited ADR		15.000				900	875	(25)
Thermo Fisher Scientific Inc		2.000				920	1,334	414
Trane Technologies Plc		7.000				1,403	1,414	11
Trex Company Inc		10.000				1,095	1,350	255
UnitedHealth Group Inc		3.000				1,256	1,506	250

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OTHER INVESTMENTS PORTFOLIO
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Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Vanguard								
500 Index Fund Admiral Shares		147.487				\$19,384	\$64,869	\$45,485
Total Bond Market Index Fund Admiral Shares		1,830.383				19,967	20,482	515
						<u>9,775,038</u>	<u>34,268,840</u>	<u>24,493,802</u>
Alternatives								
InvenTrust Properties								
Highlands REIT, Inc		18,843.839				6,784	5,276	(1,508)
InvenTrust Properties Corp		18,843.839				125,462	54,459	(71,003)
vSpring								
Kickstart Seed Fund 1, L.P.						142,742	157,684	14,942
						<u>274,988</u>	<u>217,419</u>	<u>(57,569)</u>
Money Market / Cash								
Charles Schwab - Cash						1,251	1,251	0
Charles Schwab - Money Market						8,580	8,580	0
Edward Jones						7	7	0
Morgan Stanley - Cash						128,839	128,839	0
TD Ameritrade Cash						250	250	0
TD Ameritrade Deposit Account						15,994	15,994	0
						<u>154,921</u>	<u>154,921</u>	<u>0</u>
Receivable / In Transit / Unsettled Purchases								
PTIF Receivable								
						3,167	3,167	0
						<u>3,167</u>	<u>3,167</u>	<u>0</u>
Total Other Investments						<u>\$11,100,931</u>	<u>\$35,529,785</u>	<u>\$24,428,854</u>

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of December 2021

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	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
Other Investments						
Common and Preferred Stock						
Charles Schwab						
American Century Inflation	1,377.736	\$18,139				\$577
DFA Five-Year Global Fixed Income	2,979.044	32,054				233
DFA Inflation-Protected Securities I	1,853.345	24,684				273
DFA Short-term Government I	631.313	6,566				4
Vanguard High-Yield Corporate Adm	7,340.279	43,528				238
Vanguard Long-Term Investment Grade Adm	2,624.083	29,311				641
Vanguard Long-Term Treasury Admiral	1,741.767	22,416				60
Dimensional International Val ETF	926.180	30,402				538
DFA Emerging Markets I	312.823	10,332				429
DFA Emerging Markets Small Cap	352.803	9,201				472
DFA Emerging Markets Value I	257.690	8,130				144
DFA International Small Cap Value I	1,280.387	27,387				791
DFA International Small Company I	1,323.264	29,813				1,634
DFA Real Estate Securities I	620.899	30,983				672
DFA US Large Cap Growth Instl	900.022	30,493				1,924
DFA US Large Cap Value I	683.404	31,553				940
DFA Micro Cap I	928.842	27,587				2,597
DFA Small Cap Value I	628.431	29,392				2,631
Vanguard European Stock Index Admiral	175.487	14,727				148
Vanguard Pacific Stock Index Admiral	158.377	15,635				287
Bank Sweep Account	0.000	17,824				
Cryptocurrency						
NYDIG Trust Company	2.394	9,992	2.394	\$9,992	\$9,892	(\$100)
Edward Jones						
American Wash Mutual Inv A	8.266	501	8.266	501	501	0
Federated Hermes Institutional High Yield Bond Func	101.215	999	101.215	999	999	0
Morgan Stanley						
Alphabet Inc Cl C	3.000	8,587	3.000	8,587	8,458	(129)
American Small Cap World F2	21,606.418	1,949,763	21,606.418	1,949,763	1,922,965	(26,798)
Bank of America Corp	92.000	4,049	92.000	4,049	3,971	(78)
Fidelity Select Biotechnology	25.000	491	25.000	491	479	(12)
Invesco Main St A	200.000	11,054	200.000	11,054	11,126	72
Invesco Main St A	75.000	4,237	75.000	4,237	4,280	43
John Hancock Intl Growth	256.000	10,202	256.000	10,202	10,016	(186)
JP Morgan Chase & Co	158.000	25,203	158.000	25,203	25,006	(197)

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of December 2021

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	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
Morgan Stanley (continued)							
JP Morgan Global Allocation	2,290.000	\$50,151	2,290.000	\$50,151	\$50,718	\$567	
Nvidia Corporation	55.000	15,204	55.000	15,204	15,474	270	
PNC Finl Svcs Gp	7.000	1,408	7.000	1,408	1,374	(34)	
Tempur-Pedic Int'l Inc	170.000	7,686	170.000	7,686	7,756	70	
Tenet Fintech Group Inc	850.000	5,015	850.000	5,015	4,780	(235)	
Tesla Inc	25.000	24,659	25.000	24,659	24,971	312	
Thermo Fisher Scientific	20.000	12,817	20.000	12,817	12,779	(38)	
Vanguard 500 Index Admiral	12.000	5,186	12.000	5,186	5,142	(44)	
Vanguard US Growth Adm	104.000	17,489	104.000	17,489	17,655	166	
Verizon Communications	49.000	2,456	49.000	2,456	2,416	(40)	
Wells Fargo & Co New	4,500.000	224,685	4,500.000	224,685	225,418	733	
Wells Fargo & Co New	113.000	5,581	113.000	5,581	5,483	(98)	
Wells Fargo & Co New	99.000	4,624	99.000	4,624	4,590	(34)	
Amer Cent Ultra I	167.000	15,531	167.000	15,531	15,532	1	
American Balanced F2	533.000	17,834	533.000	17,834	17,834	0	
Franklin Rising Dividends Adv	186.000	17,982	186.000	17,982	18,042	60	
Utah Public Treasurers'							
Investment Fund		49					\$49
ETF / Bonds / Mutual Funds							
Charles Schwab							
ETF - Equity							
First Trust Value							1,251
Bond Funds							
Janus Henderson Multi Sector Income Fund	33.050	328					328
PIMCO Income Instl	28.832	344					344
Western Asset Core Plus Bond	15.820	189					189
Equity Funds							
American Funds American Balanced F3	211.945	6,933					6,933
MFS Intl Diversification I	65.618	1,643					1,643
T Rowe Price Blue Chip Growth	135.353	23,616					23,616
Thrivent Mid Cap Stock S	204.163	7,580					7,580
Commonfund							
CEU Title III							
Multi-Strategy Bond			85.565	990	1,388	398	
Multi-Strategy Equity			9.214	564	5,688	5,124	
Harold Dance Investments							
American Balanced Fund - Class A	22.586	739					825

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of December 2021

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	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
TD Ameritrade							
Exchange Traded Funds							
Amplify ETF TR	5.000	\$236					\$224
Exchange Traded Concepts Trust	20.000	868					
First Tr Exchange Traded Fd			35.000	\$1,888	\$1,871	(\$17)	6
First Trust Exch Traded Fund 2	14.000	817					5
First Trust Exchange-Traded Fu			69.000	2,485	2,422	(63)	
Global X FDS			71.000	1,843	1,803	(40)	28
Innovator ETFS Trust Growth Accelerated Plus ETF			677.000	19,633	20,110	477	
Invesco Exchange Traded Fund			5.000	462	478	16	7
Invesco Exchange Traded Fd Tr S&P Midcap	3.000	269					10
Invesco Exchange Traded Fund DWA Small Cap	4.000	350					3
Invesco Exchange Traded Fund T DWA Emerging	15.000	382					22
Invesco Exchange Traded Fund Taxable Mun Bond			58.000	1,941	1,920	(21)	
iShares Trust Morningstar			72.000	4,956	5,134	178	6
iShares Trust			29.000	3,914	3,855	(59)	42
iShares Trust Edeg High Yield ETF			90.000	4,673	4,603	(70)	136
Kraneshares Tr Quadrct Int RT Etf			122.000	3,404	3,267	(137)	22
Pacer FDS Tr Trenpilot US BD			126.000	3,476	3,393	(83)	34
Proshares Trust PSHS ULT S&P 500	182.000	26,035					19
Vanguard Mega Cap Value ETF	5.000	532					40
Vanguard FTSE Dev Mkt ETF	7.000	358					42
Vanguard Real Estate ETF	1.000	112					17
Fixed Income							
Barclays Bank PLC 11/24/2023							51
Citigroup Global Markets Holdings 06/12/2023	100.000	10,000					
JP Morgan Chase Finl Co LLC			50.000	5,000	5,000	0	71
Morgan Stanley Finance LLC 10/17/2023							17
Morgan Stanley Finance LLC 02/01/2024							31
Morgan Stanley Finance LLC 08/24/2023							18
Morgan Stanley Finance LLC 12/19/2023	50.000	5,000					
Societe Generale 08/25/2026							26
Mutual Funds							
Alphacentric Income Oppty	3.915	48	506.003	6,023	6,133	110	48
Stocks							
Advanced Micro Devices			1.000	111	145	34	
Alibaba Group Holding Ltd ADR	2.000	244					10
Alphabet Inc			1.000	2,853	2,932	79	

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of December 2021

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	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
Stocks (continued)							
Ammo Inc	58.000	\$329					
Berkshire Hathaway Inc	5.000	1,485	4.000	\$1,142	\$1,182	\$40	
Block Inc (formerly Square)	3.000	517					
Dollar General Corp	1.000	224					
DR Horton Inc							\$3
Generac Holdings Inc	1.000	369					
Home Depot Inc			1.000	321	402	81	7
Houlihan Lokey Inc							6
JP Morgan Chase & Co	1.000	160					
Meta Platforms Inc (Facebook Inc)	1.000	339					
Micron Technology			1.000	74	85	11	
Microsoft Corp							2
Nvidia Corp			1.000	225	302	77	
PayPal Holdings Inc	3.000	576					
Peabody Energy Co	40.000	398					
Roku Inc Com Cl A	2.000	429					
Scotts Miracle-Gro Company	1.000	159					5
Sea Limited	2.000	447					
Sherwin-Williams Co							2
St Joe Co							2
Taiwan Semiconductor Manufacturing	1.000	119					
Tencent Holdings Limited ADR	1.000	65					
Trane Technologies Plc	1.000	204					4
Trex Company Inc			1.000	109	135	26	
UnitedHealth Group Inc							4
Vanguard							
500 Index Fund Admiral Shares	0.535	226					226
Total Bond Market Index Fund Admiral Shares	11.417	128					128
Money Market / Cash							
Charles Schwab - Cash		1,251					
Edward Jones		1					
Morgan Stanley - Cash		128,839					
TD Ameritrade Cash		250		24	24	0	
TD Ameritrade Deposit Account		65,916		51,071	51,071	0	
Receivable / In Transit / Unsettled Purchases							
Morgan Stanley - Unsettled Trades				9,767	9,767	0	
Total Other Investments		<u>\$3,232,646</u>		<u>\$2,580,335</u>	<u>\$2,560,767</u>	<u>(\$19,568)</u>	<u>\$59,343</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 2021	\$6,689,873	\$1,035,170	\$1,249,992	(\$3,409)	\$6,471,642	\$6,580,758	\$13,776	\$80,483	\$94,259	\$650	\$93,609
Aug 2021	6,471,642	574,124	555,527	144,656	6,634,895	6,553,269	25,579	21,895	47,474	135	47,339
Sep 2021	6,634,895	676,133	655,043	(176,080)	6,479,905	6,557,400	21,088	161,518	182,606	(2)	182,608
Oct 2021	6,479,905	721,535	708,665	232,080	6,724,855	6,602,380	13,426	15,299	28,725	657	28,068
Nov 2021	6,724,855	697,669	678,894	(77,509)	6,666,121	6,695,488	18,775	9,431	28,206	0	28,206
Dec 2021	6,666,121	630,859	602,960	325,751	7,019,771	6,842,946	27,899	(32,254)	(4,355)	0	(4,355)
Jan 2022											
Feb 2022											
Mar 2022											
Apr 2022											
May 2022											
Jun 2022											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2021-22	\$6,689,873	\$4,335,490	\$4,451,081	\$445,489	\$7,019,771	\$6,638,707	\$120,543	\$256,372	\$376,915	\$1,440	\$375,475
FY 2020-21	5,198,575	2,880,728	2,778,545	677,946	5,978,704	5,450,761	112,164	(235,355)	(123,191)	1,355	(124,546)
Amt Change					1,041,067	1,187,946	8,379	491,727	500,106	85	500,021
% Change					17.41%	21.79%	7.47%	208.93%	405.96%	6.27%	401.47%

Note: Endowment Trusts include externally managed endowment trusts.

