



Board of Trustees Meeting Agenda

Friday, January 27, 2017

Zion Room, Holland Centennial Commons

- ~ General Session - 8:00 a.m.*
- ~ Executive Session - 8:01 a.m.*
- ~ General Session - 9:00 a.m.*
- ~ Luncheon for All Meeting Attendees - 12:00 p.m.*

DIXIE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING

MEETING SCHEDULE

Thursday, January 26, 2017

BOARD OF TRUSTEES DINNER (TRUSTEES AND INVITED GUESTS) @ 6:00 PM
AT THE ALUMNI HOUSE, FEATURING PRESENTATIONS BY PAUL MORRIS, SARAH RAMAKER, TRAVIS ROSENBERG, AND JORDAN SHARP

Friday, January 27, 2017

BOARD OF TRUSTEES MEETING
IN THE ZION ROOM, HOLLAND CENTENNIAL COMMONS BUILDING

8:00 AM – GENERAL SESSION

8:01 AM – EXECUTIVE SESSION (TRUSTEES)

9:00 AM – GENERAL SESSION (ALL MEETING ATTENDEES)

12:00 PM – BOARD OF TRUSTEES LUNCHEON IN THE ZION ROOM (ALL MEETING ATTENDEES)
PRESENTATION BY DEAN JEFFERY JARVIS, MERRILL OSMOND, AND JUSTIN OSMOND REGARDING:
THE OSMOND CENTER FOR ARTS PRODUCTION

AGENDA

[*\[Link to Bookmark\]](#)

- I. GENERAL SESSION (8:00 AM)
- II. EXECUTIVE SESSION [8:01 AM]
- III. GENERAL SESSION [9:00 AM] – WELCOME (Chair David L. Clark)
 - A. Russell C. Feller – New Trustee, and Alumni Association President
 - B. Luis Arevalo – Director of Global Education
 - C. Theresa Bondad – Assistant to the President
 - D. Tiffany Draper – Interim Coordinator of New Student Orientation
 - E. Chris Gifford – New Director of Hurricane Center
 - F. Dr. Jim Haendiges – Faculty Senate President
 - G. Ryan Hobbs – Director of Distance and Digital Learning
 - H. Katie Kamachi – Interim Director of Student Success
 - I. Michelle McDermott – Faculty Senate President-elect
 - J. Jay Sorensen – Assistant Director of Student Success
 - K. David Zielke – Interim Dean of Library Services
 - L. Representative from the Dixie Applied Technology College
 - M. Representatives of the Press and other visitors
- IV. PRESENTATION
 - A. “Online & Digital Learning” (Ryan Hobbs)
 - B. “DixiePrep” (Sylvia Bradshaw)
 - C. “Overview of Policy Amendment Process” (Sylvia Bradshaw/Susan Ertel)

- V. **PRESIDENT’S REPORT (President Richard B. Williams)**

- VI. **REPORTS**
 - A. **Classified Staff Association (Robyn Whipple)**
 - B. **Exempt Staff Association (Katie Armstrong)**
 - C. **Faculty Senate (Jim Haendiges/Michelle McDermott)**

- VII. **BOARD OF TRUSTEES COMMITTEE REPORTS**
 - A. **Executive Committee – David Clark/Julie Beck/Gail Smith**
 - B. **Academic Committee – Julie Beck/Larry Bergeson/Sarah Ramaker/Gail Smith**
 - C. **Audit Committee – David Clark/Julie Beck/Russ Feller**
***State Auditor’s Annual Financial Report of Dixie State University for the Year Ended June 30, 2016 (David Clark/Scott Talbot)**
 - D. **Finance/Investment Committee – Larry Bergeson/David Clark/Thomas Wright**
 - E. **Government Affairs Committee – Thomas Wright/David Clark/Jon Pike**
 - F. **Honoree Selection Committee – Elisabeth Bingham/Julie Beck/David Clark/Sarah Ramaker/Gail Smith**
 - G. **Policy Committee – Christina Durham/Elisabeth Bingham/Gail Smith**
 - H. **DXATC Representative – Jon Pike**
 - I. **National Advisory Council (NAC) Representatives – Elisabeth Bingham/Christina Durham/Gail Smith**

- VIII. **BOARD OF TRUSTEES ITEM**
 - A. **Swearing in of new Trustee Russell C. Feller**

- IX. **ACTION ITEMS (Chair Clark)**
 - A. **Approval of Minutes (Chair Clark)**
 - ***Friday, November 4, 2016**

 - B. **Academic Affairs (Michael Lacourse)**
 - ***Approval of Intermediate Review/Continued Probationary Status; Rank Advancement; Tenure; and Post-Probation Review**

 - **Academic Program Proposals (Michael Lacourse/David Wade)**
 - ✓ ***Department of Health Care Diagnostics and Therapeutics**
 - ✓ ***BFA in Art**
 - ✓ ***Broadcasting Emphasis in Media Studies Degree**
 - ✓ ***Entrepreneurship Certificate**
 - ✓ ***Graphic Design Minor**
 - ✓ ***Photography Minor**
 - ✓ ***BS Information Systems & Data Analytics**
 - ✓ ***Technology, Innovation and Entrepreneurship (TIE) Center**
 - ✓ ***Medical Laboratory Sciences (MLS) Restructure**

C. **Administrative Affairs** (Paul Morris)

▪ **Reports:**

- ✓ *2016-17 Budget Report (Paul Morris/Bryant Flake)
- ✓ *Investment Report (Scott Talbot/Cheri Capps)
- ✓ *Donation Report (Ken Beazer)

D. **Human Resources** (Travis Rosenberg)

- *Request for Phased Retirement – John Lounsbury, Assistant Professor of English
- *Ratification of New Faculty

E. **Policies** (Doajo Hicks/Travis Rosenberg/Jim Haendiges)

- *Policy 159 Sex Offender and Violent Felony Admission (Doajo Hicks)
- *Policy 328 Athletic Staffing (Travis Rosenberg)
- *Policy 641 Retention, Promotion & Tenure (Jim Haendiges)
- *Policy 642 Faculty Evaluations (Jim Haendiges)

X. **CONCLUDING REMARKS** (Chair Clark)

XI. **BOARD OF TRUSTEES LUNCHEON IN ZION ROOM WITH PRESENTATION BY DEAN JEFFERY JARVIS, MERRILL OSMOND, AND JUSTIN OSMOND REGARDING: THE OSMOND CENTER FOR ARTS PRODUCTION (12:00 PM)**

XII. **NEXT BOARD OF TRUSTEES DINNER – THURSDAY, MARCH 9 @ 6PM, WILLIAMS' HOME
NEXT BOARD OF TRUSTEES MEETING – FRIDAY, MARCH 10 @ 8AM, ZION ROOM**

XIII. **CALENDAR OF UPCOMING MEETINGS AND EVENTS**

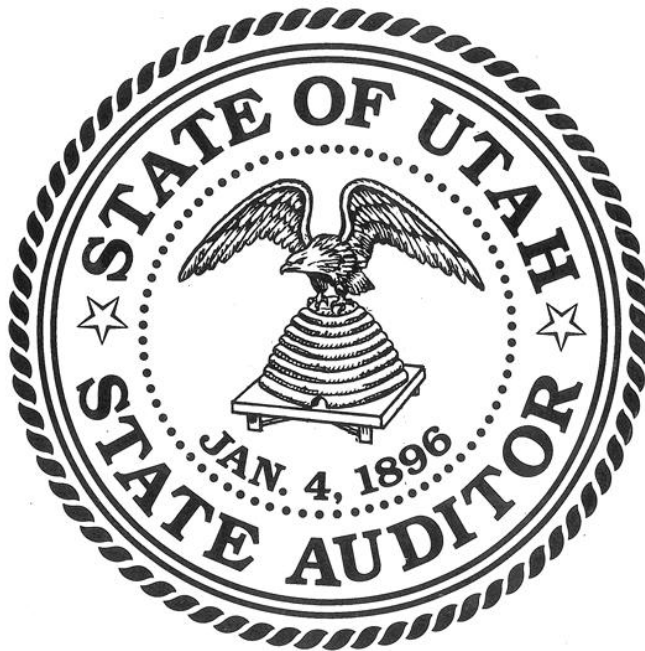
- *Utah State Legislative Session* – January 23 through March 9, 2017
- *Alumni Board Meeting* – Monday, February 6 @ 12PM, Alumni House
- *Dixie Foundation Board Meeting* – Monday, February 6 @ 4PM, Alumni House
- *National Advisory Council Meeting* – Friday, February 17 @ 8AM, Zion Room
- *Sears Dixie Invitational Art Show Gala Opening & Dinner* – Friday, February 17 @ 4PM, Eccles Fine Arts Center
- *Sears Dixie Invitational Art Show* – Friday, February 18 through Sunday, March 26 @ Sears Art Museum Gallery, Eccles Fine Arts Center
- *Dixie Day at the Legislature* – Tuesday, February 21 in SLC
- *Fire & Ice Gala & Dinner* – Friday, February 24 @ 5PM, SunRiver Clubhouse
- *Board of Trustees Dinner* – Thursday, March 9 @ 6PM, Williams' Home
- *Board of Trustees Meeting* – Friday, March 10 @ 8AM, Zion Room
- *State Board of Regents Meeting* – Friday, March 31 @ DSU

XIV. **MEETING ADJOURNED**

DIXIE STATE UNIVERSITY
A Component Unit of the State of Utah

Annual Financial Report
For the Year Ended June 30, 2016

Report No. 16-33



**OFFICE OF THE
STATE AUDITOR**

DIXIE STATE UNIVERSITY
A Component Unit of the State of Utah

Annual Financial Report
For the Year Ended June 30, 2016

Report No. 16-33

AUDIT LEADERSHIP:

Hollie Andrus, CPA, Audit Director
Ariane Gibson, CPA, Audit Supervisor
Jason Allen, CPA, CFE, Audit Supervisor

DIXIE STATE UNIVERSITY

ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2016

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OFFICE OF THE
STATE AUDITOR

INDEPENDENT STATE AUDITOR'S REPORT

To the Board of Trustees, Audit Committee
and
Dr. Richard B. Williams, President
Dixie State University

Report on the Financial Statements

We have audited the accompanying financial statements of Dixie State University (the University) and its discretely presented component unit foundation, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the University's basic financial statements as listed in the table of contents. The University is a component unit of the State of Utah.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of Dixie Foundation (Foundation), a discretely presented component unit foundation. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Foundation, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. The financial statements of the Foundation were not audited in accordance with *Government Auditing Standards*.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the University and its Foundation, as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 3 through 12 and the University's Schedule of Proportionate Share of the Net Pension Liability and Schedule of Defined Benefit Pension Contributions on pages 42 through 45 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 14, 2016 on our consideration of the University's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the University's internal control over financial reporting and compliance.


Office of the State Auditor
December 14, 2016

DIXIE STATE UNIVERSITY

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2016

As management of Dixie State University (the University), we offer readers of the University's financial statements this narrative overview and analysis of the financial activities of the University for the fiscal year ended June 30, 2016. We encourage readers to consider the information presented within this discussion and analysis in conjunction with the additional information that is furnished in our basic financial statements (including the notes to the financial statements).

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the University's basic financial statements. The University's basic financial statements consist of four components: 1) the Statement of Net Position, 2) the Statement of Revenues, Expenses, and Changes in Net Position, 3) the Statement of Cash Flows, and 4) the Notes to the Financial Statements. This discussion and analysis focuses on the University's primary institution operations. The University's discretely presented component unit, the Dixie Foundation, issues separately audited financial statements, which can be obtained directly from the Dixie Foundation's administrative office.

Statement of Net Position: The Statement of Net Position provides information on the University's assets, deferred outflows of resources, liabilities, and deferred inflows of resources at the end of the fiscal year, with the difference reported as net position. The information provided in the Statement of Net Position, along with disclosures and other information contained in the Statement of Revenues, Expenses, and Changes in Net Position; the Statement of Cash Flows; and the accompanying notes, helps users evaluate, among other things, the University's liquidity and its ability to meet its obligations. It is one way of measuring the University's financial health or position. Over time, increases or decreases in the University's net position are an indicator of whether its financial condition is improving or deteriorating. Other non-financial factors are also important to consider, including student enrollment and the condition of the campus buildings.

The following table summarizes the University's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position at June 30, 2015 and 2016:

DIXIE STATE UNIVERSITY

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2016

Condensed Statement of Net Position

	<u>Year Ended June 30, 2016</u>	<u>Year Ended June 30, 2015</u>	<u>Amount of Increase (Decrease)</u>
Assets			
Current Assets	\$ 22,462,907	\$ 28,147,140	\$ (5,684,233)
Noncurrent Assets			
Capital Assets, Net	150,090,865	125,824,913	24,265,952
Other Assets	31,018,102	34,726,793	(3,708,691)
Total Assets	<u>203,571,874</u>	<u>188,698,846</u>	<u>14,873,028</u>
 Deferred Outflows of Resources	 <u>2,322,288</u>	 <u>727,064</u>	 <u>1,595,224</u>
 Liabilities			
Current Liabilities	13,802,209	5,720,941	8,081,268
Noncurrent Liabilities			
Net Pension Liability	6,257,177	4,921,641	1,335,536
Other Noncurrent Liabilities	28,086,212	28,276,891	(190,679)
Total Liabilities	<u>48,145,598</u>	<u>38,919,473</u>	<u>9,226,125</u>
 Deferred Inflows of Resources	 <u>622,730</u>	 <u>469,604</u>	 <u>153,126</u>
 Net Position:			
Net Investment in Capital Assets	131,002,023	118,477,153	12,524,870
Restricted – Nonexpendable	12,571,839	12,418,470	153,369
Restricted – Expendable	6,533,284	5,344,337	1,188,947
Unrestricted	7,018,688	13,796,873	(6,778,185)
Total Net Position	<u>\$ 157,125,834</u>	<u>\$ 150,036,833</u>	<u>\$ 7,089,001</u>

The University's Net Position experienced an increase for fiscal year 2016. The total asset increase was due primarily to the construction of new student housing less the funds paid for that acquisition. Increases in current liabilities were primarily due to payments owed on the new student housing. Increases in the deferred outflows and inflows of resources for pension related activity account for the rest of the overall increase.

Statement of Revenues, Expenses, and Changes in Net Position: The Statement of Revenues, Expenses, and Changes in Net Position provides information to users about the operating performance of the University and the effects of nonoperating transactions on Net Position. The information in this statement, together with information in the Statement of Net Position, the Statement of Cash Flows, and the accompanying notes, should assist users of the University's financial statements in evaluating the University's performance during the fiscal year. These statements will also show how well management has discharged its stewardship responsibilities and other aspects of its duties.

DIXIE STATE UNIVERSITY

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2016

The following table summarizes the University's revenues, expenses, and changes in net position for the years ended June 30, 2015 and 2016:

Condensed Statement of Revenues, Expenses, and Changes in Net Position

	<u>Year Ended June 30, 2016</u>	<u>Year Ended June 30, 2015</u>	<u>Amount of Increase (Decrease)</u>
Operating Income			
Operating Revenues	\$ 44,278,546	\$ 41,154,294	\$ 3,124,252
Operating Expenses	<u>96,610,840</u>	<u>92,432,407</u>	<u>4,178,433</u>
Operating Income (Loss)	<u>(52,332,294)</u>	<u>(51,278,113)</u>	<u>(1,054,181)</u>
Nonoperating Revenues (Expenses)			
Nonoperating Revenues	52,136,225	52,052,332	83,893
Nonoperating Expenses	<u>523,269</u>	<u>343,538</u>	<u>179,731</u>
Net Nonoperating Revenues (Expenses)	<u>51,612,956</u>	<u>51,708,794</u>	<u>(95,838)</u>
Income (Loss) before Other Revenues	(719,338)	430,681	(1,150,019)
Other Revenues			
Other Revenues	<u>7,808,339</u>	<u>3,958,833</u>	<u>3,849,506</u>
Net Other Revenues	<u>7,808,339</u>	<u>3,958,833</u>	<u>3,849,506</u>
Increase in Net Position	<u>7,089,001</u>	<u>4,389,514</u>	<u>2,699,487</u>
Net Position – Beginning of Year	150,036,833	150,689,097	(652,264)
Prior Period Adjustment	<u>-</u>	<u>(5,041,778)</u>	<u>5,041,778</u>
Net Position – Beginning of Year (Restated)	<u>150,036,833</u>	<u>145,647,319</u>	<u>-</u>
Net Position – End of Year	<u>\$ 157,125,834</u>	<u>\$ 150,036,833</u>	<u>\$ 7,089,001</u>

For the year ended June 30, 2016, the University experienced a net operating loss as shown above. In a normal year, an operating loss would be expected since the University receives most its funding from nonoperating revenues. Appropriations, along with grants, investment income, and financial gifts from donors are classified on the financial statements as nonoperating revenues. During fiscal year 2016, the net nonoperating revenues were sufficient to cover the operating costs of the University. Operating revenues increased overall when compared to the prior year, primarily due to an increase in Student Tuition and Fees. The nonoperating expenses increase was largely due to interest on capital asset related debt. A prior period adjustment was also recorded in fiscal year 2015 to meet the pension disclosure requirements of GASB 68, (See Footnote 9). This implementation resulted in a reduction of the fiscal year 2015 beginning net position of the University of \$5,041,778.

DIXIE STATE UNIVERSITY

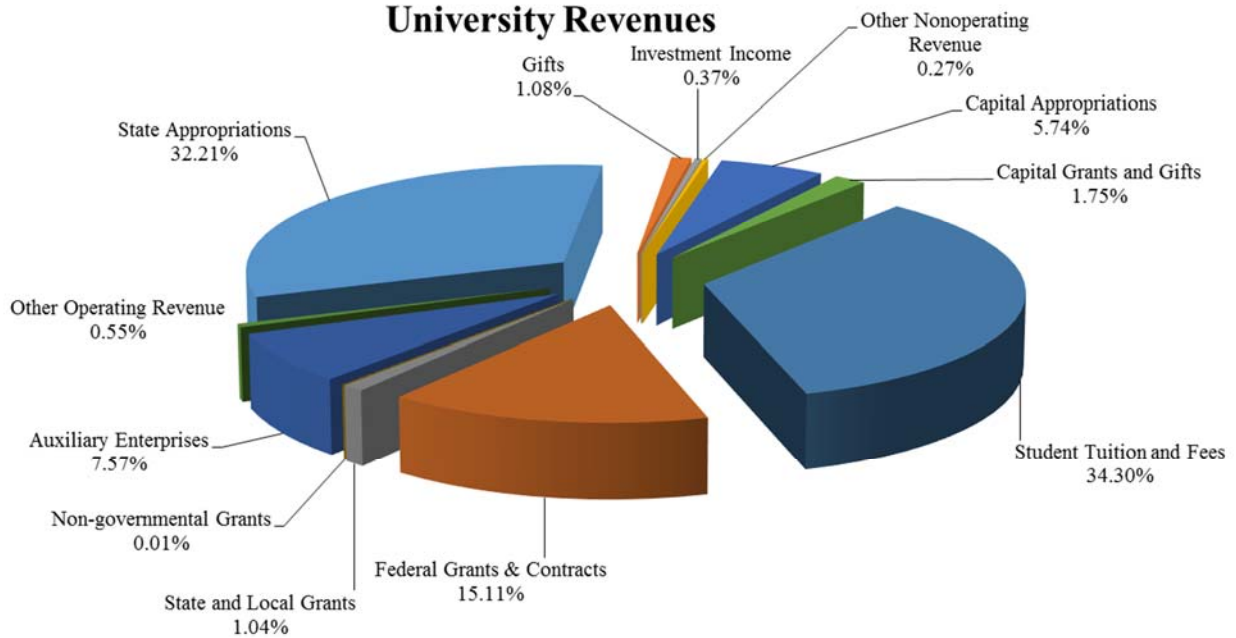
MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2016

Revenues: The following table summarizes the University's revenues for the years ended June 30, 2015 and 2016:

Revenues	Year Ended June 30, 2016	Percent of Total Revenues	Year Ended June 30, 2015	Amount of Increase (Decrease)	Percent of Increase (Decrease)
Operating Revenues					
Student Tuition and Fees, net	\$ 35,745,017	34.30%	\$ 32,436,912	\$ 3,308,105	10.20%
Grants and Contracts	80,105	.08%	123,590	(43,485)	(35.18%)
Auxiliary Enterprises, net	7,885,046	7.57%	7,700,340	184,706	2.40%
Other Operating Revenues	568,378	.55%	893,452	(325,074)	(36.38%)
Total Operating Revenues	<u>44,278,546</u>	<u>42.48%</u>	<u>41,154,294</u>	<u>3,124,252</u>	<u>7.59%</u>
Nonoperating Revenues					
State Appropriations	33,570,501	32.21%	31,955,314	1,615,187	5.05%
Federal Grants	15,660,944	15.03%	17,408,547	(1,747,603)	(10.04%)
State and Local Grants	1,087,708	1.04%	1,219,921	(132,213)	(10.84%)
Non-governmental Grants	13,400	.01%	13,593	(193)	(1.42%)
Gifts	1,129,109	1.08%	840,225	288,884	34.38%
Investment Income	390,271	.37%	299,628	90,643	30.25%
Other Nonoperating Revenues	284,292	.27%	315,104	(30,812)	(100.00%)
Total Nonoperating Revenues	<u>52,136,225</u>	<u>50.02%</u>	<u>52,052,332</u>	<u>83,893</u>	<u>.16%</u>
Other Revenues					
Capital Appropriations	5,980,676	5.74%	1,728,447	4,252,229	246.01%
Capital Grants and Gifts	1,680,871	1.61%	246,444	1,434,427	582.05%
Additions to Permanent Endowments	146,792	.14%	1,983,942	(1,837,150)	(92.60%)
Total Other Revenues	<u>7,808,339</u>	<u>7.49%</u>	<u>3,958,833</u>	<u>3,849,506</u>	<u>97.24%</u>
Total Revenues	<u>\$104,223,110</u>	<u>100.00%</u>	<u>\$ 97,165,459</u>	<u>\$ 7,057,651</u>	<u>7.26%</u>

DIXIE STATE UNIVERSITY

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2016



Nonoperating and other revenues fluctuate from year to year based on the amount appropriated by the state legislature for ongoing needs and capital projects at the University. These revenues also fluctuate from year to year because of the inconsistent pattern of investment income, gifts given to the University for scholarships, and capital projects. In total, nonoperating revenues are relatively the same for fiscal year 2016 compared to fiscal year 2015. Federal grants decreased mainly due to lower Pell Grant funding. The increase in capital appropriations was due to state funds for campus projects through DFCM (State Division of Facilities Construction and Management). Investment returns increased over the prior year. The increase in capital grants and gifts shows some improvement over the prior year lows due to pledged revenues from an anonymous donor.

