

Part 2. Organization

Section II. Institutional Governance

E. The University Council System (Updated **4/0411-07**)

1. General

A system of major University councils concerned primarily with policy development, and secondarily with monitoring policy implementation, functions under the jurisdiction of the Faculty Senate and the University Administration. Many councils report to the Senate; others, whose responsibilities do not fall directly under the scrutiny of the Faculty Senate, report to the Administration. Membership of the councils is collegial, including appropriate University administrators.

a. Appointment

Faculty appointments to all councils, with the exception of the Graduate Council and Curriculum Council will be made by the Faculty Senate. (Department chairpersons may serve in faculty positions on the councils.) Similarly, administrative and student members of these councils are designated by the constituencies to be represented. Each council functions under its own bylaws (which have been approved by the Faculty Senate or Administration, depending on which has jurisdiction).

In general, the following regulations apply:

- (1) Appointments will normally be for three years, with terms of service staggered.
- (2) For those councils whose chairperson is elected (rather than designated ex officio), election for the ensuing academic year will take place in the spring semester. A council member must have served one year on the council before serving as the council chairperson.
- (3) Faculty members must have had at least one year's academic service at Idaho State University to qualify for membership on Councils attached to the Faculty Senate.

b. Standing Committees

Under individual councils, standing committees are aligned based on the relationship of their specific responsibilities to a broader council purview; they accordingly report to the council to which they are attached.

Except where otherwise provided, appointments to standing committees are made by the parent council, with the ratification of either the Faculty Senate or the Administration, as applicable. It should be clearly understood that while membership on such standing committees may include liaison members from the parent council, the majority of members are normally drawn at large from the faculty, administration, and student body.

c. Review of Councils

Each council attached to Faculty Senate shall be reviewed at least once every five years, by an ad hoc committee appointed by the Faculty Senate. The ad hoc committee shall include Faculty Senators and representatives of the council undergoing review. Council reviews shall include appropriateness and scope of the council's charge, appropriateness and currency of the council's membership, appropriateness and currency of bylaws, and operational consistency with the Faculty/Staff Handbook and with council bylaws.

2. Councils Attached to Faculty Senate

a. Academic Standards

The Academic Standards Council is responsible for recommending University policy and procedures pertaining to academic standards for admission, progression, and the granting of degrees and certificates.

Areas of concern include:

- (1) advising and retention;
- (2) academic standards;
- (3) scholastic appeals;
- (4) admission and progression requirements;
- (5) honors programs and societies;
- (6) advanced standing and placement;
- (7) standards for award of credit.

Membership shall include:

- (1) Two Arts and Sciences faculty representatives
- (2) Health-Related Professions faculty representative
- (3) Pharmacy faculty representative

- (4) Engineering faculty representative
- (5) Education faculty representative
- (6) Business faculty representative
- (7) Technology faculty representative
- (8) Vice President for Academic Affairs
- (9) Dean (Arts and Sciences)
- (10) Dean (professional college)
- (11) Student Body President
- (12) Student Senate representative
- (13) Faculty Senate representative
- (14) Student Affairs representative The chairperson shall be a faculty member.

Standing Committees:

- (1) Scholastic Appeals Board
- (2) Academic Advising and Retention Committee

b. Curriculum

The Curriculum Council is responsible for establishing academic curriculum policy and for approving new instructional programs and courses.

Areas of concern include:

- (1) new instructional programs;
- (2) changes in curriculum;
- (3) library acquisition and services;
- (4) remedial programs;
- (5) instructional computing.

Membership is elected with faculty seats and distribution parallel to seats and distribution in Faculty Senate. The Curriculum Council may propose a revision of its membership if it desires to do so.

Membership shall include:

- (1) Four College of Arts and Sciences representatives
- (2) Two College of Health-Related Professions representatives
- (3) College of Business representative
- (4) College of Engineering representative
- (5) College of Pharmacy representative
- (6) College of Technology representative
- (7) Two College of Education representatives
- (8) Library representative
- (9) Student Body representative
- (10) Vice President for Academic Affairs (ex officio, non-voting)
- (11) Registrar (ex officio, non-voting)

The chairperson shall be a faculty member.