UTAH STATE UNIVERSITY
 ENDOWMENT TRUSTS PORTFOLIO
 30 December 2021

Schedule D-1-A
 Page 1 of 3

Description	Number of Shares	Cost	Fair Value	Unrealized Gain/(Loss)
Common and Preferred Stock				
Abbvie Inc Com	2,200.000	\$169,783	\$297,880	\$128,097
American Elec Tower Co Inc	725.000	63,365	64,503	1,138
Amgen Inc	300.000	64,798	67,491	2,693
Apple Inc	4,200.000	180,243	745,794	565,551
Astrazeneca Plc ADR	3,000.000	169,098	174,750	5,652
AT & T Inc	7,100.000	231,346	174,660	(56,686)
Atlantica Sustainable Infr. Plc	3,550.000	126,405	126,948	543
Cisco Sys Inc	2,400.000	130,358	152,088	21,730
Citigroup Inc New	2,750.000	182,884	166,072	(16,812)
Citizens Financial Group Inc	2,700.000	123,027	127,575	4,548
Crown Castle Intl Corp	350.000	64,365	73,059	8,694
Enbridge Inc	4,600.000	193,980	179,768	(14,212)
Enterprise Prod Partnership LP	7,100.000	186,120	155,916	(30,204)
Gilead Science	3,815.000	263,363	277,007	13,644
Glaxosmithkline Plc ADR	4,300.000	154,271	189,630	35,359
Home Depot Inc	175.000	50,570	72,627	22,057
JP Morgan Chase & Co	1,400.000	225,327	221,690	(3,637)
Lumen Technologies Inc	11,300.000	324,152	141,815	(182,337)
Merck & Co Inc. New Com	1,550.000	114,577	118,792	4,215
MetLife Incorporated	2,200.000	102,367	137,478	35,111
Microsoft Corp	650.000	70,956	218,608	147,652
Organon & Co	250.000	7,888	7,612	(276)
PBF Energy Inc	9,500.000	260,204	123,215	(136,989)
Pfizer Inc	4,000.000	143,361	236,200	92,839
PPL Corporation	6,000.000	169,155	180,360	11,205
Procter & Gamble	860.000	117,676	140,679	23,003
Qualcomm Inc	900.000	130,644	164,583	33,939
Regions Financial Corp New	6,200.000	124,212	135,160	10,948
Royal Dutch Shell Plc	4,000.000	236,034	173,600	(62,434)

UTAH STATE UNIVERSITY
 ENDOWMENT TRUSTS PORTFOLIO
 30 December 2021

Schedule D-1-A
 Page 2 of 3

Description	Number of Shares	Cost	Fair Value	Unrealized Gain/(Loss)
Common and Preferred Stock				
Teva Pharmaceuticals ADR	5,200.000	\$212,490	\$41,652	(\$170,838)
Verizon Communications	4,700.000	251,645	244,212	(7,433)
Viartis Inc	8,896.000	131,375	120,363	(11,012)
Cons Staple Sel Sect SPDR Fund	1,350.000	93,908	104,098	10,190
iShares Preferred & Income	22,175.000	851,349	874,360	23,011
Utilities Sel Sect SPDR Fund	1,800.000	119,057	128,844	9,787
		<u>6,040,353</u>	<u>6,559,089</u>	<u>518,736</u>
Mutual Funds - Equity				
Goldman Sachs Activebeta International Equity ETF	114.000	4,051	4,021	(30)
Goldman Sachs Activebeta US Large Cap Equity ETF	155.000	13,939	14,747	808
iShares Core S&P Small Cap EFT	37.000	4,102	4,237	135
iShares Core S&P Total US Stock Market ETF	388.000	39,338	41,508	2,170
iShares Russell 1000 Value ETF	50.000	8,041	8,397	356
iShares Russell 2000 ETF	38.000	8,489	8,453	(36)
Vanguard Dividend Appreciation	63.000	10,075	10,820	745
Vanguard Midcap VIPER	133.000	32,189	33,884	1,695
iShares Core MSCI Emerging Markets ETF	262.000	16,724	15,683	(1,041)
Goldman Sachs Activebeta International Equity ETF	113.000	4,038	3,986	(52)
Goldman Sachs Activebeta US Large Cap Equity ETF	158.000	14,307	15,032	725
iShares Core S&P Small Cap EFT	37.000	4,072	4,237	165
iShares Core S&P Total US Stock Market ETF	395.000	40,456	42,257	1,801
iShares Russell 1000 Value ETF	50.000	8,120	8,397	277
iShares Russell 2000 ETF	37.000	8,125	8,231	106
Vanguard Dividend Appreciation	63.000	10,248	10,820	572
Vanguard Midcap VIPER	136.000	33,151	34,649	1,498
iShares Core MSCI Emerging Markets ETF	254.000	15,626	15,204	(422)
		<u>275,091</u>	<u>284,563</u>	<u>9,472</u>

UTAH STATE UNIVERSITY
 ENDOWMENT TRUSTS PORTFOLIO
 30 December 2021

Schedule D-1-A
 Page 3 of 3

Description	Number of Shares	Cost	Fair Value	Unrealized Gain/(Loss)
Mutual Funds - Bond				
iShares Core Total US Aggregate Bond ETF	128.000	\$14,873	\$14,602	(\$271)
iShares JP Morgan USD Emerging	115.000	12,907	12,542	(365)
PGIM High Yield Q #1067	3,015.218	16,849	16,554	(295)
The iShares Core Total US Bond Market ETF	197.000	10,608	10,427	(181)
iShares Core Total US Aggregate Bond ETF	125.000	14,516	14,260	(256)
iShares JP Morgan USD Emerging	112.000	12,590	12,215	(375)
PGIM High Yield Q #1067	2,936.056	16,295	16,119	(176)
The iShares Core Total US Bond Market ETF	193.000	10,386	10,215	(171)
		<u>109,024</u>	<u>106,934</u>	<u>(2,090)</u>
Real Asset Funds				
PIMCO Commodity Real Return Strategy	924.787	5,937	5,872	(65)
PIMCO Commodity Real Return Strategy	924.997	5,714	5,874	160
		<u>11,651</u>	<u>11,746</u>	<u>95</u>
Money Market & Cash Funds				
Morgan Stanley MSILF Govt Sec Part		44,119	44,119	0
Morgan Stanley Cash		514	514	0
Federated Govt Obligations Prm #117		6,129	6,129	0
Wells Fargo EEJ Cash		181	181	0
Federated Govt Obligations Prm #117		6,320	6,320	0
Wells Fargo MSE Cash		176	176	0
		<u>57,439</u>	<u>57,439</u>	<u>0</u>
Total Endowment Trusts		<u><u>\$6,493,558</u></u>	<u><u>\$7,019,771</u></u>	<u><u>\$526,213</u></u>

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS
For the Month of December 2021

Schedule D-2
Page 1 of 1

	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
Endowment Trusts							
Common and Preferred Stock							
JP Morgan Chase & Co	1,400.000	\$225,327					
Verizon Communications	1,300.000	66,802					
Vodafone Group PLC			11,300.000	\$204,985	\$169,316	(\$35,669)	
iShares Preferred & Income			3,300.000	122,266	125,852	3,586	
Funds held at Morgan Stanley - Dividends							\$25,445
Mutual Funds - Equity							
iShares Russell 2000 ETF			14.000	3,128	3,021	(107)	
Vanguard Midcap VIPER	13.000	3,208		3,733	3,669	(64)	
iShares Russell 2000 ETF			17.000				
Vanguard Midcap VIPER	13.000	3,208					
Funds held at Wells Fargo - Dividends							1,660
Mutual Funds - Bond							
Funds held at Wells Fargo - Dividends							793
Money Market & Cash Funds							
Morgan Stanley MSILF Govt Sec Part		320,099		292,129	292,129	0	1
Morgan Stanley Cash		514					
Federated Govt Obligations Prm #117		1,052		186	186	0	
Wells Fargo EEJ Cash		4,254		4,074	4,074	0	
Federated Govt Obligations Prm #117		1,506					
Wells Fargo MSE Cash		4,889		4,713	4,713	0	
Total Endowment Trusts		<u>\$630,859</u>		<u>\$635,214</u>	<u>\$602,960</u>	<u>(\$32,254)</u>	<u>\$27,899</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 2021	\$66,189,244	\$22,634	\$1,496,410	\$0	\$64,715,468	\$65,333,503	\$19,973	\$0	\$19,973	\$0	\$19,973
Aug 2021	64,715,468	20,277	6,713,289	0	58,022,456	59,993,940	16,731	0	16,731	0	16,731
Sep 2021	58,022,456	1,652,303	1,511,856	0	58,162,903	58,885,840	15,412	0	15,412	0	15,412
Oct 2021	58,162,903	17,064	4,334,218	0	53,845,749	55,085,971	15,499	0	15,499	0	15,499
Nov 2021	53,845,749	16,951,687	7,039,149	0	63,758,287	60,629,777	17,238	0	17,238	0	17,238
Dec 2021	63,758,287	18,742	12,346,081	0	51,430,948	53,804,753	16,879	0	16,879	0	16,879
Jan 2022											
Feb 2022											
Mar 2022											
Apr 2022											
May 2022											
Jun 2022											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2021-22	\$66,189,244	\$18,682,707	\$33,441,003	\$0	\$51,430,948	\$58,955,631	\$101,732	\$0	\$101,732	\$0	\$101,732
FY 2020-21	106,054,187	9,176,648	19,496,783	0	95,734,052	102,343,496	289,132	0	289,132	0	289,132
Amt Change					(44,303,104)	(43,387,865)	(187,400)	0	(187,400)	0	(187,400)
% Change					-46.28%	-42.39%	-64.81%	0.00%	-64.81%	0.00%	-64.81%

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

UTAH STATE UNIVERSITY
 PLANT TRUSTS PORTFOLIO
 31 December 2021

Schedule E-1-A

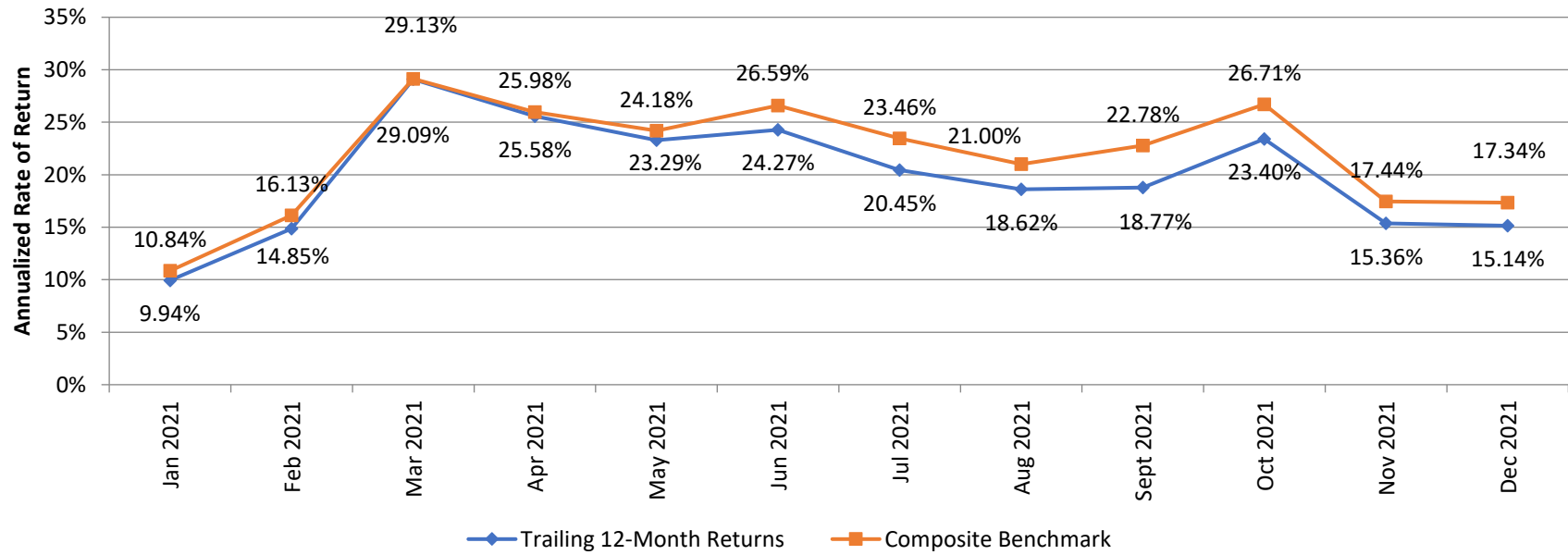
Description	Face Value	Number of Shares	Interest Rate	Date Acquired	Maturity Date	Cost	Fair Value	Unrealized Gain/(Loss)
Public Treasurers' Investment Fund								
Utah Public Treasurers' Investment Fund			0.365%			\$51,430,948	\$51,430,948	\$0
						<u>51,430,948</u>	<u>51,430,948</u>	<u>0</u>
Total Plant Trusts						<u>\$51,430,948</u>	<u>\$51,430,948</u>	<u>\$0</u>

UTAH STATE UNIVERSITY
SUMMARY OF PLANT TRUST INVESTMENT TRANSACTIONS
For the Month of December 2021

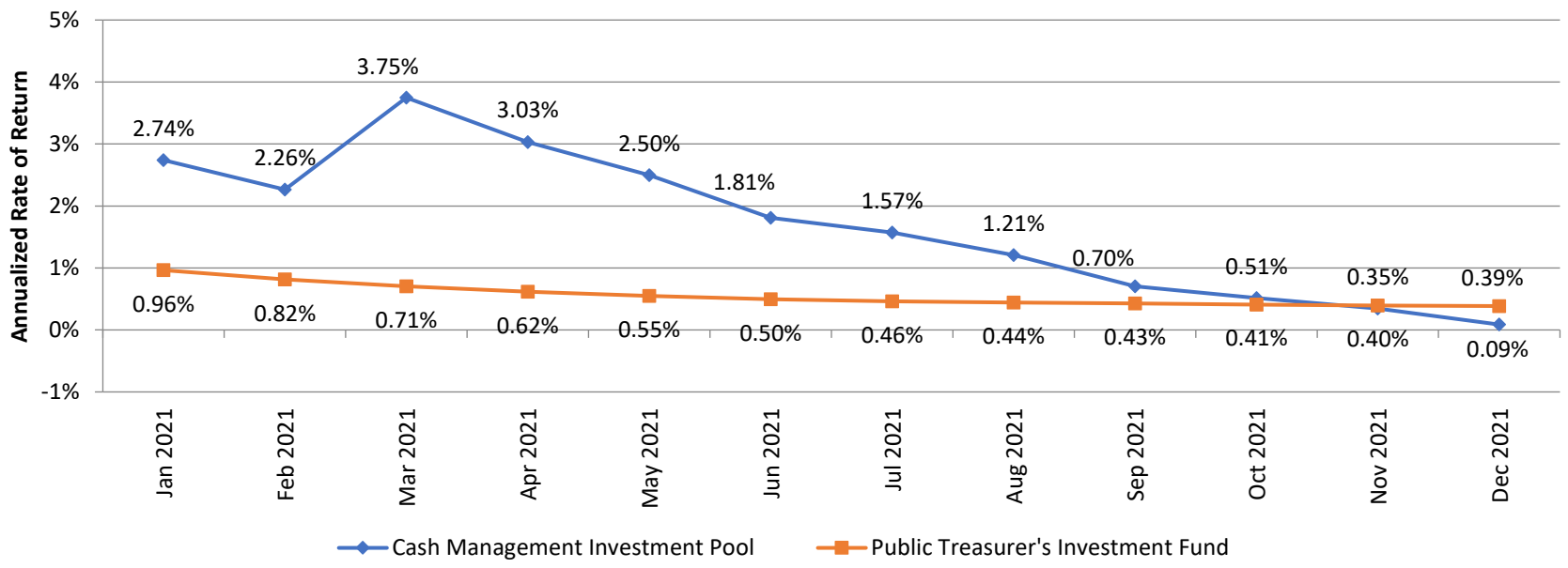
Schedule E-2

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Plant Trusts							
Utah Public Treasurers' Investment Fund		\$18,742		\$12,346,081	\$12,346,081	\$0	\$16,879
Total Plant Trusts		<u>\$18,742</u>		<u>\$12,346,081</u>	<u>\$12,346,081</u>	<u>\$0</u>	<u>\$16,879</u>