DIXIE STATE UNIVERSITY

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2016

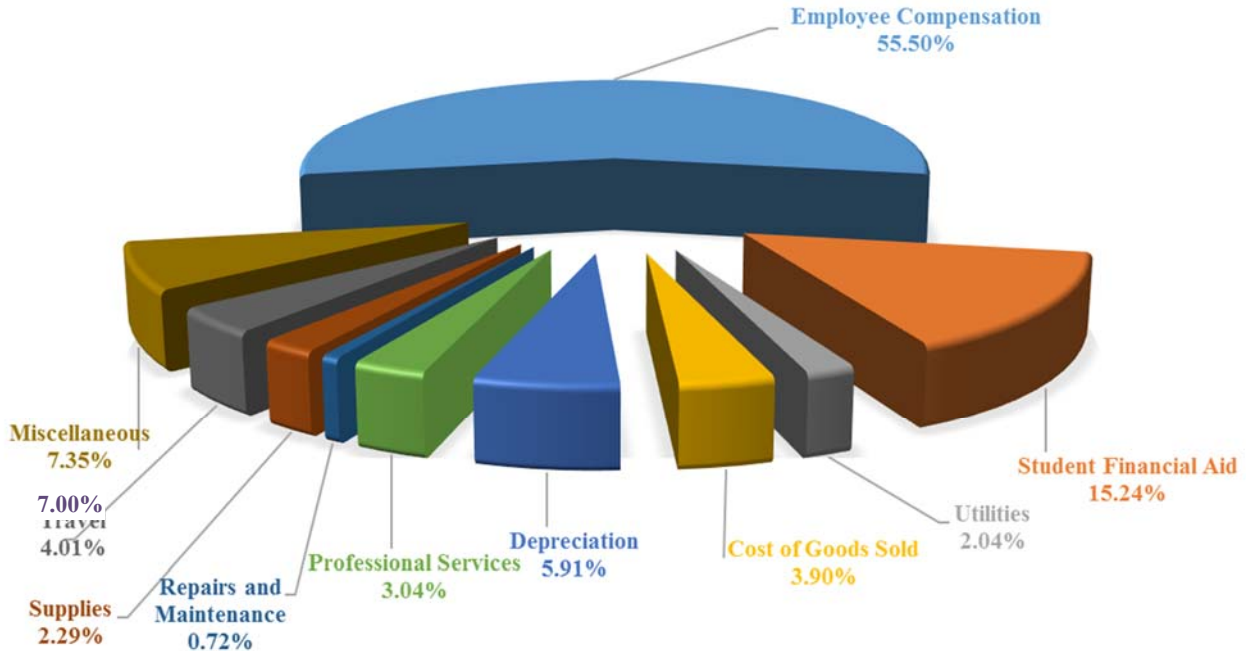
Expenses: The following table summarizes the University's expenses for the years ended June 30, 2015 and 2016:

	Year Ended June 30, 2016	Percent of Total Expenses	Year Ended June 30, 2015	Amount of Change	Percent of Change
Operating Expenses					
Salaries and Wages	\$ 39,249,839	40.41%	\$ 36,831,233	\$ 2,418,606	6.57%
Employee Benefits	13,706,342	14.11%	11,934,472	1,771,870	14.85%
Student Financial Aid	14,534,693	14.96%	15,057,120	(522,427)	(3.47%)
Utilities	1,944,812	2.00%	1,810,681	134,131	7.41%
Cost of Goods Sold	3,717,948	3.83%	3,740,945	(22,997)	(.61%)
Depreciation	5,633,804	5.80%	5,553,642	80,162	1.44%
Actuarial Calculated Pension	1,219,817	1.26%	915,082	304,735	33.30%
Total Operating Expenses before Other	<u>80,007,255</u>	<u>82.37%</u>	<u>75,843,175</u>	<u>4,164,080</u>	<u>5.49%</u>
Other Operating Expenses					
Advertising, Awards, Luncheons, Publications	1,597,441	1.65%	1,200,490	396,951	33.07%
Bad Debt Expense	247,274	.25%	378,323	(131,049)	(34.64%)
Capital and Equipment Expense	3,223,752	3.32%	3,540,555	(316,803)	(8.95%)
Licenses, Fees, Taxes and Insurance	1,009,309	1.04%	903,415	105,894	11.72%
Office Supplies	196,966	.20%	293,086	(96,120)	(32.80%)
Professional Services	2,913,363	3.00%	2,441,895	471,468	19.31%
Rental of Equipment and Space	387,552	.40%	854,855	(467,303)	(54.66%)
Repairs and Maintenance	684,439	.70%	570,409	114,030	19.99%
Supplies	2,183,287	2.25%	2,069,363	113,924	5.51%
Telephone, Postage and Freight	337,903	.35%	316,254	21,649	6.85%
Travel	3,822,299	3.94%	4,020,587	(198,288)	(4.93%)
Total Other Operating Expenses	<u>16,603,585</u>	<u>17.09%</u>	<u>16,589,232</u>	<u>14,353</u>	<u>.09%</u>
Total Operating Expenses	<u>96,610,840</u>	<u>99.46%</u>	<u>92,432,407</u>	<u>4,178,433</u>	<u>4.52%</u>
Nonoperating Expenses					
Interest on Capital Asset Related Debt	523,269	.54%	343,538	179,731	52.32%
Total Nonoperating Expenses	<u>523,269</u>	<u>.54%</u>	<u>343,538</u>	<u>179,731</u>	<u>52.32%</u>
Total Expenses	<u>\$ 97,134,109</u>	<u>100.00%</u>	<u>\$ 92,775,945</u>	<u>\$ 4,358,164</u>	<u>4.70%</u>

DIXIE STATE UNIVERSITY

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2016

UNIVERSITY EXPENSES



Operating expenses increased overall when compared to the prior year. As the table above shows, the majority of this increase was from benefits and salaries associated with employee hiring and, to a lesser degree, increases in utilities. Lowered miscellaneous expenses is a reflection of management's efforts to more specifically categorize expenditures. The capital purchase of Dahle/University Plaza marked the ending of a long-time leased property and was responsible for the bulk of the reduction in rental expenditures during the past fiscal year.

Statement of Cash Flows: The Statement of Cash Flows provides information about the cash receipts and cash payments of the University during the fiscal year. When used with related disclosures and information in other financial statements, the Statement of Cash Flows should help financial statement report users assess the University's ability to generate future net cash flows and its ability to meet its obligations as they come due. The Statement of Cash Flows will also provide reasons for differences between operating income and the associated cash receipts/payments, as well as the effects on the University's financial position for cash and non-cash investing, capital, and financing transactions during the fiscal year.

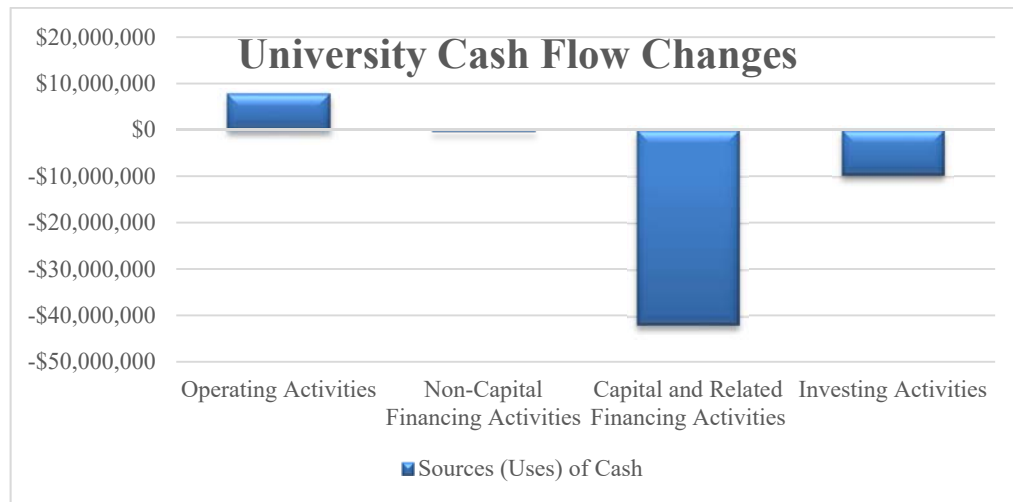
DIXIE STATE UNIVERSITY

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2016

The following table and graph summarizes the University's cash flows for the years ended June 30, 2015 and 2016:

Condensed Statement of Cash Flows

	<u>Year Ended June 30, 2016</u>	<u>Year Ended June 30, 2015</u>	<u>Change in Inflows (Outflows)</u>	<u>Percentage of Change in Inflows (Outflows)</u>
Cash Provided (Used) by:				
Operating Activities	\$ (38,489,507)	\$ (46,413,604)	\$ 7,924,097	(17.07%)
Noncapital Financing Activities	51,802,962	53,653,774	(1,850,812)	(3.45%)
Capital and Related Financing Activities	(24,635,589)	17,328,734	(41,964,323)	(242.17%)
Investing Activities	(9,731,100)	72,971	(9,804,071)	(13435.57%)
Net Change in Cash	(21,053,234)	24,641,875	(45,695,109)	(185.44%)
Cash – Beginning of Year	<u>48,749,158</u>	<u>24,107,283</u>	<u>24,641,875</u>	102.22%
Cash – End of Year	<u>\$ 27,695,924</u>	<u>\$ 48,749,158</u>	<u>\$ (21,053,234)</u>	(43.19%)



The University's overall liquidity decreased from the previous year. Cash flows from Operating Activities increased when compared to the prior year as a result of smaller enrollment increases. Noncapital Financing Activities cash flows slightly decreased in fiscal year 2016. Cash flows from Capital and Related Financing Activities decreased as the University did not issue any new debt and began payments on the Student Housing bonds issued in 2015. Investing Activities decreased due to a slow economic recovery and continued underperforming financial markets and earnings.

Capital Assets and Debt Administration

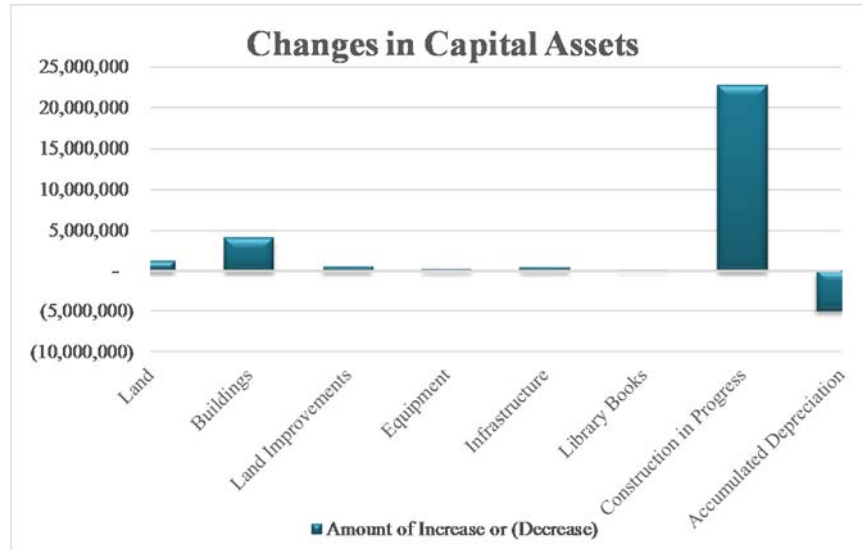
Capital Assets: Investment in capital assets includes land, land improvements, buildings, equipment, library books, and construction in progress. The University purchased the Foundation's portion of the Dahle/University Plaza in fiscal year 2016. Construction in Progress increased, in part, by \$19,374,367 for

DIXIE STATE UNIVERSITY

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2016

student housing and \$2,947,620 for the Burns North Addition. Additional information about the University's capital assets can be found in Note 5 to the financial statements.

The following graph summarizes the University's capital assets at June 30, 2015 and 2016:



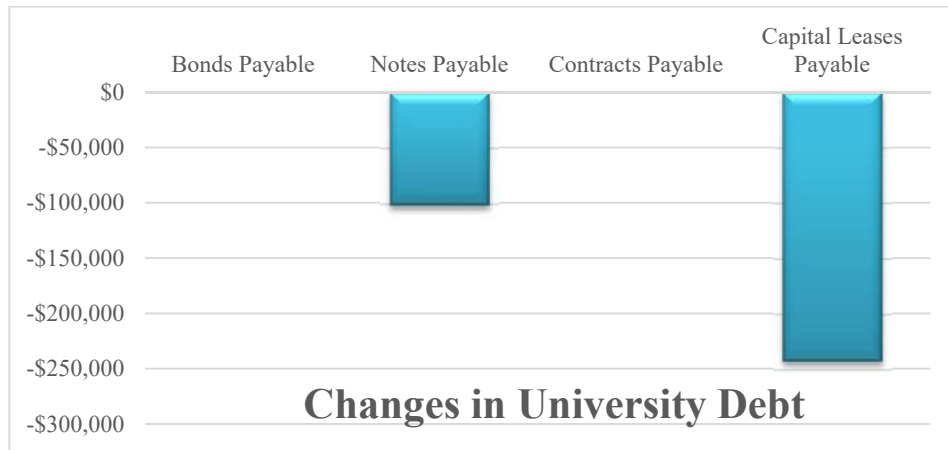
Contracts and Capital Leases: The University debt decreased in fiscal year 2016 due to normal payments made on University debt. Additional information related to the University's liabilities is presented in Notes 6 and 7 to the financial statements.

The following table and graph summarizes outstanding University debt at June 30, 2015 and 2016:

	<u>Year Ended</u> <u>June 30, 2016</u>	<u>Year Ended</u> <u>June 30, 2015</u>	<u>Amount of</u> <u>Increase</u> <u>(Decrease)</u>	<u>Percentage of</u> <u>Increase</u> <u>(Decrease)</u>
University Debt				
Bonds Payable	\$ 21,315,000	\$ 21,315,000	\$ -	0.00%
Notes Payable	-	101,894	(101,894)	(100.00%)
Capital Leases Payable	6,852,725	7,095,384	(242,659)	(3.42%)
Total Debt	<u>\$ 28,167,725</u>	<u>\$ 28,512,278</u>	<u>\$ (344,553)</u>	(1.21%)

DIXIE STATE UNIVERSITY

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2016



Economic Outlook

Utah's economy is showing signs of stabilization. While employment growth was mixed, trends point towards an improving economy. Dixie State University has grown by over 60% since fiscal year 2008. This growth has fueled the expansion of the University degree offerings.

With the change to a university status and the growth in the St. George area, it is expected that the University will continue to grow each year. The University has recently undertaken an extensive strategic planning initiative which has resulted in one of the higher student growth rates in the Utah System of Higher Education for fall 2017.

Requests for Information

This financial report is designed to provide a general overview of Dixie State University's finances. The report is for all those with an interest in the University's finances and to show the University's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Dixie State University, Business Services, 225 South 700 East, St. George, Utah 84770.

DIXIE STATE UNIVERSITY
STATEMENT OF NET POSITION
JUNE 30, 2016

	Primary Institution	Component Unit Foundation
ASSETS		
Current Assets		
Cash and Cash Equivalents (Note 2)	\$ 16,663,116	\$ 378,891
Investments (Note 2)	2,305,565	3,436,562
Accounts and Notes Receivable, Net (Note 3)	1,633,913	2,868
Accounts Receivable – Primary Government/Related Parties (Note 3)	386,570	28,150
Inventories (Note 4)	809,739	-
Student Loans Receivable, Net (Note 3)	488,695	-
Prepaid Expenses	175,309	-
Total Current Assets	22,462,907	3,846,471
Noncurrent Assets		
Restricted Cash and Cash Equivalents (Note 2)	11,032,808	176,341
Investments (Note 2)	17,721,345	9,573,646
Accounts and Notes Receivable, Net (Note 3)	1,524,340	930,703
Student Loans Receivable, Net (Note 3)	738,637	-
Net Pension Asset (Note 9)	972	-
Investments in Real Estate	-	100,000
Capital Assets, Net (Note 5)	150,090,865	1,531,125
Total Noncurrent Assets	181,108,967	12,311,815
Total Assets	203,571,874	16,158,286
 Deferred Outflows of Resources		
Deferred Outflows Relating to Pensions (Note 9)	2,322,288	-
Total Deferred Outflows of Resources	2,322,288	-
 LIABILITIES		
Current Liabilities		
Accounts Payable (Note 3)	1,214,973	61,000
Accounts Payable – Primary Government/Related Parties	7,897,462	-
Accrued Liabilities	676,202	-
Compensated Absences and Termination Benefits (Notes 6 and 9)	1,512,597	-
Deposits	342,050	-
Unearned Revenue	984,936	-
Bonds, Notes, and Capital Leases Payable (Note 6)	1,173,989	374,512
Total Current Liabilities	13,802,209	435,512
 Noncurrent Liabilities		
Compensated Absences and Termination Benefits (Notes 6 and 10)	1,092,476	-
Bonds, Notes, and Capital Leases Payable (Note 6)	26,993,736	-
Net Pension Liability (Notes 6 and 9)	6,257,177	2,332,802
Total Noncurrent Liabilities	34,343,389	2,332,802
Total Liabilities	48,145,598	2,768,314
 Deferred Inflows of Resources		
Deferred Inflows Relating to Pensions (Note 9)	622,730	-
Total Deferred Inflows of Resources	622,730	-
 NET POSITION		
Net Investment in Capital Assets	131,002,023	-
Restricted For		
Nonexpendable		
Scholarships and Fellowships	10,260,139	-
Other	2,311,700	-
Foundation	-	9,573,646
Expendable		
Scholarships and Fellowships	2,522,736	-
Loans	1,220,807	-
Capital Projects	1,495,364	-
Debt Service	140,585	-
Other	1,153,792	-
Foundation	-	3,943,616
Unrestricted	7,018,688	(127,290)
Total Net Position	\$ 157,125,834	\$ 13,389,972

The accompanying notes are an integral part of these financial statements.

DIXIE STATE UNIVERSITY
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2016

	Primary Institution	Component Unit Foundation
OPERATING REVENUES		
Student Tuition and Fees, net (Note 1)	\$ 35,745,017	\$ -
Federal Grants and Contracts	80,105	-
Auxiliary Enterprises, net (Note 1)	7,885,046	127,067
Foundation Contributions Received	-	387,486
Other Operating Revenues	568,378	-
Total Operating Revenues	44,278,546	514,553
OPERATING EXPENSES		
Salaries and Wages	39,249,839	-
Employee Benefits	13,706,342	-
Actuarial Calculated Pension Expense (Note 9)	1,219,817	-
Student Financial Aid	14,534,693	-
Donation to the College	-	821,518
Utilities	1,944,812	-
Cost of Goods Sold	3,717,948	-
Depreciation	5,633,804	-
Other Operating Expenses	16,603,585	434,540
Total Operating Expenses	96,610,840	1,256,058
Operating Income (Loss)	(52,332,294)	(741,505)
NONOPERATING REVENUES (EXPENSES)		
State Appropriations	33,570,501	-
Federal Grants	15,660,944	-
State Grants	1,048,708	-
Local Grants	39,000	-
Private Grants	13,400	-
Gifts	1,129,109	-
Investment Income	390,271	(406,289)
Interest on Capital Asset Related Debt	(523,269)	-
Other Nonoperating Revenues (Expenses)	284,292	(547,980)
Net Nonoperating Revenues (Expenses)	51,612,956	(954,269)
Income (Loss) Before Other Revenues	(719,338)	(1,695,774)
OTHER REVENUES		
Capital Appropriations	5,980,676	-
Capital Grants and Gifts	1,680,871	-
Additions to Permanent Endowments	146,792	63,087
Total Other Revenues	7,808,339	63,087
Increase (Decrease) in Net Position	7,089,001	(1,632,687)
Net Position – Beginning of Year	150,036,833	15,022,659
Net Position – End of Year	\$ 157,125,834	\$ 13,389,972

The accompanying notes are an integral part of these financial statements.

