

April 21, 2014

RE: **AITC Committee Annual Report**

Faculty Senate,

**Annual Report of the University of Wyoming Faculty Senate Academic Information Technology Committee (AITC).**

During the 2013-2014 Academic Year the AITC met once and corresponded via email to discuss the single charge for the committee.

**Committee Charge:**

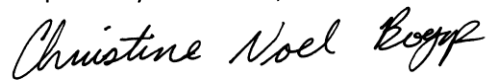
“This memo serves as the official charge to the Academic Information Technology Committee to recommend the technological options for the purpose of reviewing reappointment, tenure, extended term, and promotion packets by peers and administrators.”

**Committee Recommendation:**

After examining several options and exploring processes used by multiple other universities it is the recommendation of the Academic Information Technology Committee that the new Learning Management System, WyoCourses, be examined for possible use as to review reappointment, tenure, extended term and promotion packets.

The committee submitted a memo to Senate Chair Keeney with the above recommendations.

Respectfully submitted;



Christine Boggs

Chair AITC

AITC Committee Membership for the 2013-2014 Academic Year

College	Department	Name	Term Expires (Spring)	Phone	Email . . . uwyo.edu
AG	Veterinary Science	Merl Raisbeck*	2016(2)	69963	raisbeck
AS	English	Eric Nye	2014(2)	63244	nye
AS	Geography	Shannon Albeke	2015	66207	salbeke
BU	Management & Marketing	Mark Peterson	2015(2)	62054	markpete
ED	Elementary & Early Childhood Education	George Kamberelis	2016	63275	gkambere
EN	Computer Science	Kim Buckner	2014	65182	kbuckner
HS	Communication Disorders	Amy Weaver	2015(2)	65187	aweaver
LA	Law School	Tawnya Plumb	2016	65733	tplumb
LI	Administrative Office	Chad Hutchens	2016	65592	chutchen
AHC	American Heritage Center	Tyler Cline	2014(R)	65614	tcline3
OS	Outreach Credit Programs	Christi Boggs, Chair	2015(2)	64238	cboggs
ASUW	Student	Arsam Baziar	2014		abaziar

(2)=second consecutive term

(R)=replacement for an unexpired term

\*substitute for Virginia Vincenti while on sabbatical AY2013-14

**Academic Planning Committee**  
Annual Report of 2013-2014 Academic Year

To the University of Wyoming Faculty Senate  
April 14, 2014

The Academic Planning Committee was composed of the following members:

College	Department	Name	Term Expires (Spring)
AG	Ecosystem Science & Management	James Waggoner	2016(R)
AS	History	Phil Roberts	2016(2)
AS	Statistics	Steve Bieber	2014(R)
BU	Management & Marketing	Jose Rosa	2015(2)
ED	Secondary Education	Linda Hutchison	2015(2)
EN	Computer Science	Ruben Gamboa	2014(2)
HS	Communication Disorders	Roger Steeve	2015(2)
LA	Law School	Debra Donahue	2016
LI	Coe Reference	David Kruger	2016
AHC	American Heritage Center	D. Claudia Thompson, Chair	2016(2)
OS	UW/CC Center	Lydia Nganga	2016(2)
ASUW	Student	Paige Hellbaum	2014

On December 2, 2013, the committee received this charge from the chair of the Faculty Senate:

“Pursuant to our meeting and discussions on November 18, this memo serves as an official charge to the Academic Planning Committee. First, the APC should review all elements of USP 2015 with the goal of facilitating the “hand-off” of this academic program from USP Task Force 3 to the permanent University Studies Program Committee. Second, the APC should review all current University Regulations that may require elimination or modification in regard to the adoption of USP 2015. Third, the APC should draft any necessary modification(s) to University Regulations necessary to align them with the adoption of USP 2015.

Given the breadth of this charge, there are two recommendations. Including Cheryl Goldenstein in the APC’s deliberations might prove beneficial; her experience with the Committee on Committees and USP might help reduce some of the time involved with this charge. Also, in the area of University Regulations, including Tara Evans from the Office of General Counsel might prove productive. Ms. Evans has volunteered to assist all standing committees involved with redrafting UW Regulations from the earliest stages of this process and onward. Please take both of these individuals under consideration.