Endowment Pool

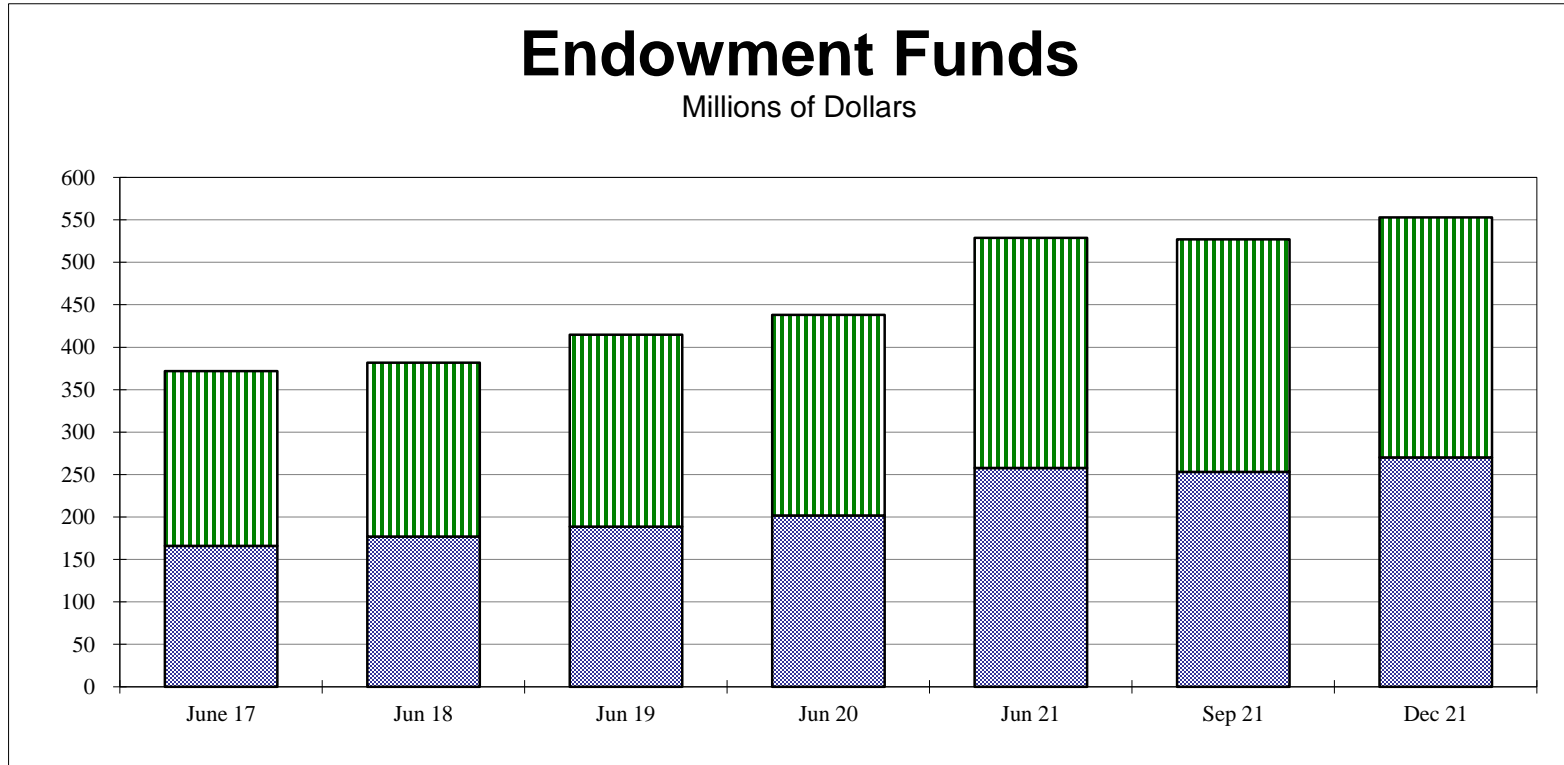


Cash Management Investment Pool



Endowment Funds

Millions of Dollars



Quasi Endowment
True Endowment
Total

Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value
\$205.8	\$204.9	\$226.0	\$236.5	\$271.0	\$273.7	\$282.9
166.0	177.0	188.7	201.7	257.8	253.3	270.1
\$371.8	\$381.9	\$414.7	\$438.2	\$528.8	\$527.0	\$553.0

ITEM FOR ACTION

RE: Report of Investments for January 2022

The Report of Investments for January 2022 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 January 2022 and comparative year-to-date totals for FY 2021-2022 and FY 2020-2021.

CASH MANAGEMENT INVESTMENT POOL

The average daily fair value invested during January 2022 was \$512,235,522, up \$10,347,831 over December 2021. Total investment loss was \$3,202,324, down \$2,635,366 from December 2021, reflecting the increase in the amount available for investing and a decrease in total investment return. The annualized total investment return was 7.50%, down 6.14% from December 2021.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$484,247,702, up \$76,686,159 (18.82%) over FY 2020-2021. Total interest income for FY 2021-2022 amounted to \$3,577,529, down \$1,786,236 (33.30%) from FY 2020-2021, reflecting an increase in the amount available for investing and a decrease in interest rates.

The total amount invested at 31 January 2022 was \$527,527,528, up \$68,914,580 (15.03%) over 31 January 2021.

ENDOWMENT POOL

The average daily fair value invested during January 2022 was \$269,878,289, up \$4,226,539 over December 2021. Interest and dividend income of \$151,511 minus net realized losses of \$27,543 totaled \$123,968 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$260,539,162, up \$45,276,314 (21.03%) over FY 2020-2021. Total realized income for FY 2021-2022 was \$6,833,474, up \$206,979 (3.12%) over FY 2020-2021. This increase resulted from \$45,598 more in interest and dividends and \$161,381 more in net realized gains during FY 2021-2022.

The total amount invested at 31 January 2022 was \$268,858,479, up \$34,865,910 (14.90%) over 31 January 2021.

OTHER INVESTMENTS

The average daily fair value invested during January 2022 was \$267,814,979, down \$814,664 from December 2021. Interest and dividend income of \$212,348 plus net realized gains of \$68,890 totaled \$281,238 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$264,088,356, up \$27,700,794 (11.72%) over FY 2020-2021. Total realized income for FY 2021-2022 was \$1,762,782, down \$154,116 (8.04%) from FY 2020-2021. This decrease resulted from \$140,705 more in interest and dividend income and \$294,821 more in net realized losses during FY 2021-2022.

The total amount invested at 31 January 2022 was \$266,975,894, up \$23,520,167 (9.66%) over 31 January 2021.

ENDOWMENT TRUSTS

The average daily fair value invested during January 2022 was \$6,998,059, up \$155,113 over December 2021. Interest and dividend income of \$9,314 plus net realized gains of \$17,597 totaled \$26,911 in realized gains for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$6,690,043, up \$1,159,209 (20.96%) over FY 2020-2021. Total realized income for FY 2021-2022 was \$403,826, up \$467,501 (734.20%) over FY 2020-2021. This increase resulted from \$14,657 more in interest and dividend income and \$452,844 more in net realized gains during FY 2021-2022.

The total amount invested at 31 January 2022 was \$6,976,346, up \$932,508 (15.43%) over 31 January 2021.

PLANT FUND TRUSTS

The average daily fair value invested during January 2022 was \$50,729,846, down \$3,074,907 from December 2021. Interest income totaled \$16,808 in realized income for the month.

Year-to-date numbers show that the average daily fair value invested for FY 2021-2022 was \$57,780,519, down \$43,169,637 (42.76%) from FY 2020-2021. Total realized income for FY 2021-2022 was \$118,540, down \$207,378 (63.63%) from FY 2020-2021. This decrease reflects the decreased amount available for investing and a decrease in the rate of return.

The total amount invested at 31 January 2022 was \$49,088,542, down \$41,723,027 (45.94%) from 31 January 2021.

SUMMARY OF INVESTMENT TRANSACTIONS

The University's average daily fair value invested for the month of January was \$974,821,922. Purchases totaled \$87,622,008 and sales totaled \$54,857,196. From this activity the University realized net gains of \$58,944 and earnings of \$743,687.

RECOMMENDATION

The President and Vice President for Business and Finance recommend that the Board of Trustees approve the Report of Investments for January 2022.

**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 January 2022 to 31 January 2022 and comparative year-to-date totals for the periods 1 July 2021 to 31 January 2022 and 1 July 2020 to 31 January 2021; 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 January 2022 to 31 January 2022 and comparative year-to-date totals for the periods 1 July 2021 to 31 January 2022 and 1 July 2020 to 31 January 2021;

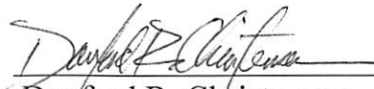
NOW, THEREFORE, BE IT RESOLVED, that the USU Board of Trustees hereby approves the attached Report of Investments as presented and ratifies the transactions listed on said Report of Investments for January 2022.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

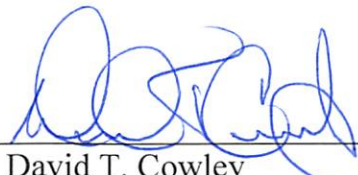
Date

UTAH STATE UNIVERSITY
REPORT OF INVESTMENTS
JANUARY 2022

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
4/14/2022
Date



David T. Cowley
Vice President for Business and Finance
4/12/22
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 2021	\$418,202,496	\$21,952,000	\$0	\$735,445	\$440,889,941	\$431,603,509	\$536,875	\$9,661	\$527,214
Aug 2021	440,889,941	39,285,854	19,003,778	(502,059)	460,669,958	451,474,903	580,149	(15)	580,164
Sep 2021	460,669,958	70,980,000	33,000,000	(2,202,372)	496,447,586	492,055,521	485,374	(50)	485,424
Oct 2021	496,447,586	6,986,000	0	(1,228,115)	502,205,471	500,335,650	474,608	4,325	470,283
Nov 2021	502,205,471	10,187,000	16,526,894	51,265	495,916,842	500,141,115	552,478	0	552,478
Dec 2021	495,916,842	7,000,000	0	(1,036,699)	501,880,143	501,887,691	469,740	(75)	469,815
Jan 2022	501,880,143	71,328,014	42,000,000	(3,680,629)	527,527,528	512,235,522	478,305	4,064	474,241
Feb 2022									
Mar 2022									
Apr 2022									
May 2022									
Jun 2022									
Comparative Totals:									
Year-to-date									
FY 2021-22	\$418,202,496	\$227,718,868	\$110,530,672	(\$7,863,164)	\$527,527,528	\$484,247,702	\$3,577,529	\$17,910	\$3,559,619
FY 2020-21	335,205,357	173,953,767	51,784,200	1,238,024	458,612,948	407,561,543	5,363,765	21,909	5,341,856
Amt Change					68,914,580	76,686,159	(1,786,236)	(3,999)	(1,782,237)
% Change					15.03%	18.82%	-33.30%	-18.25%	-33.36%

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 January 2022

Schedule A-2

	<u>Purchases</u>	<u>Sales</u>		<u>Earnings</u>	<u>Change in Fair Value</u>	<u>Total Investment Income</u>	<u>Average Daily Fair Value</u>	<u>Annualized Total Investment Return</u>
		<u>Cost</u>	<u>Receipts</u>					
Money Market Account				\$22,293		\$22,293	\$68,200,000	0.39%
Utah Public Treasurers' Investment Fund				15,689		15,689	46,100,000	0.41%
Commercial Paper and Corporate Notes	\$29,239,000	\$42,000,000	\$42,000,000	182,495	(\$37,921)	144,574	173,924,006	1.00%
Obligations of U. S. Government	42,089,014			244,316	(3,557,877)	(3,313,561)	216,636,516	-18.35%
Municipal Bonds				13,512	(84,831)	(71,319)	7,375,000	-11.60%
Total	<u>\$71,328,014</u>	<u>\$42,000,000</u>	<u>\$42,000,000</u>	<u>\$478,305</u>	<u>(\$3,680,629)</u>	<u>(\$3,202,324)</u>	<u>\$512,235,522</u>	-7.50%

