

**Utah Valley University Board of Trustees Meeting**  
**January 12, 2017**  
**4:00pm SC 213c**

<b>Tab</b>	<b>Agenda</b>	<b>Notes</b>
<b><u>A</u></b>	<p><u>I. Action</u></p> <p>1. Policies</p> <ul style="list-style-type: none"> <li>a. Policy 142 Export Control</li> <li>b. Policy 151 AIDS</li> <li>c. Policy 161 Freedom of Speech</li> <li>d. Policy 544 Scheduling of Peaceful Assemblies</li> <li>e. Policy 505 Tuition Payment and Refunds</li> <li>f. Policy 507 Tuition Refunds</li> <li>g. Policy 604 Course Outlines Records</li> <li>h. Policy 605 Curriculum Approval Process</li> <li>g. Policy 610 Credit Hour</li> </ul>	
<b><u>B</u></b>	<p>2. Academic Programs <i>Jeff Olson, Senior VP of Academic Affairs</i></p> <ul style="list-style-type: none"> <li>a. Modification of BS in Dental Hygiene</li> <li>b. Rename/Restructure CP in Editing and Document Design</li> <li>c. Transfer of Autism Studies</li> <li>d. Rename/Restructure of College of Aviation and Public Services and College of Science</li> <li>e. 3 Year Follow-up in Commercial Music</li> <li>f. 3 Year Follow-up in Theatre for Children and Youth</li> </ul> <p>3. Executive Committee Vote Ratification <i>Elaine Dalton, Chair</i></p> <ul style="list-style-type: none"> <li>a. Campus Border Firewall</li> </ul>	
<b><u>ES</u></b>	<p><b><u>II. Executive Session</u></b></p> <p><u>I. Action (Cont.)</u></p> <ul style="list-style-type: none"> <li>4. Tenure <i>Jeff Olson, Senior VP of Academic Affairs</i></li> <li>5. Honorary Degrees (Tentative) <i>Matthew S. Holland, President</i></li> </ul>	
<b><u>C</u></b>	<p><u>III. Consent Calendar</u></p> <ul style="list-style-type: none"> <li>1. Minutes of December 1, 2016, Meeting</li> <li>2. Investment Reports</li> </ul> <p><u>IV. Information</u></p> <ul style="list-style-type: none"> <li>1. President's Report <i>Matthew S. Holland, President</i></li> </ul>	
<b><u>D</u></b>	<ul style="list-style-type: none"> <li>2. AGB Conference <i>Justin Jones, Secretary to the Board and Chief of Staff</i></li> </ul> <p><i>Adjournment</i></p>	

**Date:** January 12, 2017  
**To:** UVU Board of Trustees  
**From:** Linda Makin, Vice President, Planning, Budget, and Human Resources  
Cara O’Sullivan, Policy Officer  
**Re:** Policies for January 12, 2017, Board of Trustees Meeting

The following policies are presented to the Board of Trustees for approval:

### **Administrative Policies**

#### **Policy 142 *Export Control* (Regular, new policy)**

**Sponsor:** Val Peterson

**Steward:** Jason Sweat

**Summary:** Request for new policy to be approved for Policy Manual. Federal laws restrict the export of certain goods, information, and technology in ways that affect Utah Valley University. These laws primarily focus on technology that could have military, nuclear, or aerospace applications, but in some instances, can apply to such seeming innocuous items as laptop computers, cell phones, or PDAs, even when they are being used on pleasure trips. This new policy sets forth procedures to ensure UVU compliance with export control regulations.

#### **Policy 151 *AIDS* (Regular, deletion of policy)**

**Sponsor:** Val Peterson

**Steward:** Jason Sweat

**Summary:** Request for policy to be deleted from Policy Manual. Policy 151 is outdated and potentially illegal by focusing on and singling out one disability/medical condition. It was written in 1993 and needs to be deleted.

### **Freedom of Speech Bundle (161 and 544)**

#### **Policy 161 *Freedom of Speech* (Temporary Emergency, new policy)**

**Sponsor:** Michele Taylor

**Steward:** Alexis Palmer, Karen Clemes

**Summary:** Request for temporary emergency policy to be approved for the Policy Manual. Utah State Board of Regents Policy R251 Campus Speakers requires that each USHE institution establish policy on campus speakers. Each institution and its president are authorized to develop a policy specifically tailored to that institution. UVU also needed to develop a freedom of speech policy to cover academic freedom, structures, signs, peaceful assemblies, etc.

#### **Policy 544 *Scheduling Peaceful Assemblies* (Temporary Emergency, suspension)**

**Sponsor:** Michele Taylor

**Steward:** Alexis Palmer, Karen Clemes

**Summary:** Request for policy to be suspended from the Policy Manual in the Temporary Emergency process. The content of this policy will be now be covered in Policy 161.

### **Student Affairs Policy Bundle (505 and 507)**

#### **Policy 505 Tuition Payment and Refunds (Regular, revised policy)**

**Sponsor:** Michelle Taylor

**Steward:** Liz Childs

**Summary:** Request for revised policy to be approved for the Policy Manual. Policies 505 and 507 were approved in June 1998; they are out of date with current university practice. By combining these two policies, one policy will cover payment of tuition and fees and address tuition refunds.

#### **Policy 507 Tuition Refunds (Regular, deletion of policy)**

**Sponsor:** Michelle Taylor

**Steward:** Liz Childs

**Summary:** Request for policy to be deleted from the Policy Manual. Policies 505 and 507 were approved in June 1998; they are out of date with current university practice. By combining these two policies, one policy will cover payment of tuition and fees and address tuition refunds.

### **Academic Affairs Policies**

#### **Policy 604 Course Outlines Records (Regular, deletion of policy)**

**Sponsor:** Jeff Olson

**Steward:** Maureen Andrade, Kat Brown

**Summary:** Request for policy to be deleted from the Policy Manual. This policy is out of date with current university practice. No such policy is required by the Regents; maintaining and updating syllabi can be addressed through practice at the department/college level.

#### **605 Curriculum Approval Process (Regular, revision of policy)**

**Sponsor:** Mark Bracken

**Steward:** Ryan Leick

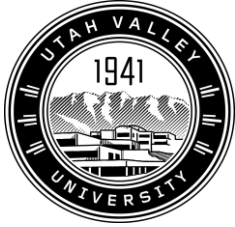
**Summary:** Request for revised policy to be approved for the Policy Manual. The current policy has been in place since 1993. It has been updated to document the proper flow of curricular changes from the department level to the college and finally to the university curriculum committee.

#### **610 Credit Hour (Regular, limited scope revision of policy)**

**Sponsor:** Jeff Olson

**Steward:** Maureen Andrade, Kat Brown

**Summary:** Request for policy with limited scope revisions to be approved for the Policy Manual. The revisions to this policy clarify and provide flexibility for reviewing credit hour expectations. It also incorporates actual practice into policy. The suggested language is based upon the Northwest Commission on Colleges and Universities' Credit Hour Policy.



Proposed Policy Number and Title: 142 <i>Export Control</i>		
Existing Policy Number and Title:		
<b>Approval Process*</b>		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input checked="" type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	

\*See UVU Policy #101 *Policy Governing Policies* for process details.

<b>Draft Number and Date:</b> <u>Board of Trustees Draft, January 12, 2017</u>
<b>President's Council Sponsor:</b> <u>Val Peterson</u> <b>Ext.</b> <u>8424</u>
<b>Policy Steward:</b> <u>Karen Clemes/Jason Sweat</u> <b>Ext.</b> <u>8156</u>

POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b> Entrance Date: <u>6/8/2012</u></p> <p><b>University Entities Review</b> Entrance Date: <u>05/12/2016</u> Close Date: <u>10/22/2016</u></p> <p><b>University Community Review</b> Entrance Date: <u>11/17/2016</u> Open Feedback: <u>11/17/2016</u> Close Feedback: <u>12/01/2016</u></p> <p><b>Board of Trustees Review</b> Entrance Date: <u>12/08/2016</u> Approval Date: <u>MM/DD/YYYY</u></p>	<p align="center"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <hr/> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> <u>MM/DD/YYYY</u></p>



<b>POLICY TITLE</b>	Export Control	<b>Policy Number</b>	142
<b>Section</b>	Governance, Organization, and General Information	<b>Approval Date</b>	
<b>Subsection</b>	Publications, Reports, Research, and Records	<b>Effective Date</b>	
<b>Responsible Office</b>	Office of General Counsel		

### 1.0 PURPOSE

**1.1** This policy implements US laws and regulations regarding the export or re-export of certain items, technologies, software, and services regulated for reasons of national security, foreign policy, prevention of the spread of weapons of mass destruction and for competitive trade. This policy applies to all university community members who are engaging in or contemplating international travel on university business or taking university property on non-university related international travel. This policy outlines university procedure and policy individuals and groups shall follow to ensure compliance with federal export control regulations. .

**1.2** Although exemptions to export control laws apply to many of the University's activities, some activities may be restricted. Failure to comply with these laws and this policy exposes both the individuals involved and the University to severe criminal and civil penalties as well as administrative sanctions (loss of research funding and export privileges). Additionally, the University may take administrative actions for violation of these laws or this policy, consistent with applicable university policies, up to and including termination or expulsion of university community members.

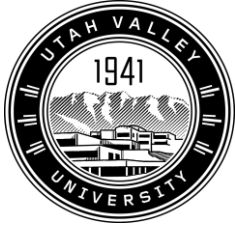
### 2.0 REFERENCES

**2.1** *Export Administration Regulations (EAR)*, 15 C.F.R. 730 et seq., *The Arms Export Control Act (AECA)* – ITAR, The Department of Commerce's Bureau of Industry and Security (BIS)

**2.2** *International Traffic in Arms Regulations (ITAR)*, 22 C.F.R. 120 et seq., *The Export Administration Act of 1979*, US State Department

**2.3** *Office of Foreign Assets Control, Department of the Treasury (OFAC)*, 31 C.F.R. Part 500 et seq.

**2.4** *The Arms Export Control Act (AECA)*, 22 U.S.C. § 39



### 3.0 DEFINITIONS

**3.1 Deemed export:** Occurs when technology, information, or software source code is released or transmitted to a foreign person within the United States, including through a discussion with a foreign researcher or student.

**3.2 Exemption/Exclusion:** Export regulations have several exclusions and exemptions that may remove university research from export control restrictions. A “License Exception” is an authorization contained in 15 C.F.R. 740 that allows the export or re-export under stated conditions of items subject to the *EAR* that would otherwise require a license. There are four exclusions that are relevant to academic research: the Fundamental Research Exclusion (FRE), the Educational Instruction Exclusion, the Publicly Available/Public Domain Exclusion, and the Exemption for Disclosures to Bona Fide Full-Time Employees.

**3.3 Employee:** Any individual who employed part-time or full-time by the University, for salary or wages, including staff, administrators, and faculty.

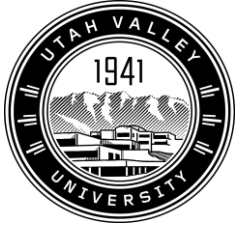
**3.4 Export:** Generally, an export means: (1) An actual shipment or transmission of items controlled under the *EAR* or *ITAR* out of the United States; (2) any written, oral, or visual release or disclosure of controlled technology, information or software to a foreign person either in the United States or outside the United States; or (3) any actual use or application of controlled technology on behalf of or for the benefit of any foreign entity or person anywhere.

**3.5 Export control laws:** US laws (which include *EAR*, *ITAR*, and *OFAC*) that restrict certain types of information, technologies, and commodities that can be transmitted overseas to individuals, including US citizens, or made available to foreign nationals on US soil.

**3.6 Export to a foreign person:** Shipment, transfer, or transmission within the United States, including but not limited to through a discussion with a foreign researcher or student.

**3.7 Export control law exclusions:** These exclusions, listed below, specify which activities and items typically do not require special licensing.

**3.7.1 Fundamental Research Exclusion (FRE):** Fundamental information arising during or resulting from basic or applied research in science or engineering where the results of the research are ordinarily shared with the scientific community, published in the public domain, and made accessible to the public. The information that results from fundamental research (other than certain encryption source code) is excluded from export controls. This FRE applies only to the



disclosure of software, technology, or technical data to foreign persons at the University in the United States; it does not apply to the shipment or carriage of equipment, materials, or samples outside the United States.

**3.7.2 Educational Information Exclusion:** General scientific, mathematical, and engineering principles released by instruction in catalog courses and associated teaching laboratories or academic institutions are excluded from export controls under EAR and ITAR. However, under EAR, the exclusion does not cover controlled information conveyed outside the classroom or teaching lab of an academic institution.

**3.7.3 Publicly Available/Public Domain Exclusion:** Information that is published or generally accessible or available to the public and scientific community and is excluded from export controls. The exclusions apply as long as the federal government has not imposed export controls or restrictions as a condition of funding and provided there is no reason to believe that the exported information will be used for weapons of mass destruction. The “publicly available” exclusion under EAR and the “public domain” exclusion under ITAR only apply to the export or deemed export of controlled information, not to the export of controlled physical items or services listed on the United States Munitions List (USML) or the Commerce Control List (CCL). Information that is published and available to the public at libraries, newsstands and bookstores through subscriptions without restriction, through patents available at any patent office, through unlimited distribution at conferences, meetings, seminars, trade shows and exhibitions held in the United States and generally open to the public are excluded from export controls.

**3.7.4 Exemption for Disclosures to Bona Fide Full-time Employees:** (ITAR-regulated research only) ITAR regulations exempt disclosures of unclassified technical data in the U.S. by U.S. universities to foreign nationals where 1) the foreign national is the University's bona fide full-time regular employee, 2) the employee's permanent abode throughout the period of employment is in the U.S., 3) the employee is not a national of an embargoed country, and 4) the University informs the employee in writing that information disclosed may not be disclosed to other foreign nationals without governmental approval. (This exemption is likely to be less available than the three exclusions discussed above. In addition, most graduate students are not regular full-time University employees and disclosures to them will not qualify for this exemption.)

**3.8 Foreign person:** Per the *EAR* and *ITAR*, any person(s), corporation, business association, partnership, trust, society or any other entity or group that is not incorporated or organized to do business in the United States, as well as international organizations, foreign governments, any agency or subdivision of foreign governments (e.g., diplomatic missions), or anyone who is not a US citizen, a lawful permanent resident of the United States (i.e., a Green Card holder), or who does not have refugee or asylum status in the United States.





**3.9 Re-export:** Actual shipment or transmission of items subject to export regulations from one foreign country to another foreign country. For the purposes of the *EAR*, the export or re-export of items subject to the *EAR* that will transit through a country or countries to a new country, or are intended for re-export to the new country, are deemed to be exports to the new country.

**3.10 Restricted parties:** By order of the US government, certain US citizens and companies restricted or prohibited from exporting or providing services of any kind to any party contained in any of the government Restricted Party Screening lists. A consolidated screening list is available at [www.export.gov](http://www.export.gov).

**3.11 Technology Control Plan (TCP):** Contains procedures to control access for all export-controlled items and information.

**3.12 University community:** For the purposes of this policy, the university community includes but is not limited to employees, students, volunteers, visiting instructors or researchers, and any other individuals, groups, or entities subject to US export control laws.

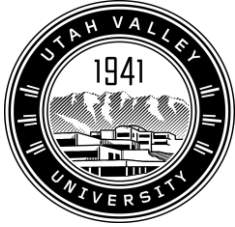
**3.13 University international travel:** Any travel outside the borders of the United States by a member of the university community on university business (including educational and intercultural travel programs and travel to international conferences, but excluding internships in which the University is not the employer), the expenses of which are paid, in full or in part, by university funding, including grants, contracts, cooperative agreements, etc.

**3.14 University property:** Any information or item that was funded, purchased, or developed in whole or part by university-controlled funds, regardless of the source. This includes but is not limited to laptops, cameras, phones, personal digital assistants, technical data, research, creative scholarship, publications, etc.

#### 4.0 POLICY

**4.1** The University complies with export control laws that restrict certain types of information, technologies, and commodities that can be transmitted overseas to entities and individuals, including US citizens, or made available to foreign nationals on US soil. This policy applies to university community members who are traveling on university business or who are traveling for personal, non-university related travel and are taking university property with them.

**4.2** University community members must understand their obligations under *ITAR (International Traffic in Arms Regulations)*, *EAR (Export Administration Regulations)*, and *OFAC (Office of Foreign Assets Control)* regulations, and must promote compliance with these regulations. Criminal and civil penalties for unlawful export and disclosure of information in violation of US export control laws may be assessed against individuals and institutions. The penalty for unlawful export and disclosure of export-controlled information under the export control laws may be substantial fines and/or imprisonment.



**4.3** It is the responsibility of university community members to be aware of and comply with US export control laws, as well as with the University's written instructions and procedures before engaging in any activities that may raise compliance issues under US export control laws and/or this policy. Violation of these laws or this policy may lead to disciplinary action, up to and including termination employment or expulsion from the University, in addition to criminal penalties.

**4.4** Before engaging in activities that involve an export, university community members must understand and identify any potential export requirements and limitations. Prior written authorization (i.e., a license) from one or more US government agencies may be required to carry out certain sponsored research or other educational activities involving specified technologies or certain countries, if an exemption or exclusion is not available.

**4.5** Many university activities are eligible for one of the *EAR*, *ITAR*, or *OFAC* exclusions, such as the Fundamental Research Exclusion (FRE), meaning that no license will be required. However, when research or an educational activity involves an export, those responsible for export control compliance will assist the University in its documentation of its analysis of export control issues, including the availability of any exclusion or exemption.

**4.6** To preserve the FRE, the University does not agree to conduct research with parties that impose proprietary data restrictions unless the other party first agrees that no data subject to export controls will be provided without prior written notice and prior approval of the University.

**4.7** To qualify for the FRE, the research sponsor must not impose, and the university researcher must not accept, any restrictions on the publication of the scientific or technical results of the research performed at the University.

**4.8** US export controls apply to all hardware and software exported from the United States, and an export license may be required even if the hardware or software is being exported to support a FRE project.

**4.9** The University may decide not to accept funding for research containing export controls or restrictions, including but not limited to when there is insufficient time to obtain a license or to take appropriate measures to handle properly export-controlled information.

**4.10** The export control analysis is to be undertaken with the assistance of the Office of University Compliance, in coordination with the Office of General Counsel. This analysis must be done prior to engaging, or agreeing to engage, in the activity, as the process for obtaining US government approval is lengthy.

**4.11** If anyone employed by, acting on behalf of, or associated with the University receives information identified as export controlled, the information may not be disclosed to any foreign



person, until the export control analysis has been completed to determine licensing requirements, if any, for such information. In addition, if an anticipated university research or educational activity involves a country subject to US government sanctions, the university community member will need to consult with the Office of University Compliance before entering into any negotiations or agreements involving, or before traveling to, such countries.

**4.12** The University shall assist university community members in complying with export control laws, including pursuing licenses from US government agencies, where appropriate. However, the primary responsibility rests with the university community member.

**4.13** The university community must report observed, suspected, or apparent violations of export control laws or sanctions to the University's Compliance Officer.

## 5.0 PROCEDURES

**5.1** Before traveling outside of the United States or engaging in export of any item(s), including deemed export, university community members should review the export control resource materials available on the website of the Office of University Compliance. The export control website is intended to promote understanding of export controls regulations and the procedures designed to promote university compliance. It provides detailed explanations of the export control regulations and their legal limitations, and will provide examples of export triggers and export-controlled activities. Information about and assistance with export controls is also available from the Office of University Compliance. The procedures in this section apply to those traveling on university business and to those traveling on personal, non-university related business but taking university property with them.

**5.2** University community members anticipating the export of items or travel to a foreign country must complete and submit to the Office of University Compliance a *Checklist for Export Control Issues* and, as appropriate, either a *License Exemption TMP Form* or a *License Exemption BAG Form*, which are available to download on the University Compliance Services website. The University has developed these forms to assist members of the university community in assessing US export control issues in general and whether a particular research project or contemplated activity would qualify for an exemption or require a license.

**5.2.1** Those planning to travel are encouraged to complete and submit the required forms one to six months before the contemplated activity to afford sufficient time for export control issues to be addressed. If an export license is required, commencement of the project or activity could be delayed.

**5.3** If a project or activity involves data that is export-controlled, but the research results remain eligible for the FRE, the principal researcher will be primarily responsible for implementing and maintaining appropriate access controls so that any restricted individual does not have access to information that he or she is not authorized to receive. The principal researcher will be required



to attest to implementation of such controls by completing and submitting to the Office of University Compliance a *Certification on the Handling of Export-Controlled Information Form*, available for download on the website for the Office of University Compliance.

**5.4** University community members who will be exporting to and/or traveling to foreign countries must obtain Export Licenses where deemed required by export control regulations.

**5.4.1** If a university community member determines, with the assistance of the University Compliance Officer, that a particular project or activity is subject to export controls and no exemption is available, he or she is responsible for securing the items, software, or technology against disclosure or transfer to any foreign person, within or outside the United States, until a license or other authorization is obtained.

**5.4.2** The university community member will be required to complete the *Certification on the Handling of Export-Controlled Information Form*.

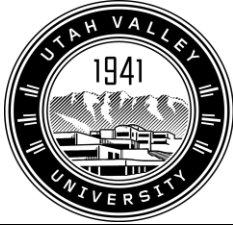
**5.4.3** When an export license is required, the university community member will notify the Office of University Compliance, and his or her department will be primarily responsible for preparing the required license application and supporting materials to obtain the appropriate license under the *ITAR*, *EAR*, or *OFAC* regulations. All license applications will be submitted through the Office of University Compliance. All requests for licenses will be handled in conjunction with the Office of General Counsel.

**5.4.4** Securing the appropriate licensing may take up to six months.

**5.5** University community members who plan to bring potentially export-controlled information or items to the University must complete the *Incoming Export Controlled Information/Item Questionnaire* available for download from the website of the Office of University Compliance. The completed questionnaire must be submitted to the Office of University Compliance prior to bringing the controlled information or items to the University.