As always, you and the APC’s members should feel free to consult or work with the Faculty Senate’s Executive Committee at any point during your deliberations. This particular task is critically important to the University’s delivery of future academic programs, and we are ready to support you at all times.”

The Academic Planning Committee held meetings on December 9, 2013, and on April 1, 2014, but the bulk of the work was conducted by email. The committee identified five regulations that appeared to be affected by the General Education standards. These were: regulation 6-404 (University Undergraduate Degree Requirements), regulation 6-407 (University Studies Program), 6-702 (Establishment of Faculty Senate Committees), 6-712 (Physical Activity and Health Theory Requirement), and 6-714 (Communication Skills Requirement).

It was quickly determined that regulations 6-712 and 6-714 were made redundant by the General Education standards. The bulk of the committee's work concentrated on the remaining three standards, which were found to be duplicative, confused, and badly out of date with technological advances in distance learning. The Academic Planning committee chair consulted with the Office of General Counsel, the University Studies committee, the University Studies coordinator, the Outreach School dean, and others. The APC committee sought to make the new university regulations useful but not too specific. It was felt that the regulations should state the philosophy of general education at the University of Wyoming, but that details of implementation should be left to planning documents at a lower level. Thus, changes that might be suggested by experience could be accommodated without requiring alteration at the governing document level.

The drafts of the proposed new regulations were introduced to the Faculty Senate Executive Committee on March 10, 2014. They were submitted to the full Faculty Senate on March 31, 2014.

D. Claudia Thompson  
Chair, Academic Planning Committee

## **Budget Planning Committee**

Annual Report 2013-2014

This year the Budget Planning Committee undertook three tasks:

1. We reviewed our web site to ensure that the content was current and to identify other sources that might be useful to faculty looking for information on the university's budget.
2. We engaged in preliminary searching of policies employed at other universities to improve the institutions' financial situation through tuition increases.
3. We evaluated the committee's role in future university planning. As the university administration has been in flux this year, no final decisions were made. However, we have begun to investigate ways to have more involvement with the university's financial planning. We have determined the importance of having a university financial administrator as a regular attendee at meetings and will take steps to include our contacts in future meetings. As the university's CPM process undergoes changes to a new funding model for colleges, the committee has monitored the process and has followed up with the Academic Planning Committee to discuss possible future changes. Members of the committee are also taking an active role in the university's UP4 plan.

**Committee on Committees**  
2013-14 Academic Year Annual Report

Membership:

AG	Ecosystem Science & Management	Michael Smith
AS	Communication & Journalism	Eric Wiltse
AS	Sociology	Malcolm Holmes
BU	Economics & Finance	Owen Phillips
ED	Elementary & Early Childhood Education	Michelle Buchanan
EN	Chemical & Petroleum	Shunde Yin
HS	Communication Disorders	Teresa Ukrainetz
LA	Law School	Jacquelyn Bridgeman
LI	Coe Reference	Cheryl Goldenstein, Chair
AHC	American Heritage Center	Emily Christopherson
OS	Outreach Credit Programs	Jeff Miller

The Committee on Committees ensures that the colleges and other academic units have representation on eight Faculty Senate standing committees, in accordance with UW Regulation 6-702.

Most of the CoC's work to recruit volunteers for committee service is done in preparation for our spring meeting, when the CoC approves nominations for the upcoming academic year. Nominations and approvals continue throughout the year by email as vacancies arise. Amy Kopp provides invaluable record-keeping regarding committee membership.

The CoC met April 4, 2014, to consider nominations for standing committees for 2014-15. All nominations were approved and forwarded to Faculty Senate for ratification. One vacancy remains as of this writing; the committee is in communication with the College of Agriculture to recruit a representative from that college for the CoC.

Other action by the CoC this year included approval of Faculty Senate Bill 328, A Bill to Revise UW Regulations 6-702, "Establishment of Faculty Senate Committees." The chair presented the bill to the Faculty Senate Executive Committee and to Faculty Senate at their March meeting in cooperation with the Academic Planning Committee.

Cheryl Goldenstein was re-elected as chair for 2014-15.