Standing Committees:

- (1) Teacher Education Committee
- (2) Bachelor of University Studies Committee
- (3) Law School Advisory Committee
- (4) Health Professions Advisory Committee
- (5) Library Committee
- (6) Nontraditional Student Programs Committee
- (7) General Education Committee

c. Research Coordinating

The Research Coordinating Council is responsible for recommending University policy and procedures in the following areas:

- (1) University and faculty research projects;
- (2) coordination of research bureaus, centers and institutes;
- (3) enhancement of University research capabilities.

Areas of concern are:

- (1) extramural research grants and contracts;
- (2) research bureaus, centers, institutes, museum;
- (3) dissemination of research results and information;
- (4) research equipment inventory and replacement;
- (5) State appropriated research funds.

Membership shall include:

- (1) Dean of Graduate Studies and Research (chairperson)
- (2) Chairperson, Faculty Research Committee
- (3) Fiscal Officer of Sponsored Programs (ex officio non-voting)
- (4) Representative of Graduate Student and Scholarship Committee
- (5) Faculty Senate representative
- (6) Designated heads of research institutes, museums, libraries and bureaus (ex officio non-voting)
- (7) Coordinator, Sponsored Programs
- (8) Eight At-Large Faculty Representatives (1 College of Business, 1 College of Education, 1 College of Engineering, 1 College of Pharmacy, 1 College of Health Related Professions, 3 College of Arts and Sciences — Arts and Humanities, Natural and Physical Sciences, Social Sciences)
- (9) Graduate Council Representative

(10) Director of Research and Economic Development

Standing Committees:

(1) Faculty Research Committee

(2) Graduate Student Research and Scholarship Committee

d. Faculty Professional Policies

The Faculty Professional Policies Council is responsible for recommending University policy and procedures in the following areas of employment and retention, salary and other compensations, appeals and grievances. This includes policies of academic freedom and due process; policies pertaining to faculty appointment, reappointment, tenure, promotion, termination, non-reappointment, emeritus status, sabbatical leave.

Areas of concern:

(1) salary distribution policy;

(2) legislative and State Board proposals affecting faculty personnel;

(3) policy affecting appeals and grievances;

(4) tenure and promotion policy;

(5) other forms of compensation;

(6) consulting;

(7) professional development.

Membership shall include:

(1) Two Arts and Sciences faculty representatives

(2) Health-Related Professions faculty representative

(3) Pharmacy faculty representative

(4) Engineering faculty representative

(5) Education faculty representative

(6) Business faculty representative

(7) Applied Technology faculty representative

(8) Library faculty representative

(9) Faculty Senate representative

(10) Vice President for Academic Affairs

(11) Academic Deans representative

The chairperson shall be a faculty member.

Standing Committees: None

e. Campus Planning and Cultural Affairs

The Campus Planning and Cultural Affairs Council is responsible for recommending University policy and procedures governing the development, maintenance, and effective utilization of University property, and for policy governing public programs and exhibits sponsored by the University.

Areas of concern are:

(1) space utilization;

(2) land use planning;

(3) campus beautification;

(4) planning and parking;

(5) energy conservation;

(6) naming and using of facilities;

(7) new construction;

(8) lectures, concerts, exhibitions, and other public programs.

Membership shall include:

(1) Three Faculty-at-large representatives

(2) Faculty Senate representative

(3) Vice President for Financial Affairs

- (4) Physical Plant Director
- (5) Associate Dean of Students (representing the office of Residence Life)
- (6) Faculty member (Fine Arts)
- (7) Student representatives appointed by ASISU
- (8) Campus Planner/Architect
- (9) Staff representative (selected by CEC).

The chairperson shall be a faculty member.

Standing Committees:

- (1) Speakers and Artists Committee
- (2) Facilities Name Designation Committee

f. Budget Council (Inactive)

The Budget Council is responsible for recommending policies pertaining to disposition of institutional financial resources as such policies affect the academic mission of the University.

Areas of concern are:

- (1) establishing budgetary principles which reflect the primacy of the academic functions of the University;
- (2) relationship between budget and measurement of program performance;
- (3) cost equity study.