**5.6** University community members who plan to ship export-controlled information or items to a Foreign Entity or Foreign Individual(s), within or outside the United States, must complete the *Outgoing Export Controlled Information/Item Questionnaire*, available for download from the website of the Office of University Compliance. The completed questionnaire must be submitted to the Office of University Compliance prior to shipping the controlled information or items.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

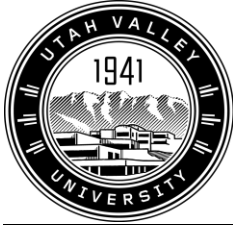


**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

Proposed Policy Number and Title: Policy 151 AIDS		
Existing Policy Number and Title: Policy 151 AIDS		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b> <u>January 5, 2017, Stage 4 Board of Trustees</u> <b>President's Council Sponsor:</b> <u>Michelle Taylor</u> <b>Ext.</b> _____ <b>Policy Steward:</b> <u>Alexis Palmer</u> <b>Ext.</b> _____
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POLICY APPROVAL PROCESS DATES	
<b>Policy Drafting and Revision</b> Entrance Date: <u>02/11/2016</u>  <b>University Entities Review</b> Entrance Date: <u>8/22/2016</u>  <b>University Community Review</b> Entrance Date: <u>10/13/2016</u> Open Feedback: <u>10/13/2016</u> Close Feedback: <u>10/20/016</u>  <b>Board of Trustees Review</b> Entrance Date: <u>12/08/2016</u> Approval Date: _____	<p align="center"><b>POST APPROVAL PROCESS</b></p> Verify: <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <hr/> <b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b>  <b>Name:</b> _____  <b>Date posted and verified:</b> _____



<b>POLICY TITLE</b>	AIDS	<b>Policy Number</b>	151
<b>Section</b>	Governance, Organization, and General Information	<b>Approval Date</b>	June 14, 1993
<b>Subsection</b>	Individual Rights	<b>Effective Date</b>	June 14, 1993
<b>Responsible Office</b>	Office of the Vice President of Student Life		

**1.0 PURPOSE**

**2.0 REFERENCES**

**3.0 DEFINITIONS**

**4.0 POLICY**

~~4.1 To provide proper protection for students, faculty, and staff, and to ensure sensitive response to the needs of any individual with AIDS, the policy of the University is to handle each situation on an individual basis consistent with established university policies which protect the human and civil rights of all individuals concerned. As with any personal medical problem, every effort should be made to protect the individual's privacy and confidentiality.~~

**5.0 PROCEDURES**

~~**5.1 Procedure for Attendance at the University by Students or Employees with Acquired Immune Deficiency Syndrome (AIDS), Aids-Related Complex (ARC), or the Aids Virus (HIV).**~~

~~**5.1.1 Background**~~

~~5.1.1.1 The following guidelines govern attendance at the University by students or attendance at work by faculty and staff who have Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), or the clinical evidence of infection with the AIDS virus (HIV). The guidelines are consistent with the Center for Disease Control's guidelines and are based on the current knowledge of AIDS and on well established principles of disease prevention and control. Currently, there are no data to suggest that normal use of university facilities presents an unusual~~



~~risk of infection. Decisions on situations that may pose increased potential risk should be made on an individual basis.~~

**5.1.2 Guidelines**

~~5.1.2.1 All faculty, staff, and students shall be allowed to participate in all phases of university life, including classes, programs, activities, and employment consistent with established university policies. Exceptions will be determined on an individual basis considering the health and welfare of all parties concerned.~~

~~5.1.2.2 University policy is not to test students, faculty, or staff for the AIDS virus.~~

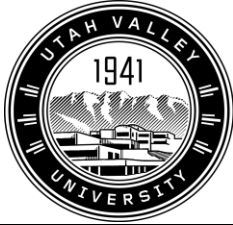
~~5.1.2.3 The University will respect the confidentiality of individuals with AIDS, ARC, or HIV, insofar as the safety of others is not in question.~~

~~5.1.2.4 The University will refer AIDS questions and inquiries to the Utah County Health Department which, on a confidential basis, provides private counseling, consultation, and health education services for patients with AIDS, friends/acquaintances of those with AIDS, or interested groups.~~

~~5.1.2.5 Questions regarding AIDS cases, related issues, or exceptions to these guidelines, should be referred to the Vice President of University Relations for committee action.~~

~~5.1.2.6 Additional educational information may be obtained at the Library, Human Resources, Wellness Center, Admissions Office, Student Center, and Registration Office.~~

<b>POLICY HISTORY</b>		
<b>Date of Last Action</b>	<b>Action Taken</b>	<b>Authorizing Entity</b>



Proposed Policy Number and Title: Policy 161 *Freedom of Speech*

Existing Policy Number and Title:

**Approval Process\***

<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input checked="" type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	

\*See UVU Policy #101 *Policy Governing Policies* for process details.

**Draft Number and Date: Stage 1, January 6, 2017**

**President's Council Sponsor:** Michelle Taylor **Ext.** \_\_\_\_\_

**Policy Steward:** Alexis Palmer and Karen Clemes **Ext.** \_\_\_\_\_

**POLICY APPROVAL PROCESS DATES**

**Policy Drafting and Revision**

Entrance Date: 4/24/2014

**University Entities Review**

Entrance Date: Not applicable

**University Community Review**

Entrance Date: Not applicable

Open Feedback: Not applicable

Close Feedback: Not applicable

**Board of Trustees Review**

Entrance Date: 01/12/2016

Approval Date: MM/DD/YYYY

**POST APPROVAL PROCESS**

Verify:

- Policy Number
- Section
- Title
- BOT approval
- Approval date
- Effective date
- Proper format of Policy Manual posting
- TOPS Pipeline and Archives update

**Policy Office personnel who verified and posted this policy to the University Policy Manual**

**Name:** \_\_\_\_\_

**Date posted and verified:** MM/DD/YYYY





<b>POLICY TITLE</b>	Freedom of Speech	<b>Policy Number</b>	161
<b>Section</b>	Governance, Organization, and General Information	<b>Approval Date</b>	
<b>Subsection</b>	Individual Rights	<b>Effective Date</b>	
<b>Responsible Office</b>	Office of the Vice President of Student Affairs and the Office of General Counsel		

### 1.0 PURPOSE

**1.1** As free expression and the free exchange of ideas are central to the goals of a university, Utah Valley University is committed to the principles of free speech and assembly guaranteed by the United States Constitution and the Utah Constitution, and in accordance with generally accepted concepts of academic freedom. It is the purpose of this policy to protect and enhance the free exchange of ideas, the right to free speech, and academic freedom in the University and on the university campus, without prior restraint or censorship, subject to limitations on unlawful/unprotected speech and to clearly stated, reasonable, and nondiscriminatory rules regarding time, place, and manner.

### 2.0 REFERENCES

**2.1** United States Constitution

**2.2** Title VII of the *Civil Rights Act of 1964*

**2.3** Title IX of the *Educational Amendments of 1972*

**2.4** Utah Constitution

**2.5** UVU Policy 154 *Workplace Violence*

**2.6** UVU Policy 162 *Sexual Misconduct*

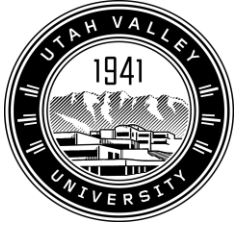
**2.7** UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*

**2.8** UVU Policy 402 *Keys and Proximity Cards*

**2.9** UVU Policy 403 *Restrictions on the Use of Skateboards, Roller Blades, Roller Skates, Bicycles, Motorcycles, and Hoverboards*

**2.10** UVU Policy 407 *Clery Act Compliance*

Printed On:  
January 6, 2017



**2.11** UVU Policy 425 *Scheduling Campus Facilities*

**2.12** UVU Policy 429 *Campus Walkway Safety Policy*

**2.13** UVU Policy 430 *Institutional Campus Closure Policy*

**2.14** UVU Policy 541 *Student Rights and Responsibilities Code*

**2.15** UVU Policy 601 *Classroom Management*

**2.16** UVU Policy 635 *Faculty Rights and Professional Responsibilities*

### 3.0 DEFINITIONS

**3.1 Appeals Committee:** The Appeals Committee, comprised of the Senior Vice President of Academic Affairs, the Vice President of Student Affairs, and the Vice President of Finance & Administration (or their designees), reviews all appeals of any denials or other decisions made pursuant to sections 4.8 through 4.14 of this policy.

**3.2 Chartered student club:** A student group with a common interest or goal, with at least six members where 75 percent of the members are currently enrolled UVU students, that complies with university-chartered club requirements, including but not limited to having a lawful purpose, chartering the club, having a club constitution, having a president who is a full-time UVU student and who meets other requirements, and establishing and assessing dues. Chartered student clubs are at a minimum funded by member dues and additional funding from the Utah Valley University Student Association (UVUSA).

**3.3 Commercial speech:** For the purpose of this policy, commercial speech includes all spoken, written, and symbolic speech intended, in whole or in part, for the profit of the person, organization, or institution engaged in the speech. Commercial speech at the University includes speech paid for by persons or organizations who are not members of the university community. Examples include advertisements in or on the UCCU Center, Brent Brown Ballpark, UCCU Center outdoor digital sign, or commercial handbills. Generally, the sponsors of commercial speech are subject to established university fees and must comply with appropriate university procedures.

**3.4 Demonstration/Protest:** Any rally, gathering, protest, parade, or procession to express views or opinions.

**3.5 Members of the university community:** For the purposes of this policy, all enrolled students, all persons employed by the University, including but not limited to administrators, faculty, and



staff, and all organizations comprised of members of the university community such as UVUSA and chartered student clubs.

**3.6 Structure:** Any object (other than objects such as handbills, signs, small lawn signs, notices and posters, arm bands, or personal attire) used in expressing views or opinions, including but not limited to booths, buildings, billboards, banners, large lawn signs, and similar displays.

**3.7 Time, place, and manner restrictions:** Generally speaking, time, place, and manner restrictions refer to requirements on when, where, and how messages may be presented on a university campus. These restrictions are viewpoint neutral, narrowly tailored to serve significant university interests, and designed to leave open ample alternative channels of communication.

**3.8 University campus:** Any campus or facility, physical or virtual, owned or leased by the University, including but not limited to the Orem, Wasatch, UVU West, UVU North, and Provo Airport campuses and the university learning management system.

**3.9 University organizations:** For purposes of this policy, university administrative departments; academic schools/colleges, centers, or departments; and other university-created units or committees.

## 4.0 POLICY

### 4.1 Scope of this Policy

**4.1.1** All persons on any Utah Valley University campus, including members of the university community and visitors or guests, are protected by and subject to freedom of speech laws and this policy. In permitting the exercise of free speech on its campuses, the University does not sponsor or sanction the messages stated or the methods of speech used, unless expressly stated otherwise.

### 4.2 Policy Statement

**4.2.1** Because free expression and free exchange of ideas are central to the goals of a university, Utah Valley University is committed to the principles of free speech and assembly guaranteed by the United States Constitution and the Utah Constitution, and in accordance with generally accepted concepts of academic freedom. The University is committed to protecting and enhancing the free exchange of ideas, the right to free speech, and academic freedom in the University and on the university campus without prior restraint or censorship, subject to limitations on unlawful/unprotected speech and to clearly stated, reasonable, and nondiscriminatory rules regarding time, place, and manner.



**4.2.2** Nothing in this policy shall be construed as authorizing or condoning unlawful or otherwise unprotected speech. Impermissible unlawful/unprotected speech includes (a) obscenity; (b) child pornography; (c) defamation; (d) speech that by its very utterance tends to incite an immediate breach of the peace by the hearer; (e) speech that incites or produces imminent lawless action and that is likely to incite or produce such action; (f) speech that creates a hostile environment within the meaning of Title IX of the *Educational Amendments of 1972* or Title VII of the *Civil Rights Act of 1964*; (g) speech that materially disrupts, obstructs, or interferes with classes, teaching, the use of offices, ceremonies, sporting events, or other university activities related to teaching, research, or administration of the University, or vehicular or pedestrian traffic; (h) speech that damages university or private property; and (i) speech that discloses confidential information or trade secrets of the University or private parties without appropriate authorization.

**4.2.3** Nothing in this policy shall be construed as authorizing or condoning the use of university trade or service marks (including but not limited to names, logos, mascots, and imagery) in any materials that may be created or displayed under this policy without the express written authorization of the University Department of Trademarks and Licensing.

**4.2.4** Students or employees who violate this policy or its referenced procedures are subject to university discipline. Moreover, all persons who violate this policy are subject to orders to leave the campus and possible arrest for criminal trespass for failure to comply with such orders.

### **4.3 Freedom of Speech and Assembly**

**4.3.1** Members of the university community shall have the right to freedom of speech and assembly without prior restraint or censorship, subject to clearly stated, reasonable, and nondiscriminatory rules and procedures regarding time, place, and manner.

### **4.4 Freedom of the Press**

**4.4.1** Members of the university community in their publications or broadcasts are entitled to the full protection of the constitutional right of freedom of the press. Reasonable and nondiscriminatory rules and procedures, consistent with this policy, may be adopted regarding the operations of student and faculty publications, posting of signs and notices, the distribution of commercial advertising materials, and the solicitation of funds.

**4.4.2** Student publications supported by university funds or student fees, other than those publications sponsored by a college/school or department, shall be regulated by the University's Student Publications Board pursuant to reasonable and nondiscriminatory procedures, which shall be viewpoint neutral, consistent with this policy, and published on the Student Publications Board website or made available for public inspection upon request. No member of administration or staff, including but not limited to student publication advisors, should exercise any prior restraint or editorial control over the content of these publications.



**4.4.3** In the case of student publications sponsored by a college or department, the publication shall be regulated in accordance with the procedures adopted by the college or department, which shall be consistent with this policy.

#### **4.5 Academic Freedom**

**4.5.1** Academic freedom in the pursuit and dissemination of knowledge through all media shall be maintained at Utah Valley University. Academic freedom shall be recognized as a right of all members of the faculty, whether with or without tenure or continuing appointment, as they engage in teaching, scholarly and creative activities, and service to the University and their professions.

**4.5.2** Faculty shall evaluate students solely on academic bases and not on student opinions or conduct unrelated to the academic standards of a course.

**4.5.3** Discussion and expression of all views relevant to the subject matter of a class, even if unpopular, are recognized as necessary to the educational process; however, students have no right to impinge on the freedom of instructors to teach or the right of other students to learn. Faculty members shall not permit classroom behavior that interferes with the faculty member's ability to teach and/or the students' ability to learn. If a student persists in behaving disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student from the class and may refer the matter to the University's Director of Student Conduct, who shall address the conduct in accordance with UVU Policy 541 *Student Rights and Responsibilities Code* and other applicable policies.

**4.5.4** A faculty member has the legal rights and privileges of a citizen. He or she shall not be subject to punishment or reprisal for the exercise of such rights and privileges. He or she may be subject to sanctions for breach of other policies applicable to faculty, including but not limited to the rules and responsibilities enumerated in UVU policies 154 *Workplace Violence*, 162 *Sexual Misconduct*, 165 *Discrimination, Harassment, and Affirmative Action*, and 635 *Faculty Rights and Professional Responsibilities*.

**4.5.5** Every faculty member has the right to academic freedom and the right to examine and communicate ideas relevant to their courses by any lawful means, even where such activities generate hostility or pressures against the faculty member or the University. Faculty shall not use academic freedom or freedom of speech as a pretext to discriminate or create a hostile environment within the meaning of Title IX of the *Educational Amendments of 1972* or Title VII of the *Civil Rights Act of 1964* or to violate the rights of students pursuant to UVU Policy 541 *Student Rights and Responsibilities Code* or other applicable UVU policies. Faculty shall also not use academic freedom or freedom of speech as a pretext to teach controversial matter that is not related to their subject.



**4.5.6** A faculty member's exercise of freedom of communication, association, or assembly, or his or her participation in political activities, does not constitute a violation of duty to the University, to his or her profession, or to students, except as prohibited by applicable law.

**4.5.7** Faculty members are entitled to support and assistance from the University in maintaining a climate suitable for the exercise of rights of academic freedom, scholarship, and effective teaching and learning. A faculty member is entitled to a classroom free from violence or systematic disruption (see UVU Policy 601 *Classroom Management*).

#### **4.6 Right to Form Chartered Student Clubs**

**4.6.1** Chartered student clubs may be established for any lawful purpose. Affiliation of any student club with lawful off-campus groups shall not, in itself, disqualify that club from enjoying the benefits and privileges that the University affords to student clubs. Student clubs shall have the right to keep membership lists confidential and solely for their own use. The names and addresses of officers are required by the University as a condition for registration or access to university funds or enjoyment of university privileges.

**4.6.2** Any chartered student club may be added to the university chartered student club roster upon the filing of a completed *Club Charter Form* with the UVU Clubs Office.

**4.6.3** Chartered student clubs shall maintain their position on the university student club roster upon filing with the UVU Clubs Office each fall semester (by a deadline provided by the University Clubs Office). This *Charter Renewal Form* shall include any changes in the initial charter since its latest filing and shall list the current officers. Clubs that renew by the appropriate date are eligible for merit money. Any club may register at any time.

**4.6.4** The UVU Clubs Office may remove a student club from the university-chartered student clubs roster for failure by the club to abide by university rules and policies or federal or state law.

#### **4.7 Student Body Officer Elections**

**4.7.1** Student body officer elections for the Utah Valley University Student Association (UVUSA) shall be regulated pursuant to the UVUSA constitution and bylaws.

#### **4.8 Speakers**

**4.8.1** The rights of speakers to freedom of expression under the United States Constitution and the Utah Constitution shall be protected. The rights of speakers to speak and audiences to hear, free from undue disruption and interference, shall also be protected.





**4.8.2** In permitting the exercise of free speech on its campuses, the University does not sponsor or sanction the messages stated or the methods of speech used unless expressly stated otherwise.

**4.8.3** Members of the university community shall have the right to invite speakers to address audiences on campus (at the expense of the sponsoring organization and members), subject to the limitations on unlawful/unprotected speech (section 4.2.2), reasonable and nondiscriminatory time, place, and manner restrictions, and other policies governing the use of university facilities such as the university safety and security policies (such as UVU Policy 402 *Keys and Proximity Cards*, UVU Policy 403 *Restrictions on the Use of Skateboards, Roller Blades, Roller Skates, Bicycles, Motorcycles, and Hoverboards*, and UVU Policy 407 *Clery Act Compliance*) and applicable facilities and scheduling policies (such as UVU Policy 425 *Scheduling Campus Facilities*, UVU Policy 429 *Campus Walkway Safety Policy*, and UVU Policy 430 *Institutional Campus Closure Policy*), to the extent such policies are consistent with this policy.

**4.8.4** Members of the university community who invite speakers to address audiences on or off the campus, except university organizations, may not use the name of the University to imply official sponsorship of the speaker in advertising or publicizing the event, but may use the University's name to identify the location of the event.

#### **4.8.5 Designated Places for Speakers**

**4.8.5.1** The University shall provide reasonably appropriate places within the Sorensen Student Center and outside in the Student Life and Wellness Center Plaza and the Pope Science Courtyard to enable speakers to address those wishing to listen. These places shall be available to any person, but university organizations and members of the university community shall have scheduling preference in the use of these designated places.

**4.8.5.2** Nothing in this section (4.8.5) shall be interpreted as limiting the right of free speech elsewhere on the campus as provided by this policy.

#### **4.8.6 Time, Place, and Manner Restrictions for Speakers**

**4.8.6.1** Although it is not necessary for a person using one of the designated places in section 4.8.5.1 to obtain prior permission from the University, the University encourages such persons to contact the Campus Scheduling Office to reserve or schedule a designated place in advance to ensure availability in accordance with the UVU Policy 425 *Scheduling Campus Facilities*. University organizations and members of the university community reserving use of these designated places shall have preference over those seeking to use these places without reservation.

**4.8.6.2** The Campus Scheduling Office shall provide general notice of the procedures for reserving the designated spaces in section 4.8.5.1. Use of the designated places may be reserved for up to two hours for purposes of speaking.



**4.8.6.3** Persons reserving the designated places may make use of university-provided tables and other temporary means for displaying or distributing information, provided that they must set up and remove them upon the expiration of their reservation. Reservations and arrangements for tables, including the payment of applicable fees, shall be made with the Campus Scheduling Office.

#### **4.9 Protests and Demonstrations**

**4.9.1** To facilitate robust debate and the free exchange of ideas, peaceful protests and demonstrations on campus are legitimate means of expression. Anyone who wishes to engage in protests and demonstrations shall be permitted to do so at the designated places on campus set forth in section 4.9.2 below, and as long as their conduct is not violent and does not unduly disrupt the functioning of the university, interfere with the rights of other member of the university community, or damage university or private property. Protests and demonstrations are subject to the limitations on unlawful/unprotected speech (section 4.2.2) and reasonable and nondiscriminatory time, place, and manner restrictions.

#### **4.9.2 Designated Places for Protests and Demonstrations**

**4.9.2.1** The University has designated places available where protests and demonstrations may occur, subject to the limitations on unlawful/unprotected speech (section 4.2.2) and reasonable and nondiscriminatory time, place, and manner restrictions.

**4.9.2.2** In addition to their high visibility and easy accessibility, these designated places are located where demonstrations and other expressive activities are least likely to disrupt university activities and functions. The designated places for protests and demonstrations are the following:

- 1) Pope Science Courtyard (outside area east of the Hall of Flags)
- 2) Student Life and Wellness Center Plaza
- 3) Sorensen Student Center Grand Ballroom
- 4) Sorensen Student Center Centre Stage
- 5) Statue of Responsibility lawn/west side of M20 parking lot
- 6) PACE Park (west of the UCCU Center)

**4.9.2.3** Nothing in this section (4.9.2) shall be interpreted as limiting the right of free speech elsewhere as provided by this policy.





#### **4.9.3 Time, Place, and Manner Restrictions for Protests and Demonstrations**

**4.9.3.1** Although it is not necessary for a person using one of the designated places in section 4.9.2.2 to obtain prior permission from the University, the University encourages such persons to contact the Campus Scheduling Office to reserve or schedule a designated place in advance to ensure availability in accordance with UVU Policy 425 *Scheduling Campus Facilities*. University organizations and members of the university community reserving use of these designated places shall have preference over those seeking to use these places without reservation.

**4.9.3.2** Protests and demonstrations must be orderly at all times and must not jeopardize public order or safety.

**4.9.3.3** Protests and demonstrations must not interfere with the entrances to buildings or the normal flow of pedestrian or vehicular traffic.

**4.9.3.4** Protests and demonstrations must not disrupt or obstruct university functions, organized meetings, or other assemblies in such a way as to invade the rights of others to assemble and the rights of speakers to free expression.

**4.9.3.5** Protests and demonstrations must not interfere with classes and teaching, the use of administrative or academic departments or offices, university activities related to teaching or research, or previously scheduled meetings or events.

**4.9.3.6** Persons violating the time, place, and manner restrictions relating to protests and demonstrations may be subject to arrest or other action authorized by law after notice is given of the restrictions being violated and the persons refuse to cease and desist.

**4.9.3.7** Protesters and demonstrators shall be financially responsible for any damages caused by their protests and demonstrations. Damages caused by third parties not part of the protests and demonstrations shall be assessed against such third parties, with such assessments not being final until they are appealed to and reviewed by the Appeals Committee (section 4.15).

#### **4.10 Sound Amplification Equipment**

**4.10.1** Sound equipment shall be used only at sound levels that do not disrupt or disturb teaching, research, or other duly authorized meetings or activities at the University and in accordance with city ordinances.

#### **4.11 Posting of Signs, Notices, Posters, and Banners**

##### **4.11.1 University Community Signs, Notices, Posters, and Banners**



**4.11.1.1** The University shall provide reasonable space indoors and outdoors for the posting of signs, notices, posters, and banners by members of the university community. Subject to the limitations on unlawful/unprotected speech (section 4.2.2) and reasonable and nondiscriminatory time, place, and manner restrictions, such signs, notices, posters, and banners may deal with any subject matter, including but not limited to notices of meetings or events and expressions of positions and ideas on social or political topics.

#### **4.11.2 Commercial Signs, Notices, Posters, and Banners**

**4.11.2.1** Campus Connection shall publish procedures governing the posting or distribution of signs (including digital signage and projections on the side of buildings), notices, posters, banners, and other materials for commercial purposes, except for commercial signage at the UCCU Center, the Brent Brown Ballpark, other athletic facilities, and at university athletic events (with Campus Connection maintaining a list of other university departments, and their procedures, responsible for commercial signage in these other venues). Campus Connection procedures may include a schedule of fees for non-members of the university community and limitations upon the areas in which such commercial speech may take place. The procedures shall be viewpoint neutral. Signs, notices, posters, and banners are subject to the limitations on unlawful/protected speech (section 4.2.2) and reasonable and nondiscriminatory time, place, and manner restrictions. All commercial and non-university community signs, notices, posters, and banners shall be available for inspection in Campus Connection, and a written record of actions taken under the procedures shall be maintained and be open for public inspection.