Respectfully submitted,  
Cheryl Goldenstein  
Chair, Committee on Committees



Timothy Collier, Associate Professor

Ecosystem Science and Management  
College of Agriculture and Natural Resources  
Department 3354 • Laramie, WY 82071-2000  
(307) 766-2263 • fax (307) 766-6403 • [www.uwyo.edu/esm/](http://www.uwyo.edu/esm/)

TO: Dr. Colin Keeney, Chair  
Faculty Senate

FROM: Tim Collier, Chair  
**Faculty Academic Standards, Rights & Responsibilities Committee**

DATE: April 16, 2014

RE: Annual Report on FASRR Activities for Academic Year 2013-2014

The FASRR Committee received the charge of revising the University of Wyoming's statement on Academic Freedom from the Faculty Senate Executive Committee on December 3, 2013. The committee met twice during spring semester 2014, and corresponded about revisions via email. Using a spring 2013 draft statement from the Office of Academic Affairs, and ideas from the Academic Freedom statements from other institutions, we produced a draft statement on Academic Freedom, which was presented to the Faculty Senate Executive Committee on March 10, 2014. If you have any questions or require further input about this annual report, please contact me. Sincerely,

Timothy Collier, Chair

**Faculty Development Committee Annual Report 2013-14**

Committee Members:

<b>Name</b>	<b>College</b>	<b>Department</b>
Bret Range (Chair)	Education	Professional Studies
Jennifer Petrie	Health Sciences	Pharmacy
Kelly Visnak	Library	Administrative Office
Larry Jansen	Outreach	Online UW
Lawrence Hubbell	Arts and Sciences	Political Science
Marcel Kornfeld	Arts and Sciences	Anthropology
Margareta Stefanovic	Engineering	Electrical/Computer Eng
Noah Novogrodsky	Law	Law School
Rachael Dreyer	American Heritage Center	American Heritage Center
Robert Cordery-Cotter	Agriculture	Animal Science
Roland Kidwell	Business	Management and Marketing

**Annual FDC Activities**

- Flittie Sabbatical Award (one award approved)
  - Application deadline: November 18, 2013
    - Three applications received
      - One awarded
- Faculty Awards
  - Application deadline: January 17, 2014
    - John P. Ellbogen Meritorious Classroom Teaching Award
      - Seven applications received
        - Three awarded
    - George Duke Humphrey Distinguished Faculty Award
      - Four applications received
        - One awarded
    - Hollon Family Award for Teaching Excellence in Off-Campus Programs
      - Three applications received
        - One awarded
    - John P. Ellbogen Lifetime Teaching Award
      - Six applications received
        - One awarded
    - CASE U.S. Professors of the Year Award nominee recommended by the FDC
- Flittie House
  - Application deadline: May 9, 2014
    - FDC will review applications following deadline



To: Colin Keeney, Chair  
Faculty Senate

From: Suzanne Young, Chair  
Graduate Council

Subject: **Graduate Council** Report 2013-14

Date: April 14, 2014

The Council met regularly throughout the academic year to consider requests from Academic Affairs and from colleges/departments/programs. The following provides additional details of these activities.

1. The Council reviewed a request from the College of Education for a revised EdD program. The Council recommended approval and forwarded it to Academic Affairs.
2. The Council reviewed a request from the College of Education for a revised MA in Educational Administration, changing it to a professional degree program. The Council recommended approval and forwarded it to Academic Affairs.
3. The Council reviewed a request from the College of Education for a new graduate certificate program in Play Therapy. The Council recommended approval and forwarded it to Academic Affairs.
4. The Council reviewed a request from the College of Engineering for a new Master degree in Architectural Engineering. The Council recommended approval and forwarded it to Academic Affairs.
5. The Council recommended minor revisions to the following documents:
  - a. Report of Final Examination Results
  - b. Proposals for new or revised graduate programs
  - c. Graduate Committee Assignment/Change Form
  - d. Petition to Exceed 4-year Time Limitation
  - e. Exception to Regulation: Only Courses Offered S/U Can Be Listed as S/U on a Program of Study
  - f. Request for Change in Graduate Program
  - g. Exception to Regulation: Completion of Master's Degree Within Six Years
  - h. Report on Preliminary Examination for Admission to Candidacy
  - i. Exception to Regulation: Limitation of 12 Non-degree Hours in a Graduate ProgramRecommended changes were forwarded to Academic Affairs.
6. The Council discussed the reinstatement of the Graduate School; recommendations are still forthcoming at this time.
7. The Council reviewed nominations for Graduate Faculty and Student Awards and made the following recommendations to Academic Affairs:
  - a. Distinguished Graduate Faculty Mentor Award – Harold Bergman
  - b. John P. Ellbogen Outstanding Graduate Assistant Teaching Award
    - i. Charles Fournier
    - ii. Daniel Freije
    - iii. Rachel Jones