Membership shall include:

- (1) Presidential Appointee
- (2) Five appointees from the Faculty Senate distributed as follows:
 - (a) One from Business and Engineering (serving alternately)
 - (b) One from Health-Related Professions and Pharmacy (serving alternately)
 - (c) One from Education

- (d) One from Arts and Sciences
- (e) One from College of Technology
- (3) Three Financial Vice Presidential appointees
- (4) One Dean of Students appointee
- (5) One Student Senate appointee Chairperson shall be a faculty member. Standing Committees: None

g. College of Technology (Inactive) (Rev. 6-96)

Committee members are elected by the College of Technology.

h. Teaching and Learning (Rev. 6-92)

The Council for Teaching and Learning is responsible for the improvement of teaching and learning at Idaho State University. The Council oversees student outcomes assessment activities to ensure that this purpose is fulfilled.

Areas of concern:

- (1) development, coordination, and implementation of university-wide assessment programs;
- (2) advice and support to colleges and departments in the development of programs to assess and improve student learning;
- (3) advice and support to faculty in the development of projects to improve teaching and learning;
- (4) assistance to the Director of the Center for Teaching and Learning in determining what assessment results will be used to satisfy requests for accountability from external agencies;
- (5) promotion of discussion and dissemination of information about teaching and learning.

Membership shall include:

- (1) Two Arts and Sciences faculty representatives
- (2) Business faculty representative
- (3) Health Related Professions faculty representative

- (4) Education faculty representative
- (5) Engineering faculty representative
- (6) Pharmacy faculty representative
- (7) College of Technology faculty representatives
- (8) Two at-large faculty representatives
- (9) Two Faculty Senate representatives
- (10) Academic Skills Center faculty representative
- (11) Three student representatives.
- (12) Director of the Center for Teaching and Learning
- (13) Executive Director of Enrollment Planning and Academic Services
- (14) Director of the Office of Management Information
- (15) Director of the Counseling and Testing Center
- (16) Dean or Associate Dean of the College of Arts and Sciences Committee members are appointed by the Faculty Senate and serve three-year terms.

The Chairperson shall be a faculty member.

Standing Committees: None

3. Description of Councils Attached to Administration

a. University Services (Inactive) The University Services Council is responsible for recommending University policy and procedures and monitoring implementation thereof in the following areas: support services, auxiliary enterprises, and information generation for institutional management.

Areas of concern are:

- (1) registration and admission policy on non-academic matters;
- (2) management information.

Membership shall include:

- (1) Faculty-at-large representative
- (2) Faculty Senate representative
- (3) Academic Deans representative
- (4) Undergraduate student
- (5) Graduate student
- (6) Registrar
- (7) Admissions director
- (8) Director of Computing and Communications
- (9) Student Affairs representative
- (10) Financial Services representative

Standing Committees:

- (1) Computer Services Committee
- (2) Traffic Board Committee
- (3) Admissions Committee

b. University Relations (Inactive)

The University Relations Committee is responsible for the development, evaluation, and assessment of image and marketing programs for the University.

Areas of concern are:

- (1) institutional research;
- (2) media relations;
- (3) governmental relations;
- (4) other related topics.

Membership shall include:

- (1) President

- (2) Financial Vice President
- (3) Alumni Relations Director
- (4) Director of Enrollment Planning
- (5) Dean, College of Technology
- (6) Director of Admissions Counseling
- (7) Director of Development Office
- (8) Director of Research Park and Economic Development
- (9) University Relations Director
- (10) Executive Director of Bengal Foundation
- (11) Coordinator of Sponsored Programs
- (12) Director of Athletics
- (13) Two Faculty Members
- (14) Two Students

c. Student Affairs

The Student Affairs Council is responsible for recommending University policy and procedures and monitoring the implementation thereof in areas relating to student life.