UTAH STATE UNIVERSITY
SUMMARY OF CASH MANAGEMENT INVESTMENT POOL TRANSACTIONS
For the Month of January 2022

Schedule A-3

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
<u>Cash Management Investment Pool</u>						
Money Market Account						\$22,293
Utah Public Treasurers' Investment Fund						15,689
Corporate Bonds and Floaters		\$29,239,000		\$42,000,000	\$42,000,000	182,495
Obligations of U. S. Government		42,089,014				244,316
Municipal Bonds						13,512
 Total Cash Management Investment Pool		<u>\$71,328,014</u>		<u>\$42,000,000</u>	<u>\$42,000,000</u>	<u>\$0</u>
						<u>\$478,305</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 2021	\$252,565,749	\$3,455,085	\$3,335,205	\$1,198,488	\$253,884,117	\$253,224,933	\$123,077	\$21,701	\$144,778	\$3,197	\$141,581
Aug 2021	253,884,117	3,177,995	2,817,011	2,932,444	257,177,545	255,530,831	163,503	622,753	786,256	\$4,140	782,116
Sep 2021	257,177,545	6,470,216	5,462,488	(1,684,285)	256,500,988	256,839,267	382,651	819,909	1,202,560	88,745	1,113,815
Oct 2021	256,500,988	9,694,614	8,853,523	6,853,794	264,195,873	260,348,431	158,069	1,512,950	1,671,019	16,138	1,654,881
Nov 2021	264,195,873	3,624,640	3,005,084	(4,410,027)	260,405,402	262,300,638	132,815	694,364	827,179	7,661	819,518
Dec 2021	260,405,402	6,432,062	4,426,498	8,487,132	270,898,098	265,651,750	561,855	1,515,859	2,077,714	115,014	1,962,700
Jan 2022	270,898,098	6,261,990	3,768,486	(4,533,123)	268,858,479	269,878,289	151,511	(27,543)	123,968	18,642	105,326
Feb 2022											
Mar 2022											
Apr 2022											
May 2022											
Jun 2022											

Comparative Totals:

Year-to-date											
FY 2021-22	\$252,565,749	\$39,116,602	\$31,668,295	\$8,844,423	\$268,858,479	\$260,539,162	\$1,673,481	\$5,159,993	\$6,833,474	\$253,537	\$6,579,937
FY 2020-21	199,048,724	72,898,557	63,674,615	25,719,903	233,992,569	215,262,848	1,627,883	4,998,612	6,626,495	382,205	6,244,290
Amt Change					34,865,910	45,276,314	45,598	161,381	206,979	(128,668)	335,647
% Change					14.90%	21.03%	2.80%	3.23%	3.12%	-33.66%	5.38%

Note: The Endowment Pool includes endowment funds designated for long-term investment. Included in this pool are endowment funds invested in the University's Cash Management Investment Pool (CMIP) consisting of \$9,750,743 principal beginning balance, a \$11,783,936 ending balance, and a \$12,050,231 average daily balance for the current month. Current month interest and dividends from the CMIP were \$11,201 bringing the total to \$59,003 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 January 2022

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		\$2,360,635		\$338,642	\$338,642	\$0	\$11,201
CMP Interest		11,201					
Fixed Income funds							
Longfellow		1,124,150		1,235,111	1,206,933	(28,178)	
Paydenfunds - Emerging Markets Bond Fund	928.804	11,526					11,526
Wellington - CTF Opportunistic Emerging Markets	881.565	8,860					8,860
Alternatives							
Aether Investment Partners, LLC							
Aether Real Assets IV, LP		34,740					3,586
Aether Real Assets V, LP		194,797					2,069
Centerbridge							
Centerbridge Partners Real Estate Fund II, LP		481,541					
Global Infrastructure Partners							
Global Infrastructure Partners III-A/B, L.P.		192,565					
Global Infrastructure Partners IV-A/B, L.P.		232,854					
MUFG Fund Services							
EnTrust Permal Special Opportunities Evergreen Fund		183,739					
Silicon Valley Bank							
Strategic Investors Fund X Cayman, LP		81,100					
Solamere Capital							
Solamere Founders Fund IV, LP		360,000					
Woodbury							
Woodbury Capital II, LP				0	115	115	48,075
Woodbury Capital III, LP				0	520	520	21,266
Money Market Funds							
Goldman Sachs Bank Deposit		3		125,492	125,492	0	3
US Bank - Endowment Pool First Am Treas Ob Fd Cl Z		666,925		1,755,681	1,755,681	0	
US Bank - Longfellow First Am Treas Ob Fund Cl Z		677,108		128,457	128,457	0	
Cash							
Endowment Pool							
US Bank Cash				151,445	151,445	0	
Accruals / Payable							
Endowment Pool							
US Bank - Accruals		8		12	12	0	9
Longfellow							
US Bank - Pending Trades		(404,678)					
US Bank Receivable - Interest Accrual		44,916		61,189	61,189	0	44,916
Total Endowment Pool Transactions		<u>\$6,261,990</u>		<u>\$3,796,029</u>	<u>\$3,768,486</u>	<u>(\$27,543)</u>	<u>\$151,511</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 2021	\$226,770,652	\$2,735,491	\$2,549,378	\$1,325,198	\$228,281,963	\$227,526,308	\$186,113	(\$32,710)	\$153,403
Aug 2021	228,281,963	1,127,728	1,397,141	(303,387)	227,709,163	227,995,563	285,006	(5,000)	280,006
Sep 2021	227,709,163	743,136	354,722	(1,234,045)	226,863,532	227,286,348	340,268	66,265	406,533
Oct 2021	226,863,532	36,981,541	33,361,373	607,975	231,091,675	228,977,604	247,142	(26,317)	220,825
Nov 2021	231,091,675	6,324,557	2,279,168	(231,535)	234,905,529	232,998,602	257,148	0	257,148
Dec 2021	234,905,529	2,600,536	3,827,919	(553,868)	233,124,278	234,014,904	350,077	(326,056)	24,021
Jan 2022	233,124,278	8,868,010	4,935,845	(3,352,606)	233,703,837	233,414,058	211,068	65,375	276,443
Feb 2022									
Mar 2022									
Apr 2022									
May 2022									
Jun 2022									

Comparative Totals:

Year-to-date									
FY 2021-22	\$226,770,652	\$59,380,999	\$48,705,546	(\$3,742,268)	\$233,703,837	\$230,316,198	\$1,876,822	(\$258,443)	\$1,618,379
FY 2020-21	202,376,354	40,307,815	31,365,623	2,909,201	214,227,747	208,792,861	1,776,183	62,886	1,839,069
Amt Change					19,476,090	21,523,337	100,639	(321,329)	(220,690)
% Change					9.09%	10.31%	5.67%	-510.97%	-12.00%

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 \$115,724,908 principal beginning balance, a \$121,071,133 ending balance and a \$120,784,542 average daily balance for the current month. Current month interest and dividends from the CMIP were \$113,398 bringing the total to \$851,297 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 January 2022

Schedule C1C
Page 1 of 1

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
<u>Defensive Return Pool</u>							
CMIP		\$5,437,432					
CMIP Earnings		113,398				\$113,398	
CMIP Payable		(204,605)				(204,605)	
Utah Public Treasurers' Investment Fund		5,808				5,808	
Fixed Income							
US Bank							
Domestic Preferred Stocks							
Bank of America Corp	20,000.000	500,000					
Cobank ACB 6.125%			13,000.000	\$1,235,000	\$1,300,000	\$65,000	
Alternatives							
Dakota Pacific Real Estate Group							
Dakota Pacific Real Estate		10,686				6,122	
Woodbury							
Woodbury Capital II, LP				48,074	48,189	115	
Woodbury Capital III, LP				10,633	10,893	260	
Money Market / Cash							
Morgan Stanley - MSILF Govt Sec Part		11		1,716,335	1,716,335	0	
US Bank - First Am Treasury Ob Fund Class Z		2,714,936		510,686	510,686	0	
US Bank - First Am Treasury Ob Fund Class Z		10		1,121,684	1,121,684	0	
Receivable / In Transit / Unsettled Purchases							
US Bank - Receivable		290,330		228,048	228,048	0	
US Bank - Receivable		4		10	10	0	
Total Other Investments		<u>\$8,868,010</u>		<u>\$4,870,470</u>	<u>\$4,935,845</u>	<u>\$65,375</u>	<u>\$211,068</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 2021	\$32,803,523	\$236,623	\$216,379	\$474,808	\$33,298,575	\$33,051,049	\$1,461	\$6,488	\$7,949
Aug 2021	33,298,575	371,162	429,186	736,171	33,976,722	33,637,649	818	70,457	71,275
Sep 2021	33,976,722	422,811	419,820	(1,305,504)	32,674,209	33,325,466	3,374	2,941	6,315
Oct 2021	32,674,209	32,733	64,119	1,545,507	34,188,330	33,431,270	1,572	5,527	7,099
Nov 2021	34,188,330	27,097	22,575	(493,160)	33,699,692	33,944,011	1,372	5,823	7,195
Dec 2021	33,699,692	3,232,646	2,560,767	1,158,214	35,529,785	34,614,739	59,343	(19,568)	39,775
Jan 2022	35,529,785	736,766	1,391,888	(1,602,606)	33,272,057	34,400,921	1,280	3,515	4,795
Feb 2022									
Mar 2022									
Apr 2022									
May 2022									
Jun 2022									

Comparative Totals:

Year-to-date									
FY 2021-22	\$32,803,523	\$5,059,838	\$5,104,734	\$513,430	\$33,272,057	\$33,772,158	\$69,220	\$75,183	\$144,403
FY 2020-21	25,497,207	2,485,620	2,665,845	3,910,998	29,227,980	27,594,701	29,154	48,675	77,829
Amt Change					4,044,077	6,177,457	40,066	26,508	66,574
% Change					13.84%	22.39%	137.43%	54.46%	85.54%

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of January 2022

Schedule C2C
Page 1 of 3

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Other Investments							
Common and Preferred Stock							
Charles Schwab							
American Century Inflation			1,377.736	\$18,139	\$17,387	(\$752)	
DFA Five-Year Global Fixed Income			2,979.044	32,054	31,608	(446)	
DFA Inflation-Protected Securities I			1,853.345	24,684	24,168	(516)	
DFA Short-term Government I			631.313	6,566	\$6,534	(32)	
Vanguard High-Yield Corporate Adm			7,340.279	43,528	43,308	(220)	(\$90)
Vanguard Long-Term Investment Grade Adm			2,624.083	29,311	27,894	(1,417)	(44)
Vanguard Long-Term Treasury Admiral			1,741.767	22,416	21,685	(731)	(22)
Dimensional International Val ETF			926.180	30,402	32,666	2,264	
DFA Emerging Markets I			312.823	10,332	10,129	(203)	
DFA Emerging Markets Small Cap			352.803	9,201	8,813	(388)	
DFA Emerging Markets Value I			257.690	8,130	8,308	178	
DFA International Small Cap Value I			1,280.387	27,387	28,169	782	
DFA International Small Company I			1,323.264	29,813	28,781	(1,032)	
DFA Real Estate Securities I			620.899	30,983	30,654	(329)	
DFA US Large Cap Growth Instl			900.022	30,493	28,099	(2,394)	
DFA US Large Cap Value I			683.404	31,553	32,366	813	
DFA Micro Cap I			928.842	27,587	25,292	(2,295)	
DFA Small Cap Value I			628.431	29,392	28,097	(1,295)	
Vanguard European Stock Index Admiral			175.487	14,727	15,008	281	
Vanguard Pacific Stock Index Admiral			158.377	15,635	15,389	(246)	
Bank Sweep Account		\$464,198		481,917	481,917	0	
Morgan Stanley							
Apple Inc	303.000	50,472	303.000	50,472	52,119	1,647	
Fidelity Strategic Dividend & Income	120.000	2,060					
First Trust Lunt	1,635.000	50,448	1,635.000	50,448	49,603	(845)	
Wells Fargo & Co New	100.000	5,418	100.000	5,418	5,285	(133)	
Utah Public Treasurers'							
Investment Fund		52					52
ETF / Bonds / Mutual Funds							
Charles Schwab							
Bond Funds							
Janus Henderson Multi Sector Income Fund	13.794	134					134
PIMCO Income Instl	27.340	322	2,116.850	24,785	24,985	200	322
Western Asset Core Plus Bond	13.761	159					159

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of January 2022

Schedule C2C
Page 2 of 3

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
Equity Funds						
American Funds American Balanced F3			468.897	\$14,883	\$14,985	\$102
MFS Intl Diversification I			1,033.485	18,496	24,985	6,489
Commonfund						
CEU Title III						
Multi-Strategy Bond			86.065	996	1,369	373
Multi-Strategy Equity			9.515	583	5,568	4,985
TD Ameritrade						
Exchange Traded Funds						
First Tr Exchange Traded Fd			87.000	4,693	4,541	(152)
First Trust Exch Traded Fund 2			62.000	4,103	3,285	(818)
Invesco Exchange Traded Fd Tr S&P Midcap			41.000	3,583	3,362	(221)
Invesco Exchange Traded Fund T DWA Emerging Markets			146.000	3,696	3,561	(135)
Invesco Exchange Traded Fund Taxable Mun Bond						
iShares Trust Edeg High Yield ETF			130.000	6,751	6,584	(167)
Kraneshares Tr Quadrtrc Int RT Etf						
Proshares Trust PSHS ULT S&P 500	182.000	\$0				
Vanguard FTSE Dev Mkt ETF			54.000	2,819	2,690	(129)
Exchange Traded Funds Earnings						\$49
Fixed Income						
Barclays Bank PLC 01/17/2025	30.000	3,000				
Barclays Bank PLC 01/17/2025	30.000	3,000				
Fixed Income Earnings						314
Mutual Funds						
Alphacentric Income Opptys			1,195.011	14,226	14,523	297
Stocks						
Stocks Earnings						19
Alternatives						
InvenTrust Properties						
InvenTrust Properties Corp						387
Money Market / Cash						
Charles Schwab - Cash				1,251	1,251	0
Charles Schwab - Money Market		66,206		60,980	60,980	0
Edward Jones						
Morgan Stanley - Cash				128,839	128,839	0
TD Ameritrade Cash		14		250	250	0
TD Ameritrade Deposit Account		39,164		33,684	33,684	0