**4.11.2.2** By posting the sign, notice, poster, or banner on campus, the person or organization (a) agrees to hold the University harmless for any assessed damages or liability incurred as a result of the sign, notice, poster, or banner; and (b) is responsible for the content of any signs, notices, posters, or banners it sponsors or posts on campus.

#### **4.11.3 Time, Place, and Manner Restrictions for Posting Signs, Notices, Posters, and Banners**

**4.11.3.1** Members of the university community may post signs, notices, and posters on bulletin boards and kiosks located on the UVU campus and maintained by the University, except they may not be posted on bulletin boards or kiosks maintained by academic and administrative departments of the University or in classrooms (per section 4.11.3.2 of this policy). Signs, notices, and posters shall not be attached to non-bulletin board or kiosk locations, such as on trees, buildings or portions of buildings (including walls, doors, windows, fixtures), fountains, statues, equipment, furniture, or machinery, unless otherwise expressly authorized by the Dean of Students.

**4.11.3.2** Unless expressly designated for broader use, bulletin boards, kiosks, websites, and digital signage maintained by the academic and administrative departments of the University, and all classroom walls, doors, whiteboards, chalkboards, windows, and all other areas within



classrooms, are reserved exclusively for university organizations for university speech. Moreover, designated areas in bathroom stalls in the Sorensen Student Center and Student Wellness Center are reserved exclusively for university speech by the UVU Student Life division. In addition, designated areas for the hanging of art work on campus are reserved exclusively for university organizations.

**4.11.3.3** University organizations, UVUSA, and chartered student clubs may post banners in designated banner areas only after registering the banner with Campus Connection, being assigned a banner location, paying a deposit fee, obtaining a date stamp on the banner, and otherwise complying with Campus Connection procedures. The procedures shall be viewpoint-neutral and shall not violate this policy.

**4.11.3.4** Messages or slogans of any kind shall not be painted, hung, or otherwise written on trees, buildings, windows, sidewalks, grounds, fountains, walls, or other structures or surfaces, or on the personal property of others. No tape of any kind may be used for installation of signs, notices, posters, or banners. Sidewalk chalk messages may be used on sidewalks in the areas designated in section 4.11.3.2 of this policy but are not permitted on any permanent standing structures. All sidewalk chalk messages shall be removed by the end of the day.

**4.11.3.5** Any sign, notice, poster, or banner posted on the UVU campus must obtain a stamped visible expiration date from Campus Connection, a date after which the sign, notice, poster, or banner may be removed, generally not to exceed 14 calendar days from the date of posting.

**4.11.3.6** Signs, notices, posters, or banners may be re-posted for an additional 14 calendar days within a 60-day time period after the original posting date, but only after it is shown that there is good reason for the sign, notice, poster, or banner to remain in place for a longer period (such as the occurrence of a campus closure during the original posting period) and the sign, notice, poster, or banner has been re-stamped by Campus Connection.

**4.11.3.7** Due to the limited amount of available display space and preference for university-sponsored speech, the number of posters per event sponsored is limited to 50 for one month or 25 for two months. No more than two flyers for any event may be posted on any single bulletin board or kiosk. No more than two banners may be posted for any upcoming announcement, deadline, or event.

**4.11.3.8** Small lawn signs may only be used to advertise an upcoming event or deadline held on a UVU campus or sponsored by university organizations or members of the university community, or to provide directions to such events. Sponsors of such events must obtain stamps on lawn signs with visible expiration dates from Campus Connection, which shall publish reasonable time, place, and manner procedures that comply with this policy on the size, number, and graphics requirements of such lawn signs, where such lawn signs may be posted, and for how long.



**4.11.3.9** The UVUSA Elections Committee may publish viewpoint-neutral, nondiscriminatory rules and procedures for the posting of campaign posters, signs, and banners, which may include exceptions to this policy permitting additional election related signage on campus during a designated period leading to UVUSA elections.

**4.11.3.10** University maintenance personnel or other university officials may remove any signs, notices, posters, or banners that do not comply with this policy.

#### **4.12 Distribution of Non-Commercial Handbills, Petitions, and Other Written Material**

**4.12.1** Any person may hand out and distribute non-commercial handbills, petitions, or other written material throughout campus without prior approval, so long as the distributed materials clearly identify the author or sponsor of the materials and subject to the limitations on unlawful/unprotected speech (section 4.2.2) and reasonable and nondiscriminatory time, place, and manner restrictions.

#### **4.12.2 Time, Place, and Manner Restrictions of Non-Commercial Handbills, Petitions, and Other Written Material**

**4.12.2.1** Distribution of non-commercial handbills, petitions, and other written material on the university campus is permissible but must not interfere with the entrances to university buildings or the normal flow of pedestrian or vehicular traffic.

**4.12.2.2** Distribution may not occur within classrooms or academic or administrative department or offices, may not interfere with classes or teaching or university activities related to teaching, may not disrupt the functioning or events of the University, and may not interfere with the rights of other members of the university community.

**4.12.2.3** Handbills or other written materials may not be attached or affixed to private property (including but not limited to vehicles) without the owner's permission and may not be dropped or left on the ground or floor, fixtures, furniture, or in other areas in violation of applicable littering laws.

#### **4.13 Distribution of Commercial Handbills**

**4.13.1** Campus Connection shall publish rules and procedures governing the distribution of commercial handbills. The procedures may include a schedule of fees and limitations upon the areas in which such commercial activity may take place. The rules and procedures shall be published on the Campus Connection website, and a written record of actions taken under the rules and procedures shall be maintained and open for public inspection upon request.

**4.13.2** Any person distributing handbills or written material shall be personally responsible for the content of the material and hold the University harmless for any assessed damage or liability



incurred as a result of the distribution of the handbills or material.

#### **4.14 Structures Erected by Members of the University Community**

**4.14.1** Members of the university community and their organizations may erect structures on campus to express their views or opinions subject to the limitations on unlawful/unprotected speech (section 4.2.2) and reasonable and nondiscriminatory time, place, and manner restrictions. Such structures may deal with any subject matter, including but not limited to social or political issues.

#### **4.14.2 Time, Place, and Manner Restrictions for Structures**

**4.14.2.1** Members of the university community may erect structures in designated places as defined in section 4.8.5.1 of this policy. Members of the university community may erect structures outside of the designated places in section 4.8.5.1 where it is shown that the message is intended for an audience elsewhere on the campus.

**4.14.2.2** The Campus Scheduling Office shall create viewpoint-neutral, nondiscriminatory procedures related to the physical requirements and limitations, such of health and safety, of structures, which shall be maintained and available for inspection on the Campus Scheduling Office webpage.

**4.14.2.3** Prior to the erection of any structure, a person or organization must obtain a permit from the Campus Scheduling Office for each proposed structure. Permit application forms may be obtained from the Campus Scheduling Office. The permit application shall include the identity of the member or members of the university community responsible for the structure, the proposed location, size, and design of the structure, the period of time the structure will be in place up to 30 calendar days for 12 hours per day for booths and buildings of any kind and 24 hours per day for other structures, an agreement to remove the structure at the end of each day and upon expiration of the permit and to pay for any damage the structure may cause to the site upon which it is erected, and an agreement to hold the University harmless for any assessed damages or liabilities caused by the structure itself. In the case of structures other than lawn signs, billboards, banners and similar self-explanatory structures, the Campus Scheduling Office shall require that the structure be regularly staffed during daytime school hours as a condition of issuing the permit and renewing the permit.

**4.14.2.4** The Campus Scheduling Office shall issue the permit if (a) the intended structure and uses made of it will not constitute a safety hazard and will not impede the normal functions of the University; (b) the structure does not block or impede entry to any building or interfere with normal pedestrian or vehicular traffic; and (c) the proposed location of the structure does not cause unreasonable damage, in the University's exclusive judgment, upon landscaping like flowers and shrubs.



**4.14.2.5** A permit shall be issued for up to 30 calendar days. Thereafter, in the event of compliance with the terms of the permit, it shall be renewed upon application for the same time period subject to the requirements applicable to the issuance of the original permit.

**4.14.2.6** University maintenance personnel or other university officials may remove any structures that do not comply with this policy.

**4.14.3 Structures Erected for Commercial Purposes**

**4.14.3.1** The Campus Scheduling Office shall issue rules and procedures governing the creation and use of structures for commercial purposes. The rules and procedures, which may include a schedule of fees and limitations upon the areas in which such commercial activity may take place, shall be published on the Campus Connection website, and a written record of actions taken under the rules and procedures shall be maintained and open for public inspection upon request. The commercial structures are subject to the limitations on unlawful/protected speech (section 4.2.2).

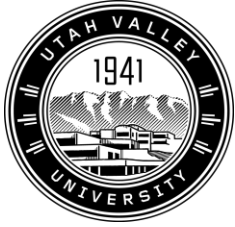
**4.15 Appeals**

**4.15.1** Any person seeking to appeal any denials or other decisions made pursuant to sections 4.8 through 4.14 this policy, such as the denial of a request to post signs, notices, or posters; the removal of signs, notices, or posters by university staff; the assessment of damages caused by protests and demonstrations; the denial of permission to erect a structure; or restrictions placed upon a structure’s permit, may do so by submitting a written appeal to Campus Connection within five business days of the adverse decision. The written appeal must include the specific reasons for the appeal request.

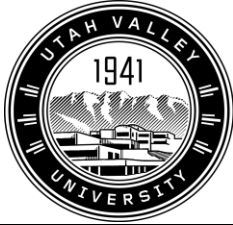
**4.15.2** The appeal shall be referred to the Appeals Committee for decision. The committee will consult with the Office of General Counsel to ensure compliance with this policy and applicable law. The decision of the Appeals Committee, which shall be reached by a majority vote, shall be final.



POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

Proposed Policy Number and Title: 544 Scheduling Peaceful Assemblies (SUSPENSION)

Existing Policy Number and Title:

**Approval Process\***

<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Suspension	
	Anticipated Expiration Date:	

\*See UVU Policy #101 *Policy Governing Policies* for process details.

**Draft Number and Date:** January 12, 2017, Temporary Emergency, Board of Trustees  
**President's Council Sponsor:** Michelle Taylor **Ext.** \_\_\_\_\_  
**Policy Steward:** Alexis Palmer **Ext.** \_\_\_\_\_

**POLICY APPROVAL PROCESS DATES**

**Policy Drafting and Revision**

Entrance Date: 4/24/2014

**University Entities Review**

Entrance Date: Not applicable

**University Community Review**

Entrance Date: Not applicable

Open Feedback: Not applicable

Close Feedback: Not applicable

**Board of Trustees Review**

Entrance Date: 01/12/2017

Approval Date: \_\_\_\_\_

**POST APPROVAL PROCESS**

Verify:

- Policy Number
- Section
- Title
- BOT approval
- Approval date
- Effective date
- Proper format of Policy Manual posting
- TOPS Pipeline and Archives update

**Policy Office personnel who verified and posted this policy to the University Policy Manual**

**Name:** \_\_\_\_\_

**Date posted and verified:** \_\_\_\_\_





<b>POLICY TITLE</b>	Scheduling Peaceful Assemblies	<b>Policy Number</b>	544
<b>Section</b>	Student Affairs	<b>Approval Date</b>	February 8, 1996
<b>Subsection</b>	Student Rights	<b>Effective Date</b>	February 8, 1996
<b>Responsible Office</b>	Office of the Vice President of Student Affairs		

### 1.0 PURPOSE

### 2.0 REFERENCES

**2.1** U.C.A. 76-8-703, 704, 705, 706, 710, 711, 713

**2.2** Utah State Board of Regents' Policy R255 *Scheduling and Authorizing Use of Campus Facilities*

**2.3** Utah State Board of Regents' Policy R253 *Campus Discipline*

**2.4** UVU Policy 541 *Student Rights and Responsibilities Code*

### 3.0 DEFINITIONS

### 4.0 POLICY

**4.1** Free expression and peaceful assembly are rights guaranteed by the Constitution, subject to time, place, and manner regulations. The University acknowledges this right for its students to assemble and express their views peacefully. To protect the health and safety of both participants and bystanders, peaceful assembly procedures follow. (See also UVU Policy 541 *Student Rights and Responsibilities Code*.)

#### 4.2 Procedure

##### 4.2.1 Planning and Preparation Strategies

**4.2.1.1** Plan your peaceful assemblies through the Dean of Students.



~~4.2.1.2 Seek help from the Dean of Students to ensure compliance with federal, state, and local law as well as university policies.~~

~~4.2.1.3 Reserve an appropriate location from the lists below.~~

~~4.2.1.4 Schedule appropriate amplification, if necessary.~~

~~4.2.1.5 Contact University Police for traffic and crowd control, if necessary.~~

~~4.2.1.6 Post fliers and/or cardboard signs according to Campus Connection guidelines.~~

~~4.2.1.7 Pay rental charges, if required.~~

~~4.2.1.8 Commit to obey local, state, and federal laws, and university policies.~~

~~4.2.1.9 Agree not to disrupt the educational process of the University.~~

#### **4.2.2 Prohibitions**

~~4.2.2.1 Interference with the rights of others. Examples are harassment, intimidation, and discrimination.~~

~~4.2.2.2 Disruption of normal functions of the University (U.C.A. 76-8-703).~~

~~4.2.2.3 Damage to university property (U.C.A. 76-8-706).~~

~~4.2.2.4 Endangerment of the health or safety of self or others.~~

~~4.2.2.5 Use of classrooms during academic hours.~~

~~4.2.2.6 Refusal to vacate the premises upon official request by a university administrator or law enforcement personnel (U.C.A. 76-8-703, 704, 710, and/or 713).~~

~~4.2.2.7 Use of objects that might injure participants or bystanders. Examples are wires, ropes, sticks, and chains.~~

#### **4.2.3 Penalties**

~~4.2.3.1 Prohibited acts are grounds for suspension or dismissal. Utah law provides that a student may be barred from the University for up to 14 days following an incident where the student violates university policy or state law. (U.C.A. 76-8-711).~~



~~4.2.3.2 Refusal to vacate premises upon official request warrants immediate temporary suspension and arrest under the law (U.C.A. 76-8-703, 704, 705).~~

#### ~~4.2.4 Locations Appropriate for Peaceful Assembly~~

~~4.2.4.1 For large assemblies (more than 50 people):~~

- ~~1) Sorensen Student Center Courtyard Lawn~~
- ~~2) Sorensen Student Center Ballroom~~
- ~~3) Sorensen Student Center Ragan Theater~~
- ~~4) Athletic fields/lawn areas~~
- ~~5) Sorensen Student Center Meeting Rooms~~
- ~~6) UCCU Events Center Arena~~
- ~~7) UCCU Events Center Presidential Level~~

~~4.2.4.2 For small assemblies (fewer than 50 people):~~

- ~~1) Student lounges~~
- ~~2) UVUSA meeting rooms (SC 213)~~

~~4.2.4.3 Locations are subject to availability; some locations may not be available at all times due to previously scheduled engagements.~~

#### ~~4.2.5 Resources~~

##### ~~4.2.5.1 Reservations~~

~~4.2.5.1.1 Sorensen Student Center Scheduling, SC 103~~

~~4.2.5.1.2 Events Center Scheduling, EC 012~~

~~4.2.5.1.3 All Other University Scheduling, FC 104~~

~~4.2.5.1.4 Amplification for the Sorensen Student Center and outdoor areas can occur between 11:00 a.m. and 1:00 p.m., Monday through Friday; Saturday hours are flexible. Adequate and~~



~~effective amplification shall be provided within limits necessary to protect the neighboring community. Amplification for small peaceful assembly sites is rarely needed.~~

~~4.2.5.1.4.1 Media Services & Engineering, LI 321~~

~~4.2.5.1.4.2 Sorensen Student Center Scheduling, SC 103~~

**4.2.5.2 Assistance**

~~4.2.5.2.1 Student Life, SC 109~~

~~4.2.5.2.2 Vice President for Student Affairs, SC 109~~

~~4.2.5.2.3 Office of the President, BA 218~~

~~4.2.5.2.4 Emergency: University Police Department, Parking Services Building, 936 South 400 West, 863-8187 or 863-5555. Non-Emergency: University Police, GT 331, 863-8014~~

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**5.0 PROCEDURES**

<b>POLICY HISTORY</b>		
<b>Date of Last Action</b>	<b>Action Taken</b>	<b>Authorizing Entity</b>



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

1

Proposed Policy Number and Title: 505 Tuition Payments and Refunds		
Existing Policy Number and Title: 505 Payment and Non-Payment of Tuition and Fees		
Approval Process*		
X Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
X Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
NOTE: Content of Policy 507 will be rolled into 505. 507 open for deletion.	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

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<b>Draft Number and Date:</b> <u>January 12, 2016, Stage 4 Board of Trustees Draft</u>
<b>President's Council Sponsor:</b> <u>Michelle Taylor</u> <b>Ext.</b> _____
<b>Policy Steward:</b> <u>Liz Childs</u> <b>Ext.</b> _____

POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b> Entrance Date: <u>02/18/2016</u></p> <p><b>University Entities Review</b> Entrance Date: <u>08/18/2016</u> Close Date: <u>10/18/2016</u></p> <p><b>University Community Review</b> Entrance Date: <u>10/20/2016</u> Open Feedback: <u>10/20/2016</u> Close Feedback: <u>11/05/2016</u></p> <p><b>Board of Trustees Review</b> Entrance Date: <u>12/08/2016</u> Approval Date: <u>MM/DD/YYYY</u></p>	<p align="center"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> <u>MM/DD/YYYY</u></p>

7



<b>POLICY TITLE</b>	Tuition Payments and Refunds	<b>Policy Number</b>	505
<b>Section</b>	Student Affairs	<b>Approval Date</b>	
<b>Subsection</b>	Admissions, Enrollment, Tuition, and Commencement	<b>Effective Date</b>	
<b>Responsible Office</b>	Office of the Vice President of Student Affairs		

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**1.0 PURPOSE**

**1.1** This policy establishes procedures for the payment of tuition and fees and processing of tuition refunds.

**2.0 REFERENCES**

- 2.1** Utah State Board of Regents' Policy R510 *Tuition and Fees*
- 2.2** Utah State Board of Regents' Policy R511 *Tuition Disclosures and Consultation*
- 2.3** UVU Policy 357 *Tuition and Fee Waivers for Employees, Retirees, and Dependents*
- 2.4** UVU Policy 502 *Determination of Utah Resident Status for Tuition Purposes*
- 2.5** UVU Policy 503 *Add/Drop/Withdrawals*
- 2.6** UVU Policy 504 *Excessive Credit Hours Earned Tuition Surcharge*
- 2.7** UVU Policy 506 *Senior Citizen Course Audit Program*
- 2.8** UVU Policy 511 *Student Fees*
- 2.9** UVU Policy 607 *Course-Based Fees for Credit Courses*

**3.0 DEFINITIONS**

**3.1 Deadline:** Published dates listed in the Student Timetable by which applicable actions must be completed to avoid possible penalties.

**3.2 Fees**



43 **3.2.1 Course and lab fees:** Fees that are levied to students to offset unusual, non-personnel costs  
44 associated with individual courses, including participation in the use of technology-supported  
45 delivery or field experiences; access to and the use of specialized instruments, technology, or  
46 software; access to Learning Management System (LMS)-integrated e-texts; and/or use of  
47 consumable laboratory or other specialized instructional materials/resources.

48  
49 **3.2.2 General student fees:** Board-approved amounts that are assessed to students directly,  
50 required to be paid with tuition, and are generally dedicated to specific purposes, such as  
51 building revenue bonds, extracurricular student activities, additional student services such as  
52 health clinics or computer labs, or athletics. General student fees do not include tuition costs,  
53 course/lab fees including fees for specific courses, and special fees for particular courses, groups,  
54 or majors.

55  
56 **3.2.3 Lab access fees:** Fees assessed to students to support computer labs within a specific  
57 school or college. Revenue from these fees is used to purchase, repair, and/or replace hardware  
58 and infrastructure and to purchase software licenses.

59  
60 **3.2.4 Late payment fees:** Fees assessed on all unpaid account balances in accordance with the  
61 published rate and start date noted in the Student Timetable.

62  
63 **3.2.5 Private instruction fees:** Fees collected from students and used to compensate instructors  
64 for individualized private instruction necessary for the development of personal performance  
65 skills or artistic competencies of such students.

66  
67 **3.2.6 Self-supporting course fees:** Fees charged to students in lieu of Board-approved tuition  
68 for credit courses that are not funded through appropriated revenues.

69  
70 **3.2.7 Special program/clinical practice fees:** Fees that are levied on specific courses or  
71 programs to offset costs for extraordinary personnel services and related expenses.

72  
73 **3.3 Holds:** Restrictions on a student's registration that must be cleared by contacting the  
74 appropriate administrative office.

75  
76 **3.4 Promise-to-Pay agreement:** A promise-to-pay agreement is a legally binding contract  
77 through which one party promises in writing to pay a sum of money to another party per contract  
78 specifications. The agreement delineates the terms for payment.

79  
80 **3.5 Purge:** The removal of students from course registration(s) (dropped for non-payment) when  
81 associated charges are not paid in full by the tuition payment deadline noted in the Student  
82 Timetable.

83



84 **3.6 Refund:** A reversal of tuition/fee charges when courses are dropped/withdrawn within the  
85 refund period, or money that is received in excess of student account charges (such as  
86 overpayments, financial aid/grants/scholarship awards, etc.).  
87

88 **3.7 Returned payment:** Any paper check or electronic ACH payment that is returned unpaid by  
89 the bank for any reason.  
90

91 **3.8 Student Financial Responsibility Agreement (SFRA):** A legal agreement (Promise to Pay)  
92 that outlines the student's financial responsibilities when enrolling in courses at the University.  
93

94 **3.9 Student Timetable:** A reference document available on the University's website that  
95 includes a list of semester-specific dates and deadlines, including but not limited to: (1) the last  
96 day to register and/or add classes; (2) the last day to drop classes; (3) the last day to  
97 withdraw/audit classes; (4) the last day to adjust class schedule for financial assistance purposes;  
98 (5) tuition/fee payment deadlines; and (6) the late payment fee begin date.  
99

100 **3.10 Tuition:** Board of Regents' established amounts assessed to students enrolled in credit-  
101 based courses.  
102

103 **3.11 Tuition payment plans:** Tuition payment plans offered on a per-semester basis that allow  
104 students to make payments over the duration of the semester for a minimal fee.  
105

106 **3.12 Tuition Payment PLUS:** The online student account center where students and authorized  
107 payers may access real-time student account information, make or schedule payments, enroll in  
108 payment plans, and view billing statements and 1098-T federal tax statements.  
109

## 4.0 POLICY

### 4.1 Tuition and Fees

114 **4.1.1** Tuition and fees are assessed based upon course registration and are due and payable in  
115 accordance with deadlines published in the Student Timetable.  
116

117 **4.1.2** Students' registration may be purged if full tuition, fees, and associated charges are not  
118 paid by the deadline published in the Student Timetable.  
119

120 **4.1.3** Students with unpaid tuition and fee charges are subject to suspension of registration/  
121 records activity and collection procedures until the charges are paid in full. Students who have a  
122 hold on their record may continue to attend classes but may not register for any subsequent  
123 semester, obtain grades, secure transcripts, or benefit from any related service of the University  
124 until their accounts are paid in full.  
125





126 **4.2 Refunds**

127  
128 **4.2.1** Students must drop classes or withdraw completely by the published refund deadline in the  
129 Student Timetable to ensure the applicable semester's charges are removed from their account.

130  
131 **4.2.2** Students who drop or withdraw from classes after the refund deadline are not entitled to a  
132 refund of the applicable semester's charges and are still responsible for any unpaid account  
133 balances. Filing a leave of absence after the refund deadline(s) does not absolve a student of any  
134 financial obligation to the University for tuition or other charges owing or repayment of a  
135 financial aid disbursement.