Areas of concern are:

- (1) student financial aid
- (2) housing
- (3) student organizations
- (4) student health
- (5) student judicial affairs
- (6) student recreation
- (7) placement

Membership shall include:

- (1) Dean of Student Affairs (chairperson)
- (2) One other Student Affairs representative
- (3) Six Student representatives
- (4) Faculty-at-large representative
- (5) Two Student Affairs staff representatives
- (6) Faculty Senate representative
- (7) One staff member, non-Student Affairs

Standing Committees:

- (1) University Scholarship Committee
- (2) Judicial Board
- (3) Financial Aid Appeals Board
- (4) Student Health Advisory Board
- (5) Campus Recreation Advisory Board
- (6) Student Union Advisory Board

4. Committees Reporting Directly to the President

a. Affirmative Action Grievance Committee

The Affirmative Action Grievance Committee reviews complaints of discrimination submitted by all students and University personnel. The Committee consists of not more than 12 members, appointed by the Office of the President. Its composition will be 50% men and 50% women, with not less than 10% minority group membership and not less than 10% membership with disabilities if possible. Its members represent the student body and all areas of the work force: administration, faculty, and staff. The President appoints the committee from nominations submitted by the Student Senate, the Faculty Senate, the Applied Technology Faculty Council, and the Human Resources Office. The committee members elect their own chairperson annually. Members of the committee may serve up to three continuous years.

b. Affirmative Action Policy Committee

The Affirmative Action Policy Committee develops and recommends additional Affirmative Action Policy Statements and Programs as the need arises. The Committee also assists the Affirmative Action Officer in the review of the effectiveness, adequacy, and appropriateness of University programs for increasing employment opportunities for minority group members, women and individuals with disabilities.

The Affirmative Action Policy Committee consists of not more than 12 members, appointed by the Office of the President. Its composition will be 50% men and 50% women, with not less than 10% minority group membership and not less than 10% membership with disabilities if possible. The Committee members will represent the student body and all areas of the work force: administrative, faculty, and staff. They will elect their own chairperson. Members of the Committee may serve up to three continuous years. Members shall be appointed in such a fashion that each year there shall be at least three members remaining from the previous year to ensure continuity.

c. Animal Welfare Committee (Institutional Animal Care and Use Committee)

(1) Purpose/Membership

The Animal Welfare Committee oversees the University's Laboratory Animal Program, facilities and procedures. The committee is appointed by the President and under Federal regulations must report to the President or his/her designee. The President has appointed the Dean of Graduate Studies and Research to fulfill this role. The members of the committee must meet certain qualifications based upon experience and expertise as required by Federal regulation. The committee meets quarterly and reviews the University's program for the humane care and use of animals, inspects the University's animal facilities and reviews research grant proposals and protocols involving the use of animals.

(2) Approval of Protocols and Proposals

The committee must approve all projects that use vertebrate animals as research subjects. All research proposals involving vertebrate animals in which funding is requested must be submitted to the Animal Welfare Committee for approval prior to submittal of the proposal to the funding body.

The contact person is the Chairperson of the Animal Welfare Committee. Any faculty, staff member or student who uses vertebrate animals for instruction or research must place a protocol on file with the Animal Facilities Supervisor.

(3) Animal Facilities Supervisor

The University employs an Animal Facilities Supervisor who, in cooperation with a consulting veterinarian and the Animal Welfare Committee, establishes and ensures that the guiding principles for animal care in teaching and research experimentations set by Federal and State agencies are followed by all users of the animal facilities.

d. Athletic Advisory Board (Rev. 4-96)

The Athletic Advisory Board consists of:

- (1) 2 students
- (2) 4 faculty
- (3) 1 Athletic Director
- (4) 1 Associate Athletic Director
- (5) 1 Faculty Athletic Representative
- (6) Ex-Officio-Affirmative Action Officer

e. Communications Board

The Communications Board is the appointed authority for establishing policy and supervising the operation of the communications media (newspaper and other media as requested) of the Associated Students of Idaho State University. The Board is made up of five faculty/staff members recommended by the Faculty Senate and appointed by the President of the University, and five students (not members of the Student Senate) appointed by ASISU constitutional procedures. In addition, the following ex officio, non-voting members are included: the President or his/her representative, the President of the ASISU or his/her representative, the President of the Applied Technology Student Council or his/her representative, the Dean of the Applied Technology School or his/her representative, the chief editor of the student newspaper, and others who may be deemed necessary by the Board. The General Manager of ASISU shall serve as chairperson of the Board and preside at meetings.

f. Committee for Ethnic Diversity (Rev. 2-94)

The Committee for Ethnic Diversity brings together representatives of the major constituent groups for the purpose of creating a common campus community, clarifying constituent positions, facilitating collegial cooperation, and advising on policies and programs for the recruitment and retention of minority students and for the enhancement of multicultural education at Idaho State University.