UTAH STATE UNIVERSITY
SUMMARY OF OTHER INVESTMENT TRANSACTIONS
For the Month of January 2022

Schedule C2C
Page 3 of 3

	Purchases		Sales			Earnings
	Shares	Cost	Shares	Cost	Receipts	
Receivable / In Transit / Unsettled Purchases						
Morgan Stanley - Unsettled Trades		\$52,119				
PTIF Receivable				\$3,167	\$3,167	\$0
Total Other Investments		<u>\$736,766</u>		<u>\$1,388,373</u>	<u>\$1,391,888</u>	<u>\$3,515</u>
				<u>\$1,388,373</u>	<u>\$1,391,888</u>	<u>\$1,280</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 2021	\$6,689,873	\$1,035,170	\$1,249,992	(\$3,409)	\$6,471,642	\$6,580,758	\$13,776	\$80,483	\$94,259	\$650	\$93,609
Aug 2021	6,471,642	574,124	555,527	144,656	6,634,895	6,553,269	25,579	21,895	47,474	135	47,339
Sep 2021	6,634,895	676,133	655,043	(176,080)	6,479,905	6,557,400	21,088	161,518	182,606	(2)	182,608
Oct 2021	6,479,905	721,535	708,665	232,080	6,724,855	6,602,380	13,426	15,299	28,725	657	28,068
Nov 2021	6,724,855	697,669	678,894	(77,509)	6,666,121	6,695,488	18,775	9,431	28,206	0	28,206
Dec 2021	6,666,121	630,859	602,960	325,751	7,019,771	6,842,946	27,899	(32,254)	(4,355)	0	(4,355)
Jan 2022	7,019,771	410,349	401,692	(52,082)	6,976,346	6,998,059	9,314	17,597	26,911	657	26,254
Feb 2022											
Mar 2022											
Apr 2022											
May 2022											
Jun 2022											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2021-22	\$6,689,873	\$4,745,839	\$4,852,773	\$393,407	\$6,976,346	\$6,690,043	\$129,857	\$273,969	\$403,826	\$2,097	\$401,729
FY 2020-21	5,198,575	3,699,943	3,595,342	740,662	6,043,838	5,530,834	115,200	(178,875)	(63,675)	1,973	(65,648)
Amt Change					932,508	1,159,209	14,657	452,844	467,501	124	467,377
% Change					15.43%	20.96%	12.72%	253.16%	734.20%	6.28%	711.94%

Note: Endowment Trusts include externally managed endowment trusts.

UTAH STATE UNIVERSITY
SUMMARY OF ENDOWMENT TRUST INVESTMENT TRANSACTIONS
For the Month of January 2022

Schedule D-2
Page 1 of 1

	Purchases		Sales				Earnings
	Shares	Cost	Shares	Cost	Receipts	Gain/(Loss)	
Endowment Trusts							
Common and Preferred Stock							
Crown Castle Intl Corp			0.000	\$211	\$0	(\$211)	
Intl Business Machines Corp	500.000	\$67,184					
JP Morgan Chase & Co	400.000	67,627					
Procter & Gamble			860.000	117,676	134,667	16,991	
Qualcomm Inc	350.000	65,462					
iShares Preferred & Income			1,700.000	64,408	65,225	817	
Funds held at Morgan Stanley - Dividends							\$9,124
Mutual Funds - Bond							
Funds held at Wells Fargo - Dividends							148
Real Asset Funds							
Funds held at Wells Fargo - Dividends							42
Money Market & Cash Funds							
Morgan Stanley MSILF Govt Sec Part		208,130		200,305	200,305	0	
Morgan Stanley Cash		1,400		514	514	0	
Federated Govt Obligations Prm #117		276		313	313	0	
Wells Fargo EEJ Cash				180	180	0	
Federated Govt Obligations Prm #117		270		312	312	0	
Wells Fargo MSE Cash				176	176	0	
Total Endowment Trusts		<u><u>\$410,349</u></u>		<u><u>\$384,095</u></u>	<u><u>\$401,692</u></u>	<u><u>\$17,597</u></u>	<u><u>\$9,314</u></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 2021	\$66,189,244	\$22,634	\$1,496,410	\$0	\$64,715,468	\$65,333,503	\$19,973	\$0	\$19,973	\$0	\$19,973
Aug 2021	64,715,468	20,277	6,713,289	0	58,022,456	59,993,940	16,731	0	16,731	0	16,731
Sep 2021	58,022,456	1,652,303	1,511,856	0	58,162,903	58,885,840	15,412	0	15,412	0	15,412
Oct 2021	58,162,903	17,064	4,334,218	0	53,845,749	55,085,971	15,499	0	15,499	0	15,499
Nov 2021	53,845,749	16,951,687	7,039,149	0	63,758,287	60,629,777	17,238	0	17,238	0	17,238
Dec 2021	63,758,287	18,742	12,346,081	0	51,430,948	53,804,753	16,879	0	16,879	0	16,879
Jan 2022	51,430,948	16,879	2,359,285	0	49,088,542	50,729,846	16,808		16,808		16,808
Feb 2022											
Mar 2022											
Apr 2022											
May 2022											
Jun 2022											
<hr/> <hr/>											
Comparative Totals:											
Year-to-date											
FY 2021-22	\$66,189,244	\$18,699,586	\$35,800,288	\$0	\$49,088,542	\$57,780,519	\$118,540	\$0	\$118,540	\$0	\$118,540
FY 2020-21	106,054,187	9,216,448	24,459,066	0	90,811,569	100,950,156	325,918	0	325,918	0	325,918
Amt Change					(41,723,027)	(43,169,637)	(207,378)	0	(207,378)	0	(207,378)
% Change					-45.94%	-42.76%	-63.63%	0.00%	-63.63%	0.00%	-63.63%

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 January 2022

Schedule E-2

	Purchases		Sales			Earnings	
	Shares	Cost	Shares	Cost	Receipts		Gain/(Loss)
Plant Trusts							
Utah Public Treasurers' Investment Fund		\$16,879		\$2,359,285	\$2,359,285	\$0	\$16,808
Total Plant Trusts		<u>\$16,879</u>		<u>\$2,359,285</u>	<u>\$2,359,285</u>	<u>\$0</u>	<u>\$16,808</u>

4 May 2022

ITEM FOR INFORMATION

RE: Revised and Introduced 500 Level Policies

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

EXECUTIVE SUMMARY

The University combined Policy 551 Computer Management and Policy 558 Information Security into Policy 551 Information Security as shown in the following documents that includes redlined and final versions of the policy. Policy 589 Unpaid Research Interns was introduced as a new policy. Attached is the final version of the introduced policy.

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



POLICY MANUAL

OPERATING POLICIES AND PROCEDURES

Number 551

Subject: Computer Management

Effective Date: February 1, 2008

551.1 PURPOSE

The intention of this policy is to decrease the availability of Utah State University's computing resources to unauthorized outsiders. Computing resources and confidential data are sought by unauthorized outsiders for their own purposes, often at the expense of the University or the user of the computer. Proper management of computers reduces these risks of loss and the legal, financial, and personal consequences that may result.

551.2 POLICY

All computers connected to the USU Network must be configured and managed to reduce or eliminate the risk of loss of control of the computer resource, or stored or transmitted information. Information Technology (IT) is directed to develop Computer Management Procedures according to industry best practices in collaboration with IT advisory committees and user groups.



~~POLICY MANUAL~~

~~OPERATING POLICIES AND PROCEDURES~~

~~Number 558~~

~~Subject: Protecting Private Sensitive Information and Critical Institutional Data~~

~~Effective Date: March 31, 2010~~

~~558.1 PURPOSE~~

~~The intention of this policy is to protect Utah State University's Private Sensitive Information (PSI) and Critical Institutional Data (CID) while stored on or transmitted by institutional information technology resources, and to recognize the applicable issues of the Utah State Board of Regents Policy R345, Information Technology Resource Security.~~

~~558.2 POLICY~~

- ~~• Utah State University (USU) and its colleges, departments, and divisions, must take measures to protect Private Sensitive Information (PSI) and Critical Institutional Data (CID) that are stored, processed or transmitted using institutional resources.~~
- ~~• All computers and other IT Resources that are used to display, process, store or transmit PSI or CID must be maintained by support technicians who have ongoing HR job responsibilities for those resources, in compliance with the Computer Management Policy 551 to reduce the likelihood of vulnerability. These technical support personnel may be employed in departments or in the Office of Information Technology (OIT).~~
- ~~• USU requires all employees, contractors, consultants, vendors and students:
 - ~~○ to follow best practice protection of the USU IT Resources they use to store, process or transmit information. Protection from both electronic and physical compromise or loss is required. Some uses of equipment may be prohibited because of the exposure risks they introduce to PSI being processed on the same equipment (e.g. web browsing, free program~~~~

installations, downloading, instant messaging, remote logins, which may introduce unexpected or hidden malware.) See also Computer Management Policy 551.

- to report to the OIT ServiceDesk or the OIT Security Team, all evidence or suspicion of network intrusion attempts, information security breaches, and other security related incidents perpetrated against University data and information resources. See also Network Monitoring & Vulnerability Scanning Policy 555.
- USU requires that the transfer of PSI to end-user equipment be restricted to necessary circumstances. When PSI is transferred it must be protected by encryption or other measures.
- Offsite storage, processing or backup of PSI/CID must use service providers evaluated and approved by the responsible data steward in consultation with OIT. OIT is directed to publish standards that conform to this policy.
- The following roles and responsibilities are established for protecting and preserving the University's PSI and CID:
 - **Data Trustees** are University Administrative Officers (President, Provost, Vice Presidents, etc) who have top-level responsibilities for databases used within their divisions. The responsibilities of Data Trustees include: designating data stewards, establishing office practices that will protect and preserve the PSI and CID collected and/or used in their units, and defining policies and procedures that support and require best practices.
 - **Data Stewards** are management level officials (Controller, Registrar, Directors, Managers, etc) who have direct operational level responsibility for specific databases that may contain PSI and/or CID. Data Stewards are responsible for: coordinating with Data Trustees, classifying specific data as PSI or CID, authorizing specific data users to access databases as needed for their job functions, and enforcing the policies, procedures and office practices that apply to their specific databases
 - **System Administrators** are IT professionals who manage computer systems or software which store, process or transmit information. They are responsible for the data preservation and security features of their computer systems.
 - **Data Users** are Faculty, Advisors and other staff who examine data, including PSI and CID, as part of their duties. Data Users must protect against unauthorized duplication or release of PSI as well as loss or corruption of CID from their user-controlled equipment.
- Upon discovery or notification of a security incident, the OIT Security Team will promptly and systematically investigate and escalate, remediate, or collaborate with other units to resolve the issue.
- The OIT Security Team shall establish procedures for convening an Incident Response Team to respond to security breaches that may expose PSI or destroy CID:
 - Each incident will be documented as part of the incident response, providing a general description of events, approximate timelines, parties involved, resolution of the incident, external notifications required and

recommendations for prevention and remediation. To protect confidentiality and promote identification of perpetrators, any external notification about an incident must be handled by Public Relations & Marketing after approval by the CIO/VP for IT and the Office of Risk Management in consultation with the President's designee.

- If an incident is judged by the Security Team, in consultation with available administrators, to be a critical threat to the confidentiality of data and/or the integrity of Information Resources, OIT is authorized to take immediate action to eliminate the threat in accordance with the Network Monitoring and Vulnerability Scanning Policy (#555). This action may include the interruption of service, denial of access, or removal of systems from the network while the incident is being resolved. Such actions will be reported to the CIO/VP for IT and the affected members of the university community. Business continuity will not take precedence over the actions required to control a critical security incident. Losses due to a security incident must be weighed against losses due to interruption of services to the university community in assessing the criticality of a threat.
- When IT Resource media are being disposed or recommissioned, industry standard procedures for thorough obliteration of PSI from electronic media must be employed by the media owner/user or by USU Resource Recovery.
- USU does not accept liability for PSI that is transmitted through, or stored on, IT Resources by the end user for non-university related purposes.
- Employees whose job duties involve PSI or CID must complete annual training on these policies and subsequent procedures. Training will be provided by OIT in conjunction with the Office of Human Resources training program.

558.3 GRIEVANCE

- **Private Sensitive Information (PSI)**—any information that might result in a loss to its owner if the information was obtained by someone with unknown trustability or malicious intent. PSI includes but is not limited to, the owner's name in combination with any of: Social Security number, birth date, access passcodes, academic record, medical history, and financial matters. PSI is owned by the individual, not by USU. This policy is concerned with private sensitive information only if it is required or requested by USU and stored or transmitted on USU IT Resources.
- **Institutional Data**—any information that is generated or acquired, stored and required for the continued function of USU, including but not limited to: academic records, employment records, financial records, schedules, etc. Institutional Data is owned by USU (except for information that is also PSI).
- **Critical Institutional Data (CID)**—any USU institutional data that cannot be regenerated from readily available sources if corrupted or lost and is necessary for the function of USU. CID may be private or public.
- **IT Resource**—any electronic equipment, infrastructure or software used to transmit, process or store digital data or information. This policy is concerned only with IT Resources owned or leased by USU or privately owned client-side

equipment that is directly connected to USU IT infrastructure. IT Resources include, but are not limited to: servers, network wiring, routers, switches, wireless access points, desktop, laptop, handheld and other portable client equipment and peripherals such as printers, scanners, web cameras, as well as programs and operating systems used on any of that equipment. For the purposes of this policy "IT Resource" does not include the data (PSI, CID or other) that is transmitted, processed or stored on the IT Resource.