DIXIE STATE UNIVERSITY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2016

	<u>Primary Institution</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from Tuition and Fees	\$ 35,339,014
Receipts from Grants and Contracts	80,105
Receipts from Auxiliary Enterprises	8,797,335
Payments for Compensation and Benefits	(53,254,656)
Payments to Vendors and Suppliers	(14,948,761)
Payments for Scholarships and Fellowships	(15,027,331)
Receipt of Student Loan Proceeds	492,638
Loans Issued to Students	(172,443)
Collection of Loans to Students	<u>204,592</u>
Net Cash Provided (Used) by Operating Activities	<u>(38,489,507)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
State Appropriations	33,570,501
State Grants	1,048,708
Federal Student Financial Aid	15,660,944
Other Grants	(157,365)
Gifts and Endowments	1,170,053
Receipts from William D. Ford National Direct Student Loan	17,763,946
Payments to William D. Ford National Direct Student Loan	(17,906,687)
Other	<u>652,862</u>
Net Cash Provided (Used) by Noncapital Financing Activities	<u>51,802,962</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Capital Appropriations	4,757,676
Capital Grants	326,806
Acquisition and Construction of Capital Assets	(28,417,812)
Principal Paid on Capital Debt and Leases	(857,562)
Interest Paid on Capital Debt and Leases	<u>(444,697)</u>
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(24,635,589)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Proceeds from Sales and Maturities of Investments	12,650,826
Interest and Dividends	531,366
Purchase of Investments and Related Fees	<u>(22,913,292)</u>
Net Cash Provided (Used) by Investing Activities	<u>(9,731,100)</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(21,053,234)
Cash and Cash Equivalents – Beginning of Year	<u>48,749,158</u>
Cash and Cash Equivalents – End of Year	<u>\$ 27,695,924</u>

(continued)

DIXIE STATE UNIVERSITY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2016

(continued)

	<u>Primary Institution</u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	
Operating Income (Loss)	<u>\$ (52,332,294)</u>
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:	
Depreciation Expense	5,633,804
Difference between Actuarial Calculated Pension Expense and Actual Contributions	(103,302)
Provision for Uncollectible Loans and Writeoffs	24,624
Changes in Assets and Liabilities:	
Receivables, Net	(148,195)
Inventories	188,249
Prepaid Items	(49,266)
Notes Receivable, Net	32,149
Accounts Payable and Accrued Liabilities	420,433
Accounts Payable – Primary Government/Related Parties	6,957,637
Unearned Revenue	86,103
Compensated Absences	800,551
Total Adjustments	<u>13,842,787</u>
Net Cash Provided (Used) by Operating Activities	<u>\$ (38,489,507)</u>
 NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES	
Completed Construction Project Transferred from the State of Utah	1,223,000
Change in Fair Value of Investments	68,718
Capital Asset Write-Offs	<u>(258,131)</u>
Total Noncash Investing, Capital, and Financing Activities	<u>\$ 1,033,587</u>

The accompanying notes are an integral part of these financial statements.

DIXIE STATE UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Dixie State University, located in Saint George, Utah, was established in 1911 as Saint George Academy and became known as Dixie Academy. Originally operated by The Church of Jesus Christ of Latter-day Saints, the College was turned over to the State of Utah in 1933. It was known officially as Dixie Junior College until 1971 when the Utah State Legislature changed the name to Dixie College. In January 2000, the name was changed to Dixie State College when it became eligible to offer four-year degree programs. In February of 2013, the name was changed again to Dixie State University. The University is a component unit of the State of Utah and receives state appropriations each year.

The University offers baccalaureate programs in selected high demand areas and in core or foundational areas consistent with four-year universities. It also partners with other institutions in the Utah System of Higher Education to ensure that quality undergraduate programs are available to Washington County residents.

The University is committed to accountability and creativity in delivering quality higher educational opportunities within its service area. The University is a cooperative and conscientious partner with other public and higher education institutions, responsibly using public funds to meet the state's needs.

Reporting Entity

The University has included in the financial statements all restricted and unrestricted funds, including all auxiliary enterprises. The University has considered all potential component units for which the University is financially accountable and other organizations for which the nature and significance of their relationship with the University are such that exclusion would cause the University's financial statements to be misleading or incomplete.

The Dixie Foundation (Foundation) is a legally separate, but affiliated, self-sustaining not-for-profit organization. Because the Foundation was established to receive gifts almost entirely for the benefit of the University, it is considered a discretely presented component unit and is included in the University's audited financial statements under the heading "Component Unit Foundation." Independent auditors have audited the Foundation and a separate report has been issued thereon and is available at the Foundation's administrative office. The Foundation is not subject to income taxes under Section 501(c)(3) of the Internal Revenue Code.

Basis of Accounting

For financial reporting purposes, the University is considered a special-purpose government engaged only in business-type activities. Accordingly, the University's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are

DIXIE STATE UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

recorded when an obligation has been incurred. All significant intra-agency transactions have been eliminated.

The Foundation follows FASB pronouncements and has adopted Statement of Financial Accounting Standards (SFAS) No. 117, Financial Statements of Non-for Profit Organizations. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications are required to the discretely presented component unit's financial information when included in the University's financial report.

Basis of Presentation

Cash and Cash Equivalents and Investments – Cash and Cash Equivalents are generally considered short-term, highly liquid investments with a maturity of three months or less from the purchase date. Investments are recorded at fair value in accordance with GASB Statement No. 72, Fair Value Measurement and Application. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income. The University distributes earnings from pooled investments based on a twelve-month average investment of each participating account.

Accounts Receivable – Accounts receivable consist of tuition and fee charges to students and for auxiliary enterprise services provided to students, faculty, and staff. Accounts receivable also include amounts due from the federal, state, and local governments, or private sources, in connection with reimbursement of allowable expenditures made pursuant to the University's grants and contracts. Accounts receivable are recorded net of estimated uncollectible amounts.

Inventories – The value of the University bookstore inventory is recorded at average cost using the retail inventory method. All other inventory values are determined by using the lower of cost (first-in, first-out) or market.

Prepaid Expenses – Prepaid expenses consist of products or services that have been paid for and not received.

Capital Assets – Property, plant, and equipment are stated at cost as of the date of acquisition or fair value at date of donation in the case of gifts. For equipment, the University's capitalization policy includes all items with a unit cost of \$5,000 or more and an estimated useful life greater than one year. Buildings costing \$100,000 or more are capitalized, as are improvements to buildings costing \$100,000 or more that extend the useful life, and land improvements that cost \$100,000 or more. Other capital assets are determined at acquisition based on guidelines developed by the Utah State Division of Finance, as adopted by the Utah State Board of Regents. Routine repairs and maintenance are charged to operating expense in the year in which the expense was incurred. Depreciation on property, plant, and equipment is recorded based on the depreciation conventions adopted by the State of Utah over the estimated useful lives of the assets: 40 years for buildings, up to 30 years for building

DIXIE STATE UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

improvements, 5 to 20 years for land improvements, 40 to 50 years for infrastructure, 20 years for library books, and 3 to 20 years for equipment.

Compensated Absences – Employees’ compensated absences are accrued when earned. The liability and expense incurred are recorded at year-end as accrued compensated absences in the Statement of Net Position and as a component of salaries and benefit expense in the Statement of Revenues, Expenses, and Changes in Net Position. University policy with regard to vacation and sick leave is that (1) unused vacation may be accrued to the extent of 30 days; and (2) sick leave may be accumulated at the rate of one day per month. However, regardless of the accumulated amount, when an employee terminates, there is no reimbursement for unused sick leave. Thus, no liability exists for sick leave earned in prior periods. Sick leave, when taken, is paid at the employee’s current rate of pay in the sense that the employee’s salary continues as if at work.

Unearned Revenue – Unearned revenue consists of amounts received for tuition and fees and certain auxiliary activities prior to the end of the fiscal year but related to the subsequent accounting period.

Noncurrent Liabilities – Noncurrent liabilities include (1) principal amounts of notes payable, capital lease obligations, and bonds payable with contractual maturities greater than one year; and (2) estimated amounts for compensated absences, termination benefits, and other liabilities that will not be paid within the next fiscal year.

Gifts – The University follows the practice of recording gifts when all eligibility requirements imposed by the provider have been met.

Net Position – The University’s net position is classified as follows:

Net Investment in Capital Assets – This represents the University’s total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of net investment in capital assets.

Restricted Net Position, nonexpendable – Nonexpendable restricted net position consists of endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity and invested for the purpose of producing present and future income, which may either be expended or added to principal.

Restricted Net Position, expendable – Restricted expendable net position include resources in which the University is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties.

DIXIE STATE UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

Unrestricted Net Position – Unrestricted net position represent resources derived from student tuition and fees, state appropriations, and sales and services of educational departments and auxiliary enterprises. These resources are used for transactions relating to the educational and general operations of the University and may be used at the discretion of the governing board to meet current expenses for any purpose. These resources also include auxiliary enterprises, which are substantially self-supporting activities that provide services for students, faculty, and staff.

When an expense is incurred that can be paid using either restricted or unrestricted resources, the policy of the University is to apply the expense first towards allowed and appropriate restricted resources and then towards unrestricted resources.

Classification of Revenues and Expenses – Operating activities include all revenues and expenses that have the characteristics of exchange transactions. A large portion of the University's recurring revenue is defined as nonoperating by GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*, and GASB Statement No. 34, *Basic Financial Statements and Management Discussion and Analysis for State and Local Governments*.

Operating revenues include student tuition and fees, grants and contracts, and revenue from auxiliary enterprises. Nonoperating revenues include state appropriations, grants, gifts, and investment income. Operating expenses include salaries, wages, benefits, student aid, supplies, utilities, repairs and maintenance, etc. Nonoperating expenses are expenses that do not meet the definition of operating expenses or other expenses. Primarily nonoperating expenses include interest payments on debt obligations.

Scholarship Allowances – Tuition, fees, and certain other student revenues are reported net of scholarship allowances in the Statement of Revenues, Expenses, and Changes in Net Position. Scholarship allowances are the difference between the stated charge for goods and services provided by the University and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain governmental grants, such as Pell grants and other federal, state, or nongovernmental programs, are recorded as either operating or nonoperating revenues in the University's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the University has recorded a scholarship allowance of \$9,939,068 against student tuition and fees and an allowance of \$73,641 against auxiliary enterprises revenue.

Tax Status – As a State institution of higher education, the income of the University is generally exempt from federal and state income taxes under Section 115(a) of the Internal Revenue Code; however, income generated from activities unrelated to the University's exempt purpose is subject to income taxes under Internal Revenue Code Section 511(a)(2)(B).

Pensions – For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about

DIXIE STATE UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

the fiduciary net position of the Utah Retirement Systems Pension Plan (Systems) and additions to/deductions from the Systems' fiduciary net position have been determined on the same basis as they are reported by the Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 2. DEPOSITS AND INVESTMENTS

Deposits

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a bank failure, the University's deposits may not be returned to it. The University does not have a formal deposit policy for custodial credit risk. As of June 30, 2016, \$693,015 of the University's bank balance was uninsured and uncollateralized.

Investments

The State of Utah Money Management Council has the responsibility to advise the State Treasurer about investment policies, promote measures and rules that will assist in strengthening the banking and credit structure of the state, and review the rules adopted under the authority of the State of Utah Money Management Act (Act) (*Utah Code*, Title 51, Chapter 7) that relate to the deposit and investment of public funds.

Except for endowment funds, the University follows the requirements of the Act in handling its depository and investment transactions. The Act requires the depositing of University funds in a qualified depository. The Act defines a qualified depository as any financial institution whose deposits are insured by an agency of the Federal Government and which has been certified by the State Commissioner of Financial Institutions as meeting the requirements of the Act and adhering to the rules of the Utah Money Management Council.

The Act defines the types of securities authorized as appropriate investments for the University's non-endowment funds and the conditions for making investment transactions. Investment transactions may be conducted only through qualified depositories, certified dealers, or directly with issuers of the investment securities.

Statutes authorize the University to invest in negotiable or nonnegotiable deposits of qualified depositories and permitted negotiable depositories; repurchase and reverse repurchase agreements; commercial paper that is classified as "first tier" by two nationally recognized statistical rating organizations; bankers' acceptances; obligations of the United States Treasury including bills, notes, and bonds; obligations, other than mortgage derivative products, issued by U.S. government sponsored enterprises (U.S. Agencies) such as the Federal Home Loan

DIXIE STATE UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

Bank System, Federal Home Loan Mortgage Corporation (Freddie Mac), and Federal National Mortgage Association (Fannie Mae); bonds, notes, and other evidence of indebtedness of political subdivisions of the State; fixed rate corporate obligations and variable rate securities rated “A” or higher, or the equivalent of “A” or higher, by two nationally recognized statistical rating organizations; shares or certificates in a money market mutual fund as defined in the Act; and the Utah State Public Treasurers’ Investment Fund (PTIF).

The Utah State Treasurer’s Office operates the PTIF. The PTIF is available for investment of funds administered by any Utah public treasurer and is not registered with the Securities and Exchange Commission (SEC) as an investment company. The PTIF is authorized and regulated by the Act. The Act established the Money Management Council which oversees the activities of the State Treasurer and the PTIF and details the types of authorized investments. Deposits in the PTIF are not insured or otherwise guaranteed by the State of Utah, and participants share proportionally in any realized gains or losses on investments.

The PTIF operates and reports to participants on an amortized cost basis. The income, gains, and losses of the PTIF, net of administration fees, are allocated based upon the participant’s average daily balance. The fair value of the PTIF investment pool is approximately equal to the value of the pool shares.

The Uniform Prudent Management of Institutional Funds Act (UPMIFA) and State Board of Regents Rule 541, Management and Reporting of Institutional Investments (Rule 541), allow the University to invest endowment funds (including gifts, devises, or bequests of property of any kind from any source) in any of the above investments or any of the following subject to satisfying certain criteria: mutual funds registered with the SEC, investments sponsored by the Common Fund; any investment made in accordance with the donor’s directions in a written instrument; investments in corporate stock listed on a major exchange (direct ownership); and any alternative investment funds that derive returns primarily from high yield and distressed debt (hedged or non-hedged), private capital (including venture capital and private equity), natural resources, and private real estate assets or absolute return and long/short hedge funds.

The UPMIFA also permits institutions within the Utah System of Higher Education to accept and invest funds on behalf of other institutions. Dixie State University and the University of Utah maintain an agreement that Dixie State University will transfer funds to the University of Utah to invest in its unitized endowment pool (Pool).

The Pool is not registered with the SEC as an investment company and is not rated. The University of Utah invests funds in accordance with UPMIFA, Rule 541, and University of Utah investment policies, as approved by the Board of Regents. Deposits in the Pool are not insured or otherwise guaranteed by the University of Utah, and participants share proportionately in any realized gains or losses on investments.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

The Pool operates and reports to participants on a fair market value basis. The income, gains and losses, net of administration fees are allocated monthly, on the ratio of Dixie State University's ending monthly balance to the total funds in the Pool.

Fair Value of Investments

The University measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- Level 1: Quoted prices for identical investments in active markets;
- Level 2: Observable inputs other than quoted market prices; and,
- Level 3: Unobservable inputs.

At June 30, 2016, the University had the following recurring fair value measurements.

	<u>June 30, 2016</u>	<u>Fair Value Measurements Using</u>		
		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
<u>Investment by Fair Value Level</u>				
<u>Debt Securities</u>				
U.S. Treasuries	\$ 485,738	\$ -	\$ 485,738	\$ -
U.S. Agencies	3,289,512	-	3,289,512	-
Corporate Bonds	4,138,280	-	4,138,280	-
Money Market Mutual Funds	11,256,958	-	11,256,958	-
Bond Mutual Funds	522,196	-	522,196	-
Utah Public Treasurers' Investment Fund	14,467,987	-	14,467,987	-
Total Debt Securities	34,160,671		34,160,671	
<u>Equity Securities</u>				
Common and Preferred Stock	25,276	25,276	-	-
Equity Mutual Funds	1,036,461	-	1,036,461	-
University of Utah Endowment Pool	10,316,206	-	10,316,206	-
Total Equity Securities	11,377,943	25,276	11,352,667	-
Total Investments by Fair Value Level	45,538,614	\$ 25,276	\$ 45,513,338	\$ -
<u>Investments Measured at the Net Asset Value (NAV)</u>				
Private Equity Partnerships	211,652			
Total Investments Measured at NAV	211,652			
Total Investments Measured at Fair Value	\$ 45,750,266			

Debt and equity securities classified in Level 1 are valued using prices quoted in active markets for those securities. Debt and equity securities classified in Level 2 are valued using the following approaches:

- U.S. Treasuries and U.S. Agencies: quoted prices for identical securities in markets that are not active;
- Corporate Bonds: quoted prices for similar securities in active markets;

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

- Money Market, Bond, and Equity Mutual Funds: published fair value per share (unit) for each fund;
- Utah Public Treasurers' Investment Fund: application of the June 30, 2016 fair value factor, as calculated by the Utah State Treasurer, to the University's average daily balance in the Fund; and,
- University of Utah Endowment Pool: income, gains and losses (both realized and unrealized), net of administration fees, of the Pool are allocated to Dixie State University monthly on the ratio of its share to the total funds in the Pool based on Dixie State University's ending monthly balance.

Investments valued using the net asset value (NAV) per share (or its equivalent) are considered "alternative investments" and, unlike more traditional investments, generally do not have readily obtainable market values and take the form of limited partnerships. The University values these investments based on the partnerships' audited financial statements. If June 30 statements are available, those values are used preferentially. However, some partnerships have fiscal years ending at other than June 30. If June 30 valuations are not available, the value is progressed from the most recently available valuation taking into account subsequent calls and distributions. The following table presents the unfunded commitments, redemption frequency (if currently eligible), and the redemption notice period for the University's alternative investments measured at NAV:

<u>Investment Class</u>	<u>Fair Value</u>	<u>Unfunded Commitments</u>	<u>Redemption Frequency</u>	<u>Redemption Notice Period</u>
<u>Private Equity Partnerships</u>				
Morgan Stanley Private Equity Access Fund II Limited Partnerships (MSPE ACCESS II LP)	\$ 108,780	\$ 14,843	Initial 10 year, with five 1-year extensions	60 Days
Managed Futures Strategic Alternatives, LP (STRATALT LP)	102,872	-	Monthly	10 Days
Total Private Equity Partnerships	<u>211,652</u>	<u>14,843</u>		
Total Investment Measured at NAV	<u>\$ 211,652</u>	<u>\$ 14,843</u>		

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The University's policy for managing its exposure to fair value loss arising from increasing interest rates is to comply with the Act or the UPMIFA and Rule 541, as applicable. For non-endowment funds, Section 51-7-11 of the Act requires that the remaining term to maturity of investments may not exceed the period of availability of the funds to be invested. The Act further limits the remaining term to maturity on all investments in commercial paper, bankers' acceptances, fixed rate negotiable deposits, and fixed rate corporate obligations to 270 days – 15 months or less. The Act further limits the remaining term to maturity on all investments in obligations of the United States Treasury; obligations issued by U.S. government sponsored enterprises; and bonds, notes, and other evidence of indebtedness of political subdivisions of the State to 10 years for institutions of higher education. In addition, variable rate negotiable deposits and variable rate securities may not

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

have a remaining term to final maturity exceeding 3 years. For endowment funds, Rule 541 is more general, requiring only that investments be made as a prudent investor would, by considering the purposes, terms, distribution requirements, and other circumstances of the endowments and by exercising reasonable care, skill, and caution.

As of June 30, 2016, the University's investments had the following maturities:

Investment Type	Fair Value	Investment Maturities (in Years)		
		Less than 1	1-5	6-10
Money Market Mutual Funds	\$ 11,256,958	\$ 11,256,958	\$ -	\$ -
Bond Mutual Funds	522,196		223,446	298,750
Corporate Bonds	4,138,280	2,228,214	1,910,066	-
U.S. Agencies	3,289,512	-	3,289,512	-
U.S. Treasuries	485,738	-	-	485,738
Utah Public Treasurers' Investment Fund	14,467,987	14,467,987	-	-
Totals	<u>\$ 34,160,671</u>	<u>\$ 27,953,159</u>	<u>\$ 5,423,024</u>	<u>\$ 784,488</u>

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The University's policy for reducing its exposure to credit risk is to comply with the Money Management Act, the UPMIFA, and Rule 541, as previously discussed.

At June 30, 2016, the University's investments had the following quality ratings:

Investment Type	Fair Value	Quality Ratings				
		AAA	AA	A	BBB	Unrated
Money Market Mutual Funds	\$ 11,256,958	\$ -	\$ -	\$ -	\$ -	\$ 11,256,958
Bond Mutual Funds	522,196	-	-	-	-	522,196
Corporate Bonds	4,138,280	-	149,587	2,653,484	1,335,209	-
U.S. Agencies	3,289,512	1,138,552	2,150,960	-	-	-
U.S. Treasuries	485,738	485,738	-	-	-	-
Utah Public Treasurers' Investment Fund	14,467,987	-	-	-	-	14,467,987
Totals	<u>\$ 34,160,671</u>	<u>\$ 1,624,290</u>	<u>\$ 2,300,547</u>	<u>\$ 2,653,484</u>	<u>\$ 1,335,209</u>	<u>\$ 26,247,141</u>

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The University's policy for reducing this risk of loss is to comply with the Rules of the Money Management Council or the UPMIFA and Rule 541, as applicable. Rule 17 of the Money Management Council limits non-endowment fund investments in a single issuer of commercial paper and corporate obligations to 5-10% depending upon the total dollar amount held in the portfolio. For endowment funds, Rule 541 requires that a minimum of 25% of the overall endowment portfolio be invested in fixed income or cash equivalents. Also, the overall endowment portfolio cannot consist of more than 75% equity investments. Rule 541 also limits investments in alternative investment funds, as

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

allowed by Rule 541, to between 0% and 30% based on the size of the University's endowment fund.