136  
137 **5.0 PROCEDURES**

138  
139 **5.1 Payment of Tuition and Fees**

140  
141 **5.1.1** Prior to registering for courses each semester, students must review and agree to the terms  
142 and conditions outlined in the Student Financial Responsibility Agreement (SFRA) and review  
143 and update their address and other demographic information. It is important that students  
144 carefully update their contact information because the University periodically sends bills, refund  
145 checks, and other important correspondence through the mail.

146  
147 **5.1.2** All tuition/fee revenue shall be paid directly through university-authorized accounts  
148 receivable offices and systems. Payments made in excess of a student's account charges (through  
149 financial aid payments, or other grant, loan, or scholarship monies) will be refunded to the  
150 appropriate party.

151  
152 **5.1.3** Students who are unable to pay tuition and fees in full by the published deadlines may be  
153 eligible to enroll in a tuition payment plan through the University. Any existing tuition payment  
154 plans must be paid in full before a student is allowed to enroll in a subsequent plan.

155  
156 **5.2 Student Bills**

157  
158 **5.2.1** UVU sends bills for tuition and fees intermittently before and during the semester via  
159 university email and to individual student accounts through Tuition Payment PLUS, which are  
160 accessible through UVU's student portal.

161  
162 **5.3 Refunds**

163  
164 **5.3.1** Refunds are not granted for charges classified as non-refundable, including but not limited  
165 to admission application fees, late registration fees, late graduation application fees, etc.

166  
167 **5.3.2** Students not able to withdraw from classes prior to the refund deadline due to  
168 circumstances beyond their control, such as medical emergencies or university error, may



169 petition for exception through the Registrar's Office. Refund petitions are granted at 50% or  
170 100% of course credit, not by dollar amount. Students will continue to owe the tuition/fee  
171 amounts (based on the University tuition table) for credits over and above those waived by  
172 petition. The Registrar adjudicates all petitions for exceptions to withdrawal from classes and  
173 refunds.

174

175 **5.4 Returned Payment**

176

177 **5.4.1** When the bank returns payment of tuition and fees as unpaid, the payment is directly  
178 reversed on the student account and the original tuition/fee charges return to unpaid status.

179

180 **5.4.2** For each returned payment, a fee is assessed to the student's account.

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POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

184

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<b>POLICY TITLE</b>	Payment and Non-Payment of Tuition and Fees	<b>Policy Number</b>	505
<b>Section</b>	Student Affairs	<b>Approval Date</b>	June 4, 1998
<b>Subsection</b>	Admissions, Enrollment, Tuition, and Commencement	<b>Effective Date</b>	June 4, 1998
<b>Responsible Office</b>	Office of the Vice President of Student Affairs		

## 1.0 PURPOSE

## 2.0 REFERENCES

*2.1 UVU Policy 503 Add/Drop/Withdrawals*

## 3.0 DEFINITIONS

## 4.0 POLICY

~~4.1 All tuition and fees assessed at the time of registration are due and payable to Finance and Business Services. This policy applies to early registration, new student registration, open registration, and late registration.~~

~~4.1.1 Early registration not paid for or covered by Financial Aid by the published payment deadline date shall be *purged*.~~

~~4.1.2 Students who thus default on all or any portion of their tuition and fees shall be suspended from further registration and records activity at the University until their accounts are paid in full.~~

~~4.1.3 The registration and records activity suspension shall be carried forward in perpetuity until all past due tuition and fees are paid in full.~~

## 5.0 PROCEDURES

*5.1 Early Registration Purge*



~~5.1.1~~ The “early registration” purge is the only purge of the semester. Following each semester's early registration period, a purge is run to clear the class schedules of students with outstanding balances exceeding a designated amount for that semester. This purge opens spots in classes for “open registration” students.

~~5.1.2~~ Students who do not plan to attend classes (owing less than the designated amount) or who register during the “open” or “late” registration periods, must officially drop their classes. *Students shall be held liable for the debt they owe to the University. Suspension from further registration and records activity shall be enforced even if the student does not attend the classes in question.* This procedure includes block classes.

### ***5.2 Short-Term Loans***

~~5.2.1~~ To assist the occasional student who cannot pay tuition and fees as required, Financial Aid offers the short term loan (STL). Applications for the STL must be completed prior to payment deadlines to allow for processing time. There is an STL processing fee. If the loan is approved after the semester has started, there is also a late fee assessed. Requirement for the STL is that a one-third down payment of the tuition and fees owed must be made, or there must be a valid co-signer.

### ***5.3 Billing***

~~5.3.1~~ All students receive an initial notice of “amount due” at the time of their registration activity. If the student is registering by phone or on the Internet, a billing showing amount due is sent in the mail within approximately a week of the registration activity. Students who register in person (walk-ins) are given a Confirmation Notice, showing amount due, at the registration window. After the purge, Confirmation Notices shall indicate that the amounts assessed are due and payable at the time of registration.

~~5.3.2~~ Finance and Business Services shall send a second billing notice to all students who have not paid in full. This notice shall state the amount due at the time of statement printing and the date by which it must be paid to avoid suspension of further registration and records activity. The student must make arrangements to pay the amount due or drop the classes. *Students are responsible and liable for the classes for which they are registered.*

~~5.3.3~~ In the meantime, the student may continue to attend classes. All past due amounts, including late payment fees, must be paid in full prior to lifting the Registration and Records Suspension.

### ***5.4 Registration and Records Suspension***

~~5.4.1~~ The third and final billing statement shall indicate that the student has been placed on Registration and Record Suspension. Students thus suspended may continue to attend classes and



~~earn grades. However, they may not register or pre-register for any subsequent semester, obtain grades, secure transcripts, or benefit from any related service of the University until their accounts are paid in full. This statement shall also indicate that any tuition and fees account carried forward past the last day of the semester shall be assessed an additional collection and processing fee.~~

***5.5 Withdrawals and Refunds***

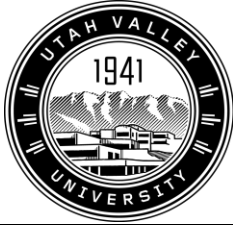
**5.5.1** ~~Official withdrawals shall be processed according to UVU Policy 503~~

~~*Add/Drop/Withdrawals.* Any withdrawal which prompts a refund activity shall be processed and computed consistent with the official refund policy of the University. Withdrawals of persons with outstanding accounts shall be computed on the original amount due and payable. Amounts paid prior to the withdrawal action shall be credited to the student's account. In some cases, the student may still owe the University an unpaid amount after official withdrawal and refund computation.~~

***5.6 Returned Checks***

**5.6.1** ~~Checks returned for non payment shall be charged back to the original account and the student shall be placed on Registration and Record Suspension.~~

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

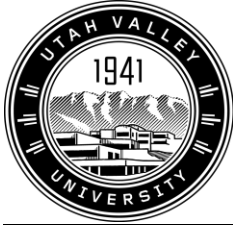


**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

Proposed Policy Number and Title: 507 Tuition Refunds (DELETION)		
Existing Policy Number and Title: 507 Tuition Refunds		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
Bundled with Policy 505, which is under revision and will contain the content of 507. 507 to be deleted for this reason.	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b> <u>January 12, 2016, Stage 4 Board of Trustees</u> <b>President's Council Sponsor:</b> <u>Michelle Taylor</u> <b>Ext.</b> _____ <b>Policy Steward:</b> <u>Liz Childs</u> <b>Ext.</b> _____
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POLICY APPROVAL PROCESS DATES	
<b>Policy Drafting and Revision</b> Entrance Date: <u>02/18/2016</u>  <b>University Entities Review</b> Entrance Date <u>08/18/2016</u> Close Date: <u>10/18/2016</u>  <b>University Community Review</b> Entrance Date: <u>10/20/2016</u> Open Feedback: <u>10/20/2016</u> Close Feedback: <u>11/04/2016</u>  <b>Board of Trustees Review</b> Entrance Date: <u>12/08/2016</u> Approval Date: _____	<b>POST APPROVAL PROCESS</b> Verify: <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update  <b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b> <b>Name:</b> _____ <b>Date posted and verified:</b> _____



<b>POLICY TITLE</b>	Tuition Refunds	<b>Policy Number</b>	507
<b>Section</b>	Student Affairs	<b>Approval Date</b>	December 10, 1998
<b>Subsection</b>	Admissions, Enrollment, Tuition, and Commencement	<b>Effective Date</b>	December 10, 1998
<b>Responsible Office</b>	Office of the Vice President of Student Affairs		

**1.0 PURPOSE**

**2.0 REFERENCES**

**3.0 DEFINITIONS**

~~2.1 UVU Policy 503 Add/Drop/Withdrawals~~

~~2.2 UVU Policy 505 Payment and Non-Payment of Tuition and Fees~~

**4.0 POLICY**

~~4.1 The tuition refund policy is established by the Utah Board of Regents and amended by each college or university to fit its programs. Utah Valley University refunds for students who withdraw from class(es) or drop classes are calculated as follows:~~

~~(Refund periods for other instructional cycles are extrapolated from the schedule below.)~~

Through first week of instruction	100-percent
Thereafter	0-percent

**5.0 PROCEDURES**

**5.1 Time Lines**

~~5.1.1 Students who withdraw from class(es) before the first day of the semester or block receive full refunds (tuition, lab fees, and regular fees) and are not charged a withdrawal fee. After the semester or block begins, a \$10 processing fee is deducted from the total refund.~~

**5.2 Limitations**

Printed On:  
January 5, 2017



~~5.2.1 Refunds are not granted for admissions application fees, late registration fees, student insurance fees (after the first day of class), graduation fees, etc. Refund requests on Continuing Education noncredit classes shall be honored only until the end of the first week of classes each semester.~~

~~5.2.2 Students who drop or add a class or classes after the refund period must pay for the class(es) dropped plus any additional class(es) added.~~

~~5.2.3 Tuition paid for dropped classes shall not transfer to pay for added classes unless the transaction is done within the refund period. Students must officially withdraw or pay full tuition (See UVU Policy 503 *Add/Drop/Withdrawals* and UVU Policy 505 *Payment and Non-Payment of Tuition and Fees*).~~

### **5.3 Exceptions**

~~5.3.1 Students who have not been able to adhere to the refund policy because of circumstances beyond their control, such as medical emergencies or university error, may petition for exceptions through the Registrar's Office. The Registrar adjudicates all petitions for exceptions to the policy. Students who receive exceptions are charged the \$10 processing fee and are generally refunded tuition only.~~

Date of Last Action	Action Taken	Authorizing Entity



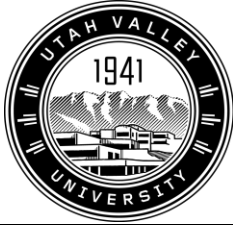


**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

Proposed Policy Number and Title: 604 Course Outlines Records		
Existing Policy Number and Title: 604 Course Outlines Records		
Approval Process*		
X Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
X Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b> <u>January 12, 2017, Stage 4, Board of Trustees Draft</u> <b>President's Council Sponsor:</b> <u>Jeff Olsen</u> <b>Ext.</b> _____ <b>Policy Steward:</b> <u>Maureen Andrade</u> <b>Ext.</b> _____
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POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b> Entrance Date: <u>06/30/2016</u></p> <p><b>University Entities Review</b> Entrance Date: <u>06/30/2016</u></p> <p><b>University Community Review</b> Entrance Date: <u>11/10/2016</u> Open Feedback: <u>11/10/2016</u> Close Feedback: <u>12/02/2016</u></p> <p><b>Board of Trustees Review</b> Entrance Date: <u>12/08/2016</u> Approval Date: <u>MM/DD/YYYY</u></p>	<p align="center"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <hr/> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> <u>MM/DD/YYYY</u></p>



<b>POLICY TITLE</b>	Course Outlines Records	<b>Policy Number</b>	604
<b>Section</b>	Academics	<b>Approval Date</b>	February 18, 1993
<b>Subsection</b>	Instruction and Curriculum	<b>Effective Date</b>	February 18, 1993
<b>Responsible Office</b>	Office of the Senior Vice President of Academic Affairs		

### 1.0 PURPOSE

1.1 Text

### 2.0 REFERENCES

2.1 Text

### 3.0 DEFINITIONS

3.1 Text

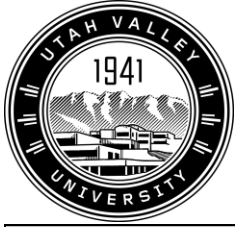
### 4.0 POLICY

~~4.1 As any course is developed for inclusion as a required or an elective course to any certificate, diploma, or degree program, such course shall be supported by a course outline. The necessary elements of the course outline shall be prescribed by Faculty Development. A file of course outlines shall be maintained for the Vice President of Academic Affairs to include all courses in certificate, diploma, or degree programs.~~

~~4.2 Course outlines are to be updated as any substantive changes occur such as new objectives or new textbooks. In any event, a new course outline shall be submitted at least every five years so that no course outline in the Vice President's file shall be more than five years old. Department chairs are responsible to see that such requirements are met with help from the Faculty Development Director. The file shall be maintained in the Faculty Development office.~~

### 5.0 PROCEDURES

5.1 Text



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

<b>POLICY HISTORY</b>		
<b>Date of Last Action</b>	<b>Action Taken</b>	<b>Authorizing Entity</b>



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

Proposed Policy Number and Title: 605 Curriculum Approval Process		
Existing Policy Number and Title: 605 Curriculum and Program Changes Approval Process		
<b>Approval Process*</b>		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	

\*See UVU Policy #101 *Policy Governing Policies* for process details.

<b>Draft Number and Date:</b> <u>Stage 4, Board of Trustees, January 12, 2016</u>
<b>President's Council Sponsor:</b> <u>Mark Bracken</u> <b>Ext.</b> _____
<b>Policy Steward:</b> <u>Ryan Leick</u> <b>Ext.</b> _____

POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b> Entrance Date: <u>10/23/2014</u></p> <p><b>University Entities Review</b> Entrance Date: <u>02/18/2016</u></p> <p><b>University Community Review</b> Entrance Date: <u>11/17/2016</u> Open Feedback: <u>11/17/2016</u> Close Feedback: <u>12/01/2016</u></p> <p><b>Board of Trustees Review</b> Entrance Date: <u>12/08/2016</u> Approval Date: <u>MM/DD/YYYY</u></p>	<p align="center"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <hr/> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> <u>MM/DD/YYYY</u></p>



<b>POLICY TITLE</b>	Curriculum Approval Process	<b>Policy Number</b>	605
<b>Section</b>	Academics	<b>Approval Date</b>	
<b>Subsection</b>	Instruction and Curriculum	<b>Effective Date</b>	
<b>Responsible Office</b>	Office of the Senior Vice President of Academic Affairs		

### 1.0 PURPOSE

1.1 This policy establishes standards and procedures for undergraduate and graduate curriculum proposals. This policy also defines roles and responsibilities at the department, college/school, and university levels.

### 2.0 REFERENCES

- 2.1 Northwest Commission on Colleges and Universities, *Substantive Change Policy*
- 2.2 Northwest Commission on Colleges and Universities, *Standards for Accreditation*, 2.C.5
- 2.3 Utah Code 53B-16 *Institutional Programs Generally*
- 2.4 Utah State Board of Regents' Policy 401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*
- 2.5 Utah State Board of Regents' Policy R470 *General Education, Common Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination*
- 2.6 UVU Policy 103 *Constitution of the Faculty Senate of Utah Valley University*
- 2.7 UVU Policy 610 *Credit Hour*

### 3.0 DEFINITIONS

- 3.1 **Course:** A single instructional subject commonly described by title, number, credits, and expected learning outcomes in the college catalog or bulletin.
- 3.2 **Curriculum:** Programs and courses offered by the University.
- 3.3 **Program:** A systematic grouping of courses forming the requirements for a degree or a credential.

### 4.0 POLICY

Printed On:  
January 5, 2017



**4.1** University faculty have primary authority and responsibility in the design, approval, implementation, and revision of curriculum.

**4.2** The University Curriculum Committee (UCC) is a standing committee of the Faculty Senate. The University Curriculum Committee approves changes, deletions, and additions to curriculum. Curriculum changes must be submitted, reviewed, and approved as curriculum proposals following the procedures outlined in this policy.

**4.3** Curriculum is maintained in the university-approved curriculum management system and published in the university catalog.

**4.4** Curriculum proposals are developed and revised by academic departments in compliance with this policy and Utah Board of Regents' policies and must be evaluated and approved through established procedures to ensure proposals are in alignment with the University's mission.

**4.5** Once approved by the appropriate authorities, curriculum proposals become university curriculum and at that time may be advertised, promoted, or offered.

## 5.0 PROCEDURES

### 5.1 Structure and Membership of Curriculum Committees

**5.1.1** The internal curriculum approval process operates at five levels: department chair, college/school curriculum committee (CCC), college/school dean, University Curriculum Committee (UCC), and Senior Vice President of Academic Affairs (SVPAA). Program additions, deletions, or substantial modifications require approval from the UVU Board of Trustees, Utah System of Higher Education (USHE) Commissioner's Office, Utah Board of Regents, and regional accrediting body (Northwest Commission on Colleges and Universities).

**5.1.2** CCC structure and membership shall be established in a committee charter by each college/school and ratified by a majority of the tenure-track and tenured faculty members of each college/school. Only tenure-track or tenured faculty members can be voting members of CCCs.

**5.1.3** Each dean shall appoint an associate or assistant dean to serve as the curriculum representative on the CCC. Associate or assistant deans elected by faculty representatives to chair the CCC cannot be appointed to represent the college/school dean. In this case, the dean shall appoint a different representative.

**5.1.4** Curriculum proposals are approved by the department chair at the department level. Departments shall establish a department curriculum committee to develop and review curriculum proposals and advise faculty members and the department chair on curriculum



development. Department curriculum committees should include academic advisors and other relevant staff as ex-officio, non-voting attendees.

## **5.2 Roles and Responsibilities**

**5.2.1** Faculty members are responsible for developing high-quality curriculum proposals according to institutional guidelines and in coordination with instructional designers and department and/or college curriculum committees.

**5.2.2** The department chair is responsible for:

- 1) Ensuring faculty members have fulfilled their responsibilities;
- 2) Ensuring curriculum changes are submitted, reviewed, and approved as curriculum proposals following the procedures outlined in this policy;
- 3) Ensuring curriculum proposals support departmental and institutional missions;
- 4) Verifying department faculty review and support of curriculum proposals; and
- 5) Ensuring all curriculum complies with specialized accreditation requirements, as applicable.

**5.2.3** CCCs are responsible for:

- 1) Reviewing curriculum proposals for adherence to institutional guidelines;
- 2) Coordinating curriculum proposals as needed with relevant offices on campus; and
- 3) Assisting departments in curriculum review and making recommendations to department chairs.

**5.2.4** College/school dean curriculum representatives are responsible for:

- 1) Ensuring curriculum proposals reflect college/school strategic plans;
- 2) Evaluating financial impact and program viability of curriculum proposals; and
- 3) As applicable, resolving curriculum conflicts and contingencies with impacted college/school deans or their curriculum representatives.

**5.2.5** Designated Student Affairs personnel are responsible for:



- 1) Conducting technical reviews of all curriculum proposals prior to inclusion on UCC agendas;  
and
- 2) Publishing approved curriculum in the catalog and appropriate university systems.

**5.2.6** Designated Academic Affairs personnel are responsible for conducting technical review of all R401 proposals prior to inclusion on UCC agendas.

**5.2.7** The UCC is responsible for:

- 1) Supporting faculty members in designing curriculum effectively;
- 2) Implementing guidelines for the efficient development and approval of curriculum;
- 3) Reviewing and approving curriculum proposals submitted by CCCs;
- 4) Ensuring consistency and monitoring unnecessary redundancies in curriculum;
- 5) Ensuring all curriculum complies with the policies and standards of the Utah State Board of Regents and regional accrediting body (Northwest Commission on Colleges and Universities).

### **5.3 Curriculum Approval Process**

**5.3.1** Curriculum proposals may include additions, deletions, or modifications to existing programs and courses such as title, number, prefix, credit hours, instruction type/credit ratio, prerequisites, co-requisites, description, repeatable status/credit totals, grade type, cross-listing, and institutional status (e.g., General Education, Global Intercultural, Honors, etc.).

**5.3.2** The strategic plan of a college/school should drive program additions, deletions, or significant modifications.

**5.3.3** Curriculum proposals for new programs, program deletions, and program modifications of more than 50 percent shall be submitted to Academic Affairs Council for preliminary approval prior to submission in the curriculum management system.

**5.3.4** Curriculum proposals are developed by a faculty member in the department and submitted in the curriculum management system. Courses included as requirements or electives in a new or modified program proposal must be concurrently submitted and approved as part of the program proposal or modification.

**5.3.5** The department chair reviews and approves curriculum proposals after verifying support of the faculty and the department curriculum committee as applicable. These responsibilities may





be delegated to a department curriculum committee, but the chair must approve or deny the proposal or return it to the faculty member with recommendations.

**5.3.6** The CCC reviews and approves curriculum proposals forwarded from the department chair. All curriculum proposals must be approved by majority vote of the CCC or denied and returned to the faculty member with recommendations.

**5.3.7** A review of all curriculum proposals will be conducted by designated Student Affairs personnel and all R401 proposals by designated Academic Affairs personnel prior to inclusion on the UCC agenda.

**5.3.8** The UCC reviews and approves curriculum proposals approved and submitted by CCCs.

1) Curriculum proposals on the UCC agenda are designated as information, consent, or action items. Information items do not require UCC approval.

2) Consent items do not require UCC review unless the Committee identifies issues that would need further discussion and cross-department coordination.

3) Action items require UCC review.

**5.3.9** All curriculum proposals must be approved by majority vote of the UCC or denied and returned to the faculty member with recommendations. The UCC chair votes only in the case of a tie.

**5.3.10** The SVPAA reviews and approves curriculum proposals approved by the UCC and forwards them for review and approval by external bodies as required, such as the UVU Board of Trustees, Utah State Board of Regents, and Northwest Commission on Colleges and Universities.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



<b>POLICY TITLE</b>	Curriculum and Program Changes Approval Process	<b>Policy Number</b>	605
<b>Section</b>	Academies	<b>Approval Date</b>	February 2, 1993
<b>Subsection</b>	Instruction and Curriculum	<b>Effective Date</b>	February 2, 1993
<b>Responsible Office</b>	Office of the Senior Vice President of Academic Affairs		

**1.0 PURPOSE**

**2.0 REFERENCES**

**3.0 DEFINITIONS**

**4.0 POLICY**

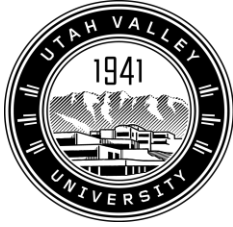
**4.1 Curriculum Change Flow**

**4.1.1** Curriculum and program changes are developed at the program level. Requests for change must go through the Curriculum Committee.

**4.1.2** The Curriculum Committee is a standing committee of the Faculty Senate, which approves changes, deletions, and additions to the curriculum including new programs, new courses, course numbering, and credit changes. In addition, this committee is responsible for maintaining surveillance of the University catalog in the areas of interpretation, content, and compliance. The committee also approves the submission of any new program or program change proposals, which must be submitted to the Board of Regents.