- **Critical IT Resource**—any IT Resource which, if it fails to function when needed, would cause an unacceptable disruption to mission critical academic or business services of USU or expose USU to liability. Examples include: the wired network, the telephone system, the enterprise administrative computing system (Banner), etc.
- **Compromise**—loss of exclusive, authorized control of an IT Resource to an unauthorized person or to unauthorized software resulting in exploitation, control and/or use of the IT Resource beyond USU's purpose or intent for that IT Resource.
- **Vulnerability**—the lack of adequate controls to prevent an IT Resource from becoming compromised. A weakness in a system allowing possible or actual unauthorized action.
- **Server**—a computer used to provide services or data to multiple users.
- **Security**—the process of managing risks to prevent or reduce loss.
- **Security Breach**—an identified compromise which exposes PSI to unauthorized access or an IT Resource to unauthorized use.
- **Incident Response Team**—an ad hoc team of specialists convened to investigate the causes of a security breach or other data exposure event, to evaluate the extent and cost of a loss, and to formulate corrective actions to prevent recurrence.
- **Disaster Recovery Plan**—a plan to restore the function of USU IT resources and appropriate access to critical institutional data after a disaster which has damaged or disabled existing systems for those functions and access.
- **Unauthorized Access**—access to a USU IT Resource or to USU data that is outside of the approved uses.
- **Appropriate Use Policy**—a statement of the allowed and proscribed uses of USU IT Resources.

University Policy 551: Information Security

Category: Operating Policies

Subcategory: Information Technology

Covered Individuals: Employees or Persons with access to Institutional PII/CID

Responsible Executive: Chief Information Officer (CIO)

Policy Custodian: Institutional Security Officer (ISO) role, Information Technology Services (ITS)

Last Revised: 2022/03/23

Previous USU Policy Numbers: *551: Computer Management (2008) and 558: Information Security (2010)*

551.1 PURPOSE AND SCOPE

This policy is established to protect [Critical Institutional Data \(CID\)](#) and [Personally Identifiable Information \(PII\)](#) while stored, accessed, processed, or transmitted by Utah State University (USU). The purposes of this policy will be achieved through proper assignment of responsibility, and appropriate management and protection of accounts and credentials, access levels, [devices](#), [services](#), and incident response.

This policy and its associated procedures are intended to comply with and implement the requirements of Utah State of Higher Education Policy R345, Information Technology Resource Security and the Protection of Personal Information Act, Utah Code 13-44-101 et seq.

Proper implementation and management of roles, responsibilities, accounts, credentials, access levels, devices, services, and response, reduces risk of loss and the legal, reputational, and financial consequences that may result.

551.2 POLICY

2.1 Protecting and preserving PII and CID

2.1.1 USU and its employees, colleges, departments, centers, and divisions, must take measures to protect institutional PII and CID that are stored, accessed, processed, or transmitted using USU services, [systems](#), and resources.

2.1.2 **Data Trustees** are USU Administrative Officers (President, Provost, Vice Presidents, Deans, etc.) who have oversight responsibilities for data governed by or used within their divisions. The responsibilities of Data Trustees include: designating data stewards, ensuring the establishment of practices that will protect and preserve the PII and CID collected and/or used, development of processes for reviewing and approving data transfer, integration, and use requests by other units, and designing and implementing workflows and/or procedures to reduce risk.

2.1.3 **Data Stewards** are management level officials (Controller, Registrar, Directors, Managers, etc.) who have operational level responsibility for specific data or services that may include PII and/or CID. Data Stewards are responsible for: coordinating with Data Trustees, classifying specific data as PII or CID, authorizing specific data users to access data as needed for their job functions, and enforcing the policies, procedures, programs, and practices that apply.

2.1.4 System Administrators or Support Technicians are IT professionals with assigned responsibilities to technically manage [IT resources](#), computers, software, and services which store, process or transmit PII and/or CID. They are responsible for technical system and service data preservation, system-level [security](#) features, and to configure, secure, and maintain such according to best practices, policies, procedures, and software that apply to the services and systems they are assigned to support.

2.1.5 Data Users are any persons who are authorized to examine or utilize data, including PII and/or CID, as part of their duties. Data Users must protect against [unauthorized access](#), duplication, or release of PII as well as loss or corruption of CID from their user-controlled equipment, accounts, and credentials, and to follow all service and access policies, programs, and procedures established by their units and/or USU.

2.1.6 USU requires anyone with access to institutional credentials, systems, services, or resources that may store or transmit institutional PII/CID to:

- 1) understand and comply with policies, procedures, and programs established for the equipment, service, data classification, and role assigned.
- 2) report to Data Stewards or Data Trustees any access to PII and/or CID outside of the scope of their role for correction and remediation.
- 3) understand how to effectively utilize multifactor authentication, including denying unauthorized attempts, and reporting and updating credentials if such occurs.
- 4) effectively participate in required trainings, including annual, service, procedure, and compliance.
- 5) follow best practice protection of any data or IT Resource used to store, view, process, or transmit information. Protection from electronic, social, and physical [compromise](#) or loss is required.
- 6) promptly report to the IT Service Desk or the IT Enterprise Systems and Security Team, all evidence or suspicion of network, device, credential, or service intrusion attempts, information [security breaches](#), and other security related incidents perpetrated against data [and information resources](#).

2.1.7 Internal Audit Services, Legal Affairs, and the Office of Information Technology Services (ITS) have authority to review and audit all systems, devices, services, procedures, and controls used during the storage, processing, and transfer of institutional data.

2.1.8 ITS is directed to develop and maintain a written cybersecurity program, reasonably conforming to necessary cybersecurity frameworks (see policy Guidance section and applicable procedures for more information), and to establish and maintain procedures with regard to this policy in collaboration and consultation with the Office of Legal Affairs, Office of the Vice President for Research, and other units as may be appropriate to reduce cybersecurity risk.

2.2 Account and Credential Security (to services, applications, data, and resources)

2.2.1 Services that utilize USU credentials (including employee A# accounts), which provide access to services that contain or process institutional PII and/or CID, or other systems identified by the ISO as necessary to safeguard institutional data and/or systems, must be protected by multifactor authentication.

2.2.2 Authentication credentials will be provisioned, updated, and revoked according to USU employment, position, service, and role assignments.

2.2.3 Authentication credentials (including passwords) will be reviewed for [vulnerability](#), and such may be expired, revoked, or reset to reduce risk or if there is evidence of compromise or misuse.

2.2.4 Persons in possession of credentials are required to comply with account, service, and credential requirements, and to protect and secure such against misuse. Individual credentials (including A# username/password) may not be shared.

2.2.5 Use of shared credentials and/or [orphan accounts](#) are to be minimized to necessary circumstances and should not be used to store or access PII. Data Trustees and/or Data Stewards shall ensure that shared credential accounts have processes in place to reduce risk, including appropriate onboarding and offboarding practices, such as changing the shared credential password whenever any team member with access changes.

2.3 Access Level Security (within services, applications, data, and resources)

2.3.1 Data Stewards and Data Trustees (see 2.1) are required to establish and maintain documented procedures for assigning, changing, and revoking rights to data within services and applications under their stewardship, and to ensure that access levels assigned to credentials remain appropriately monitored, scoped, assigned, controlled, and revoked.

2.3.2 Access must be restricted, wherever possible, to the minimum set of data and services necessary to the current role and function to be performed.

2.4 Device Security (computers, laptops, servers, storage, etc.)

2.4.1 All institutional devices, computers, [servers](#), storage, and other IT Resources must be configured and managed by employees who have ongoing responsibilities for those resources to reduce vulnerability in compliance with best practice and USU Computer Management Procedures.

2.4.2 The transfer and storage of PII and/or CID to [end-user equipment](#) is restricted to necessary circumstances and is to be minimized and eliminated wherever possible. Certain service or data classifications may prohibit storage on end-user devices entirely.

2.4.3 When PII and/or CID is transferred or stored it must be protected by encryption, strong credentials, and all other measures appropriate for the specific data classification.

2.4.4 When IT Resource media are being disposed, destroyed, or recommissioned, industry standard procedures for thorough obliteration of PII and/or CID must be employed by the media owner/user, system administrator/support technician, and/or by USU Surplus Property Sales.

2.4.5 USU does not accept liability for PII that is transmitted through, or stored on, IT Resources by the end user for non-university related purposes.

2.5 Personal Accounts

2.5.1 Use of personally owned accounts and services to store institutional PII and/or CID is prohibited. Such cannot be assumed or assured to meet regulatory, compliance, classification, security, retention, or preservation requirements.

2.6 Service Security

2.6.1 Storage, processing, provisioning, or backup of PII and/or CID and related services and applications must use service providers, software, and systems evaluated and approved by the responsible Data Steward, in consultation with the Office of Information Technology Services, designated Systems and Technical Support, and other individuals or units as the specific data classification may necessitate, including following USU contract review policies and procedures.

2.6.2 Such systems must be configured and supported technically, procedurally, and operationally according to this policy and in compliance with other applicable procedures, regulations, controls, or requirements.

2.7 Incident Response

2.7.1 Upon discovery or notification of a security incident, ITS will evaluate and where necessary, promptly and systematically convene a technical [incident response team](#) to investigate, escalate, remediate, and collaborate with other units and USU Administration to resolve the issue.

2.7.2 ITS shall establish procedures, in collaboration and consultation with the Office of Legal Affairs, for convening a Technical Incident Response Team to respond to security breaches that may expose or destroy PII or CID.

2.7.3 USU compliance, legal, privacy, and regulatory leads must be promptly informed of any and all breach or loss of PII or CID.

2.7.4 To protect confidentiality and promote identification of perpetrators, any external notification about an incident must be handled by University Marketing and Communications (UMAC) after review and approval by impacted unit administration, CIO, General Counsel, and any President's designees.

2.7.5 Ransom payments or other demand responses may not be made without approval by the President or President's designee(s).

2.7.6 If an incident is judged by ITS, in consultation with available administrators, to be a critical threat to the confidentiality of data and/or the integrity of Information Resources, ITS is authorized to take immediate action to eliminate the threat. This action may include the interruption of service, addition of controls, denial of access, or removal of systems from the network while the incident is being resolved. Such actions will be reported to the CIO and the affected members of the USU community. Actions required to control a critical security incident will take precedence over business continuity. Losses due to a security incident must be weighed against losses due to interruption of services to the USU community in assessing the criticality of a threat.

551.3 RESPONSIBILITIES

3.1 Anyone with access to USU data, systems, or services has a responsibility to understand and comply with this policy.

3.2 Every service that acts as a [system of record](#) for PII or CID must have Data Trustees, Data Stewards, and System Administrators/Support Technicians identified and reported to ITS through the Office of the CIO.

3.3 Data Trustees will be assigned, where necessary, by a committee consisting of the CIO, the Vice President for Finance & Administrative Services, the Vice President for Academic Instructional Services, and the Provost.

551.4 REFERENCES

- [Utah System of Higher Education Policy R345, Information Technology Resource Security](#)
- Protection of Personal Information Act, Utah Code 13-44-101 et seq.

551.5 RELATED USU POLICIES

- [Information Technology Policies \(550-579\)](#)
- [Policy 588: Research Data](#)
- [Policy 528: Contract Signature Authority and Delegation](#)

551.6 DEFINITIONS

- **Compromise** - Loss of exclusive, authorized control of an IT Resource to an unauthorized person or to unauthorized software resulting in exploitation, control and/or use of the IT Resource beyond USU's purpose or intent for that IT Resource.
- **Critical Institutional Data (CID)** - Any USU institutional data that cannot be regenerated from readily available sources if corrupted or lost and is necessary for the function of USU. CID may be private or public. CID is any information that is generated or acquired, stored and required for the continued function of USU, including but not limited to: academic records, employment records, financial records, schedules, etc.
- **Critical IT or Information Resource** - Any IT Resource which, if it fails to function when needed, would cause an unacceptable disruption to mission critical academic or business services of USU or expose USU to liability. Examples include: the wired network, essential communications systems, the enterprise administrative computing system (Banner), the learning Management System (Canvas), etc.
- **Device** – Any piece of technology used to store, transmit, access, or utilize data.
- **End-user equipment** – Any device that is used by the ultimate intended unit, consumer, manipulator, accessor, user, or producer of data in USU systems.
- **Incident Response Team** - An ad hoc team of specialists convened to investigate the causes of a security breach or other data exposure event, to evaluate the extent and cost of a loss, and to formulate corrective actions to prevent recurrence.
- **Information or IT Resource** - Any electronic equipment, infrastructure or software used to transmit, process or store digital data or information. This policy is concerned only with IT Resources owned or leased by USU or privately owned client-side equipment that is directly connected to USU IT infrastructure. IT Resources include, but are not limited to: servers, network wiring, routers, switches, wireless access points, desktop, laptop, handheld and other portable client equipment and peripherals such as printers, scanners, web cameras, as well as programs and operating systems used on any of that equipment. For the purposes of this policy "IT Resource" does not include the data (PII, CID or other) that is transmitted, processed or stored on the IT Resource.
- **Orphan Accounts** - These are USU credentials (usernames and passwords) that are not assigned directly and exclusively to an individual.
- **Personally Identifiable Information (PII)** - Non-public information maintained by or accessible through IT Resources such as networks and/or computers, that can be used to identify an individual alone (e.g., full social security number, biometric records, etc.) or when an individual's first name or initial and last name is combined with other information linkable to that person, including but not limited to the following: last four digits of a Social Security number, date or place of birth, mother's maiden name, government issued identification numbers such as driver license or state identification card number, and/or protected health information . Access to such data is governed by state and federal laws, both in terms of protection of the data, and requirements for disclosing the data to the individual to whom it pertains. Private Sensitive Information does not include public information that is lawfully made available to the general public from federal, state, or local government records and/or pursuant to the Utah Government Records Access and Management Act (GRAMA), or in the case of student records, "directory information" as defined by the Family Education Rights and Privacy Act (FERPA).
- **Security** - The process of managing risks to prevent or reduce loss.
- **Security Breach** - An identified compromise which exposes PII to unauthorized access or an IT Resource to unauthorized use.
- **Server** - A computing device used to provide services or data to multiple users.
- **Service** - A software application or system, purchased, subscribed to, or created, to meet a set of business objectives that stores, manipulates, or transmits data. Examples include Software as a Service, software applications, cloud or locally hosted software.
- **System** – A bounded collection of components, including hardware, software, services, data, and processes unified (often as a service) to meet a set of business objectives.
- **System of Record** - A system of record is a server or service that is the authoritative source for a given set of data or set of information.
- **Unauthorized Access** - Access to a USU IT Resource or to USU data that is outside of the approved uses.