Custodial Credit Risk

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the University will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The University does not have a formal policy for custodial credit risk. At June 30, 2016, the University had \$211,652 in alternative investments, which were held by the counterparty's trust department and not in the University's name.

Endowment Funds

According to UPMIFA, the governing board may appropriate for expenditure for the purposes for which an endowment is established, as much of the net appreciation, realized and unrealized, of the fair value of the assets of an endowment over the historical dollar value as is prudent under the facts and circumstances prevailing at the time of the action or decision.

The endowment income spending policy of the University is to allocate 4% of a three-year moving average of the market value of the endowment pool. The spending policy is reviewed periodically and any necessary changes are made.

The amount of net appreciation on investments of donor-restricted endowments that were available for authorization for expenditure at June 30, 2016 was \$1,371,063. The net appreciation is a component of restricted expendable net position.

Dixie Foundation Deposits and Investments

At June 30, 2016, the Foundation had the following cash and cash equivalents:

<u>Description</u>	<u>Balance</u>
Cash on Hand	\$ 62
Cash in Bank	218,763
Certificate of Deposit	55,590
Money Market Funds (Held by Equity Managers)	104,476
Total	<u>\$ 378,891</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

Deposits

Custodial Credit Risk

Cash in 1Bank is insured by the Federal Deposit Insurance Corporation. Money Market Funds are covered against broker theft by the Securities Investors Protection Corporation. Cash and cash equivalents have the general characteristics of demand deposits so that funds may be withdrawn at any time without prior notice.

Credit Risks

Investments with a market value of \$13,010,208 represent a risk factor subject to loss due to the volatility of the stock and bond markets.

Investments

Investments are carried at market value on the Foundation's financial statements. The resultant cumulative net unrealized gain at June 30, 2016, was \$224,192 of which (\$757,746) is the current year's unrealized loss.

The amortized cost and estimated market value of investments at June 30, 2016 are as follows:

<u>Investments</u>	<u>Amorized Cost</u>	<u>Gains</u>	<u>Losses</u>	<u>Estimated Market Value</u>
Alternative Funds	\$ 120,697	\$ -	\$ (10,691)	\$ 110,006
Fixed Income Bond Funds	2,640,478	83,802	(26,927)	2,697,353
Obligations of the U.S. Government	713,072	14,302	-	727,374
Obligations of Corporations and Agencies	2,422,430	-	(171,274)	2,251,156
Corporate Securities – Domestic	5,069,881	287,359	-	5,357,240
Corporate Securities – International	1,574,256	49,697	(2,076)	1,621,877
Other	245,202	-	-	245,202
Total	<u>\$ 12,786,016</u>	<u>435,160</u>	<u>\$ (210,968)</u>	<u>13,010,208</u>
Less Losses		<u>(210,968)</u>		
Total Cumulative Net Gain (Loss)		<u>224,192</u>		
Less Assets Held in Trust				-
Investments				<u>\$ 13,010,208</u>
Cumulative Net Unrealized Gain (Loss) 6/30/15		\$ 959,555		
Changes from Contributions, Realized Gains and Losses, and Changes in Assets Held in Trust Unrealized Gain (Loss)		22,383		
2016 Unrealized Gain (Loss)		<u>(757,746)</u>		
Cumulative New Unrealized Gain (Loss) 6/30/16		<u>\$ 224,192</u>		

Financial Accounting Standards Board Statement No. 157, *Fair Value Measurements* (FASB 157), establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

assets or liabilities (level 1 measurements) and the lowest priority to unobservable in inputs (level 3 measurements). Governmental Accounting Standards Board Statement No. 72, *Fair Value Measurement and Application* (GASB 72), establishes the framework for measuring fair value for governmental entities. Except for alternative investments, GASB 72 reflects the same fair value measurement framework as FASB 157.

The following table sets forth by level, within the fair value hierarchy, the Foundation's investments at fair value as of June 30, 2016:

<u>Investment by Fair Value Level</u>	<u>June 30, 2016</u>	<u>Fair Value Measurements Using</u>		
		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Alternative Funds	\$ 110,006	\$ -	\$ -	\$ 110,006
Fixed Income Bond Funds	2,697,353	-	2,697,353	-
Obligations of U.S. Government	727,374	-	727,374	-
Obligations of Corporations and Agencies	2,251,156	-	2,251,156	-
Corporate Securities – Domestic	5,357,240	-	5,357,240	-
Corporate Securities – International	1,621,877	-	1,621,877	-
Other	245,202	-	245,202	-
Total	<u>\$ 13,010,208</u>	<u>-</u>	<u>\$ 12,900,202</u>	<u>\$ 110,006</u>

NOTE 3. ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE

Receivables at June 30, 2016 consisted of the following:

Student Loans	\$ 1,644,207
Student Tuition and Fees	2,006,221
Auxiliary Enterprises and Other	696,976
Contracts and Grants	215,183
Pledges	1,350,000
Primary Government / Related Parties	386,570
Total Receivables	<u>6,299,157</u>
Less Allowances for Bad Debts	(1,527,002)
Total Receivables, Net	<u>\$ 4,772,155</u>

Accounts payable for the year ended June 30, 2016 were as follows:

Suppliers Payable	\$ 972,820
Accrued Interest	188,117
Student Refunds	54,036
Total Accounts Payable	<u>\$ 1,214,973</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

NOTE 4. INVENTORIES

Inventories at June 30, 2016 consisted of the following:

Bookstore	\$ 693,992
Dining Services	59,828
IT Services	28,153
Fuel	<u>27,766</u>
Total Inventories	<u><u>\$ 809,739</u></u>

NOTE 5. CAPITAL ASSETS

Property, plant, and equipment at June 30, 2016 are summarized as follows:

	<u>Balance</u> <u>June 30, 2015</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance</u> <u>June 30, 2016</u>
Capital Assets, Non-depreciable:				
Land and Permanent Easements	\$ 12,558,315	\$ 1,692,890	\$ -	\$ 14,251,205
Construction in Progress	871,985	22,961,797	258,534	23,575,248
Partial Interest in Foundation's Real Property	422,785	-	422,785	-
Total Capital Assets, Non-depreciable	<u>13,853,085</u>	<u>24,654,687</u>	<u>681,319</u>	<u>37,826,453</u>
Capital Assets, Depreciable:				
Buildings	141,109,888	4,139,944	16,602	145,233,230
Machinery and Equipment	13,550,701	1,117,564	889,139	13,779,126
Art, Literature, and Artifacts	2,334,602	56,077	12,160	2,378,519
Land Improvements	12,018,843	483,929	-	12,502,772
General Infrastructure	3,956,446	387,005	-	4,343,451
Total Before Depreciation	<u>172,970,480</u>	<u>6,184,519</u>	<u>917,901</u>	<u>178,237,098</u>
Less Accumulated Depreciation For:				
Buildings	44,543,782	3,889,298	16,602	48,416,478
Machinery and Equipment	8,796,782	1,195,418	631,008	9,361,192
Art, Literature, and Artifacts	1,309,258	103,738	12,160	1,400,836
Land Improvements	6,143,365	359,778	-	6,503,143
General Infrastructure	205,465	85,572	-	291,037
Total Depreciation	<u>60,998,652</u>	<u>5,633,804</u>	<u>659,770</u>	<u>65,972,686</u>
Total Capital Assets, Depreciable, Net	<u>111,971,828</u>	<u>550,715</u>	<u>258,131</u>	<u>112,264,412</u>
Total Capital Assets, Net	<u><u>\$ 125,824,913</u></u>	<u><u>\$ 25,205,402</u></u>	<u><u>\$ 939,450</u></u>	<u><u>\$ 150,090,865</u></u>

The University has certain works of art that are not capitalized or depreciated. These assets are held for public exhibition, education, or research, rather than financial gain. These assets are also protected, unencumbered, and preserved and are subject to policies requiring the proceeds from sales of collection items to be used to acquire other collection items. The University's

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

assets of this nature include Native American artifacts, photographs, prints, paintings, monuments, statues and other historical documents.

During fiscal year 2016, the University purchased real property that the Foundation had previously purchased. This property is referred to as the Dahle/University Plaza.

At June 30, 2016, the University had outstanding commitments for the construction and remodeling of University buildings of approximately \$3,604,740 which consists of \$23,001 on the Burns Arena addition, \$64,090 on the Smith Computer Center remodel, and \$3,517,649 for the Campus View Suites student housing.

Capital Assets of the Foundation at June 30, 2016 consisted of the following:

	Balance			Balance
	June 30, 2015	Increases	Decreases	June 30, 2016
Land	\$ 2,331,326	\$ -	\$ 1,257,220	\$ 1,074,106
Buildings	3,025,474	-	2,513,680	511,794
Building Improvements	143,346	-	143,346	-
Total	<u>5,500,146</u>	<u>-</u>	<u>3,914,246</u>	<u>1,585,900</u>
Accumulated Depreciation	<u>(522,376)</u>	<u>(18,330)</u>	<u>(476,731)</u>	<u>(63,975)</u>
Capital Assets, Net	<u>\$ 4,977,770</u>	<u>\$ (18,330)</u>	<u>\$ 3,437,515</u>	<u>\$ 1,521,925</u>
Collectible Art – Foundation	\$ 9,200	\$ -	\$ -	\$ 9,200

NOTE 6. BONDS, NOTES, AND CAPITAL LEASES PAYABLE

The University has entered into capital lease agreements to acquire equipment. Equipment currently financed under a capital lease and its accumulated depreciation amounts are \$2,525,874 and \$1,164,111, respectively. The University is currently paying on a 2006 bond issue that was entered into through the Utah State Board of Regents to acquire Avenna Center and other buildings. For financial statement purposes, the 2006 bond issue is considered a capital lease. Capital leased building assets and their depreciation amounts are \$8,971,201 and \$4,030,758, respectively. As seen in the table below, the remaining principal balance on notes and capital leases payable at June 30, 2016 is \$6,852,725. In June 2015, the University issued a new general revenue bond in the amount of \$21,315,000 to finance the construction of student housing. At June 30, 2016, the student housing was still under construction. All but \$9,087,707 of the original \$21,315,000 bond proceeds had been used in the construction process. The first principal payment for the 2015 bond issue is due in fiscal year 2017 and, therefore, is not reflected in the principal payments made in fiscal year 2016.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

Bonds, notes, and capital leases payable at June 30, 2016 are summarized as follows:

	Lease Term	Interest Rate	Balance June 30, 2016
Notes and Capital Leases Payable			
Bank of America Public Capital	2011-2028	1.50% - 4.50%	\$ 3,144,322
Chase Equipment Finance, Inc.	2011-2017	2.72%	48,961
Revco Leasing	2013-2018	13.56%	6,758
US Bancorp Government Leasing and Finance, Inc.	2014-2024	3.02%	410,308
Wells Fargo	2006-2020	4.60% - 4.75%	184,367
Zions Bank	2006-2023	3.60%-4.65%	2,545,000
JPMorgan Chase Bank	2016-2023	1.74%	513,009
Total Notes and Capital Leases Payable			\$ 6,852,725

Issue	Date Issued	Maturity Date	Interest Rate	Original Issue	Current Liability	Balance 6/30/16
Series 2015-Revenue	6/24/2015	6/1/2046	2.0% - 5.0%	\$ 21,315,000	\$ 415,000	\$ 21,315,000

Future principal and interest payments are summarized as follows:

Year Ending June 30	Capital Leases	Bonds Payable	Principal	Interest	Total Principal and Interest
2017	\$ 758,989	\$ 415,000	\$ 1,173,989	\$ 1,088,347	\$ 2,262,336
2018	711,244	425,000	1,136,244	1,050,708	2,186,952
2019	745,308	435,000	1,180,308	1,014,201	2,194,509
2020	782,974	440,000	1,222,974	975,562	2,198,536
2021	779,222	455,000	1,234,222	929,793	2,164,015
2022-2026	2,353,135	2,540,000	4,893,135	3,984,323	8,877,458
2027-2031	721,853	3,015,000	3,736,853	3,132,458	6,869,311
2032-2036	-	3,690,000	3,690,000	2,414,519	6,104,519
2037-2041	-	4,460,000	4,460,000	1,637,200	6,097,200
2042-2046	-	5,440,000	5,440,000	669,800	6,109,800
Totals	\$ 6,852,725	\$ 21,315,000	\$ 28,167,725	\$ 16,896,911	\$ 45,064,636

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

Long-term Liability activity for the year ended June 30, 2016 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Bonds, Notes, and Capital Leases Payable					
Bonds Payable	\$ 21,315,000	\$ -	\$ -	\$ 21,315,000	\$ 415,000
Notes Payable	101,894	-	101,894	-	-
Capital Leases Payable	7,095,384	513,010	755,669	6,852,725	758,989
Total Bonds, Notes, and Capital Leases Payable	28,512,278	513,010	857,563	28,167,725	1,173,989
Other Liabilities					
Net Pension Liability	4,921,641	1,335,536	-	6,257,177	-
Compensated Absences	1,199,567	1,215,796	990,736	1,424,627	1,069,191
Termination Benefits	604,958	818,763	243,275	1,180,446	443,406
Total Other Liabilities	\$ 6,726,166	\$ 3,370,095	\$ 1,234,011	\$ 8,862,250	\$ 1,512,597

The Foundation has entered into Charitable Gift Annuity Agreements wherein donors (the annuitants) conveyed to the Foundation assets in exchange for annual payments to the annuitants during the annuitants' joint lifetimes and for the life of the surviving annuitant. The liability is calculated at the date of donation by figuring the present value of the annual payments over the expected remaining life of the annuitants. Contributions revenue, which is the fair market value of the contribution less its corresponding liability is included in the Statement of Revenues, Expenses, and Changes in Net Position for the year of contribution.

Future principal and interest payments for the Annuity are as follows:

<u>Year Ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2017	\$ 321,899	\$ 50,859	\$ 372,758
2018	341,740	31,018	372,758
2019	136,952	13,281	150,233
2020	65,118	10,940	76,058
2021	61,246	14,062	75,308
Thereafter	573,032	42,335	615,367
Totals	\$ 1,499,987	\$ 162,495	\$ 1,662,482

The Foundation had the following notes payable at June 30, 2016:

A note payable with a current portion of \$52,613 and a long-term portion of \$1,074,674 bears interest at 5%, \$8,982 is payable monthly until the last payment due on April 22, 2031. The note payable is secured by the purchased property. The Foundation believes that the State of Utah will fund the Foundation for the cost of the property.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

The amounts due for each of the next five years and thereafter are as follows:

<u>Year Ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2017	\$ 52,613	\$ 55,169	\$ 107,782
2018	55,305	52,478	107,783
2019	58,134	49,648	107,782
2020	61,109	46,673	107,782
2021	64,235	43,548	107,783
Thereafter	835,891	223,970	1,059,861
Totals	<u>\$ 1,127,287</u>	<u>\$ 471,486</u>	<u>\$ 1,598,773</u>

NOTE 7. RETIREMENT OF DEBT

In a prior year, the Utah State Legislature authorized the funds to defease all of the University's outstanding auxiliary revenue bonds. The funds were put into irrevocable trusts to provide for all future debt service payments on the bonds. The principal balance of the University's defeased bonds at June 30, 2016 are as follows:

<u>Defeased Bonds</u>	<u>Redemption Date</u>	<u>Principal Balance</u>
Series 2006, 2006-2026	05/01/2016	\$ 1,420,000
Total Defeased Bonds		<u>\$ 1,420,000</u>

NOTE 8. PLEDGED BOND REVENUE

The University issues revenue bonds to provide funds for the construction and renovations of major capital facilities and the acquisition of capital equipment for the University. Investors in these bonds rely solely on the net revenue pledged by the general revenue of the University for the retirement of outstanding bonds payable. The following table presents the net revenue pledged and the principal and interest paid and accrued for the year ended June 30, 2016.

PLEGGED BOND REVENUE:	
Revenues	
Operating Revenue	\$ 11,166,851
Nonoperating Revenue	191,899
Total Revenues	<u>11,358,750</u>
Expenses	
Operating Expenses	10,727,028
Nonoperating Expenses	-
Total Expenses	<u>10,727,028</u>
Net Pledged Revenue	<u>\$ 631,722</u>
Principal & Interest Payments	
Total Principal & Interest Paid and Accrued	\$ 819,429
Less Principal & Interest Paid w/ Dedicated Bond Proceeds	<u>752,446</u>
Net Principal & Interest to be Covered by Pledged Revenues	<u>\$ 66,983</u>

DIXIE STATE UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

NOTE 9. PENSION PLANS AND RETIREMENT BENEFITS

As required by State law, eligible nonexempt employees (as defined by the U.S. Fair Labor Standards Act) of the University are covered by defined benefit plans sponsored by the Utah Retirement Systems (Systems), and eligible exempt employees (as defined by the U.S. Fair Labor Standards Act) are covered by defined contribution plans, such as the Teachers Insurance and Annuity Association—College Retirement Equities Fund (TIAA-CREF), 401(k), 457(b), Traditional IRA, or Roth IRA plans.

Defined Benefit Plans

Eligible plan participants are provided with pensions through the following systems:

- Public Employees Noncontributory Retirement System (Noncontributory System) and the Public Employees Contributory Retirement System (Contributory System), which are multiple employer, cost sharing, public employees, retirement systems.
- The Public Safety Retirement System (Public Safety System), which is a cost-sharing, multiple-employer retirement system;
- Tier 2 Public Employees Contributory Retirement System (Tier 2 Public Employees System); and the Tier 2 Public Safety and Firefighter Contributory Retirement System (Tier 2 Public Safety and Firefighter System), which are multiple employer, cost-sharing, public employees, retirement systems.

The Tier 2 Public Employees System and the Tier 2 Public Safety and Firefighter System were created July 1, 2011. All eligible employees who have no previous service credit with any of the Utah Retirement Systems prior to that date, are members of the Tier 2 Retirement Systems.

The Systems are established and governed by the respective sections of Chapter 49 of the *Utah Code*. The Systems' defined benefit plans are amended statutorily by the State Legislature. The Utah State Retirement Office Act provides for the administration of the Utah Retirement Systems and Plans under the direction of the Utah State Retirement Board (Board) whose members are appointed by the Governor. The Systems are fiduciary funds defined as pension (and other employee benefit) trust funds and are a component unit of the State of Utah. Chapter 49 of the *Utah Code* grants the authority to establish and amend the benefit terms. The Systems issue a publicly available financial report that includes financial statements and required supplementary information for the Systems. A copy of the report may be obtained by writing to the Utah Retirement Systems at 560 East 200 South, Salt Lake City, Utah 84102 or visiting the website: www.urs.org.

DIXIE STATE UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

The Systems provide retirement benefits as follows:

Summary of Benefits by System

System	Final Average Salary	Years of Service Required and/or Age Eligible for Benefit	Benefit Percent per Year of Service	COLA**
Noncontributory System	Highest 3 years	30 years any age 25 years any age* 20 years age 60* 10 years age 62* 4 years age 65	2.0% per year all years	Up to 4%
Contributory System	Highest 3 years	30 years any age 20 years age 60* 10 years age 62* 4 years age 65	1.25% per year to June 1975; 2.0% per year July 1975 to present	Up to 4%
Public Safety System	Highest 3 years	20 years any age 10 years age 60 4 years age 65	2.5% per year up to 20 years; 2.0% per year over 20 years;	Up to 2.5% or 4% depending upon employer
Tier 2 Public Employees System	Highest 5 years	35 years any age 20 years age 60* 10 years age 62* 4 years age 65	1.5% per year all years	Up to 2.5%
Tier 2 Public Safety and Firefighter System	Highest 5 years	25 years any age 20 years age 60* 10 years age 62* 4 years age 65	1.5% per year all years	Up to 2.5%

* with actuarial reductions

** All post-retirement cost-of-living adjustments are non-compounding and are based on the original benefit. The cost-of-living adjustments are also limited to the actual Consumer Price Index (CPI) increase for the year, although unused CPI increases not met may be carried forward to subsequent years.

As a condition of participation in the Systems, employers and/or employees are required to contribute certain percentages of salary and wages as authorized by statute and specified by the Board. Contributions are actuarially determined as an amount that, when combined with employee contributions (where applicable) is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded actuarial accrued liability. Contribution rates are as follows:

DIXIE STATE UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

	Rates Paid by Employee	Rates Paid by DSU for Employee	DSU Contribution Rates	DSU Rates for 401(k) plan
Noncontributory System				
State and School Division Tier 1	N/A	N/A	22.19%	1.50%
Contributory System				
Public Employees	N/A	6.00%	17.70%	N/A
Public Employees Tier 2	N/A	N/A	18.24%	1.78%
Public Safety Retirement System				
Public Safety	N/A	N/A	41.35%	10.00%
Public Safety and Firefighter	N/A	N/A	29.10%	1.33%

Tier 2 rates include a statutory required contribution to finance the unfunded accrued liabilities of the Tier 1 plans.

For fiscal year ended June 30, 2016, the employer and employee contributions to the Systems were as follows:

	Employer Contributions	Employee Contributions
Noncontributory System	\$ 1,078,513	N/A
Contributory System	10,704	-
Public Safety System	90,450	-
Tier 2 Public Employees System	129,774	-
Tier 2 Public Safety and Firefighter System	9,159	-
Total Contributions	<u>\$ 1,318,600</u>	<u>\$ -</u>

Contributions reported are the URS Board approved required contributions by System. Contributions in the Tier 2 Systems are used to finance the unfunded liabilities in the Tier 1 Systems.