The Committee for Ethnic Diversity has neither jurisdiction or veto power over any other Idaho State University governing body. It functions strictly as a facilitatory and advisory group which coordinates the flow of information to the various groups represented on the Committee; acts as an advisory body when policy generated by the University requires discussion involving the various campus and community constituencies; and facilitates implementation of policies and programs involving the groups represented in the Committee.

The Committee for Ethnic Diversity is comprised of the following members: six faculty representatives, four student representatives, (one each from Associated Black Students, Hispanic Awareness Leadership Organization, International Students Organization, and Native American United), four community representatives (apportioned by Asian, Black, Hispanic, and Native American interest groups), Student Support Services representative, Office of Enrollment Planning and Academic Services representative, the University Affirmative Action Officer, and a designated representative of the President of the University. Members of the Committee for Ethnic Diversity are appointed by the Office of the President by April 1 of each year. Members of the Committee may serve up to three consecutive years and are appointed in such a fashion that each year there are at least three members remaining from the previous year to ensure continuity.

~~g. Faculty and Staff Handbook Committee~~

~~The Faculty and Staff Handbook Committee works with the Office of General Counsel to review the Faculty and Staff Handbook, keep it up to date, and make recommendations regarding additions, modifications, amendments or changes. It is comprised of faculty and staff members appointed by the President.~~

~~hg. Health Professions Advisory Committee~~

The Health Professions Advisory Committee is charged with the responsibility for informing and advising pre-professional students interested in the health professions. The primary health professions for which advising is provided are dentistry, medicine, optometry, osteopathic medicine, occupational therapy, physical therapy, podiatric medicine and veterinary medicine. Some guidance can be provided for preparation for other health professions also. In addition, the committee acts as an official evaluation body for applicants to health professional schools. This includes a formal interview process and preparation of a comprehensive letter of recommendation for the applicant to be sent to the appropriate health professional school. Members of the committee are appointed by the President and serve for indefinite terms.

~~ih. Human Subjects Committee~~

The Committee for the Protection of Human Subjects is an internal review board whose function is to provide for the protection of human subjects and to advise various funding agencies of the potential impact of proposed research on human subjects.

The Committee is composed of five members appointed by the President. It meets twice a year (late Fall and Spring) to consider proposals submitted to it for review. On certain occasions the committee may convene in order to deal with special requests or external deadlines for review. At the discretion of the committee researchers may be invited to appear to discuss their projects or to provide additional information.

The Committee will only review proposals for funded research that require internal review board approval (for example, research and grant proposals submitted to federal

and state agencies which require such review, and proposals submitted to the University Research Committee). No other research will be evaluated. The Committee will not review proposals for any legal, methodological or theoretical problems other than those which bear directly on the risk which may or may not befall subjects who participate in that project. Acceptance of a proposal as meeting the established guidelines should not be construed as a guarantee that human subjects are not at risk.

The Committee will investigate the following areas:

- (1) Whether the researcher has properly specified that kind and extent of risk to which subjects are exposed and the procedures to be employed in order to minimize and/or alleviate such risks. Where risk cannot be eliminated the committee will evaluate the possible benefits gained from the research as compared to possible risks.
- (2) The procedures used to inform subjects of possible risk. Researchers will be expected to employ informed consent procedures appropriate to their discipline. Such procedures will be documented and evidence of following such procedures (e.g., informed consent forms) will be kept on file by researchers.
- (3) Whether the researcher has properly specified the extent to which ethical considerations (such as confidentiality and anonymity) are considered in the research.
- (4) Whether the researcher has properly specified the manner in which to deal with unanticipated problems which may develop during the course of the research.
- (5) Whether the researcher has properly specified the manner in which to deal with changes in the research protocol after committee approval.

The following research methodologies are exempt from review — teaching evaluations, educational testing, survey research, interview techniques, observation of public behaviors or documents — provided that:

- (1) No identification of subjects is made.
- (2) Subjects cannot be directly/indirectly linked to their responses.
- (3) If responses do become known they cannot expose subjects to civil or criminal liabilities nor endanger their employability, or their financial or social standing in the community.
- (4) They do not focus on sensitive behaviors such as sex, drugs, crime, etc.
- (5) They do not involve minors, the mentally incompetent/impaired or captive audiences (etc., prisoners).
- (6) They do not subject persons to mechanical, chemical, physical or biological risks.