- iv. Curtis Nelson
  - v. Maurissa Radakovich
  - c. Outstanding Dissertation Award – Jamie Crait
  - d. Outstanding Master’s Thesis Award – Matthew Jones
8. Caroline McCracken-Flesher was elected as the 2014-15 Chair of Graduate Council.

## **Library Council Annual Report (2013-2014)**

Submitted by Erin Campbell-Stone, Chair

### **Meeting dates:**

The UW Library Council met four times during the academic year. Meeting dates were October 14, November 18, February 3, and March 10.

Detailed minutes of each meeting, submitted by Birgit Fowler Burke, Staff Assistant, can be obtained from the Administrative Page of University Libraries homepage. [http://www-lib.uwyo.edu/about/library\\_council/index.cfm](http://www-lib.uwyo.edu/about/library_council/index.cfm)

### **Purpose:**

The purpose of this council is to advise and assist the libraries on issues and policies related to strategic planning, organization, operations, and resource allocation. This council reports to the Vice-President for Academic Affairs and the Dean of Libraries.

### **Council members for 2013 – 2014:**

Agriculture (Animal Science) – Brenda Alexander  
Arts and Sciences (Geology and Geophysics) – Erin Campbell-Stone, chair  
Arts and Sciences (History) – JoAnna Poblete  
Business (Management and Marketing) – Robert Sprague  
Education (Secondary Education) – Andrea Burrows  
Engineering (Electrical and Computer) - Margareta Stefanovic  
Health Sciences (WIND) – Michelle Jarman  
Law School (Law Library) – Deborah Person  
Libraries (Coe Reference) – Kaijsa Calkins  
American Heritage Center (Toppan Rare Books Library) – Anne Marie Lane  
Albany County Library Representative-Cindy Moore  
Graduate Student Representative – Harry Whitlock  
Undergraduate Student Representative – Sean Collins

### **Overview of Discussions**

#### *Budget*

Because almost 70% of the library budget is spent on electronic resources, the Dean and library staff continually evaluate opportunities to cut costs, while expanding access to archived content and providing permanent access. The library has also implemented a new program to provide incoming faculty with \$1000 for library acquisitions to enhance their research or creative endeavors.

#### *Digital Directions and Digital Collections*

The UW library continues to make progress in the acquisition of e-books and improvement of e-book accessibility to users, despite the multitude of e-book formats, and copyright and licensing challenges. Existing books within the library are being digitized and included in the Alliance Digital Repository. The repository of UW scholarship and research (WySR) is growing in use, and developments are being made toward making content searchable and indexed by Google. WySR currently hosts digital material such as faculty research, oral histories, student creative writing, lecture series, photographs, and curriculum materials. Future directions for WySR include accessible storage of data, and open access portals to comply with requirements for federally funded research. The library is also exploring options for hosting streaming video to accompany or replace the DVD collection. The Digital Herbarium continues to grow and showcases scanned specimens, field notebooks, maps, and historical aerial photographs.

#### *Library Spaces and Space*

A room in the library has been newly outfitted for screening different types of media; meeting academic need and honoring copyright law are issues the library staff will evaluate as the room is used. The council discussed

preliminary plans to create semi-private collaborative workspaces and larger informal teaching spaces to respond to student demand. The council also discussed plans for accommodation of the growing collection; the library will exceed capacity in 2026, and the possibility of remote storage was discussed.

#### *Special Collections*

The library hosts a variety of special collections, including the Heberd Special Collections, the Canoso Miniature Book Collection, Sonja Meyer's historical Clothing collection, the Cheramy Native American Collection, and a vast collection of rare maps. A notable recent addition is the Wool Collection, which has garnered international attention as rare historical collection of wool samples, wool data, agriculture bulletins, a video of the steam-powered wool-scouring machine, oral histories, and photographs.