At June 30, 2016, the University's net pension asset and liability were as follows:

	Proportionate Share	Net Pension Asset	Net Pension Liability
Noncontributory System	0.18031080%	\$ -	\$ 5,664,079
Contributory System	0.28094420%	-	176,054
Public Safety System	0.19371590%	-	417,044
Tier 2 Public Employees System	0.09876360%	216	-
Tier 2 Public Safety and Firefighter System	0.05173510%	756	-
Total Net Pension Asset / Liability		<u>\$ 972</u>	<u>\$ 6,257,177</u>

The net pension asset and liability were measured as of December 31, 2015, and the total pension liability used to calculate the net pension asset and liability was determined by an actuarial valuation as of January 1, 2015 and rolled-forward using generally accepted actuarial procedures. The proportion of the net pension asset and liability was based upon actual historical employer contributions to the plan from the census data submitted to the plan for pay periods ending in 2015.

DIXIE STATE UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

For the year ended June 30, 2016, pension expense of \$1,219,817 was recorded. At June 30, 2016, the University reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 131	\$ 477,161
Changes in assumptions	-	130,049
Net difference between projected and actual earnings on pension plan investments	1,670,516	-
Changes in proportion and differences between contributions and proportionate share of contributions	11,958	15,520
Contributions subsequent to the measurement date	639,683	-
Total	\$ 2,322,288	\$ 622,730

The amount of \$639,683 reported as deferred outflows of resources related to pensions resulted from contributions made by the University prior to its fiscal year end, but subsequent to the measurement date of December 31, 2015. These contributions will be recognized as a reduction of the net pension liability in the upcoming fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending December 31	Deferred Outflows (Inflows) of Resources
2016	\$ 223,256
2017	223,256
2018	252,377
2019	363,978
2020	(585)
Thereafter	(2,406)

The total pension liability in the December 31, 2015 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.75 percent
Salary Increases	3.50 - 10.50 percent, average, including inflation
Investment Rate of Return	7.50 percent, net of pension plan investment expense, including inflation

Mortality rates were developed from actual experience and mortality tables, based on gender, occupation and age, as appropriate, with adjustments for future improvement in mortality based on Scale AA, a model developed by the Society of Actuaries.

DIXIE STATE UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

The following assumption changes were adopted from the most recent actuarial experience study: a decrease in the wage inflation assumption for all employee groups from 3.75% to 3.5%, a modification to the rate of salary increases for most groups, a decrease in the payroll growth assumption from 3.5% to 3.25%. The post retirement mortality assumption for female educators improved, and the pre-retirement mortality assumption had minor changes. Additional changes were made to certain demographic assumptions. As a result, more members are anticipated to terminate employment prior to retirement, slightly fewer members are expected to become disabled, and members are expected to retire at a slightly later age.

The actuarial assumptions used in the January 1, 2015 valuation were based on the results of an actuarial experience study for the five-year period ending December 31, 2013.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Expected Return Arithmetic Basis		
	Target Asset Allocation	Real Return Arithmetic Basis	Long-Term Expected Portfolio Real Rate of Return
Equity Securities	40%	7.06%	2.82%
Debt Securities	20%	0.80%	0.16%
Real Assets	13%	5.10%	0.66%
Private Equity	9%	11.30%	1.02%
Absolute Return	18%	3.15%	0.57%
Cash & Cash Equivalents	0%	0.00%	0.00%
Totals	100%		5.23%
	Inflation		2.75%
	Expected Arithmetic Nominal Return		7.98%

The 7.50% assumed investment rate of return is comprised of an inflation rate of 2.75%, a real return of 4.75% that is net of investment expense.

The discount rate used to measure the total pension liability was 7.50 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from all participating employers will be made at contractually required rates that are actuarially determined and certified by the Systems' Board. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. The long-term expected rate of return on pension plan investments was

DIXIE STATE UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

applied to all periods of projected benefit payments to determine the total pension liability. Detailed information about the pension plan's fiduciary net position is available in the separately issued Systems financial report.

The following presents the proportionate share of the net pension liability calculated using the discount rate of 7.50 percent, as well as what the proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.50 percent) or one percentage point higher (8.50 percent) than the current rate:

Sensitivity of Proportionate Share of Net Pension (Asset)/Liability

System	1% Decrease (6.50%)	Discount Rate (7.50%)	1% Increase (8.50%)
Noncontributory System	\$ 10,251,768	\$ 5,664,079	\$ 1,817,295
Contributory System	398,063	176,054	(12,273)
Public Safety System	730,082	417,044	158,909
Tier 2 Public Employees System	39,537	(216)	(30,345)
Tier 2 Public Safety and Firefighter System	1,285	(756)	(2,323)
Total	\$ 11,420,735	\$ 6,256,205	\$ 1,931,263

Defined Contribution Plans

TIAA-CREF provides individual retirement fund contracts with each participating employee. Employees may allocate contributions by the University to any or all of the providers and the contributions to the employee's contract(s) become vested at the time the contribution is made. Employees are eligible to participate from the date of employment and are not required to contribute to the fund. Benefits provide to retired employees are based on the value of the individual contracts and the estimated life expectancy of the employee at retirement. For the year ended June 30, 2016, the University's contribution to these defined contribution pension plans was 14.20% of the employees' annual salaries. Additional contributions are made by the University based on employee contracts. The University has no further liability once contributions are made.

Employees of the University may also contribute to the 457(b), 403(b), Roth IRA, or a 401(k) plan. For employees participating in defined benefit plans, the University is also required to contribute 1.5% of the employee's salary into a 401(k) plan.

For employees participating in the Tier 2 Public Employee defined contribution plan (Tier 2 DC), the University is required to contribute 20.02 percent of the employees' salary, of which 10 percent is paid into a 401(k)/457 plan while the remainder is contributed to the Public Employees Contributory System, as required by law.

DIXIE STATE UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

Defined Contribution Plans are administered by the Systems and are generally supplemental plans to the basic retirement benefits of the Systems, but may also be used as a primary retirement plan. These plans are voluntary tax-advantaged retirement savings programs authorized under sections 401(k) and 408 of the Internal Revenue code. Detailed information regarding plan provisions is available in the separately issued System financial report.

For the year ended June 30, 2016, the University's contributions to the defined contribution plans were equal to the required amounts, as shown below:

<u>Defined Contribution Plan</u>	<u>University's Contributions</u>	<u>Employee Contributions</u>
TIAA-CREF	\$ -	\$ 3,350,084
401(k) Plans	92,417	127,114
403(b) Plans	-	425,939
457 Plans	-	85,153
Roth IRA	-	1,740
Total Contributions	\$ 92,417	\$ 3,990,030

NOTE 10. TERMINATION BENEFITS

The University may provide termination benefits, in accordance with University policy and if approved by the Board of Trustees, for those employees who are eligible and elect the University's early retirement option.

Eligible employees are those who have at least five years of continuous service in a full-time, benefit-eligible position with the University, are at least age 57, and when age is combined with qualifying years of service the value is 75 or greater. An eligible employee receives the lesser of 20% of the employee's salary at the time the employee enters the early retirement program or the predicted Social Security benefit the employee will receive at full retirement age. This incentive is paid to the eligible employee until the earlier of five years or full retirement age. The employee is also eligible to receive the same coverage of medical insurance and dental insurance the employee was receiving at the early retirement date, which coverage continues for a maximum period of five years or to age 65, whichever comes first. These benefits are deducted from the early retirement incentive the employee receives on the same basis as non-retired employees.

As of June 30, 2016, fifteen eligible employees have elected to take the early retirement option. The funding for these termination benefits is provided on a pay-as-you-go basis. For the year ended June 30, 2016, the stipend and benefits expense for the early retirement program totaled \$243,275. The early retirement liability of \$1,180,446 is calculated using a 5% discount rate and a 3% inflation factor for salary and insurance premiums.

DIXIE STATE UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

NOTE 11. RISK MANAGEMENT

The University maintains insurance coverage for commercial general liability, automobiles, errors and omissions, and property (buildings and equipment) through policies administered by the Utah State Risk Management Fund. Employees of the University and authorized volunteers are covered by workers' compensation and employees' liability through the Workers Compensation Fund of Utah.

NOTE 12. RELATED PARTY TRANSACTIONS

There are two properties that have been purchased by the Foundation which are referred to as the Larkin property and Dahle/University Plaza. The University has entered into agreements with the Foundation to rent and manage these properties on a month-to-month basis. The monthly amount that is being paid for the Larkin property is \$8,982, with the yearly total in 2016 of \$107,784. During fiscal year 2016, the University also had rental expense for the Dahle/University Plaza in the amount of \$19,285. Funding from the Legislature allowed for the purchase of the Dahle/University Plaza from the Foundation in early fiscal year 2016.

NOTE 13. CONTINGENT LIABILITIES

As mentioned above in Note 12, the University has entered into management agreements with the Foundation. In both of these agreements there is a provision that the University will cover any cash shortfall that may occur while managing these properties. The University's current rental payment for the Larkin property approximately equals the amount of the Foundation's monthly mortgage payment; therefore, this payment covers a significant portion of the cash outflow already. In order to mitigate these potential shortfalls, the University set aside funding to cover the shortfalls if they occur, although any shortfalls related to these properties are not estimable at this time. In July 2015, the University purchased the Dahle/University Plaza; at that point, the University was relieved of any contingent liability presented in the property management agreement.

NOTE 14. SUBSEQUENT EVENTS

In August 2016, the Utah Retirement Systems' Board lowered the pension liability discount rate from 7.50% to 7.20% effective January 1, 2016. The effect of this change in assumption will be reflected at the Systems' next measurement date of December 31, 2016. This change in assumption does not change the current required actuarial contribution rate.

DIXIE STATE UNIVERSITY

REQUIRED SUPPLEMENTARY INFORMATION FOR THE YEAR ENDED JUNE 30, 2016

Schedule of Dixie State University's Proportionate Share of the Net Pension Liability Utah Retirement Systems

	December 31,	
	2015	2014
<i>Noncontributory System</i>		
Proportion of Net Pension Liability (Asset)	0.18031080%	0.18064140%
Proportionate Share of Net Pension Liability (Asset)	\$ 5,664,079	\$ 4,538,667
Covered Payroll	\$ 5,341,127	\$ 5,245,808
Proportionate Share of Net Pension Liability (Asset) as a Percentage of Covered Payroll	106.05%	86.50%
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	84.50%	87.20%
<i>Contributory System</i>		
Proportion of Net Pension Liability (Asset)	0.28094420%	0.28692570%
Proportionate Share of Net Pension Liability (Asset)	\$ 176,054	\$ 31,461
Covered Payroll	\$ 88,995	\$ 103,443
Proportionate Share of Net Pension Liability (Asset) as a Percentage of Covered Payroll	197.82%	30.40%
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	92.40%	98.70%
<i>Public Safety System</i>		
Proportion of Net Pension Liability (Asset)	0.19371590%	0.18916470%
Proportionate Share of Net Pension Liability (Asset)	\$ 417,044	\$ 351,513
Covered Payroll	\$ 212,317	\$ 204,903
Proportionate Share of Net Pension Liability (Asset) as a Percentage of Covered Payroll	196.42%	171.60%
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	82.30%	84.30%

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DIXIE STATE UNIVERSITY

REQUIRED SUPPLEMENTARY INFORMATION FOR THE YEAR ENDED JUNE 30, 2016

Schedule of Dixie State University's Proportionate Share of the Net Pension Liability (continued) Utah Retirement Systems

	December 31,	
	2015	2014
<i>Tier 2 Public Employees System</i>		
Proportion of Net Pension Liability (Asset)	0.09876360%	0.10467660%
Proportionate Share of Net Pension Liability (Asset)	\$ (216)	\$ (3,172)
Covered Payroll	\$ 638,190	\$ 513,385
Proportionate Share of Net Pension Liability (Asset) as a Percentage of Covered Payroll	-0.03%	-0.60%
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	100.20%	103.50%
<i>Tier 2 Public Safety and Firefighter System</i>		
Proportion of Net Pension Liability (Asset)	0.05173510%	0.07165880%
Proportionate Share of Net Pension Liability (Asset)	\$ (756)	\$ (1,060)
Covered Payroll	\$ 30,780	\$ 29,601
Proportionate Share of Net Pension Liability (Asset) as a Percentage of Covered Payroll	-2.46%	-3.60%
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	110.70%	120.50%

The University implemented GASB Statement No. 68 in fiscal year 2015. Information on the Entity's portion of the plans' net pension liabilities (assets) is not available for periods prior to fiscal year 2015.

DIXIE STATE UNIVERSITY

REQUIRED SUPPLEMENTARY INFORMATION FOR THE YEAR ENDED JUNE 30, 2016

Schedule of Dixie State University's Defined Benefit Pension Contributions Utah Retirement Systems Last 10 Fiscal Years

<i>Noncontributory System</i>	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
Contractually Required Contribution	\$ 1,078,513	\$ 1,132,464	\$ 1,009,059	\$ 973,112	\$ 881,179	\$ 812,533	\$ 714,128	\$ 715,859	\$ 747,588	\$ 718,768
Contributions in Relation to the Contractually Required Contribution	(1,078,513)	(1,132,464)	(1,009,059)	(973,112)	(881,179)	(812,533)	(714,128)	(715,859)	(747,588)	(718,768)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered Payroll	\$ 5,274,072	\$ 5,240,619	\$ 5,294,042	\$ 5,385,984	\$ 5,374,032	\$ 4,993,100	\$ 5,021,993	\$ 5,034,167	\$ 5,257,298	\$ 5,054,630
Contributions as a Percentage of Covered Payroll	20.45%	21.61%	19.06%	18.07%	16.40%	16.27%	14.22%	14.22%	14.22%	14.22%

<i>Contributory System</i>	2016	2015	2014*	2013*	2012*	2011*	2010	2009	2008	2007
Contractually Required Contribution	\$ 10,704	\$ 18,102	\$ 16,659	\$ 47,609	\$ 21,902	\$ 11,125	\$ 8,845	\$ 8,758	\$ 8,429	\$ 9,214
Contributions in Relation to the Contractually Required Contribution	(10,704)	(18,102)	(16,659)	(47,609)	(21,902)	(11,125)	(8,845)	(8,758)	(8,429)	(9,214)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered Payroll	\$ 60,473	\$ 102,272	\$ 104,314	\$ 486,900	\$ 222,788	\$ 94,045	\$ 90,907	\$ 90,007	\$ 86,626	\$ 94,699
Contributions as a Percentage of Covered Payroll	17.70%	17.70%	15.97%	9.78%	9.83%	11.83%	9.73%	9.73%	9.73%	9.73%

* Contractually Required Contributions, Contributions, and Covered Payroll include information for Tier 2 Employees. The Tier 2 Public Employees System was created in fiscal year 2011. Prior to the implementation of GASB Statement No. 68, Tier 2 information was not separately available.

<i>Public Safety System</i>	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
Contractually Required Contribution	\$ 90,450	\$ 91,062	\$ 79,124	\$ 81,729	\$ 68,166	\$ 62,557	\$ 59,032	\$ 51,899	\$ 41,368	\$ 38,003
Contributions in Relation to the Contractually Required Contribution	(90,450)	(91,062)	(79,124)	(81,729)	(68,166)	(62,557)	(59,032)	(51,899)	(41,368)	(38,003)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered Payroll	\$ 218,742	\$ 206,738	\$ 201,282	\$ 219,171	\$ 199,782	\$ 191,015	\$ 195,598	\$ 183,776	\$ 154,646	\$ 142,065
Contributions as a Percentage of Covered Payroll	41.35%	44.05%	39.31%	37.29%	34.12%	32.75%	30.18%	28.24%	26.75%	26.75%

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DIXIE STATE UNIVERSITY

REQUIRED SUPPLEMENTARY INFORMATION FOR THE YEAR ENDED JUNE 30, 2016

Schedule of Dixie State University's Defined Benefit Pension Contributions (continued) Utah Retirement Systems Last 10 Fiscal Years

<i>Tier 2 Public Employees System *</i>	2016	2015	2014*	2013*	2012*	2011*	2010*	2009*	2008*	2007*
Contractually Required Contribution	\$ 129,774	\$ 44,354	\$ 79,924	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Contributions in Relation to the Contractually Required Contribution	<u>(129,774)</u>	<u>(44,354)</u>	<u>(79,924)</u>							
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>							
Covered Payroll	\$ 711,479	\$ 532,459	\$ 477,160							
Contributions as a Percentage of Covered Payroll	18.24%	8.33%	16.75%							
<i>Tier 2 Public Safety and Firefighter System *</i>	2016	2015	2014	2013*	2012*	2011*	2010*	2009*	2008*	2007*
Contractually Required Contribution	\$ 9,159	\$ 3,262	\$ 6,589	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Contributions in Relation to the Contractually Required Contribution	<u>(9,159)</u>	<u>(3,262)</u>	<u>(6,589)</u>							
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>							
Covered Payroll	\$ 31,357	\$ 30,203	\$ 24,046							
Contributions as a Percentage of Covered Payroll	29.21%	10.80%	27.40%							

* Contributions in Tier 2 include an amortization rate to help fund the unfunded liabilities in the Contributory System.
Tier 2 systems were created effective July 1, 2011.

**MINUTES OF THE DIXIE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
Zion Room, Jeffrey R. Holland Centennial Commons**

Friday, November 4, 2016

8:00 a.m. – General Session

8:01 a.m. – Executive Session

8:30 a.m. – General Session

11:00 a.m. – Trustees and Others to have tour of the Hazy Building Renovation

11:50 a.m. – Luncheon in the Zion Room for All Meeting Attendees

BOARD MEMBERS PRESENT:

David Clark (Chair)

Julie Beck (Vice Chair)

Larry Bergeson

Elisabeth Bingham

Christina J. Durham (participated by phone)

Hal Hiatt (Alumni Association President)

Jon Pike

Sarah Ramaker (DSUSA President)

Gail Smith

Thomas Wright

ALSO PRESENT:

President Richard B. Williams

Katie Armstrong – Exempt Staff Association President

Del Beatty – Dean of Students

Sylvia Bradshaw – Director of Sponsored Programs

Shannon Broad – DSU Notary Public

Cheri Capps – Director of Accounting

Cindy Cole – Title IX Clery Act Compliance Director

Susan Ertel – New DSU Chapter President of the University Women in Higher Education Network (UWHEN)

Richard Featherstone – Dean of the College of Humanities and Social Sciences

Bryant Flake – Institutional Budget Director

Peter Gitau – Vice President of Student Affairs

Jim Haendiges – Faculty Senate President-elect

Jyl Hall – Director of Public Relations and Marketing

Nancy Hauck – Faculty Senate President-elect and Associate Provost of Community & Global Engagement

Doajo Hicks – General Counsel

Jeffery Jarvis – Dean of the College of the Arts

Scott Jensen – Executive Director of Business Services

Stephen Kim – Assistant Professor of Sociology

Michael Lacourse – Provost and Vice President of Academic Affairs

Marilyn Lamoreaux – Assistant to the President

Brad Last – Vice President of Institutional Advancement

Frank Lojko – Vice President of Government Affairs

Jonathan Morrell – Exempt Staff Association President-elect

Paul Morris – Vice President of Administrative Affairs

Bob Oxley – Part-time Sociology Faculty

Eric Pedersen – Dean of the College of Science & Technology

Sandy Petersen – Associate Provost of Academic Quality & Success

Wayne Provost – Director of Innovation, Guidance & Support

David Roos – Assistant Vice President of Student Success & Co-Curricular Assessment

Travis Rosenberg – Executive Director of Human Resources
Brenda Sabey – Dean of the College of Education
Kevin Simmons – Director of Concurrent Enrollment
Laura Snelson – Director of Assessment
David Wade – Director of Academic Planning
Kyle Wells – Dean of the School of Business & Communication
Robyn Whipple – Classified Staff Association President
Courtney White – Chief of Staff
Patricia Wintch – Interim Dean of the College of Health Sciences
David Zielke – Interim Director/Dean of Library Services
Members of the Press: Julie Applegate from *St. George News*, Kevin Jenkins from *The Spectrum*, and Candy Roland from *Dixie Sun News*

I. WELCOME

At 8:02 a.m., David L. Clark, Chair of the Dixie State University (DSU) Board of Trustees, welcomed everyone to the meeting. At 8:03 a.m. he called for a motion to move into Executive Session for the purpose of discussing personnel and/or real estate issues.

MOTION BY GAIL SMITH, DULY SECONDED BY LARRY BERGESON, TO MOVE INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL AND/OR REAL ESTATE ISSUES. Action: Approved unanimously, by a show of hands.

II. EXECUTIVE SESSION

At 8:50 a.m., Chair Clark called for a motion to adjourn the Executive Session.

MOTION BY ELISABETH BINGHAM, DULY SECONDED BY HAL HIATT, TO ADJOURN THE EXECUTIVE SESSION. Action: Approved unanimously, by a show of hands.