**5.0 PROCEDURES**

<b>POLICY HISTORY</b>		
Date of Last Action	Action Taken	Authorizing Entity



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

Proposed Policy Number and Title: 610 Credit Hour (Regular, Limited Scope)		
Existing Policy Number and Title: 610 Credit Hour (Regular)		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b> <u>Stage 4, Board of Trustees Draft, Regular, Limited Scope, 01/12/2017</u> <b>President's Council Sponsor:</b> <u>Jeff Olson</u> <b>Ext.</b> _____ <b>Policy Steward:</b> <u>Kat Brown/Maureen Andrade/Pilar Hays</u> <b>Ext.</b> _____
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POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b> Entrance Date: <u>06/30/2016</u></p> <p><b>University Entities Review</b> Entrance Date: <u>06/30/2016</u></p> <p><b>University Community Review</b> Entrance Date: <u>11/10/2016</u> Open Feedback: <u>11/10/2016</u> Close Feedback: <u>12/03/2016</u></p> <p><b>Board of Trustees Review</b> Entrance Date: <u>12/08/2016</u> Approval Date: _____</p>	<p align="center"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> _____</p>



<b>POLICY TITLE</b>	Credit Hour	<b>Policy Number</b>	610
<b>Section</b>	Academics	<b>Approval Date</b>	
<b>Subsection</b>	Instruction and Curriculum	<b>Effective Date</b>	
<b>Responsible Office</b>	Office of the Senior Vice President of Academic Affairs		

### 1.0 PURPOSE

**1.1** At UVU, the credit hour is the unit of instruction that quantifies student learning. This policy establishes university standards for accurate, reliable, and equivalent credit hour assignments in courses, [and](#) establishes assessment review processes for credit hour assignments across all courses and programs.

### 2.0 REFERENCES

- 2.1** USC Title 34: Education CFR 600.2, 600.24, 688.8(k) and (l)
- 2.2** Northwest Commission on Colleges and Universities *Policy on Credit Hour*
- 2.3** UVU Policy 522 *Undergraduate Credit and Transcripts*
- 2.4** UVU Policy 524 *Graduate Program Credits and Graduation Transcripts*
- 2.5** UVU Policy 603 *Academic Program Review*
- 2.6** UVU Policy 605 *Curriculum and Program Changes Approval Program Approval Process*

### 3.0 DEFINITIONS

**3.1 Credit hour:** An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency, as defined by accrediting and federal bodies.

**3.2 Credit ratio:** The combination of contact hours, [which include](#) lecture and/or lab hours, associated with the total credits granted for successful completion of a course; e.g., a credit ratio of 3:3:0 indicates three total credits, three lecture contact hours per week for approximately 15 weeks for one semester, and zero lab contact hours.

### 4.0 POLICY

**4.1** The Office of Academic Affairs is responsible for the establishment and review of course and program credit hour assignments and equivalencies. Credit hour expectations at each degree level are



established in UVU Policy 522 *Undergraduate Credit and Transcripts* and UVU Policy 524 *Graduate Program Credits and Graduation Transcripts*.

**4.2** One credit hour reasonably approximates:

**4.2.1** One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or an equivalent amount of work over a different amount of time; or

**4.2.2** At least an equivalent amount of work as required above for other academic activities as established by the institution, including but not limited to laboratory work, internships, practica, studio work, and other academic work, regardless of delivery mode, leading to the award of credit hours.

**4.3** In collaboration with their school/college, academic departments shall implement evidence-based practices to regularly review the application of this policy. This review shall be conducted to ensure that credit hour assignments in courses and programs are accurate, reliable, and equivalent and conform to commonly accepted practices in higher education.

**4.4** Using the criteria established in this policy, the Faculty Senate Curriculum Committee shall review course credit hour assignments across courses and programs and assess evidence of the implementation of academic department review processes on a regular basis to ensure the consistency and accuracy of credit hour assignments. This review will occur through sampling a variety of course credit assignments representing different degree levels, academic disciplines, delivery modes, and types of academic activities.

## 5.0 PROCEDURES

**5.1** Appropriate portions of this policy shall be published on the Office of Academic Scheduling and Curriculum website and in the university's electronic and printed catalogs.

**5.2** The Office of Academic Scheduling and Curriculum shall review all course sections to ensure scheduled times and term lengths are within the minimum range for fulfilling the credit ratio for the assigned credit hours.

**5.3** Academic departments shall submit all new and revised courses and their credit hour assignments and rationale to the Faculty Senate Curriculum Committee. ~~through the method established by the Office of Academic Affairs.~~

**5.4** In collaboration with their colleges/schools, academic departments shall create evidence-based practices to evaluate syllabi, student learning outcomes, and course assignments, including work outside scheduled class time, to determine the appropriate credit hour assignment for each course.

**5.5** Academic departments must evaluate their courses, course syllabi, and credit hour rationales on a regular basis. In collaboration with their school/college, departments are responsible for determining whether credit hours for all department courses are accurately assigned and to ensure that courses are appropriately aligned with published learning objectives.



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

**5.6** The Faculty Senate Curriculum Committee shall examine the results of the [regularly conducted](#) evaluations and notify departments of their compliance. The appropriate dean and the Senior Vice President of Academic Affairs shall be notified of any department not in compliance with this policy. The Faculty Senate Curriculum Committee shall ensure compliance with credit hour assignments by reviewing a variety of course credit assignments representing different degree levels, academic disciplines, delivery modes, and types of academic activities.

**5.7** If a school/college curriculum committee or the Faculty Senate Curriculum Committee finds a course's credit hours or related requirements for student work outside of class are out of compliance with this policy, the Committee shall notify the academic department of the discrepancy, recommend options for compliance, invite the academic department to implement appropriate changes, and provide a timeline for compliance. If the department fails to achieve compliance within the established timeline, the chair of the Faculty Senate Curriculum Committee shall submit the matter [for resolution](#) to the appropriate dean, in consultation with the Senior Vice President of Academic Affairs.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

**Utah Valley University**  
Curriculum Items  
Board of Trustees  
January 12, 2017

**Proposal:**

It is proposed that the following be approved:

- Modification of BS in Dental Hygiene
- Rename/Restructure CP in Editing and Document Design
- Unit Change for Autism Studies
- Rename/Restructure of College of Aviation and Public Services and College of Science
- 3 year follow-up in Commercial Music
- 3 year follow up in Theatre for Children and Youth

**Background:**

**The BS in Dental Hygiene** would like to do away with the four emphases (Business, Education, Integrative Practice, and Public Health) and instead list all of the emphases courses as electives for the students to choose from equaling 12 credits. By creating this change, Dental Hygiene students will receive a more well-rounded education as well as allowing out-of-state students the opportunity to complete their BS in Dental Hygiene. At the current time, the department must do substitutions in order for students to choose alternative courses. By doing away with the emphases, substitutions will be reduced. UVU and USHE will benefit from the change by creating a larger student base that is able to complete the Dental Hygiene BS.

Despite living in the so-called “Silicon Slopes” with plenty available jobs in the tech sector, a recent statewide report, “Economic Overview and Program Gap Analysis,” identified at least 30 annual job openings in Tech Comm that only have two “average annual completers.” Not to mention the many job offerings in editing and publishing which are a major interest of many “Writing Studies” students in the current department. Despite these job opportunities and student interests, the Technical Communication certificate (which would help students get these jobs) is not a popular choice with students. As the vague (to students) title of “Technical Communication” may be part of the problem, the department proposes a title change to **Certificate of Proficiency in Editing and Document Design**. This title not only better reflects what the certificate does, but will be a title that more precisely targets student interest.

**The Autism Studies program** in the College of Humanities and Social Sciences at Utah Valley University requests approval to move to under the Department of Secondary Education in the School of Education effective Fall 2017. Currently autism courses have multiple advisors across departments and colleges, several different people involved in scheduling every semester, and at least two different RTP committees and requirements. Professors are teaching across both colleges in multiple departments and attending meetings, retreats, and events in both colleges. To create consistency in the academic processes and to better support the student experience, it has been requested that the AUTS Certificate of Proficiency, the AUTS Minor, the Masters in Ed emphasis in ABA, and the BS in Special Education all be housed in the same college, specifically the School of Education. The Autism Studies undergraduate courses will maintain their unique prefix (AUTS) to encourage students from other programs across campus to enroll in the courses. It has also been proposed that the Melisa Nellesen Center for Autism be housed centrally under Academic Affairs (similar to other Centers on campus) to encourage the across campus nature of all programming. In addition, the new Cole Nellesen Building (CNB) is located next to the McKay Education building. The CNB will house classrooms for both the autism studies program and the special education

program along with other courses within the School of Education and, when available, to other university needs. It will also house the laboratory/demonstration classrooms where students will be able to do internships and work one on one with children on the autism spectrum.

The College of Aviation and Public Services and College of Science & Health at Utah Valley University request a restructure to move the **Nursing, Dental Hygiene, and Public and Community Health** departments and programs from the College of Science & Health to the College of Aviation and Public Services. In addition, the aforementioned colleges request the following name changes: **The College of Aviation and Public Services to The College of Health and Public Services and The College of Science & Health to The College of Science**. Consolidation of healthcare programs through college realignment is essential to redefine and expand the role of health sciences and healthcare programs at the university.

The **Bachelor of Music in Commercial Music** was initiated to provide students with the highest quality education to qualify them for graduate programs and positions in the music industry. It is a specialized professional degree consisting of 70% music-specific coursework, with 47% of that coursework in music media and technology, including recording applications, contemporary music theory, audio, songwriting, film scoring, music career development, marketing, and studio arranging and producing. With a history of strong commitment to technology, UVU now holds an ideal position in the expansion and leadership of commercial music education in Utah. Within USHE, Snow College also offers a bachelor program in commercial music, and Salt Lake Community College offers associate of applied science programs in media music and music recording technology. The programs at Snow College and Salt Lake Community College complement UVU's program and facilitate transfer opportunities for students. Given the expansion of the music media industry, robust opportunities for commercial music education have benefitted interested students in Utah.

**The Associate of Applied Science in Theatre for Children and Youth** offers a two-year training program to students at Utah Valley University that prepares them to direct, design, and perform in theatre for young audiences and to lead drama workshops in after-school and community settings. The AAS requirements provide all students with foundation courses in acting, stagecraft, script-writing, theatre with elementary students, creative drama, and theatre design. The elective course and internship requirements allow AAS students to gain deeper experience and training in one or more of those areas, in addition to storytelling and puppetry. The courses are selected in consultation with a faculty advisor to best address students' individual vocational objectives. Two AAS students have fulfilled internships and three have been hired to co-teach in the Noorda Theatre Summer Camp, sponsored each June by the Noorda Regional Theatre Center for Children and Youth at UVU. The summer camp program serves over 250 children and youth each year, ages five through 18. All students who graduate from the AAS program receive experience in the Fall or Spring touring productions sponsored by the Noorda Center. These productions are performed for thousands of elementary and secondary school students each semester in and beyond the UVU service region.

#### **Recommendation:**

The President and the Senior Vice-President for Academic Affairs recommend that the Board of Trustees approve the proposed actions as summarized above and detailed in the attached documents.



**Utah System of Higher Education  
Academic Program Change Proposal  
Cover/Signature Page—Abbreviated Template**

**Institution Submitting Request:** Utah Valley University  
**Current Program Title:** Bachelor of Science in Dental Hygiene  
**Proposed Program Title (if applicable):** Bachelor of Science in Dental Hygiene  
**Sponsoring School, College, or Division:** College of Science and Health  
**Sponsoring Academic Department(s) or Unit(s):** Dental Hygiene  
**Classification of Instructional Program Code (new and old if different):** 51.0602  
**Min/Max Credit Hours Required of Full Program (new and old if different):** 120  
**Proposed Beginning Term:** Fall 2018  
**Institutional Board of Trustees' Approval Date:**

**Program Type (check all that apply):**

<input type="checkbox"/>	Name Change of Existing Program
<input checked="" type="checkbox"/>	Program Restructure with or without Consolidation
<input type="checkbox"/>	Program Transfer to a new academic department or unit
<input type="checkbox"/>	Program Suspension
<input checked="" type="checkbox"/>	Program Discontinuation
<input type="checkbox"/>	Reinstatement of Previously Suspended Program
<input type="checkbox"/>	Out of Service Area Delivery Program

**Chief Academic Officer (or Designee) Signature:**

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

Name:

Date:

## **Program Change Description—Abbreviated Template**

### **Section I: The Request**

The Dental Hygiene Department in the College of Science and Health at Utah Valley University requests approval to restructure the Bachelor of Science in Dental Hygiene effective Fall 2018.

### **Section II: Program Proposal**

#### **Program Change Description/Rationale**

The Department of Dental Hygiene would like to do away with the four emphases (Business, Education, Integrative Practice, and Public Health) and instead list all of the emphases courses as electives for the students to choose from equaling 12 credits. By creating this change, Dental Hygiene students will receive a more well-rounded education as well as allowing out-of-state students the opportunity to complete their BS in Dental Hygiene. At the current time, the department must do substitutions in order for students to choose alternative courses. By doing away with the emphases, substitutions will be reduced. UVU and USHE will benefit from the change by creating a larger student base that is able to complete the Dental Hygiene BS.

#### **Consistency with Institutional Mission/Institutional Impact**

UVU is a teaching institution that provides opportunity, promotes student success, and meets regional educational needs. By doing away with the four emphases and offering a variety of online courses, the Department of Dental Hygiene is providing opportunities to students who may not otherwise have the chance to complete their BS degree because they live out of state or work full time as a practicing dental hygienist. Courses will be taught within the service area of Utah, Wasatch, and Summit counties as well as online. Both online courses and face-to-face courses will be available. This change will help students who are interested in completing their BS degree online while offering choices to students who would like to attend traditional courses. Faculty and staff structures will not be impacted by the change, as the department is simply doing away with the four emphases.

#### **Finances**

No costs or savings are anticipated from this change. No other departments will be impacted by this change.

### Section III: Curriculum

**Program Curriculum: (not needed if only name change, transfer to a different department, suspension, or deletion)**

Matriculation Requirements: Completion of an AA, AS, or AAS degree in dental hygiene from an accredited program with department permission.

Course Number	New Course	Course Title	Credit Hours
<b>General Education Courses</b>			
ENGL 1010		Introduction to Writing	3
ENGL 2010 or 2020		Intermediate Writing	3
STAT 1040 or MATH 1050		Introduction to Statistics or College Algebra	3
American Institutions		American Institutions Elective	3
PHIL 2050 or 205G		Ethics and Values	3
HLTH 1100 or PES 1097		Personal Health & Wellness or Fitness for Life	2
BIOL 1010 or 1610		General Biology or College Biology I	3
CHEM 1110		Chemistry for Health Sciences	4
ZOOL 2320		Human Anatomy	3
Fine Arts		Fine Arts Elective	3
COMM 1050 or 1020		Introduction to Speech Communication or Public Speaking	3
SOC 1010 or 1020		Introduction to Sociology or Modern Social Problems	3
<b>General Education Subtotal:</b>			<b>36</b>
<b>Required Courses</b>			
MICR 2060		Microbiology for Health Professions	3
MICR 2065		Microbiology for Health Professions Lab	1
ZOOL 2325		Human Anatomy Lab	1
ZOOL 2420 and 2425		Human Physiology and Lab	4
NUTR 1020		Foundations of Human Nutrition	3
PSY 1010 or 1100		General Psychology or Human Development Life Span	3
DENT 1010		Dental Hygiene I	3
DENT 1015		Dental Hygiene I Preclinical Lab	2
DENT 1020		Oral Anatomy and Physiology	4

DENT 1030		Dental Materials	2
DENT 1040		Dental Hygiene II	3
DENT 1045		Dental Hygiene II Clinical	3
DENT 1050		Clinical Dental Radiography	1
DENT 1055		Clinical Dental Radiography Lab	1
DENT 1060		General and Oral Pathology	2
DENT 1070		Medical Emergencies in the Dental Office	1
DENT 2020		Dental Pharmacology	3
DENT 2060		Community Dental Hygiene	3
DENT 3010		Dental Hygiene III	3
DENT 3015		Dental Hygiene III Clinical	4
DENT 3030		Periodontology	3
DENT 3040		Dental Hygiene IV	2
DENT 3045		Dental Hygiene IV Clinical	4
DENT 3050		Dental Hygiene Seminar	1
DENT 3060		Advanced Dental Hygiene Public Health	2
DENT 3200		Teaching the Dental Hygiene Patient	2
DENT 4200		Teaching the Dental Hygiene Student	2
DENT 4300		Dental Hygiene Capstone	1
DENT 489R or NURS 4310 or HLTH 4600		Research in Dental Hygiene or Nursing Research or Research Methods for Community Health	3
<b>Required Course Credit Hour Sub Total:</b>			<b>70</b>
<b>Elective Courses</b>			
Take any of the following courses to equal 14 credits			
DENT 3100		Office and Private Practice for the DH (3)	
DENT 406G		Global Community Health Project (3)	
DENT 481R		Internship in Dental Hygiene (3)	
DENT 490R		Special Topics in Dental Hygiene (3)	
EDSC 3000		Educational Psychology (3)	
ENTR 3170		Entrepreneurship (3)	
HLTH 3200		Principles of Community Health (3)	
HLTH 3260		Modifying Health Behavior (3)	
HLTH 3700		Grant Writing (3)	
HLTH 3800		Epidemiology (3)	
HLTH 4200		Health Education Teaching Methods (3)	
HLTH 4300		Community Health Ethics (3)	

HLTH 440G		Health and Diversity (3)	
HLTH 4500		Public Health Administration (3)	
MGMT 3000		Organizational Behavior (3)	
MGMT 3210		Conventions and Events Management (3)	
MKTG 3600		Principles of Marketing (3)	
SOC 3430		Sociology of Education (3)	
*Other advisor approved upper division elective			
<b>Elective Credit Hour Subtotal:</b>			14
<b>Core Curriculum</b>			

### Program Curriculum Narrative

Fall of First Year (Course Prefix and Number)	Course Title	Credit Hours
ENGL 1010	Introduction to Writing	3
STAT 1040	Introduction to Statistics	3
American Institutions	Choose from List	3
BIOL 1010	General Biology	3
Fine Arts	Choose from List	3
	Semester Total:	15
Spring of First Year (Course Prefix and Number)	Course Title	Credit Hours
ENGL 2010	Intermediate Writing	3
CHEM 1110	Chemistry for Health Sciences	4
ZOOL 2320/25	Human Anatomy and Lab	4
ZOOL 2420/25	Human Physiology and Lab	4
	Semester Total:	15

Fall of Second Year (Course Prefix and Number)	Course Title	Credit Hours
MICR 2060/65	Microbiology for Health Professions and Lab	4
DENT 1010/15	Dental Hygiene I and Preclinical Lab	5
PHIL 2050	Ethics and Values	3
DENT 1020	Oral Anatomy and Physiology	4
	Semester Total:	16

Spring of Second Year (Course Prefix and Number)	Course Title	Credit Hours
DENT 1040/45	Dental Hygiene II and Clinical	6
COMM 1050	Introduction to Speech Communication	3
NUTR 1020	Foundations of Human Nutrition	3
PSY 1010	General Psychology	3
	Semester Total:	15

Fall of Third Year (Course Prefix and Number)	Course Title	Credit Hours
SOC 1010	Introduction to Sociology	3
HLTH 1100	Personal Health and Wellness	2
DENT 1030	Dental Materials	2
DENT 1050/55	Clinical Dental Radiography and Lab	2
DENT 3010/15	Dental Hygiene III and Clinical	7
	Semester Total:	16

Spring of Third Year (Course Prefix and Number)	Course Title	Credit Hours
DENT 3040/45	Dental Hygiene IV and Clinical	6
DENT 3200	Teaching the Dental Hygiene Patient	2
DENT 3050	Dental Hygiene Seminar	1
DENT 1060	General and Oral Pathology	2
DENT 1070	Medical Emergencies in the Dental Office	1
DENT 2020	Dental Pharmacology	3
	Semester Total:	15

Fall of Fourth Year (Course Prefix and Number)	Course Title	Credit Hours
DENT 2060	Community Dental Hygiene	3
DENT 489R	Undergraduate Research in Dental Hygiene	3
DENT 3030	Periodontology	3
DENT 3060	Advanced Dental Hygiene Public Health	2
DENT 4200	Teaching the Dental Hygiene Student	2
Dental Hygiene	See advisor for approved list	3

Elective		
	Semester Total:	16

8 Spring of Fourth Year (Course Prefix and Number)	Course Title	Credit Hours
DENT 4300	Dental Hygiene Capstone	1
Dental Hygiene Electives	See advisor for approved list	11
	Semester Total:	12

**Utah System of Higher Education  
Academic Program Change Proposal  
Cover/Signature Page—Abbreviated Template**

**Institution Submitting Request:** Utah Valley University

**Current Program Title:** Certificate of Proficiency in Technical Communication

**Proposed Program Title (if applicable):** Certificate of Proficiency in Editing and Document Design

**Sponsoring School, College, or Division:** College of Humanities and Social Sciences

**Sponsoring Academic Department(s) or Unit(s):** Department of English and Literature

**Classification of Instructional Program Code (new and old if different):** 23.1303

**Min/Max Credit Hours Required of Full Program (new and old if different):**

**Proposed Beginning Term:** Fall 2018

**Institutional Board of Trustees' Approval Date:**

**Program Type (check all that apply):**

<input checked="" type="checkbox"/>	Name Change of Existing Program
<input checked="" type="checkbox"/>	Program Restructure with or without Consolidation
<input type="checkbox"/>	Program Transfer to a new academic department or unit
<input type="checkbox"/>	Program Suspension
<input type="checkbox"/>	Program Discontinuation
<input type="checkbox"/>	Reinstatement of Previously Suspended Program
<input type="checkbox"/>	Out of Service Area Delivery Program

**Chief Academic Officer (or Designee) Signature:**

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

Name:

Date:



## **Program Change Description—Abbreviated Template**

### **Section I: The Request**

The Department of English and Literature in the College of Humanities and Social Sciences at Utah Valley University requests a name change and slight restructure to the current Certificate of Proficiency in Technical Communication to Certificate of Proficiency in Editing and Document Design effective Fall 2018.

### **Section II: Program Proposal**

#### **Program Change Description/Rationale**

Despite living in the so-called “Silicon Slopes” with plenty available jobs in the tech sector, a recent statewide report, “Economic Overview and Program Gap Analysis,” identified at least 30 annual job openings in Tech Comm that only have two “average annual completers.”<sup>1</sup> Not to mention the many job offerings in editing and publishing which are a major interest of many “Writing Studies” students in the current department. Despite these job opportunities and student interests, the Technical Communication certificate (which would help students get these jobs) is not a popular choice with students. As the vague (to students) title of “Technical Communication” may be part of the problem, the department proposes this title change for the certificate with the keywords “editing” and “document design.” This title not only better reflects what the certificate does, but will be a title that more precisely targets student interest.

#### **Consistency with Institutional Mission/Institutional Impact**

As this is merely a title change, there will be no institutional impact on affiliated departments or programs. The Department of English and Literature has received permission from the chair of Art and Visual Communications to use the word “design” in the new title. It will not affect administrative structures. The only impact hoped for is increased enrollment in the certification—a change that current courses and faculty can easily accommodate.

#### **Finances**

There will be no financial impact on the department or institution due to this title change.