#### *Other discussions:*

ClimateQUAL survey of library staff satisfaction, planned for 2014

Library accessibility and collaboration with disability services

Results of ASUW student survey on satisfaction with Coe Library

Research assistance for undergraduates, graduate students and faculty

Replacement of photocopiers in the library with free scanners

New York Times program

Liaison Librarian program

Geology Library holdings and acquisitions

Learning Management System development and faculty instruction

#### **Issue for discussion:**

The Library Council would like to emphasize the importance of student representatives on the council; student participation is the best way to ensure that the library meets the needs of undergraduates and graduate students. Because student representatives are appointed late in the year, or sometimes not at all, the Library Council would like to develop a new system for appointing student representatives.

#### **Chair Selection for 2014-2015:**

Robert Sprague, Associate Professor in Management and Marketing, College of Business, was elected as Library Council Chair for AY 2014-2015

## Research Advisory Committee.

Committee membership:

Benjamin Rashford <brashfor@uwyo.edu>; Anna Zajacova <azajacov@uwyo.edu>; Kenneth Warren Sims <ksims7@uwyo.edu>; Charles F. Mason <Bambuzlr@uwyo.edu>; Jane A. Warren <jwarren4@uwyo.edu>; Suresh Muknahallipatna <SureshM@uwyo.edu>; Douglas Bryan Petersen <dpeter39@uwyo.edu>; Diane Elizabeth Courselle <Diane.Courselle@uwyo.edu>; Lawrence O. Schmidt <LSchmidt@uwyo.edu>; Leslie Carol Waggener <lwaggen2@uwyo.edu>; Dagmara Motriuk Smith [MOTRIUK@uwyo.edu](mailto:MOTRIUK@uwyo.edu)

The committee reviewed the following FGIA applications from University of Wyoming Faculty. The best six applications received the Faculty Grant-in-Aid awards up to \$7,500 for research projects that expand their work in new directions.

- Files in Faculty Grant-in-Aid
- 📄 Ahmed FGIA FY14.pdf
  - 📄 Balaz FGIA 2014.pdf
  - 📄 Bisha FGIA 2014.pdf
  - 📄 Bowman FGIA FY14.pdf
  - 📄 Burkhardt FGIA FY14.pdf
  - 📄 ClennanFGIA2012.docx
  - 📄 ClennanFacultyGrantinAid2012.docx
  - 📄 DeNapoli FGIA 2014.pdf
  - 📄 Domenech FGIA 2014 Fixed File.pdf
  - 📄 DomÃ"nech FGIA FY14.pdf
  - 📄 Dousay FGIA FY14.pdf
  - 📄 Fay FGIA FY14.pdf
  - 📄 Frost FGIA FY14.pdf
  - 📄 Gilbert FGIA FY14.pdf
  - 📄 Guseman FGIA FY114.pdf
  - 📄 He FGIA FY14.pdf
  - 📄 Hidecker FGIA FY14.pdf
  - 📄 Kamp FGIA FY14.pdf
  - 📄 Kelly FGIA FY14.pdf
  - 📄 Krist FGIA FY14.pdf
  - 📄 LarsonMeyer FGIA FY14.pdf
  - 📄 Lockwood FGIA FY14.pdf
  - 📄 Lyuksytova FGIA FY14.pdf
  - 📄 McCrea FGIA FY14.pdf
  - 📄 Muddiman FGIA 2014.pdf
  - 📄 Patton FGIA FY14.pdf
  - 📄 Porter FGIA FY14.pdf
  - 📄 Ranking Form for Proposals for FGIA (2).docx
  - 📄 Roberts FGIA FY14.pdf
  - 📄 Robertson FGIA FY14.pdf
  - 📄 Sailor FGIA FY14.pdf
  - 📄 Schumaker FGIA 2014.pdf
  - 📄 Soto FGIA FY14.pdf
  - 📄 Thomas FGIA FY14.pdf
  - 📄 Thunstrom FGIA FY14.pdf
  - 📄 Thyagarajan FGIA FY14.pdf
  - 📄 Tian FGIA 2014.pdf
  - 📄 Tian FY14.pdf
  - 📄 Varga FGIA FY14.pdf
  - 📄 Wade FGIA FY14.pdf
  - 📄 Wang FGIA GY14.pdf
  - 📄 Zheng FGIA FY14.pdf
  - 📄 Zhu FGIA FY14.pdf

A Zajacova, Chair 2013-14

April 14, 2014

**Student Interaction Committee Report 2013-14**

To The Faculty Senate:

The Student Interaction Committee was charged with reviewing UW REGULATION 8-238, regarding the add/drop/withdraw policy. This revision was introduced to the Faculty Senate at its March meeting, and will be voted on in April.