III. GENERAL SESSION – WELCOME/INTRODUCTIONS

At 9:02 a.m., Chair Clark again welcomed everyone. He said Trustee Christina J. Durham was participating by phone. He thanked Kyle Wells, Wayne Provost, Eric Pedersen, Frank Lojko and Henrie Walton for the presentations they gave last night at the Board of Trustees dinner. Chair Clark asked the following individuals to introduce themselves:

- **Susan Ertel, new DSU Chapter President of the University Women in Higher Education Network (UWHEN).** Susan said UWHEN is a state organization founded four years ago at UVU under Susan Madsen. Utah unfortunately leads the nation in women with some college education but no degree. DSU was the first UWHEN chapter incorporated, and Susan Ertel is the third president. Today is their fall workshop on campus; Dr. Ilene Trough from Penn State is presenting research at the workshop.
- **Dr. Wayne Provost, Director of Innovation, Guidance and Support.** Dr. Wayne Provost said for the past 45 years, his interest in life has been turning ideas into businesses. There are no stupid ideas. Most ideas receive patents and he has been very blessed that most have become viable businesses. In the two weeks he has been here he has received three great patent ideas.
- **Welcome Representatives of the Press.** Chair Clark welcomed Julie Applegate from *St. George News*, Kevin Jenkins from *The Spectrum*, and Candy Roland from the *Dixie Sun News*.

IV. BOARD OF TRUSTEES ITEM

Trustees to Sign Public Officer's Disclosure/Conflict of Interest Statements

Chair Clark recognized Shannon Broad, Registration Coordinator/Articulation, who is DSU's new Notary Public. She will witness the Board of Trustees' signing of the Public Officer's Disclosure/Conflict of Interest Statements, as required by the Utah State Board of Regents.

V. PRESENTATION

Campus Master Plan

Chair Clark introduced Paul Morris, Vice President of Administrative Affairs, who presented the DSU Campus Master Plan. Paul said we have to build up. He had divided the master plan into precincts:

1. **Academic Precinct.** This precinct is currently located on the north end of campus. The first new building will be the Human Performance Building, which will house some academic programs. Next to be replaced will be the Science Building or the Performing Arts facility, followed by engineering and arts buildings. The architects would like to put a new education building south of Hazy (there is good parking and street access for a pre-school).
2. **Residential Precinct.** Campus View Suites is a very successful building, and the site is programmed for two more buildings. There are a lot of interested private developers, and we will build phase 2 in about three years if there is demand. We are going to take the old housing office and transform it into a convenience store. Across the street could be a mixed use building. In total, 1800 to 2000 students could be housed. We are planning an overhead walk bridge in the future to safely cross 100 South.
3. The new **front door of campus** has become 300 South to the Holland Building, and includes the Encampment Mall. There will be changes in the Gardner Center. The Campus Store will be moved to the lower level. Bookstores are shrinking/declining in the country, but what is growing is branded apparel and merchandise. We would put a coffee shop or marquee shop. Starbucks is a huge hit. We'll have an upper level dining hall – right now the cafeteria is about 1500 sq. ft. and very crowded, but the architects think it should be 5000 sq. ft. We are going to cook fresh.
4. **Parking.** We receive more questions about parking than any other aspect of the master plan. We did create about 300 new stalls to support our new housing area. One of the challenges going forward will be to eliminate interior lots – all parking will be on the periphery. A parking garage is being considered where the tennis courts are and also across first south where the Plaza is right now. Paul said the state does not contribute to parking structures or housing. Trustee Hal Hiatt thinks we may need to put some parking by the Alumni House. Paul said when we build a parking garage, the price of the parking sticker will cost \$150-700 for an annual parking permit. Our current fee is \$40 per year.
5. **Sports Arenas.** Several streets will disappear or shrink. He described Legend Solar Stadium plans. He showed drawings of the east side grandstand, locker rooms, ticketing, concessions, restrooms, etc. Larry said this is exciting to see. Trustee Jon Pike asked if the track is part of this project. Yes, we have three responses for the RFP and will be doing this, and widening the football field at the same time. We will also get new turf. The project will be underway as soon as the athletic schedule allows (January/February). By June 2017 we should have the new track.

Chair Clark thanked Paul for his presentation. We have a great vision for the future.

VI. PRESIDENT'S REPORT

Chair Clark said he received a letter from the Utah System of Higher Education (USHE) regarding Regent Policy 209, Evaluation of the President. There were well over a dozen people in the community who were interviewed for President Williams' recent evaluation. It was a very positive evaluation. Those interviewed said President Williams shows exceptional leadership and effectiveness, cares deeply, and leads Dixie to new levels of achievement. Chair Clark said he was honored to receive the letter and wanted to share it. Meeting attendees applauded the President.

President Williams' Report included the following items:

- President said a lot has happened since we last met. Our official enrollment went up – we had the highest percentage of growth of any other USHE institution. Thank you to everyone.
- We had a very successful Homecoming. The parade was a highlight – President literally saw hundreds of Trailblazer shirts. We were honored to recognize distinguished alumni: Alice Allred (posthumously), Marion Bentley, and Donna Stafford.
- The new Campus View Suites were ready for fall semester, and we held a wonderful dedication.

- The DSU Bison is represented in the Art in the City project. Thank you for Trustee Durham and the Town and Gown committee. There will eventually be 20 bison around the city.
- We have had great success with our Human Performance Center plans – the project is ranked second in priority in the state.
- Regarding recruitment, yesterday we had 1500 prospective students in the Burns Arena.
- Regarding Athletics, two weeks ago President and Jason went to Denver to sign the papers with RMAC.
- Last night men's soccer won the conference championship 3 to 1. They will come home for the final game nationally. Other sports are also doing well.
- Our Marketing & Communication Department competed against 47 institutions and won many awards.
- We just hired the Dixie online director.

VII. REPORTS

Classified Staff Association

Robyn Whipple, CSA President, and Katie Armstrong, ESA President, presented the following information:

- They received 26 nominations in October for the Mini Trailblazer Award. She read the names of September recipients. President Williams will put the names in the campus updates.
- Robyn said the Health & Wellness committee is very active. They are sponsoring a November food drive for the campus food pantry.
- Staff have a step challenge, and are also working with HR to do a Destroying Diabetes event this month.
- The staff professional development meetings have been very successful.
- Robyn said they have received funding for professional development initiatives outlined in Goal 3 of the Strategic Plan. The committee will have three members from CSA, three from ESA, and one person from HR. Bryant Flake is the chair. They are now receiving applications.
- Katie said the CSA and ESA boards met and discussed a merger into one association. The first step was to survey staff. The survey closes on November 14th. Each board will meet separately to review votes, and then the leaders will meet again to discuss the next step.
- Robyn said we are part of the Utah Higher Education Staff Association (UHESA) and she and Katie went to the fall conference at the UofU last week. The Department of Labor overtime ruling was the main topic. As they discussed what is happening on other campuses, DSU stands out as exemplary. Travis Rosenberg, HR Executive Director, has done a fabulous job, meeting with every staff member, etc. Chair Clark had Travis stand up. Robyn said our staff are aware of what is going on and it is an unsettling thing for some people. Part of the discussion was on coordinating efforts of both staff associations.

Chair Clark said he was pleased with the professional development, and wished the two staff associations good luck with the survey and becoming one.

Faculty Senate

Nancy Hauck and Jim Haendiges, Faculty Senate President, and President-elect, respectively, presented this report, which included the following:

- Nancy said many attended the "What is an Educated Person" conference last week. They put together a small meeting on Thursday evening with the faculty leaders across the state. On Friday, the focus was on general education reform across the state.
- They held a general faculty meeting on Monday (Halloween) and had a spooky good time. They had org.sync training for faculty and staff. The Testing Center gave a presentation on how to reduce cheating. Laura Snelson gave a presentation on identifying IR outcomes.
- Jim is involved in the policy task force and the Faculty Salaries policy is up for vote today.
- Jim said he has had a great mentor in Nancy; she is amazing. She is incredibly busy but always takes the time to prepare. He will be the faculty senate president in January, so they have to get a new president-elect in place by then.
- Nancy announced they are launching their first community engagement event: Academic Community Engagement Week next week. Brooks the Bison is going to accompany her Tuesday and Wednesday to promote civic engagement.

VIII. BOARD OF TRUSTEES COMMITTEE REPORTS

Chair Clark requested reports from the following Board of Trustees Committees:

- **Executive Committee – David Clark, Committee Chair, with Committee Members Julie Beck and Gail Smith.** Chair Clark said each institution's Board of Trustees chair and vice chair meet with that institution's president and his/her Resource & Review committee. Yesterday, he and Trustee Vice Chair Julie Beck met with President Williams and Regents Pat Jones and Wilford Clyde. When we got all done, Regents Jones and Clyde were energized and excited about DSU. Hats off to President Williams and the direction and trajectory of this university.
- **Academic Committee – Julie Beck, Committee Chair, with Committee Members Larry Bergeson, Sarah Ramaker, and Gail Smith.** Vice Chair Beck said this committee met a few weeks ago and reviewed the academic programs being voted on today. The review process is lengthy; there are nine steps, but each step is strategically placed to help the university grow.
- **Audit Committee. Committee Chair David Clark, with Committee Members Julie Beck, and Hal Hiatt.** Chair Clark said they met a couple of weeks ago. His favorite part is when follow-up audits are marked "fully implemented." The Board Audit Committee members are meeting Monday at noon with the state auditor, who is coming to do DSU's state audit. The next couple of weeks will be very busy.
- **Finance/Investment Committee. Larry Bergeson, Committee Chair, with Committee Members David Clark and Thomas Wright.** Trustee Bergeson said he is not aware of anything new. The most pertinent thing is the election and how that might affect investments.
- **Government Affairs Committee. Thomas Wright, Committee Chair, with Committee Members David Clark and Jon Pike.** Trustee Wright said it is a privilege to work with Trustees Clark and Pike. It is so easy to talk to the Governor and legislators about DSU – it is an honor. Thank you to Henrie and Frank for all they do. The Institute of Politics and Public Affairs is going well. We have meetings with the Governor and Tammy Pyfer, and we are holding early voting on campus. In the upcoming weeks, their committee goal is to work with legislators on funding for the Human Performance Building. We are optimistic.
- **Honoree Selection Committee. Elisabeth Bingham, Committee Chair, with Committee Members Julie Beck, David Clark, Sarah Ramaker, and Gail Smith.** Trustee Bingham said they are all set for Commencement, with Lionel Hollins to speak at the Baccalaureate Ceremony, and Clinton Buhler to speak at the Associates Ceremony because he is so involved with younger students. We have selected the Honorary Doctorate recipients. Distinguished Citizen, Excellence in Education and Excellence in Service award recipients have also been selected and will be honored at the year-end awards banquet.
- **Policy Committee. Christina Durham, Committee Chair, with Committee Members Elisabeth Bingham and Gail Smith.** Trustee Durham said the Policy Committee met and the policies are well vetted and thought out. Many policies had not been updated since the 1990s. We hope over the next 18-24 months we can get all of our policies current and up to speed. The committee has done an amazing amount of work – it is very impressive what they have accomplished in 18 months.
- **DXATC Board Liaison. Trustee Jon Pike** said the DXATC building project is progressing and the building is being framed now. They are still fundraising, but moving forward and adding certificates and programs. They hope to finish September-ish. This will be the first time they have been in state-owned space instead of leased space. They are the only ATC in the system in that situation.
- **National Advisory Council (NAC) Representatives. Chair Elisabeth Bingham, with Committee Members Christina Durham and Gail Smith.** Trustee Bingham said she was not there, but Chair Clark was there – it was his first NAC meeting, and he was very impressed with the NAC members.

Chair Clark thanked the Trustees for their good work on the Board committees.

IX. ACTION ITEMS

Approval of Minutes

- **Minutes of the Meeting held on Monday, July 11, 2016.** Chair Clark said that the Minutes of the Board of Trustees meeting held on Monday, July 11, 2016, were approved by email vote on October 7, 2016.

Action: Yes-6; Abstain-1; No reply-2. Chair Clark asked for a vote to ratify the email vote held on October 7th.

MOTION BY JON PIKE, DULY SECONDED BY LARRY BERGESON, TO RATIFY THE OCTOBER 7, 2016 APPROVAL OF THE MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON MONDAY, JULY 11, 2016.

Action: Approved unanimously.

- **Minutes of the Meeting held on Friday, September 23, 2016.** Chair Clark called for a motion to approve the minutes of the September 23, 2016 Board of Trustees meeting.

MOTION BY THOMAS WRIGHT, DULY SECONDED BY HAL HIATT, TO APPROVE THE MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON FRIDAY, SEPTEMBER 23, 2016, AS PRESENTED. Action:

Approved unanimously.

ACADEMIC AFFAIRS

Academic Program Proposals

Dr. Michael Lacourse, Provost and Vice President of Academic Affairs, and Dr. David Wade, Director of Academic Planning, presented the following program proposals. David said over his tenure in last three years, we have had 87 academic proposals come forward. He thanked all involved.

- **BA/BS Applied Sociology.** Bob Oxley and Stephen Kim were in attendance to support the approval of this program. David said this degree is building on our current bachelors and associates sociology degrees, to meet the demand we are seeing across the nation. Data shows a 15% growth in the Applied Sociology field by 2020. They are proposing an undergraduate research center around the sociology discipline, and they are also considering a non-profit leadership alliance, a national group. Trustee Bergeson said when these program proposals reach the Trustees, a lot of time and effort has gone into them. We recognize and appreciate the extensiveness of the work and that needs are being addressed.

MOTION BY LARRY BERGESON, DULY SECONDED BY GAIL SMITH, TO APPROVE THE BA/BS APPLIED SOCIOLOGY PROGRAM PROPOSAL, AS PRESENTED. Action: Approved unanimously.

- **FCS Department Rename.** Dr. Brenda Sabey, Dean of the College of Education, said this department is in her college and she requested the rename, which is more aligned with others, and more effectively represents our program. Brenda said this finishes the restructuring after moving Health and Human Performance to Health Sciences. This is more representative of the field.

MOTION BY THOMAS WRIGHT, DULY SECONDED BY JULIE BECK, TO APPROVE THE RENAME OF THE FCS DEPARTMENT. Action: Approved unanimously.

- **BS Bioinformatics.** Dean Eric Pedersen came forward. David said this is a partnership with DRMC and their genomics program. It is also in the interdisciplinary field and brings in STEM fields. Only four new courses are required; we already have a lot of this curriculum. It is the first full degree in USHE, and combines expertise in computing and nuclear biology, etc. Trustee Pike applauds the efforts of the university to take quick action to put this in place; it is very timely and exciting. David Wade also gave kudos to Dr. Erin O'Brien for her work on this proposal.

MOTION BY JON PIKE, DULY SECONDED BY ELISABETH BINGHAM, TO APPROVE THE BS IN BIOINFORMATICS, AS PRESENTED. Action: Approved unanimously.

- **Applied Leadership Emphasis in Communication Studies.** David said this is very interdisciplinary – a trend across the nation. We currently have a communication studies degree; this is a leadership emphasis – the first emphasis of this kind in USHE. Dr. Kyle Wells, Dean of Business and Communication, said this is degree completion programs for returning adults being made available to full-time students as well. Michael said we have a lot of emphases at DSU and it is very advantageous. These are put together in a very individual way for students, and allow us to stay on the cutting edge.

MOTION BY SARAH RAMAKER, DULY SECONDED BY JON PIKE, TO APPROVE THE APPLIED LEADERSHIP EMPHASIS IN COMMUNICATION STUDIES. Action: Approved unanimously.

- **Discontinue of Certificate in Surgical Technology.** David said the AAS degree in surgical tech was approved this summer, so to be good stewards we wanted to steer our students away from this. It will be discontinued at the end of 2016; there is no need for a teach-out. Michael introduced Interim Dean

Patricia Wintch. Dean Wintch said it has become an accreditation standard, and has to be done in terms of the job market and national actions. Michael said this won't be the last time this happens.

MOTION BY THOMAS WRIGHT, DULY SECONDED BY ELISABETH BINGHAM, TO APPROVE DISCONTINUING THE CERTIFICATE IN SURGICAL TECHNOLOGY, AS PRESENTED. Action: Approved unanimously.

- **Accounting Minor.** David said this is a packaging issue. We already have the curriculum. Accounting is a very sought-after school. Many students have requested this minor. Pairing this with Business or any other major is a strong coupling. The minor will require 21 credits. Dean Kyle Wells said this won't lead to a CPA, but it provides exposure to students moving into the area from other disciplinary areas.

MOTION BY LARRY BERGESON, DULY SECONDED BY ELISABETH BINGHAM, TO APPROVE THE ACCOUNTING MINOR, AS PRESENTED. Action: Approved unanimously.

ADMINISTRATIVE AFFAIRS

Budget Reports

Vice President Paul Morris and DSU Budget Director Bryant Flake presented the following budget reports:

- **2016-2017 Budget Report (General Fund).** Bryant said the budget looks good on the revenue side. We have had a 20% increase in three years. Revenues come from our state appropriation and tuition revenues. Enrollment is up about 5% budget related. We will have to see how our spring retention holds up to see how much more additional funding we'll be able to add, but we are currently looking at \$.5 to 1 million. The budget managers are staying within budget, and budget controls are solid.

MOTION BY JON PIKE, DULY SECONDED BY GAIL SMITH, TO APPROVE THE 2016-2017 BUDGET REPORT, AS PRESENTED. Action: Approved unanimously.

- **Institutional Discretionary Fund.** Bryant is excited about this report. For 5-6 years prior to this year, our revenues were lower. At the beginning of 2016-2017, with the support of Chair Clark, we took some steps to diversify our short-term investments into slightly higher return vehicles without increasing our risk. A slightly higher return gives us quite a bit of income. In the first year we saw an increase of approximately \$60,000, which all goes to scholarships.

MOTION BY LARRY BERGESON, DULY SECONDED BY THOMAS WRIGHT, TO APPROVE THE INSTITUTIONAL DISCRETIONARY FUND REPORT, AS PRESENTED. Action: Approved unanimously.

- **Auxiliary Operations.** Bryant said we had another successful year in auxiliaries, and added just over \$.5 million to auxiliary operations. Every entity received a profit. New challenges are coming up all the time (especially in the Campus Store area, with rapidly changing trends). We took a \$140,000 loss on the sale of the dining services food truck, but still sold it for \$150,000. Paul Morris said that with auxiliaries, many campuses give up and hire outside companies to run them. But we have been able to make money and have our own people run them. Trustee Wright asked for revenue or profit goals we are trying to accomplish. Paul said the primary goal is provide the service at a fair price and break even. We make a little money that we put back into the buildings, O&M, etc. (this is true with all auxiliaries). Profit isn't our biggest motive; we want the auxiliaries to be sustainable. Trustee Wright said housing is highest, but Paul said that is because we paid off all housing prior to building Campus View Suites. Bryant said over time inflation will increase the housing revenue, but the bond payment will remain the same. In a few years we will be able to do that again.

MOTION BY JON PIKE, DULY SECONDED BY GAIL SMITH, TO APPROVE THE AUXILIARY OPERATIONS REPORT, AS PRESENTED. Action: Approved unanimously.

- **Donation Report.** Brad Last, Vice President of Institutional Advancement, said we are a couple of thousand dollars ahead of last year. This is our best year ever in terms of donations – \$11.5 million. Those pledges are now turning into cash flow so you see the increase. We will receive the land transfer from the Jennings in the next few days, as well as part of the HBP funding. We received notice that a kind donor on NAC had a policy owned by DSU, so within five or six weeks we will receive that. He is pretty sure the Legislature will come through for the HPB. Please call your friends and ask for their help.

MOTION BY ELISABETH BINGHAM, DULY SECONDED BY LARRY BERGESON, TO APPROVE THE DONATION REPORT, AS PRESENTED. Action: Approved unanimously.

HUMAN RESOURCES

Early Retirement Requests

Travis Rosenberg, Executive Director of Human Resources, said two retiring employees have requested Early Retirement. They both meet the criteria and have been approved by campus committees.

- **Steven Bringhurst.** Steve worked in the Career Center.
- **Kevin Hancey.** Kevin worked in the Campus Store.

Both are retiring at the end of the semester. Chair Clark asked if the money is there to cover the early retirement. Travis said yes, that is always the first thing they check.

MOTION BY HAL HIATT, DULY SECONDED BY GAIL SMITH, TO APPROVE THE EARLY RETIREMENT REQUESTS OF STEVEN BRINGHURST AND KEVIN HANCEY, AS PRESENTED. Action: Approved unanimously.

POLICIES

Travis Rosenberg said the following policies would be presented for discussion and vote by the indicated representative for that area:

- **Policy 157 Personal Conduct/Conflict of Interest.** This is a new policy, which incorporates existing policies. General Council Doajo Hicks said this is to make sure we are in compliance with state requirements. He is policy owner and will determine if there is conflict of interest. He said he will file cases with the Attorney General, for oversight.

MOTION BY JON PIKE, DULY SECONDED BY JULIE BECK, TO APPROVE POLICY 157 PERSONAL CONDUCT/CONFLICT OF INTEREST, AS PRESENTED. Action: Approved unanimously.

- **Policy 160 Intellectual Property.** Doajo said this is a new policy, being presented for **Information Only**. This policy was empowered by the President's action, because we already had Intellectual Property that we needed to protect. This creates the opportunity for a student or someone from outside to retain their intellectual property rights on a case-by-case basis, and provides for those who want to have an agreement. President confirmed that this policy is in place, and doesn't need to be ratified.
- **Policy 301 Personnel Definitions.** Travis said this was last updated six years ago, but with the Department of Labor changes, we had to update it so there were no contradictions. Chair Clark asked if we are in DOL compliance. Travis said yes, we will be on December 1st.

MOTION BY THOMAS WRIGHT, DULY SECONDED BY LARRY BERGESON, TO APPROVE POLICY 301 PERSONNEL DEFINITIONS, AS PRESENTED. Action: Approved unanimously.