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<sup>1</sup> Emsi. *Utah Valley University: Economic Overview and Program Gap Analysis*. April 2015. Retrieved from: [http://www.uvu.edu/iri/documents/academic\\_programs/emsigapanalysis\\_april\\_2015.pdf](http://www.uvu.edu/iri/documents/academic_programs/emsigapanalysis_april_2015.pdf)

### Section III: Curriculum

**Program Curriculum: (not needed if only name change, transfer to a different department, suspension, or deletion)**

Course Number	New Course	Course Title	Credit Hours
Required Courses			
ENGL 2050		Editing	3
ENGL 2310		Technical Communication	3
ENGL 3050		Advanced Editing and Design for Print Media	3
ENGL 3340		Digital Document Design	3
Sub-Total			12
Elective Courses			
ENGL 3300		Collaborative Communication for Technology Professions (3.0)	
ENGL 3320		Grant and Proposal Writing (3.0)	
ENGL 4340		Advanced Technical Communication (3.0)	
ENGL 436R		Topics in Technical Communication (3.0)	
<b>Elective Credit Hour Subtotal:</b>			3
<b>Core Curriculum</b>			15

**Degree Map:**

Fall of First Year (Course Prefix and Number)	Course Title	Credit Hours
ENGL 2050	Editing	3
ENGL 2310	Technical Communication	3
Semester Total		6
Spring of First Year (Course Prefix and Number)	Course Title	Credit Hours
ENGL 3050	Advanced Editing and Design for Print Media	3
ENGL 3340	Digital Document Design	3
Elective		3
Semester Total		9

## **Unit Description—Abbreviated Template**

### **Section I: The Request**

The Autism Studies program in the College of Humanities and Social Sciences at Utah Valley University requests approval to move to under the Department of Secondary Education in the School of Education effective Fall 2017.

### **Section II: Program Proposal**

#### **Administrative Unit Description/Rationale**

Currently autism courses have multiple advisors across departments and colleges, several different people involved in scheduling every semester, and at least two different RTP committees and requirements. Professors are teaching across both colleges in multiple departments and attending meetings, retreats, and events in both colleges.

To create consistency in the academic processes and to better support the student experience, it has been requested that the AUTS Certificate of Proficiency, the AUTS Minor, the Masters in Ed emphasis in ABA, and the BS in Special Education all be housed in the same college, specifically the School of Education. The Autism Studies undergraduate courses will maintain their unique prefix (AUTS) to encourage students from other programs across campus to enroll in the courses. It has also been proposed that the Melisa Nellesen Center for Autism be housed centrally under Academic Affairs (similar to other Centers on campus) to encourage the across campus nature of all programming. In addition, the new Cole Nellesen Building (CNB) is located next to the McKay Education building. The CNB will house classrooms for both the autism studies program and the special education program along with other courses within the School of Education and, when available, to other university needs. It will also house the laboratory/demonstration classrooms where students will be able to do internships and work one on one with children on the autism spectrum.

Existing Model of the AUTS and Special Education program:

Program Location:

Behavioral Science -

1. Autism Studies Certificate of Proficiency
2. Autism Studies Minor

School of Education -

1. Master in Ed, Applied Behavior Analysis
2. Special Education

Faculty Time:

Behavioral Science -

Cardon

Condie

Baffa (60% BESC, 40% SoE)

School of Education -  
Wangsgard  
Wright  
Baffa (40% SoE, 60% BESC)

Proposed Model of Academic Programs –  
Program Location:  
School of Education -  
1. Master in Ed, Applied Behavior Analysis  
2. Special Education  
3. Autism Studies Certificate of Proficiency  
4. Autism Studies Minor

Faculty Time:  
School of Education -  
Wangsgard (100%)  
Wright (100%)  
Baffa (100%)  
Cardon (100%)  
Condie (100%)

The proposed format move to the School of Education is similar to how both the University of Utah and Utah State University support their autism and special education programming.

### **Consistency with Institutional Mission/Institutional Impact**

Consolidating the programming promotes student success and the goals of the Autism Initiative at UVU. The move makes courses, faculty, advising, and internships more accessible for students and streamlines the student and faculty experience.

The current administrative structure that will support the program as follows:

The Director of Autism Studies (existing position) will continue to manage course scheduling, be the Approved Course Sequence liaison with the Behavior Analyst Certification Board, and facilitate the ongoing coordination between the undergraduate autism and special education programs. The Director of Autism Studies will work closely with the Director of Graduate Studies in the SoE to schedule and coordinate the Master's of Education in Applied Behavior Analysis.

Autism Studies and Special Education (currently assigned to the Elementary Education department) programs will be housed under the existing Secondary Education department. To support the increased level of student advisement that will come from moving the Autism Studies Certificate of Proficiency, Minor, and the new Master's in Education emphasis in Applied Behavior Analysis, it is requested that a new advisor position be allocated to handle the approximately 75 new students that will be moving over to SoE. The advisor position could also take on the advisement of the existing Special Education program.

**Finances**

The AUTS program and Special Education are merely shifting and no additional funding is needed for the shift or programs. It is requested that existing operating funds for BESC faculty (i.e., travel and current operating expenses = \$3500/faculty) be shifted to the School of Education beginning July 1, 2017. To support the addition of a new advisor (also requested in School of Ed PBA), \$75,000-\$80,000 is proposed.

**Utah System of Higher Education  
Administrative Unit Change Proposal  
Cover/Signature Page—Abbreviated Template**

**Institution Submitting Request:** Utah Valley University

**Existing Unit Title:** Autism Studies Program

**Sponsoring School, College, or Division:** College of Humanities and Social Science, School of Education

**Sponsoring Academic Department(s) or Unit(s):** Department of Secondary Education

**Proposed Effective Date:** Fall 2017

**Institutional Board of Trustees' Approval Date:**

**Program Type (check all that apply):**

<input type="checkbox"/>	Name Change of Existing Unit
<input type="checkbox"/>	Administrative Unit Restructure (with or without Consolidation)
<input checked="" type="checkbox"/>	Administrative Unit Transfer
<input type="checkbox"/>	Administrative Unit Suspension
<input type="checkbox"/>	Administrative Unit Discontinuation
<input type="checkbox"/>	Reinstatement of Previously Suspended Administrative Unit
<input type="checkbox"/>	Reinstatement of Previously Discontinued Administrative Unit

**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.

Name:

Date:

## **Unit Description—Abbreviated Template**

### **Section I: The Request**

The Autism Studies program in the College of Humanities and Social Sciences at Utah Valley University requests approval to move to under the Department of Secondary Education in the School of Education effective Fall 2017.

### **Section II: Program Proposal**

#### **Administrative Unit Description/Rationale**

Currently autism courses have multiple advisors across departments and colleges, several different people involved in scheduling every semester, and at least two different RTP committees and requirements. Professors are teaching across both colleges in multiple departments and attending meetings, retreats, and events in both colleges.

To create consistency in the academic processes and to better support the student experience, it has been requested that the AUTS Certificate of Proficiency, the AUTS Minor, the Masters in Ed emphasis in ABA, and the BS in Special Education all be housed in the same college, specifically the School of Education. The Autism Studies undergraduate courses will maintain their unique prefix (AUTS) to encourage students from other programs across campus to enroll in the courses. It has also been proposed that the Melisa Nellesen Center for Autism be housed centrally under Academic Affairs (similar to other Centers on campus) to encourage the across campus nature of all programming. In addition, the new Cole Nellesen Building (CNB) is located next to the McKay Education building. The CNB will house classrooms for both the autism studies program and the special education program along with other courses within the School of Education and, when available, to other university needs. It will also house the laboratory/demonstration classrooms where students will be able to do internships and work one on one with children on the autism spectrum.

Existing Model of the AUTS and Special Education program:

Program Location:

Behavioral Science -

1. Autism Studies Certificate of Proficiency
2. Autism Studies Minor

School of Education -

1. Master in Ed, Applied Behavior Analysis
2. Special Education

Faculty Time:

Behavioral Science -

Cardon

Condie

Baffa (60% BESC, 40% SoE)

School of Education -

Wangsgard

Wright

Baffa (40% SoE, 60% BESC)

Proposed Model of Academic Programs –

Program Location:

School of Education -

1. Master in Ed, Applied Behavior Analysis

2. Special Education

3. Autism Studies Certificate of Proficiency

4. Autism Studies Minor

Faculty Time:

School of Education -

Wangsgard (100%)

Wright (100%)

Baffa (100%)

Cardon (100%)

Condie (100%)

The proposed format move to the School of Education is similar to how both the University of Utah and Utah State University support their autism and special education programming.

### **Consistency with Institutional Mission/Institutional Impact**

Consolidating the programming promotes student success and the goals of the Autism Initiative at UVU. The move makes courses, faculty, advising, and internships more accessible for students and streamlines the student and faculty experience.

The current administrative structure that will support the program as follows:

The Director of Autism Studies (existing position) will continue to manage course scheduling, be the Approved Course Sequence liaison with the Behavior Analyst Certification Board, and facilitate the ongoing coordination between the undergraduate autism and special education programs. The Director of Autism Studies will work closely with the Director of Graduate Studies in the SoE to schedule and coordinate the Master's of Education in Applied Behavior Analysis.

Autism Studies and Special Education (currently assigned to the Elementary Education department) programs will be housed under the existing Secondary Education department. To support the increased level of student advisement that will come from moving the Autism Studies Certificate of Proficiency, Minor, and the new Master's in Education emphasis in Applied Behavior Analysis, it is requested that a new advisor position be allocated to handle the approximately 75 new students that will be moving over to SoE. The advisor position could also take on the advisement of the existing Special Education program.



**Finances**

The AUTS program and Special Education are merely shifting and no additional funding is needed for the shift or programs. It is requested that existing operating funds for BESC faculty (i.e., travel and current operating expenses = \$3500/faculty) be shifted to the School of Education beginning July 1, 2017. To support the addition of a new advisor (also requested in School of Ed PBA), \$75,000-\$80,000 is proposed.

**Utah System of Higher Education  
Administrative Unit Change Proposal  
Cover/Signature Page—Abbreviated Template**

**Institution Submitting Request: Utah Valley University**

**Existing Unit Title: College of Aviation and Public Services and College of Science & Health**

**Proposed Unit Title (if applicable): College of Health and Public Services; College of Science**

**Sponsoring School, College, or Division: College of Aviation and Public Services and College of Science & Health**

**Sponsoring Academic Department(s) or Unit(s): Nursing, Dental Hygiene, and Public and Community Health**

**Proposed Effective Date: Summer 2017**

**Institutional Board of Trustees' Approval Date:**

**Program Type (check all that apply):**

<input checked="" type="checkbox"/>	Name Change of Existing Unit
<input checked="" type="checkbox"/>	Administrative Unit Restructure (with or without Consolidation)
<input type="checkbox"/>	Administrative Unit Transfer
<input type="checkbox"/>	Administrative Unit Suspension
<input type="checkbox"/>	Administrative Unit Discontinuation
<input type="checkbox"/>	Reinstatement of Previously Suspended Administrative Unit
<input type="checkbox"/>	Reinstatement of Previously Discontinued Administrative Unit

**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.

Name:

Date:

## Unit Description—Abbreviated Template

### Section I: The Request

The College of Aviation and Public Services and College of Science & Health at Utah Valley University request a restructure to move the Nursing, Dental Hygiene, and Public and Community Health departments and programs from the College of Science & Health to the College of Aviation and Public Services. In addition, the aforementioned colleges request the following name changes: The College of Aviation and Public Services to The College of Health and Public Services and The College of Science & Health to The College of Science. These changes are requested to be effective Summer 2017.

### Section II: Program Proposal

#### Administrative Unit Description/Rationale

Currently, Nursing, Dental Hygiene, and Public and Community Health are in the College of Science & Health (CSH), and other healthcare programs, such as Emergency Medical Technician and Paramedic, are the College of Aviation and Public Services. The purpose of this change is to consolidate health professions in a single college to better meet the expanding demand for students trained in programs that prepare health professionals. Moving these health-related programs to the College of Aviation and Public Services (CAPS) will provide increased support and assistance to help with establishing new healthcare programs in high demand within UVU's service area. Healthcare is one of the fastest growing economic sectors within UVU's service region, and it is essential that UVU provide the programs and structure to meet the employment demands in healthcare.

The current combination of the natural sciences and health sciences in a single college (College of Science & Health) at UVU does not reflect the structure of other USHE institutions where the natural sciences reside in one college and the health sciences in another. Moreover, the College of Science & Health is one of the largest and most complex colleges at Utah Valley University. The projected addition of allied health programs, such as respiratory therapy, radiology, and others, will result in an increased divergence of mission for the health sciences when compared to the natural sciences. Consolidation of healthcare programs through college realignment is essential to redefine and expand the role of health sciences and healthcare programs at the university.

The movement of health related program from CSH to CAPS necessitates the need to change the college names as follows:

<b>Current Name</b>	<b>Proposed Name</b>
College and Science & Health	College of Science
College of Aviation and Public Services	College of Health and Public Services

New Structure and Alignment of departments and programs within those departments:

College of Health and Public Services	College of Science
School of Aviation Science School of Public Services, includes: <ul style="list-style-type: none"> <li>• Emergency Services</li> <li>• Criminal Justice</li> <li>• Utah Fire and Rescue Academy</li> </ul> School of Health (new), includes: <ul style="list-style-type: none"> <li>• Nursing</li> <li>• Public and Community Health</li> <li>• Department of Allied Health (new), includes:               <ul style="list-style-type: none"> <li>○ Dental Hygiene</li> <li>○ New Health programs</li> </ul> </li> </ul>	Biology Chemistry Earth Science Exercise Science and Outdoor Recreation Mathematics Physics

**Consistency with Institutional Mission/Institutional Impact**

The purpose of moving departments from CSH to CAPS is to provide oversight and focused support for allied health programs to meet service area needs. CAPS is a relatively new college and one of the smallest at UVU. With a few additional support positions, CAPS has the capacity to provide support and guidance to help grow needed allied health programs. Faculty and staff positions within current programs will remain intact but will be realigned to CAPS.

As part of the realignment, the following new positions will be established within CAPS:

- Assistant Dean
- Administrative Assistant

As part of the realignment, the following existing position lines will be transferred from CSH to CAPS:

- IT Support Technician

**Finances**

Existing funds within the College of Science & Health associated with the three departments will be transferred to the College of Aviation and Public Services. This transfer will include both directly budgeted funds for departments and a portion of funds allocated centrally from the College of Science & Health to these departments based on the past three years' allocation history. In addition, support funds associated with these programs will also be transferred. The funding line for the IT Support Technician position will be transferred from the College of Science & Health to the College of Aviation and Public Services.

Nominal funding from existing college budgets will be invested to implement name changes on logos, letterhead, and websites.

New appropriated funds will be required for the two new support positions and associated operating expenses. Estimated costs are \$130,000 for the Assistant Dean, and \$59,000 for the administrative assistant for a total of \$189,000. This funding will be requested in the university's standard Planning, Budget, and Assessment process.

**Utah System of Higher Education  
Follow-up Reports  
Cover/Signature Page—Abbreviated Template**

**Institution Submitting Report: Utah Valley University**  
**Program Title: Bachelor of Music in Commercial Music**  
**Sponsoring School, College, or Division: School of the Arts**  
**Sponsoring Academic Department(s) or Unit(s): Department of Music**  
**Classification of Instructional Program Code: 50.0913**  
**Board of Regents' Original Approval Date for Program: 1/25/13**  
**Institutional Board of Trustees' Approval Date for this report: 9/20/12**  
**Program First Offered: Fall 2013**

**Report Type:**

<input checked="" type="checkbox"/>	Three-year Follow-up report of Committee-of-the-Whole action items approved by the Regents
<input type="checkbox"/>	Two-year Follow-up Report of Fast Tracked Certificate

**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.

Name:

Date:

## Unit Description—Abbreviated Template

### Section I: The Request

The Department of Music in the School of the Arts at Utah Valley University submits a follow-up review of the Bachelor of Music in Commercial Music degree program. This program was originally approved by the Board of Regents on January 25, 2013, and the first students were able to declare and be admitted to the program in Fall 2013.

### Section II: Program Report

#### Program Description

The Bachelor of Music in Commercial Music was initiated to provide students with the highest quality education to qualify them for graduate programs and positions in the music industry. It is a specialized professional degree consisting of 70% music-specific coursework, with 47% of that coursework in music media and technology, including recording applications, contemporary music theory, audio, songwriting, film scoring, music career development, marketing, and studio arranging and producing. With a history of strong commitment to technology, UVU now holds an ideal position in the expansion and leadership of commercial music education in Utah. Within USHE, Snow College also offers a bachelor program in commercial music, and Salt Lake Community College offers associate of applied science programs in media music and music recording technology. The programs at Snow College and Salt Lake Community College complement UVU's program and facilitate transfer opportunities for students. Given the expansion of the music media industry, robust opportunities for commercial music education have benefitted interested students in Utah.

#### Enrollment and Revenue Data

Three Year Projection/Program Participation and Department Budget											
	Year Preceding Implement ation	New Program									
		Year 1		Year 2		Year 3		Year 4		Year 5	
		Estimated	Actual	Estimated	Actual	Estimated	Actual	Estimated	Actual	Estimated	Actual
<b>Student Data</b>											
# of Majors in Department	242		234		267		297				
# of Majors in Proposed Program(s)	0	25	38	37	70	48	101				
# of Graduates from Department	16	0	23		22		na				
# of Graduates in New Program(s)	0	0	0	0	0	0	4				
<b>REVENUE—source of funding to cover additional costs generated by proposed program(s)</b>											
	Year Preceding Implement ation	Department Budget									
		Year 1		Year 2				Year 3			
		Estimated	Actual	Estimated	Actual	Estimated	Actual	Estimated	Actual	Estimated	Actual
<b>Student Data</b>											

Internal Reallocation							
Appropriation <i>Total dept budget</i>	1,376,598	1,103,112	1,386,630	1,127,760	1,490,399	1,172,126	na
Special Legislative Appropriation							
Grants and Contracts							
Special Fees							
Tuition							
Differential Tuition (requires Regents approval)							
<i>Other E&amp;G Funds</i>	1,376,598	1,103,112	1,386,630	1,127,760	1,490,399	1,172,126	na
<b>Total Funding</b>							

### **Institutional Analysis of Program to Date**

Enrollment in the Commercial Music degree program has been strong. Fall 2013 had an initial enrollment of 38 Commercial Music majors, followed by 70 in Fall 2014 and 101 in Fall 2015. As of Spring 2016, there have been four Commercial Music degree graduates. The principal challenge of this program is expanding and maintaining up-to-date equipment and software to meet the demands of a growing student base. Thus far, funding for these expenses has come from course fee indexes, PBA requests, and budgets for Repair & Replace and Supplies & Equipment. Classroom and studio space limitations should be resolved with the new Performing Arts facility, which will include a computer lab, an amplified practice room, five production suites, and a recording studio with three isolation sound booths.

### **Employment Information**

Information about UVU's Commercial Music degree graduates is as follows:

- Graduate 1 works as a freelance composer and performs bass in a professional band with bluegrass/country artist Ryan Shupe.
- Graduate 2 has a private guitar studio, posts original songs online, and is currently setting up a recording studio in her home.
- Graduate 3 works as a freelance composer, including writing music for Azevedo Studios Youtube channels.
- Graduate 4 is a full-time employee with WorldStrides Onstage as a Festival Selection Advisor. She works with school music directors in the United States and Canada to plan, organize, and manage Heritage Music Festivals. She also works as a freelance arranger of religious choral music.



**Utah System of Higher Education  
Follow-up Reports  
Cover/Signature Page—Abbreviated Template**

**Institution Submitting Report: Utah Valley University**  
**Program Title: AAS in Theatre for Children and Youth**  
**Sponsoring School, College, or Division: School of the Arts**  
**Sponsoring Academic Department(s) or Unit(s): Department of Theatrical Arts for Stage and Screen**  
**Classification of Instructional Program Code: 50.05002**  
**Board of Regents' Original Approval Date for Program: 3/29/13**  
**Institutional Board of Trustees' Approval Date for this report: 9/20/12**  
**Program First Offered: Fall 2013**

**Report Type:**

<input checked="" type="checkbox"/>	Three-year Follow-up report of Committee-of-the-Whole action items approved by the Regents
<input type="checkbox"/>	Two-year Follow-up Report of Fast Tracked Certificate

**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.

Name:

Date:

## Unit Description—Abbreviated Template

### Section I: The Request

The Department of Theatrical Arts for Stage and Screen in the School of the Arts at Utah Valley University submits a follow-up review. This program was originally approved by the Board of Regents on March 29, 2012 and the first students were able to declare or be admitted to the program in Fall Semester, 2013.

### Section II: Program Report

#### Program Description

The Associate of Applied Science in Theatre for Children and Youth offers a two-year training program to students at Utah Valley University that prepares them to direct, design, and perform in theatre for young audiences and to lead drama workshops in after-school and community settings.

The AAS requirements provide all students with foundation courses in acting, stagecraft, script-writing, theatre with elementary students, creative drama, and theatre design. The elective course and internship requirements allow AAS students to gain deeper experience and training in one or more of those areas, in addition to storytelling and puppetry. The courses are selected in consultation with a faculty advisor to best address students' individual vocational objectives.

Two AAS students have fulfilled internships and three have been hired to co-teach in the Noorda Theatre Summer Camp, sponsored each June by the Noorda Regional Theatre Center for Children and Youth at UVU. The summer camp program serves over 250 children and youth each year, ages five through 18.

All students who graduate from the AAS program receive experience in the Fall or Spring touring productions sponsored by the Noorda Center. These productions are performed for thousands of elementary and secondary school students each semester in and beyond the UVU service region.

While the AAS does not complete all general education requirements for bachelors degrees at UVU, students in the AAS program are able to complete the BA in Theatre Arts or the BS in Theatre Arts Education using courses that were completed for the AAS. This makes it possible for students to leave UVU with two degrees on their resumes, one of them in the specific area of Theatre for Children and Youth.

For Spring Semester 2016, 4 students were officially listed as being enrolled in the AAS program.

#### Enrollment and Revenue Data

In the following table, record the number of students who are enrolled in the program as well as expenses to the institution and revenues generated. Use department or unit numbers as reported in the approved R401 proposal for "Year Preceding Implementation."

Three Year Projection/Program Participation and Department Budget	
Year	New Program

	Preceding Implementation	Year 1		Year 2		Year 3		Year 4		Year 5	
		Estimated	Actual	Estimated	Actual	Estimated	Actual	Estimated	Actual	Estimated	Actual
<b>Student Data</b>											
# of Majors in Department	196		164		199		234				
# of Majors in Proposed Program(s)	0	10	1	20	3	20	4				
# of Graduates from Department	21		15		15		16				
# of Graduates in New Program(s)	0	0	0	10	0	10	1				
<b>REVENUE—source of funding to cover additional costs generated by proposed program(s)</b>											
	Year Preceding Implementation	<b>Department Budget</b>									
		Year 1		Year 2		Year 3					
		Estimated	Actual	Estimated	Actual	Estimated	Actual	Estimated	Actual	Estimated	Actual
<b>Student Data</b>											
Internal Reallocation											
Appropriation <i>Total dept budget</i>	1,533,478	1,362,323	1,586,512	1,386,314	1,616,801	1,387,400	1,633,969				
Special Legislative Appropriation											
Grants and Contracts											
Special Fees											
Tuition											
Differential Tuition (requires Regents approval)											
Other E&G Funds	1,533,478	1,362,323	1,586,512	1,386,314	1,616,801	1,387,400	1,633,969				
<b>Total Funding</b>											

### Institutional Analysis of Program to Date

Provide a statement that summarizes the institution's current analysis of the program's strengths and weaknesses relative to enrollments, staffing, and funding. Describe any actions the institution has taken or will take to respond to any issues with the program.

All of the required courses for the AAS in Theatre for Children and Youth also fulfill requirements for students in the BA Theatre Arts and the BS Theatre Arts Education programs. This helps ensure enrollment in the courses and keeps the department from needing to support classes that serve students in the AAS program alone. It also expedites the completion of a bachelors degree in

theatre arts or theatre arts education after a student has completed an AAS in Theatre for Children and Youth.