The above charge was the only action that the Student Interaction Committee was to review for the 2013-14 term.

The SIC members are as follows: Kim Miller, Chair, Ginger Paige, Sandy Hsu, Brianna Wright, David Finnoff, David Whitman, Linda Williams, Julia Proctor, Amanda Stow, and Arsam Baziar.

Regards,  
Kimberly D. Miller, Ed.D  
Student Interaction Committee Chair  
University of Wyoming  
College of Education  
Department of Elementary and Early Childhood  
[KMiller1@uwyo.edu](mailto:KMiller1@uwyo.edu)

TO: University of Wyoming Faculty Senate

FROM: **University Course Review Committee**

RE: Annual Report

The University Course Review Committee has met six times during the 13-14 academic year (last meeting of the year is scheduled for April 21). In total the committee approved 231 course action items. The breakdown and classification by college/school is shown below:

	Courses Modified	Courses Added	Courses Discontinued
College of Agriculture & Natural Resources	12	1	2
College of Arts & Sciences	80	21	36
College of Business	3	3	0
College of Education	5	11	0
College of Engineering & Applied Science	26	6	0
College of Health Sciences	10	5	4
Army	0	0	1
ENR	0	1	0
ERS	0	1	0
ESS	1	0	0
LAW	0	2	0
Total	137	51	43

Committee member included Bruce Cameron (AGNR), Audrey Shalinsky (A&S), Kent Drummond (BUS), Leslie Rush (ED), David Whitman (ENG), Tristan Wallhead (HS), Jacquelyn Bridgemon (LAW). Ex-officio members, Susan Frye (Outreach School), Paige Helbaum (ASUW).

Respectfully submitted

Bruce A. Cameron, Chair (13-14).

TO: The Faculty Senate  
FROM: Dennis N. Coon, Chair, University Reappointment, Tenure & Promotion Committee  
Date: April 11, 2014  
Re: Report of the **University Reappointment, Tenure & Promotion Committee**

The responsibilities and activities of the University Tenure and Promotion Committee are outlined in University Regulation 5-803, Section 3-c. The University Tenure and Promotion Committee may evaluate cases of faculty in tenure track positions prior to the tenure decision year, in the tenure decision year, or when under consideration for promotion. The committee also may evaluate cases of APLs in their probationary period or when under consideration for extended terms or promotion. This may include personnel with faculty designations in any of the colleges, the libraries, the American Heritage Center, or with Extension Educator designations within the colleges.

The committee generally evaluates cases in four categories:

- Every case that is conflicted is brought before the committee. A case is conflicted if there is disagreement among the four levels of review, meaning that the majority vote at the department level, the recommendation of the department head, the majority vote at the college level, and the recommendation of the dean of the college are not all in the same direction. Having less than unanimous support at the department or college level does not constitute a conflicted case; rather conflict is determined by majority votes at those two levels. The University Tenure & Promotion committee invites the faculty with a conflicted majority vote along with the appropriate Department Head and Dean to discuss the issues of the case directly with the Committee. Following that discussion, Committee members **vote and comment** on each case.
- The committee also considers all candidates for early promotion, tenure, or extended. The University Tenure & Promotion committee may invite the faculty for early tenure/promotion along with the appropriate Department Head and Dean to discuss the issues of the case directly with the Committee. In cases where an exceptional record of performance is documented, the University Tenure and Promotion Committee may elect to cancel the face-to-face meeting. The Committee members **vote and comment** on each early tenure/promotion case in both situations.
- A candidate receiving majority negative recommendations at all levels is invited to meet with the committee to present his or her case to a final level of peer review if they so desire. The appropriate Department Head and Dean are also invited to attend the meeting. Committee members **only comment** on these cases.
- Finally, additional cases are selected at the Provost's discretion when the packets contain signals that candidates may be headed toward unfavorable outcomes if adjustments are not made. The University Tenure & Promotion committee invites the faculty identified by the Provost's along with the appropriate Department Head and Dean to discuss the issues of the case directly with the Committee. Committee members **only comment** on these cases.