- **Policy 305 Hiring.** Travis said this policy was last updated in 1996. This update was partially due to the strategic plan. Also, the procedures have been taken out and are on the Human Resources website.

MOTION BY SARAH RAMAKER, DULY SECONDED BY JULIE BECK, TO APPROVE POLICY 305 HIRING, AS PRESENTED. Action: Approved unanimously.

- **Policy 323 Employment Physical Examinations.** Travis said when we were revising Policy 157 a lot of the information was in Policy 323; it was a hodgepodge of random information. So they decided to make this a stand-alone policy. Chair Clark said this is mostly housecleaning.

MOTION BY JULIE BECK, DULY SECONDED BY JON PIKE, TO APPROVE POLICY 323 EMPLOYMENT PHYSICAL EXAMINATIONS, AS PRESENTED. Action: Approved unanimously.

- **Policy 341 Faculty Salaries.** Travis said in September Board of Trustees meeting, the Board approved staff compensation. This policy today is for faculty, and it matches staff. The two policies run in tandem.

MOTION BY THOMAS WRIGHT, DULY SECONDED BY GAIL SMITH, TO APPROVE POLICY 341, AS PRESENTED. Action: Approved unanimously.

- **Policy 351 Job Classification.** Travis said this is in large part due to overtime regulations from the DOL; how we define positions eligible for overtime. It has also been updated for ACA compliance, etc.

MOTION BY SARAH RAMAKER, DULY SECONDED BY ELISABETH BINGHAM, TO APPROVE POLICY 351 JOB CLASSIFICATION, AS PRESENTED. Action: Approved unanimously.

- **Policy 373 Termination and Reduction of Workforce.** Travis said the only revision was taking pieces out of 323 and incorporating them into this policy. Travis said this is the 16th policy that has been updated since he arrived at DSU just over a year ago.

MOTION BY LARRY BERGESON, DULY SECONDED BY GAIL SMITH, TO APPROVE POLICY 373 TERMINATION AND REDUCTION OF WORKFORCE, AS PRESENTED. Action: Approved unanimously.

X. CONCLUDING REMARKS

At 11:15 a.m., Chair Clark thanked everyone. He asked the Trustees to follow Dean Kyle Wells for the tour of the Udvar-Hazy Building renovation. We will come back to the Zion Room for the luncheon at noon.

MOTION TO ADJOURN BY ELISABETH BINGHAM, DULY SECONDED BY LARRY BERGESON. Action: Approved unanimously.

The General Session of the meeting was adjourned at 11:15 a.m.

XI. THE GENERAL SESSION WAS ADJOURNED AT 11:15 A.M., WHEN THE TRUSTEES AND OTHER MEETING ATTENDEES LEFT TO TOUR THE UDVAR-HAZY BUILDING RENOVATION, WITH DEAN KYLE WELLS.

XII. FOLLOWING THE TOUR, TRUSTEES RETURNED TO THE ZION ROOM FOR THE BOARD OF TRUSTEES LUNCHEON FOR ALL MEETING ATTENDEES.

**XIII. NEXT BOARD OF TRUSTEES DINNER – THURSDAY, JANUARY 26 @ 6PM
NEXT BOARD OF TRUSTEES MEETING – FRIDAY, JANUARY 27 @ 8AM, ZION ROOM**

XIV. CALENDAR OF UPCOMING MEETINGS AND EVENTS

- *Annual Induction Ceremony for English Honor Society* – Friday, Nov. 4 @ 6PM, Alumni House
- *Dixie Classic Golf Tournament* – Friday and Saturday, November 4 and 5, 2016
- *St. George Interfaith Council CROP Walk* – Saturday, November 12 @ 10AM, Larkspur Park/ Bloomington Hills
- *Board of Regents Meeting* – Friday, November 18 @ UVU
- *Northern Utah Alumni Event* – Saturday, November 19, 2016
- *Thanksgiving Break* – Thursday and Friday, November 24 and 25, 2016
- *President’s Holiday Luncheon* – Thursday, December 8 @ 11:30 AM-1PM, Gardner Ballroom
- *Last Day of Classes* – Friday, December 9, 2016
- *Final Exams* – Monday through Friday, December 12-17, 2016
- *St. George Interfaith Council “Prayer Over the City”* – Saturday, December 31 @ 12PM, Eccles Concert Hall
- *New Year’s Day Holiday* – Sunday, January 1, 2017
- *Spring Semester Begins* – Monday, January 9, 2017
- *Board of Regents Meeting* – Friday, January 20 @ University of Utah
- *Annual CSA/ESA Staff Breakfast w/President* – Wednesday, January 25 @ 8:30AM, Ballroom
- *Board of Trustees Meeting* – Friday, January 27 @ 8AM, Zion Room

XV. MEETING ADJOURNED

TO: Dixie State University Board of Trustees

FROM: President Richard B. Williams

DATE: January 19, 2017

SUBJECT: **Recommendation of Approval for Intermediate Review/Continued Probationary Status; Rank Advancement and/or Awards of Tenure; and Post-Probationary Review**

The following Dixie State University faculty members have applied for Intermediate Review/Continued Probationary Status:

- **Dr. Luis Arevalo** – Assistant Professor of Latin American Literature
- **Dr. Greg Bartholomew** – Assistant Professor of Secondary Education
- **Dr. Adriana Brandt** – Assistant Professor of Education/English as a Second Language
- **Denise Burton** – Instructor of Interdisciplinary Arts & Sciences
- **Dr. Michael Cartmill** – Associate Professor of Spanish
- **Joy Challis** - Instructor of Education
- **Dr. Julie Chew** – Associate Professor of Nursing
- **Dr. Gabriela Chilom** – Associate Professor of Chemistry
- **Dr. Phillip Garner** – Assistant Professor of Economics
- **Dr. Martina Gaspari** – Assistant Professor of Biology
- **Dr. Roger Hale** – Assistant Professor of Music
- **Dr. Allyson Hamilton** – Assistant Professor of American Sign Language
- **Jennifer Harrington** – Instructor of Nursing
- **Dr. Matthew Harris** – Instructor of Management Information Systems
- **Philip Haslam** – Assistant Professor of Theatre
- **Janice Hayden** – Instructor of Geology
- **Todd Hess** – Instructor of Accounting
- **Adina Ionita** – Instructor of Mathematics
- **Dr. Abu Khan** – Assistant Professor of Finance
- **Dr. Katherine Leigh** – Assistant Professor of Chemistry
- **Dr. Braden Lindstrom** – Assistant Professor of English
- **Dr. Scott Miles** – Assistant Professor of English as a Second Language
- **Dr. RC Morris** – Assistant Professor of Criminal Justice
- **Dr. Erin Ortiz** – Assistant Professor of Communication
- **Dr. John Rasmussen** – Assistant Professor of Medical Laboratory Science
- **Rhonda Rhodes** – Instructor of Music Education
- **Chelsea Richards** – Assistant Professor of Theatre
- **Tiera Rigby** – Assistant Professor of Radiography
- **Judy Scott** – Assistant Professor of Nursing
- **Travis Seegmiller** – Associate Professor of Business
- **Dr. Lucia Taylor** – Assistant Professor of Foreign Languages
- **Dr. John Wolfe** – Assistant Professor of Philosophy
- **Dr. Ed Wu** – Assistant Professor of Psychology
- **Dr. Jeffrey Yule** – Associate Professor of Interdisciplinary Arts & Sciences

The following Dixie State University faculty members have applied for **Rank Advancement and/or Awards of Tenure**:

- **Dr. Paul Abegg** – Rank Advancement to Full Professor
- **Dr. Stephen Armstrong** – Rank Advancement to Full Professor
- **Dr. Leonor Ceballos** – Rank Advancement to Full Professor
- **Dr. AmiJo Comeford** – Rank Advancement to Full Professor
- **Dr. Gary Cantrell** – Rank Advancement to Associate Professor, and Award of Tenure
- **Dr. Christine Chew** – Rank Advancement to Associate Professor, and Award of Tenure
- **Dr. Sean George** – Rank Advancement to Associate Professor, and Award of Tenure
- **Dr. Paul Harris** – Rank Advancement to Associate Professor, and Award of Tenure
- **Dr. Susan Hart** – Award of Tenure
- **Dr. John Jones** – Rank Advancement to Full Professor
- **Dr. Scott Lindsey** – Rank Advancement to Associate Professor, and Award of Tenure
- **Dr. Kristine Olson** – Rank Advancement to Associate Professor, and Award of Tenure
- **Dr. Russ Ross** – Rank Advancement to Full Professor
- **Dr. Samuel Tobler** – Rank Advancement to Associate Professor, and Award of Tenure
- **Dr. Marius van der Merwe** – Rank Advancement to Full Professor
- **Dr. Don Warner** – Rank Advancement to Full Professor
- **Patricia Wintch** – Rank Advancement to Associate Professor

The following Dixie State University faculty members have applied for Approval of **Post-Probation Review**:

- **Ross Decker** – Tenured Associate Professor of Mathematics
- **Dr. Li Lei** – Tenured Professor of Dance
- **Dr. Munir Mahmud** – Tenured Professor of Business
- **Dr. Dennis Martinez** – Tenured Professor of Art
- **Kathy Rasmussen** – Tenured Associate Professor of Nursing
- **Dr. Dennis Wignall** – Tenured Professor of Communication

Dr. Michael Lacourse, Provost and Vice President of Academic Affairs, has informed me that the above individuals have each received a favorable review – from their deans, as well as from the University Faculty Review Committee – of their applications for Continued Probationary Status, Rank Advancements, Awards of Tenure, or Post-Probation Review. Dr. Lacourse endorses those recommendations.

I wish to add my final approval to Dr. Lacourse's endorsement and recommendation. With the approval of the Dixie State University Board of Trustees at their January 27, 2017 meeting, the Continued Probationary Status, Rank Advancements, Awards of Tenure, and Post-Probationary Approval Status will be effective July 1, 2017.

I express my sincere gratitude and congratulations to these individuals for their successful reviews, and for their great contributions to Dixie State University and its students.



Richard B. Williams, PhD, ATC
President, Dixie State University

Cover/Signature Page - Abbreviated Template/Abbreviated Template with Curriculum

Institution Submitting Request: Dixie State University
 Proposed Title: Department of Health Care Diagnostics and Therapeutics
 Currently Approved Title: (Administrative Unit Consolidation)
 School or Division or Location: Department(s) or Area(s) Location:
 College of Health Sciences
 Recommended Classification of Instructional Programs (CIP) Code⁵ (for new programs): *N/A*
 Classification of Instructional Programs (CIP) Code (for existing programs): *N/A*
 Beginning Date (for new programs): 07/01/2017
 Institutional Board of Trustees' Approval Date: *MM/DD/YEAR*

Proposal Type (check all that apply):

Regents' General Consent Calendar Items	
<i>R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar</i>	
SECTION NO.	ITEM
4.1.5.1 <input type="checkbox"/>	K-12 Endorsements
5.1.1 <input type="checkbox"/>	Minor*
5.1.2 <input type="checkbox"/>	Emphasis*
5.2.1 <input type="checkbox"/>	(CER P) Certificate of Proficiency*
5.2.3 <input type="checkbox"/>	(GCR) Graduate Certificate*
5.4.1 <input type="checkbox"/>	New Administrative Unit
	Administrative Unit Transfer
	Administrative Unit Restructure
	Administrative Unit Consolidation
5.4.2 <input type="checkbox"/>	Conditional Three-Year Approval for New Centers, Institutes, or Bureaus
5.4.3 <input type="checkbox"/>	New Center
	New Institute
	New Bureau
5.5.1 <input type="checkbox"/>	Out-of-Service Area Delivery of Programs
5.5.2 <input type="checkbox"/>	Program Transfer
	Program Restructure
	Program Consolidation
5.5.3 <input type="checkbox"/>	Name Change of Existing Programs
5.5.4 <input type="checkbox"/>	Program Discontinuation
	Program Suspension
5.5.5 <input type="checkbox"/>	Reinstatement of Previously Suspended Program
	Reinstatement of Previously Suspended Administrative Unit

**Requires "Section V: Program Curriculum" of Abbreviated Template*

Chief Academic Officer (or Designee) Signature:

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Signature

Date:

Printed Name:

⁵ CIP codes must be recommended by the submitting institution. For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

Program Request - Abbreviated Template

Dixie State University

Department Creation

09/21/2016

Section I: Request

The College of Health Sciences at Dixie State University proposes to create a Department of Health Care Diagnostics and Therapeutics. DSU proposes to consolidate several small programs into this department, namely: Emergency Medical Services, Respiratory Therapy, Medical Radiography, Physical Therapist Assistant, Surgical Technologist, and Medical Laboratory Sciences.

Section II: Need

Several Health Science programs are comprised of one or two full-time faculty. They each send representatives to the University Curriculum Committee, Faculty Senate, and department chair meetings. It has been determined that the needs of those programs and the Health Sciences College overall would be better served by combining them into one department with a single department chair.

Section III: Institutional Impact

At present, each program sends representatives to department chair meetings. Under the new proposal, those programs will be represented by a single department chair.

Section IV: Finances

A single department chair would be elected to serve those programs. One faculty chair workload release time would be required.

Section V: Program Curriculum

N/A

**Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Full Template**

Institution Submitting Request: Dixie State University
Proposed Program Title: Bachelor of Fine Arts in Studio Art
Sponsoring School, College, or Division: College of the Arts
Sponsoring Academic Department(s) or Unit(s): Art Department
Classification of Instructional Program Code¹ : 6 - Digit CIP
Min/Max Credit Hours Required to Earn Degree: 120 / 120
Proposed Beginning Term²: Fall 2017
Institutional Board of Trustees' Approval Date:

Program Type (check all that apply):

<input type="checkbox"/> (AAS)	Associate of Applied Science Degree
<input type="checkbox"/> (AA)	Associate of Arts Degree
<input type="checkbox"/> (AS)	Associate of Science Degree
<input type="checkbox"/>	Specialized Associate Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/> (BA)	Bachelor of Arts Degree
<input type="checkbox"/> (BS)	Bachelor of Science Degree
<input checked="" type="checkbox"/>	Professional Bachelor Degree (specify award type ³ : BFA)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/> (MA)	Master of Arts Degree
<input type="checkbox"/> (MS)	Master of Science Degree
<input type="checkbox"/>	Professional Master Degree (specify award type ³ :)
<input type="checkbox"/>	Other (specify award type ³ :)
<input type="checkbox"/>	Doctoral Degree (specify award type ³ :)
<input type="checkbox"/>	K-12 School Personnel Program
<input type="checkbox"/>	Out of Service Area Delivery Program

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.

_____ Date:

I understand that checking this box constitutes my legal signature.

¹ For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

² "Proposed Beginning Term" refers to first term after Regent approval that students may declare this program.

³ Please indicate award such as APE, BFA, MBA, MEd, EdD, JD

Utah System of Higher Education Program Description - Full Template

Section I: The Request

Dixie State University requests approval to offer the following Baccalaureate degree(s): Bachelor of Fine Arts in Studio Art effective Fall 2017. This program was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Program Description

Present a complete, formal program description.

A growing number of in-demand jobs with strong potential for advancement require creative visual arts skills. The rise of the Internet, the dominance of advertising, and the omnipresence of a diverse array of media offer a wealth of work opportunities for those with a baccalaureate degree in Art. DSU can better prepare its students to compete in the job market by offering a BFA degree in Art. As a "core and foundational" area of other USHE institutions, DSU is now ready to bolster its offerings and value to the region and state with a BFA degree in this discipline. The DSU Art faculty have been teaching upper-division classes since 2005 and have seen enrollment in Art classes increase significantly with the introduction of the Art Emphasis in the BA/BS degree. It is now appropriate for DSU to begin offering a Baccalaureate of Fine Art degree (BFA).

All of the BFA degrees in Utah offer an emphasis within the BFA. Students pursuing a BFA must select and complete an emphasis. Although emphases differ by institution, most BFA's offer Photography, Painting/Drawing, Sculpture, and Graphic Design as options, allowing students to focus on and "specialize" in a single medium. Sometimes the student has options to take other media type classes, but they are very limited. The BFA at Dixie State University will not have an emphasis. It will be a Studio BFA giving students the option to study multiple media or focus on a single medium. DSU students will be able to take courses in Photography, Design, Painting, Sculpture, and Ceramics giving them a broad understanding of various media, or, if they are only interested in one medium, they can take the courses necessary to understand it in greater depth. This programmatic feature would allow program majors to design and pursue customized coursework plans to support their postgraduate and professional goals.

The core of the BFA will require students to obtain a broad base of art and design skills consistent with the core offerings of other USHE institutions. Every student will have to take 2D design, 3D design, drawing, first year experience, and two art history courses as a foundation. After being accepted into the BFA degree students will have to take lower division core classes in computer design, drawing, painting, sculpture, photography, ceramics, and other introductory courses to gain a solid basis and breadth in the creative arts. After taking their foundation and core classes students will have the choice to become acquainted with all upper division media forms or focus in one area of study. The new degree will prepare students to compete more effectively for opportunities in art and design and develop a number of transferable skills that can be applied in multiple settings. The requirements for the new Art degree are consistent with the guidelines and requirements set forth by the National Association of Schools of Art and Design (NASAD) in the 2015-2016 handbook.

Consistency with Institutional Mission

Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/.

There is evidence of significant demand for the new degree, gathered by survey from students already enrolled at DSU and anecdotally from the larger St. George and Washington areas. St. George has a vibrant visual arts community, and a BFA degree would recognize and support local artistic activities. According to DSU's mission statement[1], "Dixie State University is a public comprehensive university dedicated to rigorous learning and the enrichment of the professional and personal lives of its students and community by providing opportunities that engage the unique Southern Utah environment and resources." DSU has identified Art as a foundation of culture in our community, by recognizing the role of Art in General Education and observing that all institutions in the region and of comparable size already offer a BFA. A BFA will help DSU better fulfill its mission and meet the needs of students and the community by adding a new program. Employers have stated that they want

employees with more creativity and a broader range of art and graphic design skills, experience, and training. This general BFA degree will allow students to develop creativity and skills and gain marketable training and experience by allowing them to take courses to prepare for particular postgraduate opportunities, making them either more immediately employable or better positioned to successfully compete for graduate school opportunities. The fact that the new degree program can be initiated without requiring significant additional funding or resources makes it consistent with the need to achieve results while working within a strict budget.

Section III: Needs Assessment

Program Rationale

Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program.

Currently every BFA degree in the state has a specific focus or emphasis. We seek to meet an as yet unmet need for a general BFA degree to make our graduates competitive both in Utah and nationally. By doing so, the new degree would allow us to stop losing BFA-seeking students to other schools, finally allowing DSU to meet a known need. The program would also benefit USHE by creating an option for Utah students that is currently unavailable elsewhere. Most Utah students stay in the state when transferring to a different institution due to the high cost of obtaining a degree at an out-of-state school, so the BFA would increase DSU's regional value while also increasing USHE's ability to retain students. Because out-of-state tuition is below or equal to that of surrounding schools, adding a BFA degree to DSU's offerings would also allow it not only to attract and successfully compete for exceptional first-year and transfer students that might otherwise attend schools in Arizona, California, or Nevada but also more effectively retain students seeking to prepare for particular postgraduate opportunities.

A new BFA Art degree will also provide the necessary skills for graduates to be self-employed as artists and graphic designers. If graduating students wish to stay in Washington County, they can do so or more effectively or compete for positions in regional and national job markets. It is projected that Artistic jobs will increase by 3% within the next 10 years. A general art BFA would provide the skills necessary to increase creativity and enhance key skill sets, making graduates more marketable.

Labor Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

The median pay for a self employed fine artist is \$44,000/yr.(1) Most artists enter the field because they love creating and not for the sole purpose of earning money. Employment opportunities for Graphic Designers are projected to increase to 7% over the next 10 years and have a median income of \$44,000 (2). Media artists and Animators earn a median income of \$61,000 and have a projected increase of 6% over the next 10 years (3).

<http://www.bls.gov/ooh/arts-and-design/craft-and-fine-artists.htm>

<http://www.bls.gov/ooh/arts-and-design/graphic-designers.htm>

<http://www.bls.gov/ooh/arts-and-design/multimedia-artists-and-animators.htm>

Student Demand

Provide evidence of student interest and demand that supports potential program enrollment. Use Appendix D to project five years' enrollments and graduates. Note: If the proposed program is an expansion of an existing program, present several years enrollment trends by headcount and/or by student credit hours that justify expansion.

Currently, DSU serves over 220 Visual Art majors. We surveyed DSU Art students, and 150 responded. 37% (55 students) stated that they would transfer or consider transferring to a different school to earn a BFA. 59% (88 students) expressed a preference for a BFA degree over a BS/BA. DSU surveyed 20 students that left DSU or transferred to other institutions, and 12 stated that they left or are leaving because DSU does not offer a BFA in Art. Currently, DSU is losing about 10% (20 students) of its Art students per year because we do not offer a BFA. Adding this degree to our offerings will both increase retention and

allow the Art Department to grow in a manner consistent with the school's transition from an area community college to a regional university.

Similar Programs

Are similar programs offered elsewhere in the USHE, the state, or Intermountain Region? If yes, identify the existing program(s) and cite justifications for why the Regents should approve another program of this type. How does the proposed program differ from or compliment similar program(s)?