Theatre courses included in the AAS requirements are taught by the department's faculty and staff. Dr. John Newman, Director of the Noorda Regional Theatre Center for Children and Youth and Assistant Professor in the Department of Theatrical Arts for Stage and Screen, serves as the faculty advisor for the AAS degree and coordinates with the department's academic advisor, Brianna Larsen. Courses in theatre for children and youth are taught by Dr. Newman as well as qualified adjunct instructors in the specialties of creative drama, elementary school theatre, storytelling, and puppetry.

The Noorda Regional Theatre Center for Children and Youth, which supports the AAS program, has been successful in recruiting students for THEA 2231 in Fall 2014 and Fall 2016, which is required for all AAS students, as well as for THEA 3241: Storytelling and THEA 3251: Puppetry and Mask, courses which are highly recommended to students in the AAS program. The department theatre has secured approval to remove EDEL 2330 Children's Literature from the required courses for the AAS and to renumber and revise the Theatre and Drama for the Elementary School course (originally THEA 3713, now THEA 2200) so that AAS students can be required to take this class instead.

Our current enrollment and graduation numbers are lower than the projections in the original proposal. The School of the Arts has created a recruitment brochure that promotes all of the theatre for children and youth offerings in the Department of Theatrical Arts for Stage and Screen including the AAS degree. Additional recruitment efforts this coming year include creating a supplementary handout for high school students that specifically promotes the AAS. Announcements of theatre for children and youth opportunities for theatre majors are made at the monthly majors meeting. During the coming year, these announcements will be supplemented by monthly activities for those who are enrolled or who have expressed an interest in the AAS degree. The faculty advisor will also begin meeting once a year with the AAS students to review their progress toward graduation. The Noorda Center will be establishing additional partnerships with schools and off-campus theatre to create more internship possibilities for AAS students.

### **Employment Information**

The first graduate of the program is currently using drama in her teaching in a pre-school facility.

# UVU BOARD OF TRUSTEES

December 1, 2016

4 p.m. – SC 213c, Utah Valley University

## Board of Trustee Members Present

Elaine Dalton, Chair  
Karen L. Acerson  
James Clarke  
Birch Eve  
John Gappmayer (phone)  
Anne-Marie W. Lampropoulos (phone)  
Jack Sunderlage  
Jill Taylor  
Duff Thompson (arrived at 5:45pm)

## Guests

Curtis Blair  
Kat Brown

## UVU Regular Attendees

President Matthew S. Holland  
Mark Bracken, Faculty Senate President  
Karen Clemes, General Counsel  
Scott Cooksey, Vice President Development and Alumni  
Shalece Nuttall, PACE President  
Linda Makin, Vice President Planning, Budget and HR  
Cameron Martin, Vice President University Relations  
Jeffery Olson, Senior Vice President Academic Affairs  
Val Peterson, Vice President Finance and Administration  
Kyle Reyes, Special Assistant to the President for Inclusion  
Michelle Taylor, Vice President Student Affairs  
Katie Zabriskie, Assistant Associate

Chair Dalton began the meeting by expressing her awe and congratulations over all that had happened at UVU over the last few weeks, including the Noorda Center for the Performing Arts groundbreaking, the Roots of Knowledge unveiling and Fulton Library naming, and the BYU game. She welcomed former trustee Curtis Blair to the meeting and invited him to speak. Curtis acknowledged his appreciation for the friendships he had formed with the members of the Board and the Cabinet.

## I. ACTION

### 1. Policies

FLSA Policy Bundle - Revision to Policy 325 FLSA Compliance: Exempt/Nonexempt Classifications, Wages, and Work Hours (Temporary Emergency); Suspension of Policy 326 Special Pay for Staff (Temporary Emergency); Revision to Policy 327 Additional Assignments for Full-time Exempt Staff and Executives (Temporary Emergency); Suspension of Policy 328 Responsibility for Scheduling and Reporting Working Hours (Temporary Emergency); and Suspension of Policy 351 Annual Compensation and Benefits Plan (Temporary Emergency) The Trustees were presented with a policy bundle related to FLSA. These policies were in need of updates to reflect current practices and standards of compliance. It was noted that a committee had been tasked with this effort and through their work, it was now being recommended that the five existing policies related to employment be consolidated to two policies – Policy 325 and Policy 327. A synopsis of both policies was offered. The Trustees asked for greater explanation of the recent ruling enjoining the FLSA Compliance laws which were to go into effect December 1. Brief discussion of the issues involved ensued, during which it was noted that UVU's amended policies stand regardless of whether the changes become law. Trustee Sunderlage motioned to approve the FLSA Policy Bundle amendments and deletions. Trustee Clarke seconded. The motion carried without opposition.

Extension of Temporary Emergency of Policy 601 Classroom Management The Trustees were presented with the request to extend the temporary emergency of Policy 601. The temporary emergency will allow the current policy to remain in place as revisions are made in the regular policy process. Kat Brown, Assistant Vice President of Academic Affairs, presented a review of the changes to Policy 601 that are being made as part of the regular policy revision process, among them greater restrictions on syllabi changes and increased student protection for religious beliefs. Trustee Acerson motioned to approve the extension of Temporary Emergency of Policy 601. Trustee Taylor seconded. The motion carried without opposition.

**2. Property Purchase** The Trustees were asked to approve the purchase of the property located at 1222 S. 490 W., Orem, UT 84058, in the amount of \$267,000. This property is contiguous to existing university property near the Alumni House and consistent with the newly approved university master plan. It was noted the seller will continue to reside in the home until their new house is built. Minor discussion ensued about the university's approach to purchasing additional homes in the neighborhood in which the property is located and the planned usage for the

building once vacated. Trustee Sunderlage motioned to approve the purchase of the property at 1222 S. 490 W., Orem, UT 84058. Trustee Eve seconded. The motion carried without opposition.

## II. COMMITTEE REPORTS

**1. Finance and Facilities** Committee Chair Sunderlage noted that the purpose of the Finance and Facilities committee is to advise on policies and practices related to university funds and facilities. He reviewed the agenda of the first meeting, noting that each item prompted thoughtful discussion. Of particular focus were matters of equity and tuition and student fees. Regarding the latter, there is tension between keeping tuition and fees affordable and providing the services and resources that are necessary for serious academic instruction and engaging student life. Trustee Sunderlage indicated that ultimately the goal of the committee is to ensure that UVU remains a financially stable institution.

**2. Honorary Degrees and Awards** Chair Acerson noted that the purpose of the Honorary Degree and Awards committee is to advise on recipients of honorary degrees at commencement and the annual Board of Trustee awards. Regarding the latter, the committee will review the nominations submitted during December and January and from them select a subset to recommend to the full Board for awards. These recommendations will be presented at the February 23 Board meeting. Trustee Acerson explained that the solicitation period for honorary degree nominations had recently ended and the candidates were under review. The recommendations for recipients will be presented at the January 12 Board meeting. Discussion ensued about the selection process and the ability of the Trustees to advocate on behalf of a particular nominee if desired. The tentative date of the Awards Banquet was indicated as March 15.

## III. CONSENT CALENDAR

Trustee Eve motioned to approve the items contained in the consent calendar – the minutes of the October 12 Board meeting, three budget reports, and an investment report. Trustee Taylor seconded. The motion carried without opposition.

## IV. INFORMATION ITEMS

**1. Presidential Report** President Holland presented the Trustees with an update of the university. Acknowledging that the Trustees had been made aware that he was the recipient of the Executive of the Year Award by Education Dive, he began by expressing his appreciation for the individuals who support him in his daily work, the leadership team who is the key to the success of his presidency. Trustee Sunderlage congratulated President Holland on this award and noted that John Hennessey of Stanford was a fellow nominee – it was a testament to the President that he was selected above Hennessey. President Holland indicated that it was a fun time to be at UVU and showed images of press headlines from the creation and unveiling of the Roots of Knowledge windows, the naming of the Ira A. and Mary Lou Fulton Library, and the UVU men's basketball team's defeat of BYU. He noted however that the most gratifying stories are those that center on the mission of the university. President Holland ended his media good news section by showing a clip from Sports Center highlighting the UVU basketball victory. He indicated his thanks for the hard work and dedication of all those who made these achievements possible and his great appreciation for the Trustees who continuously demonstrate their commitment to UVU. The President then transitioned to the academic highlights from the preceding months. He touched on a disturbing letter that was posted in a few locations on UVU's campus following the presidential election and the steps taken to combat its hateful message and assure the campus community of the inclusive, safe space the university provides to all. President Holland commended Trustee Chun in absentia for his leadership at Mountain View High School during the incidence of student violence. Speaking to the need for preparedness in such emergency situations, President Holland reviewed the measures in place at UVU including the written emergency plans, rapid communication methods, and ongoing training for key personnel. The Trustees engaged in thoughtful conversation about continuing to strengthen UVU's ability to respond effectively to emergency situations, balancing free speech with the assurance of a harassment-free environment on campus, the role of faculty in emergency situations, the creation of a climate of inclusion and welcome, and the student conduct program as a means to teach and not simply condemn. President Holland closed by again noting that there was much to be grateful for and to be positive about in the last several months including the approval of the university's Master Plan by the Board of Regents and the welcome response it received from the Orem City Council.

**2. Foundation Report** Trustee Clarke provided the Trustees with a report on the UVU Foundation. He began by sharing his own experience at the UVU-BYU game. He then reviewed some of the most significant fundraising success in the last year, including the Nellesen Autism building and the programmatic endowment, the NUVI Basketball Practice Facility, and the Roots of Knowledge windows. And, he expressed his excitement over the groundbreaking that morning for the Noorda Center for the Performing Arts. Trustee Clarke reflected on the support that has been given for STEAM education both from donors and the legislature as well as the growing support for a new Woodbury School of Business building. He then spoke of Ira Fulton and the adventure it has been to increase his engagement with the university, particularly surrounding the Roots of Knowledge. He indicated his great appreciation for Scott Cooksey's leadership in shepherding this relationship and noted that he is honored to have Scott serving as the VP for Development. Trustee Clarke then spoke to the Foundation's investment strategy. He noted that Bloomberg would shortly be releasing a story about the financial picture of both UVU and the Foundation. He noted that for the fiscal year ending June 2016, the Foundation held \$72.6 million. Returns are solid particularly given that a third of the funds are held in cash, and alternative investments are being pursued more robustly. He noted that the cash reserves are necessary for immediate expenses related to the Nellesen Autism building and the Noorda Center. Trustee Clarke attributed the growth and success of UVU in recent years to the leadership of the university and pointed to President Holland as an example of the power of cause in leadership. He concluded with the assertion that the mission and cause of UVU will outlast the buildings and it is the mission and focus on cause that will drive UVU into a bright future.

Trustee Acerson motioned to adjourn. The motion carried.



**CASH AND INVESTMENT  
REPORT  
October 2016**



# Monthly Composite Performance Review

## UTAH VALLEY UNIVERSITY

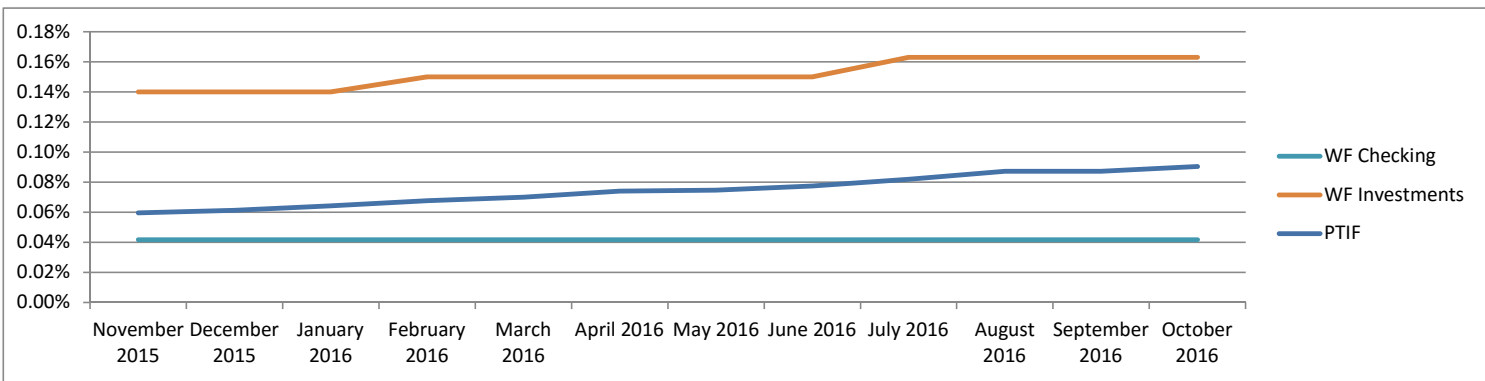
### October 2016



Account Activity	Checking/Sweep	Investments	PTIF	Total University Cash and Investments	Past Twelve Months of Activity
Beginning Balance	\$ 14,866,746	\$ 53,844,120	\$ 102,224,294	\$ 170,935,160	\$ 147,066,599
Interest/Earnings Credit	6,171	70,965	94,369	171,505	1,718,511
Acquisitions/Credits	-	2,000,000	6,659,200	8,659,200	582,224,247
Dispositions/Debits	(1,144,495)	-	(20,000,000)	(21,144,495)	(561,483,615)
Unrecognized Gain/Loss	-	14,415	-	14,415	201,871
Fees	(6,171)	-	-	(6,171)	(87,117)
Transfers *	-	(70,965)	(1,309,579)	(1,380,544)	(12,391,426)
Ending Balance	\$ 13,722,251	\$ 55,858,535	\$ 87,668,284	\$ 157,249,070	\$ 157,249,070

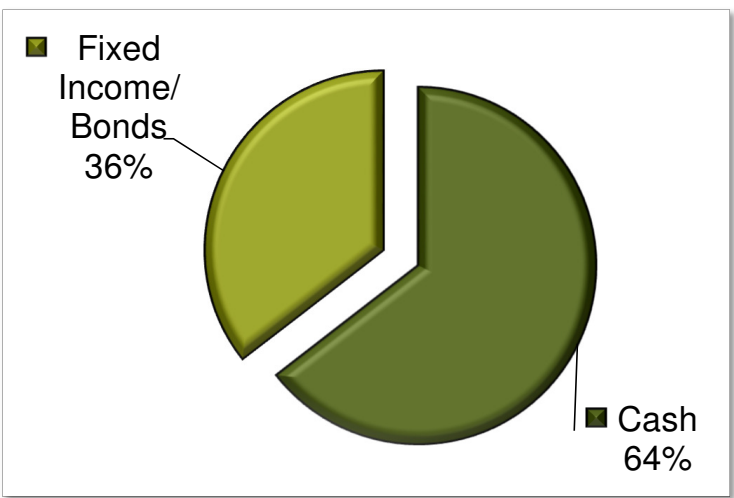
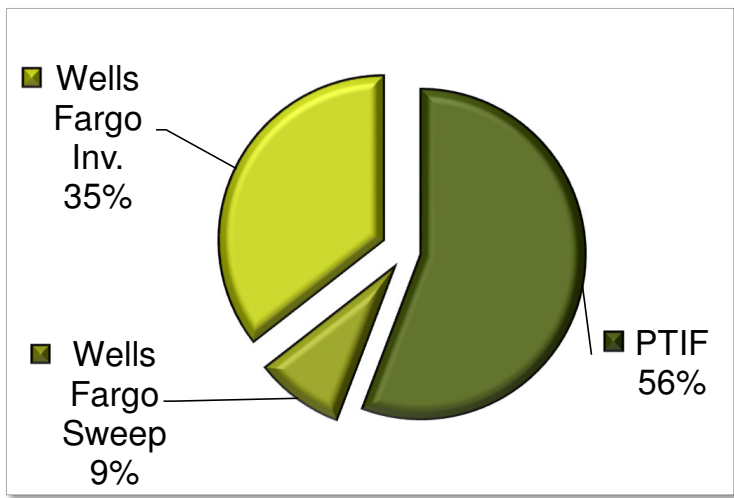
\* Transfers consist of activity between the UVU and the Foundation and interest transferred to UVU.

Performance Returns	Wells Fargo Checking/Sweep	Wells Fargo Investments	PTIF
November 2015	0.04%	0.14%	0.06%
December 2015	0.04%	0.14%	0.06%
January 2016	0.04%	0.14%	0.06%
February 2016	0.04%	0.15%	0.07%
March 2016	0.04%	0.15%	0.07%
April 2016	0.04%	0.15%	0.07%
May 2016	0.04%	0.15%	0.07%
June 2016	0.04%	0.15%	0.08%
July 2016	0.04%	0.16%	0.08%
August 2016	0.04%	0.16%	0.09%
September 2016	0.04%	0.16%	0.09%
October 2016	0.04%	0.16%	0.09%
Monthly Average	0.04%	0.15%	0.07%
12 Month Return	0.50%	1.82%	0.90%



UVU Cash and Investments as a Percent of Total

UVU Cash and Investments Investments by Type



# Monthly Composite Performance Review

## UVU Foundation

### October 2016



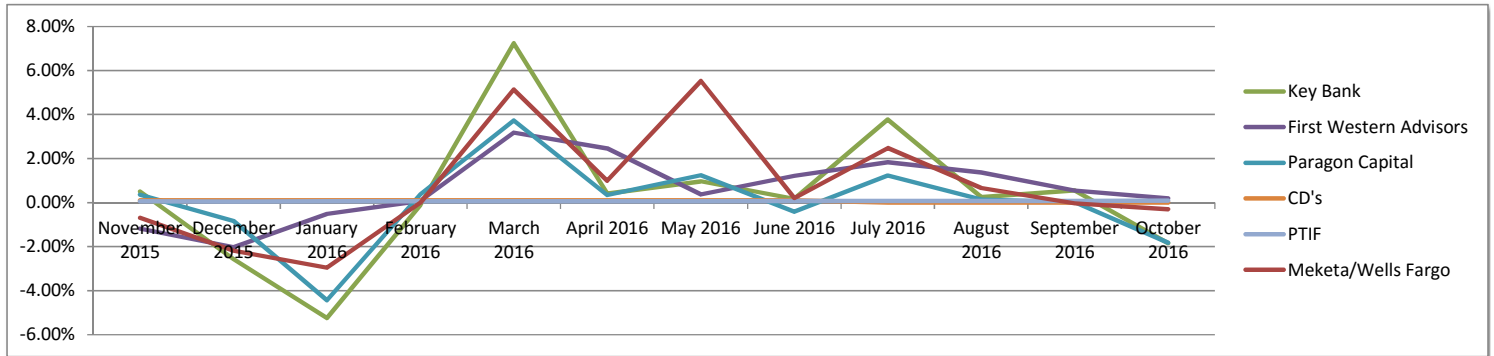
#### Account Activity

	Unrestricted	Temporarily Restricted	Permanently Restricted - Endowments	Total Foundation Investments	Past Twelve Months of Activity	Notes Due From University FY16
Beginning Market Value	\$ 8,184,961	\$ 30,899,379	\$ 21,848,966	\$ 60,933,306	\$ 47,697,142	Beginning Balance \$ 9,593,205
Interest	7,221	17,881	4,777	29,879	573,019	Additional Notes -
Acquisitions	8,808	3,093	65,992	77,893	22,267,731	Principal Received (117,408)
Dispositions	(18,519)	(1,103)	(56,751)	(76,373)	(22,153,000)	Ending Balance \$ 9,475,797
Gain/Loss Rec & Unrec	(12,770)	(92,923)	(147,997)	(253,690)	2,118,144	Interest Received \$ 114,418
Fees	(997)	-	(4,385)	(5,382)	(92,589)	Rate 5.6%
Transfers *	16,256	1,154,958	138,365	1,309,579	11,604,765	
Ending Market Value	\$ 8,184,960	\$ 31,981,285	\$ 21,848,967	\$ 62,015,212	\$ 62,015,212	

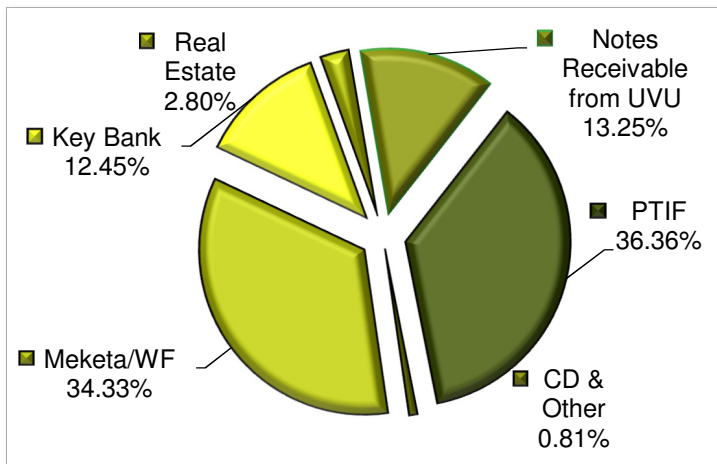
\* Transfers consist of activity between money market accounts and other investment accounts as well activity between the University and the Foundation.