For the 2013 – 2014 year, the University Tenure & Promotion Committee considered twenty-five cases. There was one conflicted case, five early tenure/promotion cases, one case with negative recommendations at all four lower level reviews, and eighteen cases selected by the Provost. The committee met for 11 hours on March 31, 2014 and 10 hours on April 1, 2014 to consider all cases. Comments on all twenty-five cases and votes on six cases have been compiled and made known to the candidates. The Provost gives each candidate an opportunity to respond to comments and/or votes prior to making a final recommendation. The final recommendations will be presented to the Board of Trustees at their May meeting. The University President is only involved if any of those whom the Provost recommends against extending or promoting elect to appeal their cases.

**Steven Smutko, Ruckelshaus Institute of ENR**, was elected Chair of the University Tenure and Promotion Committee for the 2014 – 2015 academic year.

# UNIVERSITY OF WYOMING

## University Studies Program Committee

Dept. 3302 • 1000 E. University Avenue • Laramie, WY 82071

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## 2013-2014 Annual Report from the University Studies Committee

### ***Committee Membership***

Brant Schumaker, Chair, College of Agriculture and Natural Resources

Lawrence Jackson\*, College of Arts and Sciences

Steve Bieber\*\*, College of Arts and Sciences

Robert Godby, College of Business

Samara Madrid, College of Education

Steven Barrett, College of Engineering

Mark Byra, College of Health Sciences

Cass Kvenild, University Libraries

Shaun Hayes, American Heritage Center

Jason Katzmann, University of Wyoming Outreach School

Paige Hellbaum, Associated Students of the University of Wyoming

\*substitute for Jennifer Deckert for AY13-14 while on sabbatical

\*\*substitute for Tim Robinson for AY13-14 while on sabbatical

### ***Ex Officio Members***

Jo Chytka, Advising and Career Services, Student Affairs

Alyson Hagy, University Studies Coordinator

Joe Jensen, Athletics, Academic Planning Committee

### ***Purpose of Committee***

The committee is primarily charged with setting policy and approving courses for the University Studies Program. Committee members met monthly (either in-person or electronically) throughout the 2013-2014 academic year.

### ***Course Approvals/Rejections***

Courses approved for USP designations are renewed every three years. Departments offering USP courses submit syllabi and other supporting materials to the USP Committee as part of the renewal process. Because of the current revision of USP, the committee chose to extend designations of existing USP courses through 2013-14 rather than asking departments and faculty to complete what might seem to be unnecessary work. The committee will be ready to begin reviewing courses for USP 2015 this upcoming academic year.

The committee reviewed 18 new course proposals for a total of 30 USP designations. The D, G, L, WB, and WC may be embedded in courses meeting another USP requirement. No courses were rejected for their proposed designations. The following chart shows approvals for each USP category:

Summary of USP Courses Approved/Rejected (by component)

USP Core Components (new)												
Courses	I	WA	O	QA	QB	S, SB, SP, SE	C	CH	CS	CA	V	P
# Approved	3		1					3	3	1		
# Rejected												
USP Embeddable Components												
	L	WB	WC	G	D							
# Approved	3		2	9	5							
# Rejected												

USP Core Components (renew)*												
Courses	I	WA	O	QA	QB	S, SB, SP, SE	C	CH	CS	CA	V	P
# Approved												
# Rejected												
USP Embeddable Components												
	L	WB	WC	G	D							
# Approved												
# Rejected												

\*Committee chose not to review courses for the 2013-2014 academic year do to the revision process.

**USP Revision**

Under USP 2015, the USP committee will oversee approval of first-year seminars and the COM sequence, while approval of the other designations will be at the college level. After approval in the colleges, all proposals will reside with the USP committee for consistency. The committee is working closely with the administration to help expedite the new USP implementation.

**Committee Chair for 2013-2014 Academic Year – TBD**