- **Vulnerability** - The lack of adequate controls to prevent an IT Resource from becoming compromised. A weakness in a system allowing possible or actual unauthorized action.

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.

RESOURCES

Procedures

- [Computer Management Procedures](#)
- [Data Management and Storage](#)
- [Equipment Management Procedures](#) and [Forms](#)
- Cybersecurity Program (under development)
- Technical Incident Response Team Procedures (under development)

Guidance

- Center for Internet Security CIS Critical Security Controls (USHE 2022 selected core cybersecurity framework): <https://www.cisecurity.org/controls>
- Guidance For Implementing National Security Presidential Memorandum 33 (Nspm-33) On National Security Strategy for United States Government-Supported Research and Development: <https://www.whitehouse.gov/wp-content/uploads/2022/01/010422-NSPM-33-Implementation-Guidance.pdf>
- Executive Order 14028, Improving the Nation's Cybersecurity:
 - <https://www.federalregister.gov/documents/2021/05/17/2021-10460/improving-the-nations-cybersecurity>
 - <https://www.nist.gov/itl/executive-order-improving-nations-cybersecurity>

Related Forms and Tools

- [Equipment Management Forms](#)

Contacts

- USU IT Services: <https://it.usu.edu>
 - Chief Information Officer, Eric Hawley, (435) 797-1134
 - ISO role, Blake Rich, (435) 797-1134
 - Service Desk, (435) 797-HELP
- Office of Legal Affairs: <https://www.usu.edu/legal/>
- Office of Research: <https://research.usu.edu>
- Internal Audit Services: <https://www.usu.edu/internal-audit-services/>
- List of Data Trustees, Data Stewards, and Support Technicians (under development)

POLICY HISTORY

Original issue date: 2022/03/23

Last review date: 2022/03/23

Next scheduled review date: 2023/Q2

Previous revision dates: 0202/03/23

University Policy 589: Unpaid Research Interns

Category: Operating Policies

Sub Category: Research and Sponsored Projects

Covered Individuals: All USU Employees and Unpaid Research Interns

Responsible Executive: Vice President for Research

Policy Custodian: Associate Vice President for Research

Last Revised: 2022/03/23

589.1 PURPOSE AND SCOPE

To support the University's commitment to engaging students in its research efforts and ensure the safety and fairness of those experiences, this policy formalizes the authorization to work with, train, and supervise Unpaid Research Interns. This policy also provides certain requirements related to the supervision and contributions of Unpaid Research Interns.

589.2 POLICY

2.1 Research Interns

In furtherance of research and education goals, Responsible Units may allow a student (USU or approved non-USU student) to serve as a Research Intern. While a Research Intern does not receive wages or academic credit for their involvement and does not provide this involvement as part of a requirement for a degree or a course, Internships under this Policy must be for the primary benefit of the Research Intern. This benefit must come in the form of hands-on or other training in an educational environment.

Research Interns are not employees, are provided no expectation of compensation and no entitlement to a paid position at the conclusion of a Internship. Research Interns must be willing to engage in the Internship in accordance with the limitations provided in this policy.

2.2 Allowed Activities

Under the supervision of a Supervising University Employee, Research Interns may conduct research and perform research-related tasks, including laboratory and field work, where such experience is consistent with ongoing training under appropriate supervision and where such experience is for the primary benefit of the Research Intern.

2.3 Disallowed Activities (Research Interns are Prohibited from)

2.3.1. Conducting research or performing research-related tasks for which they have not been trained, unless that training is provided for them during the research experience.

2.3.2. Conducting research or performing research-related tasks in such a manner that would place the Research Intern, University personnel, or University property at risk for harm beyond those risks ordinarily encountered and/or reasonably expected during the performance of research-related tasks.

2.3.3. Operating heavy equipment without appropriate training, experience, and authorization.

2.3.4. Any illegal, illicit, or other conduct that violates university policies.

2.3.5. Entering into a contract on behalf of the University.

2.3.6. Working with export-controlled materials and/or technologies.

2.3.7. Working with hazards covered by Biosafety Level III (BSL-III) protocols.

2.3.8. Working with stored energy or hazardous materials, except where such work is specially authorized by the Responsible-Unit.

2.3.9. Entering any area of campus that is not either open for the public or that the Research Intern has been specially authorized to enter.

2.4 General Requirements

2.4.1. Research Interns are expected to abide by all University policies, procedures, and external regulations that govern the area where they are performing service. Research Interns must complete a Research Internship Participation Agreement.

2.4.2. All Research Intern appointments must be approved and accepted by the Responsible Unit prior to participation. The Responsible Unit must ensure that the Intern has or is provided with appropriate experience, qualifications, and training for the tasks to be performed.

2.4.3 A Research Intern may not be used to displace or negatively impact the employment of a current employee or replace a past employee or position.

2.4.4 A Research Intern may not perform functions traditionally performed by a University employee and may not provide services that are substantially the same as those provided by a University employee in a paid position without approval by the Office of Human Resources.

2.4.5 Research Intern arrangements may not be used to circumvent the established processes that govern the University hiring process.

2.4.6 Research Intern status may not be used as a way to avoid or defer compliance with the employment eligibility requirements of federal immigration laws.

2.4.7 Research Internships are not intended to create an employment relationship nor to be covered by the Fair Labor Standards Act. Research Internships must be created and maintained in a manner that provides the primary benefit of the relationship to the Research Intern.

2.4.8 Research Interns are not eligible for compensation or University employment benefits in their capacity as Interns.

2.4.9 Research Interns are eligible for workers' compensation coverage as a result of their Internship involvement for the University.

2.4.10 Research Interns may be indemnified by the University.

2.4.11 Research Interns who have "direct contact" with minors, meaning any interaction providing care, supervision, guidance, or control of minors or involving routine interaction with minors as defined in USU Policy 534: Protection of Minors, or Research Interns who are performing duties in security sensitive positions, must have a background check in compliance with USU Policy 386: Criminal Background Checks.

2.4.12 Research performed with the assistance of a Research Intern must be performed consistent with all other University Policies.

589.3 RESPONSIBILITIES

3.1 Supervising University Employee

Research Interns receive training and experience in research under the direct supervision of a University employee. A supervising University employee is responsible for day-to-day research operations and for the safety, supervision, and training of Research Intern, including the responsibility for the design, conduct, and enforcement of reasonable and prudent safety and training procedures. Supervising University Employees are also responsible for reviewing and authorizing research Interns to work with stored energy and/or hazardous materials. Such authorization should only be made where the work may be performed in a safe manner.

3.2 Responsible Units

Responsible Units must oversee the safe and fair implementation of Research Intern experiences. Responsible Units must establish a clear set of expectations for how Research Interns will be onboarded and supervised during their experience. Units are responsible for ensuring that Research Interns are given appropriate experience and training for the research activities in which they are engaged and are responsible for ensuring that all Research Interns complete the Research Intern Participation Agreement.

3.3 Vice President for Research

The Vice President for Research is responsible for providing the frameworks and tools that will enable Responsible Units and Supervising University Employees to implement fair and safe Research Internships for students. The Vice President for Research is also responsible for publishing any necessary or appropriate guidance related to the activities allowed by this Policy. The Office of the Vice President of Research provides support for research training including environmental health and safety, human subjects research, and animal care and use.

3.4 Research Interns

Research Interns are responsible for complying with all applicable laws and regulations, as well as all applicable University policies, procedures, and practices, including without limitation applicable laboratory safety manuals. Research Interns must complete all required paperwork and obtain and maintain any necessary training, certification, or knowledge required in the area where they are performing service.

589.4 REFERENCES

- None

589.5 RELATED USU POLICIES

- [USU Policy 337 Safety and Health](#)
- [USU Policy 583 Research](#)

589.6 DEFINITIONS

6.1 Responsible Units

A Responsible Unit is an academic department, college, or unit that is led by a Department Head and Dean or other responsible executive(s). Supervising University Employees report to Responsible Units. For purposes of fulfilling the responsibilities under this policy, a Department or unit head may act as the responsible authority for an Academic Unit.

6.2 Research Intern

A Research Intern is a University student or an approved non-university student who voluntarily conducts research, or performs research-related tasks, for the University for the purpose of supporting the research efforts of the University and to gain experience and knowledge in the research field.

6.3 Supervising University Employee

A supervising University Employee is a USU faculty or staff member in good standing who has sufficient experience and training to provide safe and effective supervision of research activities and is engaged in University research with the assistance of a Research Intern.

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

- 589-PR1 Filing of Mentor Agreement for Unpaid Research Intern (In Process)

Contacts

- Office of the Vice President for Research, (435) 797-1180

POLICY HISTORY

Original issue date: 2022/03/23

Last review date: 2022/03/23

Next scheduled review date: N/A

Previous revision dates: New

4 May 2022

ITEM FOR INFORMATION

RE: Adopted 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 has adopted Policy 545: Individual Conflicts of Interest, which is attached hereto. Consistent with USU Policy 203, University Policy 545 was presented to and approved by the Executive Committee and President.

University Policy 545 will replace and supersede USU Policy 307: Conflicts of Interest. Accordingly, University Policy 307 will, upon action by the Board of Trustees, be retired (See Consent Agenda Item 6.5).



University Policy 545: Individual Conflicts of Interest

Category: Operating Policies

Subcategory: General

Covered Individuals: All Employees, Trustees, Researchers, and Volunteers

Responsible Executive: Vice President for Legal Affairs

Policy Custodian: Chief Compliance Officer

Last Revised: 2022/05/04

Previous USU Policy Number: 307

545.1 PURPOSE AND SCOPE

Utah State University (“USU”) is committed to a culture and environment where its community members are encouraged and obligated to carry out their duties and responsibilities in a transparent, objective, lawful, and ethical manner. This culture and environment are intended to protect the integrity and reputation of, and the public trust in, both the institution as a whole and its individual community members. As USU community members seek to accomplish USU’s mission, individual conflicts of interest may arise. If left unidentified or unmanaged, conflicts of interest can influence, or appear to influence, the performance of professional duties or professional judgment and objectivity.

This Individual Conflict of Interest Policy (“Policy”) establishes principles and an operating framework for the disclosure of relevant relationships and outside interests of individuals and the avoidance and/or management of identified individual conflicts of interest. Proper management of individual conflicts of interest facilitates USU’s compliance with the requirements of state and federal law and of third parties with whom USU has a contractual relationship.

This Policy governs conflicts of interest for all [Employees](#), [Benefited Employees](#), [Trustees](#), and [Researchers](#), as defined herein. This Policy contemplates the use and maintenance of appropriate procedures, forms, and practices to seek disclosures, assess potential conflicts, and deploy appropriate management planning or other appropriate steps. This Policy and its associated procedures are intended to comply with, and implement, the requirements of applicable federal laws and regulations (particularly 42 C.F.R. pt. 50 and 45 C.F.R. pt. 94 for Public Health Service-funded research and PAPPG, Chapter IX.A for National Science Foundation-funded research) and the requirements of all applicable state laws (particularly Utah Public Officers’ and Employee’s Ethics Act, Utah Code 67-16). This Policy will be construed in accordance with such regulations and laws and shall be deemed to include any requirements imposed by such regulations and laws that are not otherwise expressly set forth in this Policy and its associated procedures.

545.2 POLICY

2.1 Conflicts of Interest

An individual conflict of interest refers to a situation in which an individual’s financial, professional, or other personal considerations or interests may directly or indirectly affect an individual’s professional judgment in exercising any professional duty or responsibility, including the design, conduct, and/or reporting of research. The following categories of individual conflicts of interest are addressed in this Policy: (1) financial conflicts of interest, and (2) conflicts of commitment.

2.1.1 Financial Conflicts of Interest. An individual financial conflict of interest (“FCOI”) arises when the personal financial interests of a person conflict with their professional University-assigned responsibilities. An FCOI would exist when a person stands to benefit from a transaction directly or indirectly where USU is a party, and that person has decision-making authority over or influence of the terms of the transaction. Indirect benefits include, for example, benefits realized by a spouse, dependent child, family member, or close personal relation of the person. Common types of FCOIs include transactions between USU or USU students and an entity in which a covered individual has a financial interest, acceptance of a gift from a client or similar type of person, or the use of USU’s confidential or proprietary information for personal financial benefit.