#### Performance Returns

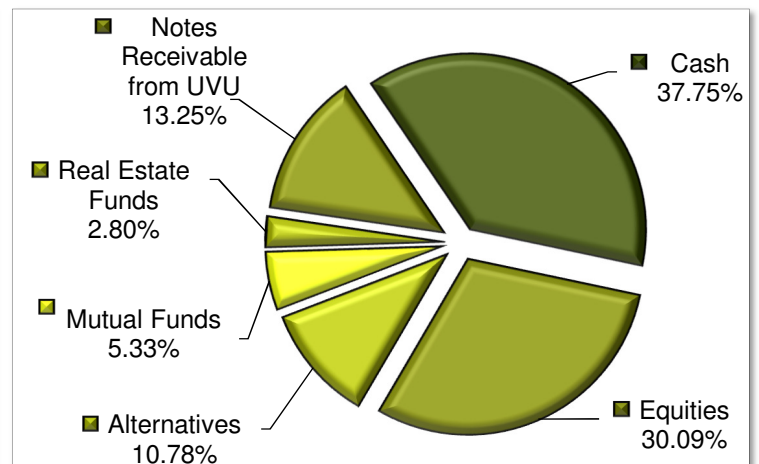
	Key Bank	First Western Advisors	Paragon Capital	Meketa/Wells Fargo	CD's	PTIF
November 2015	0.50%	-1.18%	0.36%	-0.69%	0.10%	0.06%
December 2015	-2.56%	-2.02%	-0.83%	-2.19%	0.10%	0.06%
January 2016	-5.24%	-0.51%	-4.44%	-2.96%	0.10%	0.06%
February 2016	-0.11%	0.09%	0.38%	0.00%	0.10%	0.06%
March 2016	7.24%	3.18%	3.73%	5.14%	0.10%	0.07%
April 2016	0.41%	2.47%	0.34%	1.00%	0.10%	0.07%
May 2016	0.97%	0.38%	1.24%	5.53%	0.10%	0.07%
June 2016	0.17%	1.21%	-0.41%	0.22%	0.10%	0.07%
July 2016	3.77%	1.84%	1.23%	2.48%	0.00%	0.08%
August 2016	0.26%	1.37%	0.15%	0.67%	0.00%	0.08%
September 2016	0.56%	0.55%	0.02%	-0.04%	0.00%	0.09%
October 2016	-1.84%	0.20%	-1.82%	-0.29%	0.00%	0.09%
Monthly Average	0.35%	0.63%	0.00%	0.74%	0.07%	0.07%
12 Month Return	3.84%	7.58%	-0.06%	8.61%	0.80%	0.86%



UVU Foundation Investments as a Percent of Total



UVU Foundation Investments by Type





**CASH AND INVESTMENT  
REPORT  
November 2016**

# Monthly Composite Performance Review

## UTAH VALLEY UNIVERSITY

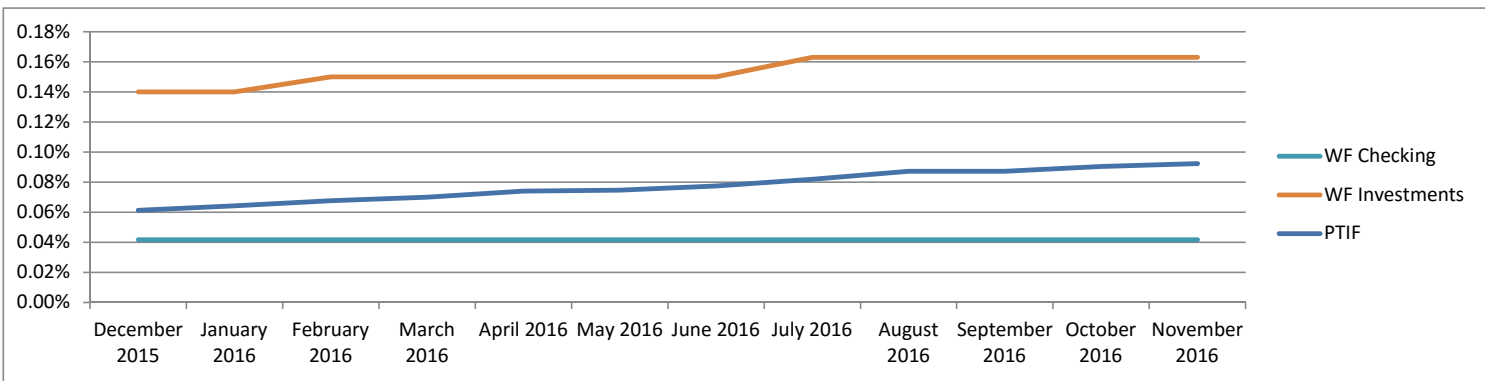
### November 2016



Account Activity	Checking/Sweep	Investments	PTIF	Total University Cash and Investments	Past Twelve Months of Activity
Beginning Balance	\$ 13,722,251	\$ 55,858,535	\$ 87,668,284	\$ 157,249,070	\$ 141,308,406
Interest/Earnings Credit	5,667	62,233	82,431	150,331	1,767,310
Acquisitions/Credits	1,112,770	-	7,016,562	8,129,332	535,722,853
Dispositions/Debits	-	(3,500,000)	(14,000,000)	(17,500,000)	(518,751,531)
Unrecognized Gain/Loss	-	19,765	-	19,765	257,340
Fees	(5,667)	-	-	(5,667)	(86,581)
Transfers *	-	(62,233)	389,731	327,498	(11,847,469)
Ending Balance	\$ 14,835,021	\$ 52,378,300	\$ 81,157,008	\$ 148,370,329	\$ 148,370,329

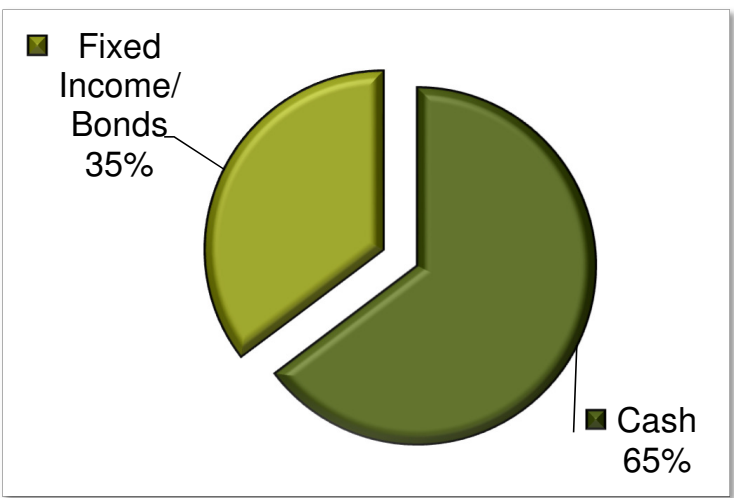
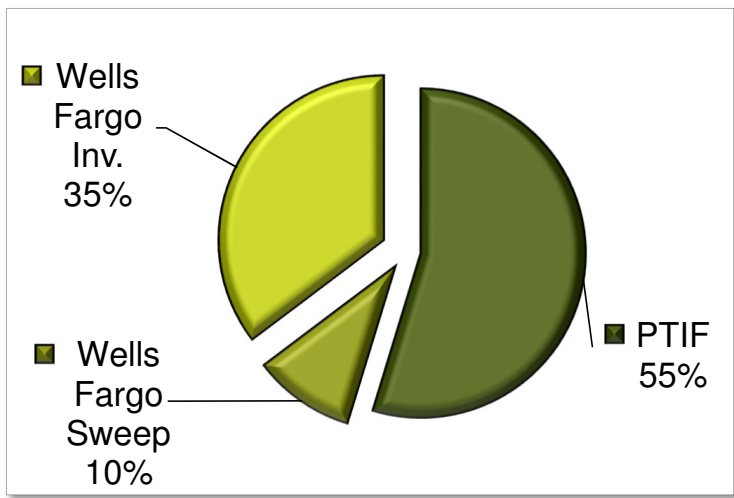
\* Transfers consist of activity between the UVU and the Foundation and interest transferred to UVU.

Performance Returns	Wells Fargo Checking/Sweep	Wells Fargo Investments	PTIF
December 2015	0.04%	0.14%	0.06%
January 2016	0.04%	0.14%	0.06%
February 2016	0.04%	0.15%	0.07%
March 2016	0.04%	0.15%	0.07%
April 2016	0.04%	0.15%	0.07%
May 2016	0.04%	0.15%	0.07%
June 2016	0.04%	0.15%	0.08%
July 2016	0.04%	0.16%	0.08%
August 2016	0.04%	0.16%	0.09%
September 2016	0.04%	0.16%	0.09%
October 2016	0.04%	0.16%	0.09%
November 2016	0.04%	0.16%	0.09%
Monthly Average	0.04%	0.15%	0.08%
12 Month Return	0.50%	1.85%	0.93%



UVU Cash and Investments as a Percent of Total

UVU Cash and Investments Investments by Type



# Monthly Composite Performance Review

## UVU Foundation

### November 2016



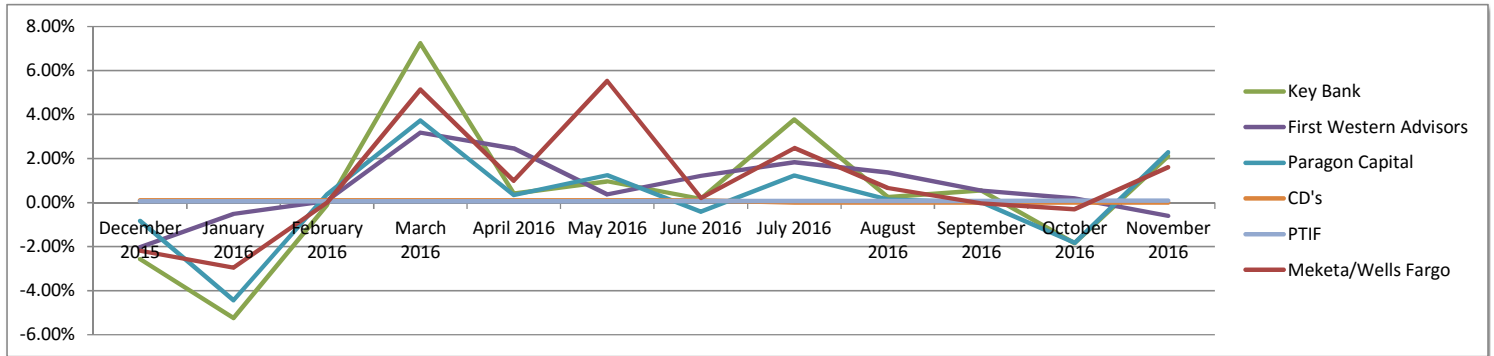
#### Account Activity

	Unrestricted	Temporarily Restricted	Permanently Restricted - Endowments	Total Foundation Investments	Past Twelve Months of Activity	Notes Due From University FY16
Beginning Market Value	\$ 8,184,961	\$ 31,981,285	\$ 21,848,966	\$ 62,015,212	\$ 47,770,627	Beginning Balance \$ 9,593,205
Interest	6,978	19,445	4,044	30,467	591,534	Additional Notes -
Acquisitions	87,994	423,793	827,434	1,339,221	22,244,461	Principal Received (117,408)
Dispositions	(71,994)	(795,872)	(1,188,442)	(2,056,308)	(22,849,654)	Ending Balance \$ 9,475,797
Gain/Loss Rec & Unrec	31,895	223,399	337,803	593,097	2,812,078	Interest Received \$ 114,418
Fees	(4,817)	(1,203)	(9,828)	(15,848)	(93,332)	Rate 5.6%
Transfers *	(50,056)	(368,664)	28,989	(389,731)	11,040,396	
Ending Market Value	\$ 8,184,961	\$ 31,482,183	\$ 21,848,966	\$ 61,516,110	\$ 61,516,110	

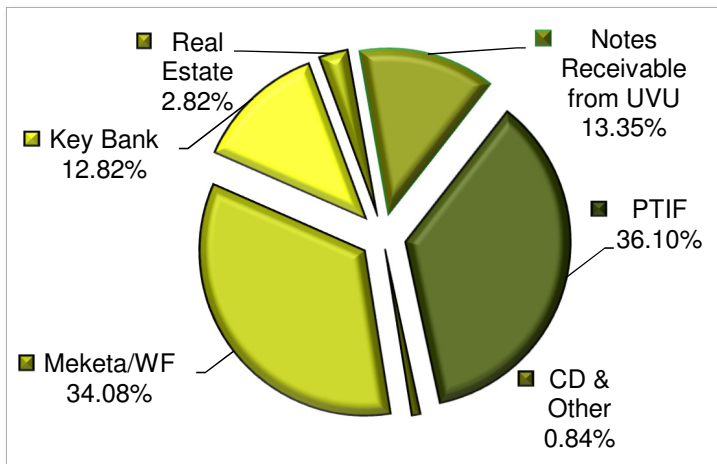
\* Transfers consist of activity between money market accounts and other investment accounts as well activity between the University and the Foundation.

#### Performance Returns

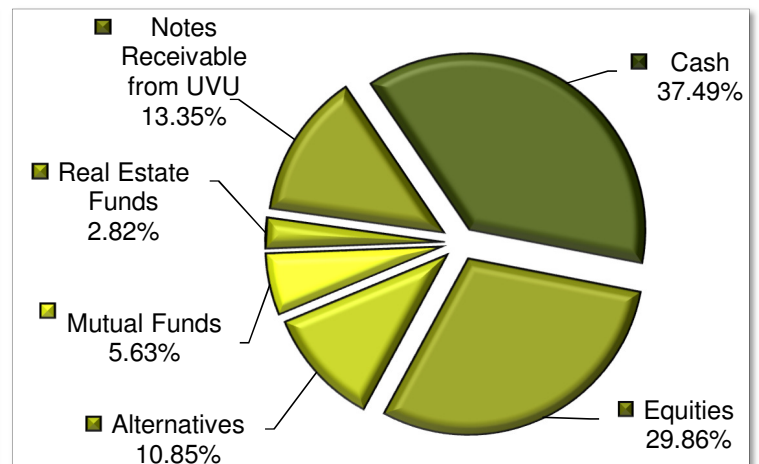
	Key Bank	First Western Advisors	Paragon Capital	Meketa/Wells Fargo	CD's	PTIF
December 2015	-2.56%	-2.02%	-0.83%	-2.19%	0.10%	0.06%
January 2016	-5.24%	-0.51%	-4.44%	-2.96%	0.10%	0.06%
February 2016	-0.11%	0.09%	0.38%	0.00%	0.10%	0.06%
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October 2016	-1.84%	0.20%	-1.82%	-0.29%	0.00%	0.09%
November 2016	2.11%	-0.60%	2.30%	1.61%	0.00%	0.09%
Monthly Average	0.48%	0.68%	0.16%	0.93%	0.06%	0.08%
12 Month Return	5.34%	8.15%	1.88%	10.92%	0.70%	0.90%



UVU Foundation Investments as a Percent of Total



UVU Foundation Investments by Type





# National Conference on Trusteeship

April 2-4, 2017

[← PREVIOUS EVENT](#)


[NEXT EVENT >](#)

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## 2017 National Conference on Trusteeship

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APRIL 2 - 4, 2017  
DALLAS, TEXAS



## LOCATION

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The 2017 National Conference on Trusteeship will be held at the Hilton Anatole in Dallas, Texas.

Room rate: \$199/night

Room rate cut-off date: 03/09/2017

**Hilton Anatole**

**2201 North Stemmons Freeway**

**Dallas, Texas 75207**

**214-748-1200**

## HOTEL

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AGB has reserved a block of rooms at the **Hilton Anatole** to accommodate National Conference and Workshop attendees. Instructions for making reservations will be available at the completion of the registration process.

## DIRECTIONS

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Two airports serve the Hilton Anatole:

- Dallas/Fort Worth International Airport (DFW)  
International Pkwy, DFW Airport, TX 75261  
*(17 miles from hotel)*

- Dallas Love Field Airport (DAL)  
8008 Herb Kelleher Way, Dallas, TX 75235  
*(5 miles from hotel)*

PARKING AT THE HILTON ANATOLE

- Self-park - \$19 + tax/day
- Valet - \$29 + tax/day

Hotel directions can be found here: <http://www3.hilton.com/en/hotels/texas/hilton-anatole-DFWANHH/maps-directions/index.html>.

# AGENDA

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## National Conference on Trusteeship

### Sunday, April 2, 2017

4:00 PM - 4:30 PM	<b>Welcome and Announcement of Nason Award Recipients</b>
4:30 PM - 6:00 PM	<b>Opening Plenary: Innovative Practice for Challenging Times</b> Mounting concern about cost and increasing public skepticism pressure colleges and universities to rethink their business and delivery models to provide affordable, accessible education. Panelists will address the primary challenges we face and the need for boards and chief executives to work smartly and collaboratively toward a stronger financial future. Moderated by Claudio Sanchez, education correspondent for NPR.
6:00 PM - 7:00 PM	<b>Opening Reception</b>

### Monday, April 3, 2017

7:30 AM - 8:30 AM	<b>Breakfast</b>
8:45 AM - 10:00 AM	<b>Plenary: Politics, the Economy, and Future Trends: What to Expect in 2017-2020</b> Forecast: A turbulent 2017 and beyond? A new president and Congress, Brexit, and economic headwinds warn serious change is afoot. Publisher of Forbes magazine, Rich Karlgaard, will deliver an expert view of the intersection of politics and the economy. An award-winning entrepreneur, private investor, and board director, Karlgaard brings a unique perspective on trends shaping business and economic climates.
10:15 AM - 11:00 AM	<b>Higher Education in 10 Years: The Future through the Innovator's Lens</b> In these sessions, thought leaders from industries that support higher education will discuss where they see the higher education market going in 10 years and how they are innovating to meet the future needs of institutions and the students they serve.
11:15 AM - 11:45 AM	<b>Expert Briefings</b> Modeled on TED Talks, these 30-minute sessions provide intensive focus on specific issues that are important to higher education leaders.
12:00 PM - 1:30 PM	<b>Luncheon Plenary: Rising to the Challenge of Innovation and Success for All Students</b> Colleges and universities hope to create inclusive environments that inspire the next generation of scholars, thinkers, and leaders. Freeman Hrabowski, president of the University of Maryland, Baltimore County, has spent a quarter-century motivating students and leading change. Hrabowski will deliver a stirring vision of a future forged by our choices today that create consequential change and advance higher education.
1:45 PM - 3:00 PM	<b>An Essential Institutional Asset: Shared Governance</b> In a time of significant challenges to higher education, shared governance should be an essential institutional asset. But as AGB research shows, many of the parties involved know too little about each other's work to value one another's contributions in an informed way. Where are the major sticking points and what are some ways in



which institutions are improving shared-governance processes for institutional success? With support from the Teagle Foundation, AGB recently conducted a multi-phase research initiative to identify key issues within shared governance and compiled examples as to how some institutions are working to strengthen it . This session will provide an overview of research findings, as well as discussion of select cases of institutional improvements to shared-governance processes.

1:45 PM - 3:00 PM

**Concurrent Session I**

1:45 PM - 3:00 PM

**Embracing the 'Internet of Things' on Campus: How Much Is Too Much?**

Tweets, hashtags, and snapchats aren't just "those things that kids use" anymore—they're part of the daily lexicon. Students need to be prepared for jobs that haven't been created and in fields that don't even exist yet. Institutional leaders need to embrace the rapidly changing nature of the "Internet of Things" or risk graduating unprepared members of the workforce. But not all technologies are created equal. This session will help participants ask the right questions about how institutions can stay at the forefront of ed-tech innovation without deviating from the institution's core mission. It will also focus on how to better engage tech-savvy board members to help manage risk associated with incorporating disruptive technology.

1:45 PM - 3:00 PM

**Evolving Student Health Needs and What Campuses Are Doing to Respond**

Students are arriving on campus with an increasingly complex set of health and learning-support needs, and institutions are challenged to respond in an appropriate yet cost-effective manner. Additionally, the Affordable Care Act in 2010 launched several stipulations that affect how colleges and universities respond to student-health needs. Many institutions have since made dramatic changes to their student-insurance options, the structure and functioning of their health and counseling centers, and their related student-educational and support services. It is vital that trustees understand the institution's legal obligation regarding student health, the breadth and depth of needs presented by today's students, and the board's legal and fiduciary duty to ensure that students (and their peers) are able to succeed in their academic pursuits.

1:45 PM - 3:00 PM

**High-Impact Undergraduate Experiences Linked to Career Success and Wellbeing**

Much has been written about "high-impact" practices in higher education and their relationship to student learning and engagement in the curricular and co-curricular experience. At the same time, higher education leaders are increasingly concerned about perceived return on investment and the extent to which aspects of the campus experience prepare students for post-graduate outcomes, including career success, community involvement , and general well-being. Improving graduate outcomes starts with measuring a new set of metrics—behavioral economics—in higher education. Learn why this coming data revolution will re-shape higher education and find out what board members need to know about how institutions are best preparing students for success.

1:45 PM - 3:00 PM

**What is "Affordable"? Pricing, Debt Burden, and Perceptions of ROI in Undergraduate Education**

Policymakers, prospective students and their families, and the general public seem united in a belief that college costs too much, yet there is no consensus on what exactly is "affordable." Affordability is a relative concept rooted in beliefs about who should pay for college, how much they should pay, and how costs should be shared. Beyond questions of "who" and "how much" are questions of up-front price and costs upon graduation. This session will address question such as: What price is too much? How much loan debt is too much? At what point do students and families decide that the total price isn't worth the benefit they will receive from the degree? How do boards

make determinations about pricing, discount rates, debt burden, and return on investment in the midst of intense market competition and the growing chorus of voices about the decreasing affordability of college?

3:15 PM - 4:00 PM

**Idea Exchanges**

Led by individuals with subject-matter expertise, these focused discussions provide an opportunity for participants to ask questions, make suggestions, and share promising practices to improve governance or some element of institutional operations.

4:15 PM - 5:15 PM

**Plenary: Federal and State Policy Issues: What to Expect in a Time of Change?**

A new administration and Congress, as well as new state legislatures and governors, will likely escalate changes in higher education policy. Policy experts will advise you on federal issues such as HEA reauthorization, unionization, overtime regulations, Title IX/CASA, and tax policy. Panelists will also address trends in state policies and practices, governance, and student financial aid.

**Tuesday, April 4, 2017**

7:00 AM - 8:00 AM

**Breakfast and Peer Networking**

8:15 AM - 8:45 AM

**Expert Briefings**

Modeled on TED Talks, these 30-minute sessions provide intensive focus on specific issues that are important to higher education leaders.

9:00 AM - 10:15 AM

**Plenary: Leveraging Trustee Experience to Drive Innovation**

As legal fiduciaries, governing board members are the bridge between their institutions and the public. This unique relationship positions them to address public concerns while leveraging their business acumen and insight into lasting change for the institutions they serve. In this session, senior-level executives and entrepreneurs who serve as governing board members will talk about innovation within their industries and how an inventive culture empowers institutional sustainability.

10:45 AM - 12:00 PM

**Accreditation and Innovation: Synergistic or Antagonistic?**

Accreditation is an external-review process to assess and affirm that an institution is offering a quality product—upholding its promises and fulfilling its avowed mission and charitable purpose. Accreditation is also a highly contentious public policy issue, as policymakers question whether the process is working the way it is intended. Policymakers and board members have asked: Are the “peers” involved in the peer-review process willing to hold each other accountable? Is accreditation structured to be too soft on institutions that are struggling or failing? Does the accreditation process impede the innovation and prudent risk taking that enables institutions to remain viable in a competitive market? This session will address accreditation as a lever of opportunity for high-performing boards in encouraging innovation for the development and launch of new programs, improved institutional effectiveness, and advancing academic quality.

10:45 AM - 12:00 PM

**Concurrent Session II**

10:45 AM - 12:00 PM

**Governing Boards and Auxiliary Entities: Best Practices for Optimizing Relationships**

Contemporary colleges and universities are more like solar systems than planets, encompassing multiple affiliated entities that might include medical centers, research parks, athletic organizations, fundraising foundations, and alumni associations. As colleges and universities adapt their business models to a new marketplace reality, many are looking to public-private partnerships and various entrepreneurial ventures as a way of enhancing efficiency and

growing revenue, leading in turn to the creation of additional auxiliaries and subsidiaries. Falling outside the core academic mission, the significant potential for risk stemming from the activities of affiliates may also fall off boards' radar screens. This session outlines questions boards should be asking and policies they should put in place to ensure fulfillment of their fiduciary duty to understand the complex components of their institutions and mitigate the potential for reputational, legal, and financial risk.

10:45 AM - 12:00 PM **Improving the 'Preparation Gap' to Advance Student Success**

College readiness has long been a hot-button topic for higher education, so why is it still a problem? Many institutions grapple with how to expand enrollment while ensuring that students are prepared to succeed. Several national and state efforts have been implemented to help, yet improving college readiness seems to be an intractable problem. In particular, low-income and minority students tend to be the least prepared for making the jump from high school to higher education. This session will discuss the "preparation gap" that many of these students face as they transition into higher education, and what boards and institutional leadership can do to support them—not only in their initial transition, but also once they are established on campus.

10:45 AM - 12:00 PM **Liberal Arts vs. Professional Preparation: Conflict or Congruence?**

Growing public and policymaker interest in the immediate financial pay-off of a college degree has brought a simmering, long-standing argument to a boil: Should undergraduate education provide a broad distribution of courses that expose students to different ways of thinking and problem solving, or should it aim to develop in them a more focused set of skills for clear and direct vocational paths? Or are simultaneous pathways possible? At a time when students and families are increasingly nervous about the cost of attendance and students' ability to make loan payments, it is incumbent upon governing boards to affirm institutional purpose, mission, and strategy with regard to educational goals and graduate outcomes. This session will help participants place the philosophical and practical arguments in context to better understand different perspectives on the matter and to frame similar introspection and robust conversation on campus.