(7) Subjects are given the alternative of not participating in the research.

At the conclusion of the review process the committee will inform, in writing, both the funding agency involved and the principle researcher of its review conclusion. The committee may either approve, disapprove, or approve subject to specific changes, a given proposal. Research which is not approved may be resubmitted after suggested changes are made.

ji. Radiation Safety Committee

The Radiation Safety Committee is appointed by the President to comply with NRC and State of Idaho requirements for the acquisition and use of radioisotopes and radiation producing machines on the campus. The committee has the responsibility of reviewing and approving adequate rules and procedures covering all uses of radiation on the campus, and for approving specific program applications, personnel monitoring services, and disposal of routine contaminated wastes.

No regulated radioisotopes or radiation producing machines should be used in any way by staff, faculty or students at the University without the specific approval of the Radiation Safety Committee. For further information contact the chairperson of the committee or campus radiation safety officer.

kj. Reactor Safety Committee

The Reactor Safety Committee must approve all projects on the campus involving use of the reactor.

hk. University Records Management Advisory Committee

The Records Management Advisory Committee supports the University Records Management Program by representing key functional divisions of the University. The committee advises the University Records Manager about impacts of the records program, and its members serve as intermediaries between their areas of the University and the Records Manager. The Committee has the authority to review and approve for their functional divisions key materials and policies generated by the Records Manager, specifically retention schedules, but also, schedules, policies, and forms. Additionally, the Committee is responsible for the promotion of awareness of the University Records Management Program throughout the University and the community.

Areas of concern are:

Identification of records campus-wide; development and maintenance of guidance documents describing records retention and destruction period requirements; establishment of secure records storage and preservation systems to address these needs regardless of format; negotiations with administration for appropriate fiscal support of records management at ISU.

Membership shall include:

Records Manager
University Counsel
University Archivist
University Registrar

and representatives of the following areas, participating with approval of their most senior division manager/director to vote and act on their behalf:

Academic Vice President
Computer Services
Dean of Students
Financial Services (includes Human Resources)
Physical Plant

Ad-hoc members:

University Librarian (Manager responsible for University Archives)
Faculty representatives appointed by Faculty Senate (2)

The language for this change was furnished previously, and approved, the update will be performed by the end of April 2004.

m. Salary Gender Equity Review Committee (Rev. 2-94)

This committee was established to provide a neutral forum to review individuals' concerns regarding suspected gender based salary inequities within Idaho State University. All proceedings of this committee are confidential. Requests for review may be brought before the committee either by individuals on their own behalf or by third parties. Contact the Affirmative Action Office or the Personnel Office for additional information.

m. Computer Systems Advisory Committee (CSAC) (Rev. 4-96)

CSAC is made up of a Joint Committee of members that include the Dean's council, (and Academic Vice President), the chair of CSAC, the Director of the Computer Center as an ex officio non-voting member, the Financial Vice President, the Dean of Student Affairs, Chair of the Faculty Senate or designee, and a student representative.

Functions of CSAC are:

- (1) Assess user needs on campus.
- (2) Advise the Technology Strategic Direction Group on the priorities for development technologies.
- (3) Advise the President and Strategic Directions Group (SDG) on decisions that CSAC deems to have strategic implications and that are referred to it.

(4) Advise unit directors on how best to achieve the strategic objectives established by the SDG.

CSAC is made up of three subcommittees responsible for:

(1) Academic Users Committee:

(a) Assess technology needs of faculty and students and recommend ways to meet those needs.

(b) Allocate the faculty computing needs fund.

(2) Administrative Users Group

(a) Assess the non-instructional, non-research of the campus and recommend ways to meet those needs.

(3) Technical Advisory Committee:

(a) Advise the SDG and other subcommittees and units on what technologies are available to meet the needs assessed at what cost.

(b) Advise on what technologies are available.

The Computer Center Director reports directly to the Academic Vice President. The Academic Vice President is authorized to confer with the Financial Vice President and others in developing appropriate reporting relationships to carry out multiple functions and facets of the Computer Center's operations.

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