2.1.2 Conflicts of Commitment. An individual conflict of commitment, also referred to as a conflict of allegiance, arises when a person’s distribution of time and effort between their professional duties conflicts with their responsibilities resulting from other commitments. Employees must dedicate sufficient time and effort to fulfill their assigned duties and responsibilities in a professional and competent manner. Benefited Employees owe their primary professional allegiance and commitment to USU toward the fulfillment of their assigned duties and responsibilities. Outside commitments that might result in a conflict of commitment include, for example, a second job, owning and/or operating a private business, professional and other responsibilities that are outside of the core scope of an Employee’s responsibility, consulting arrangements, or other commitments that interrupt the fulfillment of a person’s professional duties at USU. Procedure 545-PR1, “Disclosing Outside Interests,” provides additional guidance concerning conflicts of commitment.

2.2 Disclosures

2.2.1 Required Disclosures. To ensure proper evaluation, monitoring, and management of individual conflicts of interest, Trustees, Employees, and Researchers, and Trustees must disclose certain financial, professional, or other personal considerations or interests. Such individuals must make these disclosures by completing and submitting a USU-approved conflict-of-interest disclosure form. Such disclosure forms include a series of questions designed to identify outside interests (including those of close relatives and household members) and may be delivered and collected through physical or electronic means. Disclosures will be collected, reviewed, and assessed for potential and actual conflicts of interest per the applicable procedures established by USU and in effect at the time of the review. For further information see Procedure 545-PR1, “Disclosing Outside Interests.” For information about USU’s practices for identifying outside interests that give rise to a conflict of interest that must be managed, see Procedure 545-PR2, “Outside Interest Assessment and Conflict of Interest Determinations.” Further information regarding the requirement to disclose foreign interests as required by federal agencies is available in Procedure 545PR4, “Disclosing Foreign Interests.”

2.2.2 Disclosure Schedule. Disclosures in keeping with Section 2.2.1 must be submitted by the following persons as follows:

- (1) Benefited Employees- upon hire, annually thereafter, and as prescribed in applicable procedures.
- (2) Researchers- upon hire or inclusion in an externally funded project, annually thereafter, and as prescribed in applicable procedures.
- (3) Employees who are not Benefited Employees and other Agents- as prescribed by applicable procedures.
- (4) Trustees- upon appointment, annually thereafter, and as prescribed in applicable governing documents.

Benefited Employees, Researchers, and Trustees must update and keep current their disclosures to include previously undisclosed outside interests as they arise. Interests that may prompt an updated disclosure include, for example, when (a) a person or a person’s family member becomes involved in or purchases a business that has had or could have business dealings with USU; (b) an Employee is promoted to a new position or assumes new decision-making responsibilities at USU that conflict with outside interests; (c) an Employee’s expected time at or obligations to work are affected by new outside

interests; (d) circumstances relating to a person's responsibilities or influence are changed because of actions taken or decisions made by USU, its administrators, or other third parties; or (e) an Employee undertakes a consulting arrangement pursuant to Policy #377, "Consulting Service."

2.3 Managing Conflicts of Interest

Identified conflicts of interest must be either eliminated or otherwise appropriately evaluated, monitored, and managed. A conflict-of-interest management plan is a written document that outlines the allocation of responsibilities between (i) the person with the conflicting interest(s), their department, and their supervisor or (ii) a Trustee and USU as an institution. Conflict-of-interest management plans must be maintained and complied with until the identified conflict of interest no longer exists. Instructions to persons that will have responsibility for developing a conflict-of-interest management plan will be provided to the affected discloser, the responsible supervisor, the responsible department head or center director (if different from the supervisor) and the responsible dean or vice president, as set forth in 545-PR2, "Outside Interest Assessment and Conflict of Interest Determinations." USU prohibits certain activities and transactions where conflicts of interest are inherently unmanageable or prohibited by applicable state and federal law and other applicable USU policies or related procedures. Prohibitions arising from the "Utah Public Officers' and Employees' Ethics Act" are addressed in Procedure 545-PR3, "Prohibition of Certain Activities under Utah Law."

2.4 Non-compliance

2.4.1 Non-compliance for Employees. An Employee's failure to fulfill the applicable responsibilities set forth in Section 3.1 may result in a notation of such failure in performance reviews, removal or reassignment of job responsibilities, corrective and/or disciplinary action up to and including termination, and criminal or civil prosecution under applicable state or federal law.

2.4.2 Non-compliance for Researchers. A Researcher's failure to fulfill the responsibilities set forth in Section 3.2 may result in modification of awards, disclosures to awarding entities, exclusion from the performance of research, and/or other appropriate action warranted under an associated research contract, law, regulation, and/or policy.

2.4.3 Non-compliance for Trustees. A Trustee's failure to fulfill the responsibilities set forth in Section 3.6 may result in reporting the Trustee to the Governor's Office, other responsible administrative authorities, and/or criminal or civil prosecution under applicable state or federal law.

2.4.4 Non-compliance for Volunteers. A Volunteer's failure to fulfill the responsibilities set forth in Section 3.7 may result in dismissing the individual from a USU board, committee, or other volunteer service, and/or criminal or civil prosecution under applicable state or federal law.

2.5 Training

Training materials associated with this Policy and all related laws and regulations will be developed, maintained, and delivered to all Benefited Employees, Researchers, and Trustees. Appropriate training to other persons required to submit disclosures of outside interests will be provided periodically and will be based on the principles represented in this policy, and the regulations cited above.

545.3 RESPONSIBILITIES

3.1 Employees

Each Employee has a responsibility to identify and disclose outside interests that concern as required by this Policy (See Section 2.2) and applicable procedures. Benefited Employees are responsible for participating in the annual conflict-of-interest disclosure process each fiscal year. When a conflict of interest is identified, the involved Employee must work with their assigned supervisor and department head or center director (if different from the direct supervisor) to eliminate the conflict of interest or

develop and comply with a conflict-of-interest management plan. Employees and Agents are responsible for completing all USU-assigned training associated with this Policy. Trustees shall be trained in accordance with Board of Trustee governing documents.

3.2 Researchers

Researchers, whether Employees, students, Research Interns, or Volunteers, are responsible for complying with any conflict-of-interest associated requirements as designated by the relevant sponsor and for complying with applicable policies and procedures relating to conflicts of interest. For example, Researchers funded by the Public Health Service must follow the specific guidelines found in the FCOI Regulation, as implemented in the 2011 Final Rule for grants and cooperative agreements. For additional instructions see 545-PR5, “PHS-related Disclosures, Conflicts of Interest and Reporting.”

The Office of Research will develop, use, and maintain appropriate procedures to regularly seek disclosures, assess potential conflicts, and deploy appropriate management planning governing Researchers. Disclosures relating to Employees participating in research where the potential conflicts lie outside of the responsibilities of the Vice President for Research will be transferred to and processed by the procedures generally applicable to Employees. Additionally, the Vice President for Research may publish and require training of Researchers relating to conflicts of interest and management of conflicts within the conduct of research.

3.3 Supervisors

Supervisors are responsible for ensuring that each person that reports to them: (a) completes assigned training; (b) if the person is a Benefited Employee, participates in the annual disclosure process; and (c) complies with any applicable conflict-of-interest management plan. Supervisors are also responsible for ensuring that a conflict-of-interest management plan is developed and implemented for all identified conflicts of interest involving employees that report to the supervisor. Supervisors shall coordinate as appropriate with responsible department heads and/or center directors, who must approve conflict-of-interest management plans.

3.4 Institutional Review Board

The Institutional Review Board (“IRB”) is charged with the protection of participants in human research at USU. Under 45 CFR 46, the IRB is charged with screening for and approving any management plans associated with identified conflicts of interest related to human research. The IRB has the authority to require changes to or disapprove a conflict-of-interest management plan that they find insufficient to protect participants in research under the IRB’s oversight. For more information, see Policy 584, Protection of Human Participants in Research.

3.5 Deans and Vice Presidents

Each USU dean and vice president is responsible for ensuring that their college or department complies with this Policy and with specific procedures, practices, reports, etc. that are required of their unit pursuant to federal or state law or applicable organizational or contractual requirements. For example, the Vice President for Research and the Deans are responsible for ensuring compliance with any requirements relating to conflicts of interest made by federal sponsors of research (e.g., National Institutes of Health, National Science Foundation, Department of Energy, etc.); the Vice President and Director of Athletics is responsible for ensuring compliance with athletic conference and NCAA regulations relating to conflicts of interest; and the Vice President for Business and Finance is responsible for ensuring compliance with USU’s Procurement Policy and related prohibitions and controls in state and federal laws.

3.6 Trustees

USU holds its Trustees responsible for identifying and disclosing their outside interests as required by this Policy (See Section 2.2), applicable procedures, and the Bylaws and organizational documents of the Board of Trustees. Trustees are required to participate in the annual conflict-of-interest disclosure

process each fiscal year. When a conflict of interest is identified, the involved Trustee must work with Board leadership and USU's administrators to either eliminate the conflict of interest (*e.g.*, through recusal) or to develop and comply with a conflict-of-interest management plan. Trustees are responsible for completing all USU-provided training associated with this Policy.

3.7 Conflict of Interest Oversight Committee

A Conflict of Interest Oversight Committee (the "Committee"), chaired by the Chief Compliance Officer or another Committee member as designated by the President, will oversee the implementation of this Policy. The Committee will comprise the following (or their designees): (1) the Chief Compliance Officer (2) the Vice President for Research, (3) the Provost, (4) the Vice President for Business and Finance, (5) the Chief Information Officer, (6) the SEA President, (7) the Faculty Senate President, and (8) the Chair-Elect of the Department Head Executive Committee. A representative from the Office of General Counsel will act in an ex-officio non-voting capacity to advise the Committee. Additional Committee members may be added at the discretion and invitation of the President.

In overseeing the implementation of this Policy, the Committee will (a) ensure that a disclosure and management portal and system and associated training materials are developed and kept current; (b) review training materials prior to release to the USU community; (c) review and approve procedures developed to support and implement this Policy; (d) provide guidance and direction to supervisors, department heads, center directors, deans, and vice presidents seeking assistance in fulfilling their responsibilities or addressing noncompliance pursuant to this Policy; (e) serve as a reviewing and management body regarding any conflicts of interest assigned to the Committee by the President or referred from a supervisor or the Chief Compliance Officer; and (f) establish and support subcommittees as needed to address conflicts requiring expertise in specific areas. A Subcommittee on Research may be established and chaired by the Vice President for Research (or their designee) to address conflicts of interest relating to research.

545.4 REFERENCES

- Utah Code 67-16, Utah Public Officers' and Employee's Ethics Act
- Utah Code 53B-7-106, Personal use expenditures for officers and employees of institutes of higher education
- Utah Code 76-8-402, Misusing public money or public property
- 42 CFR 50 subpart F, "Promoting Objectivity in Research for which PHS Funding is Sought" ("FCOI Regulation"), as implemented in the 2011 [Final Rule](#) for grants and cooperative agreements
- Association for the Accreditation of Human Research Protection Programs, Standard I.6.A
- National Science Foundation, PAPPG, Chapter IX.A, Conflict of Interest Policies

545.5 RELATED USU POLICIES

- USU Policy 104: The University President and other Officers
- USU Policy 305: Discrimination Complaints
- USU Policy 377: Consulting Service
- USU Policy 387: Benefited Employment
- USU Policy 403: Academic Freedom and Professional Responsibility
- USU Policy 407: Academic Due Process: Sanctions and Hearing Procedures
- USU Policy 517: Investment Policy
- USU Policy 532: Scholarship Awarding
- USU Policy 539: Procurement Policy
- USU Policy 583: Research
- USU Policy 584: Protection of Human Participants in Research
- USU Policy 587: Intellectual Property

545.6 DEFINITIONS

- **Benefited Employee** means an Employee that is benefit-eligible as defined and set forth in USU Policy 387: Benefited Employment. An employee is considered benefit-eligible (*i.e.*, eligible for all USU benefits) if they are budgeted to work at least 20 hours a week and their position is budgeted for employee benefits. Affordable Care Act (ACA) eligible employees are not considered fully benefited employees as they are only eligible for medical coverage.
 - **Employee** means an employee of USU.
 - **Researcher** means an Employee, student, visiting scholar, or volunteer participating in a research project. Included in this definition are personnel who are defined in 42 CFR 50 as “Investigators” and whose responsibilities include the planning, conduct, and/or reporting of research. For Investigators who are funded by PHS, see Procedure 545-PR5, “PHS-related Disclosures, Conflicts of Interest and Reporting.”
 - **Research Intern** means a USU student or an approved non-USU student who voluntarily conducts research – or performs research-related tasks – for USU for the purpose of supporting the research efforts of USU and to gain experience and knowledge in the research field. See Policy
 - **Trustee** means a member of the Utah State University Board of Trustees.
 - **Volunteer** means any individual who donates approved and accepted services that are directly related to the business of the University or that support the activities of the University without the promise, expectation, or receipt of any compensation, future employment, or any other tangible benefit. See USU Policy 535.
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The 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

- 545-PR1. Disclosing Outside Interests
- 545-PR2. Outside Interest Assessment & Conflict of Interest Determinations
- 545-PR3. Prohibition of Certain Activities under Utah Law
- 545-PR4. Disclosing Foreign Interests
- 545-PR5. PHS-related Disclosures, Conflicts of Interest and Reporting

Guidance

Related Forms and Tools

- 545-F1. Notification of a Conflict of Interest

Contacts

- Conflicts of Interest Officer
Office of University Ethics and Compliance
usu.edu/compliance
(435) 797-8305

(For disclosures made for all covered individuals except researchers)

Compliance Officer

Research Integrity & Compliance

[Research.usu.edu/compliance/conflict-of-interest](https://research.usu.edu/compliance/conflict-of-interest)

(For disclosures made through the Kualu system for researchers)

POLICY HISTORY

Original issue date: May 4, 2022

Last review date:

Next scheduled review date:

Previous revision dates: See retired USU Policy 307, last revised June 29, 2012