No other USHE institution offers a general BFA in Studio Art. All other institutions offer a specific emphasis within their BFA. We surveyed other NASAD accredited institutions of similar in size outside of the state and identified Shippensburg University in PA, Valdosta State University in GA, and Stephen F. Austin State University in TX as compareables to help us determine what a general BFA in Studio Art would look like and how to develop one that would achieve NASAD accreditation. We are unaware of any universities within a 500-mile radius that currently offer a general BFA in Studio Art. Because no other institutions can provide a competing BFA in the western region, adding this major would allow DSU to draw more non-resident students to a USHE institution by offering something not otherwise available. Most BFA programs have an emphasis, but our proposed degree would not. This programmatic feature would allow program majors to design and pursue customized coursework plans to support their postgraduate and professional goals.

Collaboration with and Impact on Other USHE Institutions

Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higher.utah.gov/policies/policy315/. Assess the impact the new program will have on other USHE institutions. Describe any discussions with other institutions pertaining to this program. Include any collaborative efforts that may have been proposed.

Currently, students wishing to obtain a BFA degree must either leave DSU or settle for a BA/BS. College-bound students from Washington and Kane Counties traditionally attend DSU. A significant majority of DSU's students, about 70%, are Washington County residents. Unfortunately, some must forego their desired degree, because they are tied to the local area. DSU is prepared to meet the educational needs of students with a need to be educated locally. Adding this major to DSU's programs will help USHE meet the goals of its HigherEdUtah2020 Master Plan, which includes a goal of 55% of Utahans aged 24-64 achieving an associates degree or higher by the year 2020.[1]

Adding this major to DSU's offering might result in a slight decrease (20 students per year) in enrollment in other USHE BFA degree programs, since roughly that number of students will prefer to stay at DSU to earn their degrees. However, the new BFA could also attract additional students rooted in the region that might not have enrolled if no BFA in Art were available. If so, the result of the program could well be a modest total increase in USHE's Art enrollments. In addition, since we would need to add digital art classes to our curriculum to meet market demand for breadth of training, we would also be helping to meet the University of Utah's need for more and better qualified students to enter their Master's program in Entertainment Arts & Engineering.

[1]<http://www.higheredutah2020.org/>

External Review and Accreditation

Indicate whether external consultants or, for a career and technical education program, program advisory committee were involved in the development of the proposed program. List the members of the external consultants or advisory committee and briefly describe their activities. If the program will seek special professional accreditation, project anticipated costs and a date for accreditation review.

We spoke with Associate Dean Michael T. Schmidt at Valdosta State University (accredited by NASAD last year with a general BFA) about what requirements and reviews they worked on to receive accreditation. We plan to pursue NASAD accreditation within 5 years of the BFA degree implementation. This time line will give us ample time to make any necessary adjustments in faculty work load, classroom size, and degree requirements. The cost to be assessed by NASAD would be around \$10,000. This assessment and evaluation would be done five years after the implementation of a BFA.

Section IV: Program Details

Graduation Standards and Number of Credits

Provide graduation standards. Provide justification if number of credit or clock hours exceeds credit limit for this program type described in R401-3.11, which can be found at higheredutah.org/policies/R401.

Students must complete 120 credits in order to graduate with a Bachelors of Fine Art degree, which is within the 126 credit limit for a BFA degree, as determined by the Regents as stated in R401-3.12.5.1. The BFA requires 40 upper-division credits within the 120 required, and all students must complete at least 30 semester hours of upper-division credit from DSU for institutional residency.

Admission Requirements

List admission requirements specific to the proposed program.

The Art faculty will conduct a portfolio and grade review for each student wishing to enroll in the BFA degree. In order to be eligible for the review, students must complete ART 1001, ART 1110, ART 1120, and ART 1130. Assignments from these classes will make up the portfolio. In order to pass the review and be admitted to the program, each portfolio must demonstrate significant progress and personal investment in a range of artistic areas. The program's academic advisor will prepare students for the review. Students must maintain an overall GPA of 2.0 and earn at least a B- in all core art classes in order to be eligible to proceed. Once students have satisfied these requirements, they can apply for the BFA program. The requirements for the review and admission to the program will be presented to students during the First Year Experience class (Art 1001), continual contact with the advisor and faculty, and in the DSU Catalog.

Curriculum and Degree Map

Use the tables in Appendix A to provide a list of courses and Appendix B to provide a program Degree Map, also referred to as a graduation plan.

Section V: Institution, Faculty, and Staff Support

Institutional Readiness

How do existing administrative structures support the proposed program? Identify new organizational structures that may be needed to deliver the program. Will the proposed program impact the delivery of undergraduate and/or lower-division education? If yes, how?

The new program would further enhance undergraduate and lower-division education as a key component in the growth of the DSU Art Department, which has been ongoing. DSU was first granted baccalaureate degrees in 1999 and now has over a decade of experience with these programs. The Art faculty started teaching upper-division classes in 2005. In 2008, DSU started offering Integrated Studies baccalaureate degrees, including Integrated Studies with an Emphasis in Art. In 2012 DSU offered BA/BS degrees in Art with an emphasis in 3D/Ceramics/Sculpture, Art Education, Graphic Design, Painting/Drawing, and Photography/Digital Imaging. As an institution, DSU has matured in a number of significant ways, namely by only hiring full-time faculty with terminal degrees, developing and expanding student services and library resources, and seeking and securing funds for new facilities. DSU is committed to supporting the new Art degrees by expanding teaching facilities. The Art Department currently occupies half of the North Plaza Building, and in Fall 2015 we expanded to new parts of the building. As a result, the Art Department will have a dedicated drawing and photography studio lab. No funding will be necessary at the inception of the BFA degree, but if demand increases in relation to the projected growth additional classrooms will be needed.

Faculty

Describe faculty development activities that will support this program. Will existing faculty/instructors, including teaching/graduate assistants, be sufficient to instruct the program or will additional faculty be recruited? If needed, provide plans and resources to secure qualified faculty. Use Appendix C to provide detail on faculty profiles and new hires.

Currently 20% of our faculty are full time. Two new courses will need to be offered to accommodate a BFA, but as a whole little faculty movement will need to be implemented to cover these offerings. No full-time faculty hires will be needed to implement

the program. Adjuncts will teach additional foundation courses, and the hiring of two additional full-time faculty within the next five years would be sufficient to accommodate projected enrollment growth and cover the new courses needed for the BFA degree. If enrollment falls short of expectations, no full-time hires would be needed.

Staff

Describe the staff development activities that will support this program. Will existing staff such as administrative, secretarial/ clerical, laboratory aides, advisors, be sufficient to support the program or will additional staff need to be hired? Provide plans and resources to secure qualified staff, as needed.

Currently, the Art Department has part-time secretarial support shared with the Interdisciplinary Arts and Sciences Department. If projected growth occurs, a full-time hire would need to cover the clerical and administrative tasks necessary to support a department with so many majors. The secretary would also facilitate better communication between full-time faculty, part-time faculty, adjuncts, and students. The Art program will continue to employ student assistants as part-time staff members to maintain the photography lab and to load, unload, and operate the kilns. This position would not involve any teaching.

Student Advisement

Describe how students in the proposed program will be advised.

Currently we have a full-time Art Advisor. This person will guide students through the post-freshman review, BFA admission requirements, degree requirements, and course selection. Faculty will help with advisement in coursework and professional career direction once students are in the BFA program and as they make decisions about applying. The advisor will also continue to help students with the current BS/BA degrees.

Library and Information Resources

Describe library resources required to offer the proposed program if any. List new library resources to be acquired.

DSU's Holland Library holds adequate book resources for the current art program, though the book collection will need to continue to expand to fully support the degree curriculum. Currently, a portion of the library's annual budget is dedicated to purchasing Art materials (\$3,600), and one-time funding has been used in previous years to supplement that up to \$10,000. In addition, the library subscribes to several annual publications that support various portions of the Art curriculum. This amount is insufficient to expand the book collection, ensure continuing access to database subscriptions, and subscribe to new databases.

The Art Department's educational and professional activities also require the use of field-specific online databases. The library currently subscribes to a number of excellent online resources, including ARTstor, JSTOR, Oxford Art Online, and Oxford Reference Online-Premium. The pricing for some of these essential databases, e.g. Oxford Art Online, is not fixed but depends on a university's FTE enrollment. As the college grows, the price increases. To create and maintain the collection necessary to support the curriculum, the library needs an annual allocation of \$5,000 for monographs (books, videos, ebooks, periodicals, and standing orders). This sum is included in the budget. If the BFA degree shows growth according to our projections the proposed budget should provide \$10,000 per year to ensure that the library is able to continue database subscriptions and occasionally subscribe to new ones as the program expands. Total new library funding to support the Art degrees is \$15,000.

Projected Enrollment and Finance

Use Appendix D to provide projected enrollment and information on related operating expenses and funding sources.

Section VI: Program Evaluation

Program Assessment

Identify program goals. Describe the system of assessment to be used to evaluate and develop the program.

DSU's Art Department is committed to enriching the lives of its students by instilling an appreciation and enjoyment of the visual arts and to providing students a strong foundational art curriculum that focuses on art application, conceptualization, and theory

and that helps students develop skills in design, drawing, painting, photography, graphics, and in work with three-dimensional form.

The Art faculty spent the 2014-15 academic year mapping the curriculum. This has happened in several areas, including identifying the objectives for each course and their corresponding assessments. The Art faculty has collected, and will continue to collect, a body of student work representing A-grade, B-grade, and C-grade work for each class, with the intent of norming grade expectations across courses. In terms of the overall program, the introduction and development of particular skills have been mapped across courses. The Art faculty are in the process of clarifying, codifying, and making consistent the requirements and expectations of 1000-level and 2000-level courses, which are largely taught by adjuncts, in an effort to improve learning outcomes, achievement standards, and overall rigor.

The Art faculty have and will use the following methods of assessment to ensure that these outcomes are being met:

1. Monitoring enrollment, retention, GPA, and progress toward degree
2. Yearly assessment of collected student work
3. Post-sophomore portfolio reviews
4. Junior portfolio reviews
5. Assessments of Senior Exhibitions
6. Graduation exit surveys
7. Data collection on acceptance to graduate programs and post-graduation job placement
8. Periodic meetings with individual students and groups of students to determine satisfaction and hear student concerns.

A Junior Portfolio Review will be required for the BFA before students enroll in ART 4900 BFA Exhibition. Depending on the results of the reviews, students may be required to present additional works and/or engage in additional research or coursework before being allowed to enroll in ART 4900 BFA Exhibition. Portfolios will be submitted in combination with a text submission followed by a presentation.

The print portion should contain:

- a two-page self-assessment of the student's work and progress in the major.
- list of classes taken in art history, studio art, and any related fields that have contributed to the student's understanding and practice of art.
- a one-page explanation of the concept, scope, media, and research process for the proposed Senior Exhibition.

The PowerPoint presentation should contain high quality images of at least 10 works demonstrating evidence of the student's individual development through examples of the student's work in art at all levels. The presentation:

- should include works clearly labeled with medium/support, date of creation, and size.
- may include detail photos in addition, but a minimum of 10 separate works must be presented.
- should include at least one piece that represents the major theme (either in concept or execution) of the intended senior exhibition.

During their presentation to the department faculty (which may include selected outside reviewers) students will be expected to explain the research processes they used in creating these works. Department faculty will offer written critiques of student work and development and suggestions for areas for improvement and/or further study leading up to the BFA Exhibition. The written critique will be returned to the student not later than the end of the twelfth week of the semester to allow student ample time to enroll in suggested courses during the next semester.

Student Standards of Performance

List the standards, competencies, and marketable skills students will have achieved at the time of graduation. How and why were these standards and competencies chosen? Include formative and summative assessment measures to be used to determine student learning outcomes.

All students who have been accepted into the BFA will be required to undergo a Junior review before enrolling in ART 4900 BFA Exhibition. The department will review the portfolio and transcript of each major and make recommendations as to needed improvements and/or work required before the senior project. This process will afford students the benefit of receiving needed

guidance while also providing the department faculty with oversight of student progress. We will be using NASAD Bachelor of Fine Arts in Art Essential Competencies, Experiences, and Opportunities as our guide for graduating students (NASAD Handbook 2015-16 pg 106), which places emphases on:

- a. Understanding of basic design principles, concepts, media, and formats in the various fine arts disciplines. Development of this sensitivity continues throughout the degree program.
- b. Ability to apply principles of design and color and competency in drawing to work in specific fine arts specializations.
- c. The ability to conceive, design, and create works in one or more specific fine arts fields.
- d. Working knowledge of various aesthetic issues, processes, and media and their relationship to the conceptualization, development, and completion of works of art.
- e. Understanding of the similarities, differences, and relationships among the various fine arts areas.
- f. Experiences that encourage familiarity with a broad variety of work in various specializations and media, including broad exposure to works of art.
- g. Opportunities to develop an area of emphasis in at least one fine arts area

These standards were chosen because of the rigorous training and experience students need to earn a BFA. Assessment occurs before being accepted into the BFA, their Junior year of review before their Senior year of school, and then post Senior year to determine if students have met all BFA program standards. This approach provides three major and personal assessment times throughout students' DSU experience. If students are not showing competency then additional courses may be repeated or taken until the student reaches the standard of education.

Formative Assessment: Every studio class involves this type of assessment. Group and teacher critiques along with grading of assignments provide a consistent and formal assessment to help students learn and understand their strengths and weaknesses. Because of the diversity of classes required for the degree, students will experience various forms of critiquing and assessment from various professors on an individualized basis. Once in the BFA, students will receive additional critiques of their work as part of the program's applications process.

Summative assessment: (See Program Assessment for a description) In summary, students will have to create and offer formal Power Point presentations, a written assessment of their work, and art show to summarize their experience and artistic growth at DSU.

Appendix A: Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to be awarded the degree.

For variable credits, please enter the minimum value in the table for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box at the end of this appendix.

Course Number	NEW Course	Course Title	Credit Hours
General Education Courses (list specific courses if recommended for this program on Degree Map)			
General Education Credit Hour Sub-Total			42
Required Courses			
ART 1001		Art First Year Experience	1
ART 1110		Drawing and Composition	3
ART 1120		2D Design	3
ART 1130		3D Design	3
ARTH 2710		Art History 1	3
ARTH 2720		Art History 2	3
ART 2060 or 1056		Digital Photo or Intro to Photo	3
ART 2000	×	Digital Art	3
ART 2110		Intermediate Drawing	3
ART 2190		Intro to Sculpture	3
ART 2210		Intro to Oil	3
ART 2570		Intro to Ceramics	3
ART 4900R	×	BFA Exhibition	2
ARTH 3-4xxx		Take any two Upper Division Art History Classes	6
Required Course Credit Hour Sub-Total			42
Elective Courses			
ART 3xxx		any upper division studio art course	3
ART 3xxx		any upper division studio art course	3
ART 3xxx		any upper division studio art course	3
ART 3xxx		any upper division studio art course	3
ART 3xxx		any upper division studio art course	3
ART 3xxx		any upper division studio art course	3
ART 4xxx		any upper division studio art course	3
ART 4xxx		any upper division studio art course	3
ART 4xxx		any upper division studio art course	3
ART 4xxx		any upper division studio art course	3
ART 4xxx		any upper division studio art course	3
ART 4xxx		any upper division studio art course	3
ART 4xxx		any upper division studio art course	3
Elective Credit Hour Sub-Total			36

Course Number	NEW Course	Course Title	Credit Hours
Core Curriculum Credit Hour Sub-Total			120

Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information.

The first Group of courses are BFA foundation classes. Students must take these courses and pass with a B- or higher before being able to apply into the BFA degree. The second group of required courses are required core classes within the BFA. All are lower division to help students gain a solid foundation before going into more advanced course work. All courses with an "R" at the end of the number are available for repeat one additional time. According to NASAD accreditation requirements, 65% or more of a professional degree needs to be art related. With 42 credits being GE and 78 credits being art, our proposed program meets the required percentage needed for BFA degree accreditation.

Students can choose between ART 1050 (film) and ART 2060 (digital photography) within the required courses.

ART 4900R is a 1-credit class that the student must take their last year of school to prepare a portfolio of work for a show. This class will be taken each semester (1 credit fall semester, 1 credit spring semester).

ARTH 3-4xxx represents any of our 7 Upper Division art history classes. Each class is 3 credits, and students taking a total of 12 credits of Art History fulfill the NASAD's BFA requirement standard.

ART 3xxx and 4xxx represent any upper-division art class. Students need to select 36 upper-division elective credits.

Summary:

42 credits are GE

42 credits are required (8 of those credits are upper division)

36 credits are upper division electives

120 total credits (44 upper division, 76 lower division)

Listed are the available classes a student can take for their ART 3xxx and ART 4xxx:

ART 3030 Intermediate Photography 3

ART 3040 Intermediate Digital Photography 3

ART 3050 Advanced Photography 3

ART 3060 Digital Commercial Studio Photography 3

ART 3070 Advanced Photography II: Digital 3

ART 3110 Creative Perspective Drawing 3

ART 3130 3-D Design II 3

ART 3190 Intermediate Sculpture 3

ART 3200 Contemporary Painting I 3

ART 3210 Head & Figure Painting 3

ART 3250 Intermediate Watercolor 3

ART 3300R Graphic Design Problems 3

ART 3410 Life Drawing 3

ART 3420R Portrait Drawing 3

ART 3430R Assemblage Sculpture 3

ART 3440 Artist Materials and Methods 3

ART 3450R Anatomy for the Artist 3

ART 3570 Intermediate Ceramics 3

ART 3600 Installation Art I 3
ART 3610 3-D Visualization 3
ART 3650 3-D Animation 3
ART 3710 Advanced Typography 3
ART 3780 Prepress and Print Production 3
ART 3800 Business of Art 3
ART 3910R Digital Painting 3
ART 4000R Ceramic Technology 3
ART 4110R Expressive Drawing 3
ART 4190R Advanced Sculpture 1 3
ART 4200R Contemporary Painting II 3
ART 4210R Advanced Head & Figure Painting 3
ART 4220R Advanced Painting, Landscape 3
ART 4250R Advanced Watercolor 3
ART 4410R Advanced Life Drawing 3
ART 4570R Advanced Ceramics 1 3
ART 4600R Installation Art II 1 3
ART 4650 Publication Design 3
ART 4700 Photographic Alternative Process 3
ART 4750 Package Design 3
ART 4950R Art Internship 1-3

Below are the lists of available ARTH 3xxx and ARTH 4xxx classes available:

ARTH 3030 Medieval Art 3
ARTH 3050 Renaissance Art 3
ARTH 3080 Nineteenth Century Art 3
ARTH 3090 Twentieth Century Art 3
ARTH 3700 History/Theory of Photography 3
ARTH 3750 Graphic Design History 3
ARTH 4200 Ceramic History & Contemporary Trends 3

Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see <http://higheredutah.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf> (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below.

First Year Fall	Cr. Hr.	First Year Spring	Cr. Hr.
ART 1001 FYE: Art and Design	1	CIS 1200 Computer Literacy	3
ART 1110 Drawing and Composition	3	Math 103-40 GE Math	4
ART 1130 3D Design	3	ART 1120 2D Design	3
ENGL 1010 Intro to Writing	3	ENGL 2010 Interm Writing	3
LIB 1010 Information Literacy	1	ARTH 2720 Art History 2	3
ARTH 2710 Art History 1	3		
Total	14	Total	16
Second Year Fall	Cr. Hr.	Second Year Spring	Cr. Hr.
General ED Life Science	3	General Ed Physical Science	3
General ED American Institutions	3	General Ed Physical Science Lab	1
ART 2060 Digital Photography	3	ART 2210 Intro to Oil Paint	3
ART 2110 Intermediate Drawing	3	ART 2570 Intro to Ceramics	3
ART 2190 Intro to Sculpture	3	ART 2000 Digital Art	3
		ARTH 3xxx upper division art history	3
Total	15	Total	16
Third Year Fall	Cr. Hr.	Third Year Spring	Cr. Hr.
General Ed Fine Art	3	General Ed Social/Behavioral Science	3
General Ed Literature/Humanities	3	General Ed Exploration	3
ART 3xxx any upper division art	3	ART 3xxx any upper division art	3
ART 3xxx any upper division art	3	ART 3xxx any upper division art	3
ARTH 3xxx upper division art history	3	ART 3xxx any upper division art	3
Total	15	Total	15
Fourth Year Fall	Cr. Hr.	Fourth Year Spring	Cr. Hr.
GE GLOCUP	3	GE GLOCUP	3
ART 4xxx any upper division art	3	ART 4xxx any upper division art	3
ART 4xxx any upper division art	3	ART 4xxx any upper division art	3
ART 4xxx any upper division art	3	ART 4xxx any upper division art	3

ART 4900R BFA Exhibition	1	ART 4900R BFA Exhibition	1
ART 3xxx any upper division art	3		
Total	16	Total	13

Appendix C: Current and New Faculty / Staff Information

Part I. Department Faculty / Staff

Identify # of department faculty / staff (headcount) for the year preceding implementation of proposed program.

	# Tenured	# Tenure -Track	# Non -Tenure Track
Faculty: Full Time with Doctorate			
Faculty: Part Time with Doctorate			
Faculty: Full Time with Masters	3	3	0
Faculty: Part Time with Masters			10
Faculty: Full Time with Baccalaureate			
Faculty: Part Time with Baccalaureate			14
Teaching / Graduate Assistants	////	////	
Staff: Full Time			
Staff: Part Time			1

Part II. Proposed Program Faculty Profiles

List current faculty within the institution -- with academic qualifications -- to be used in support of the proposed program(s).

	First Name	Last Name	Tenure (T) / Tenure Track (TT) / Other	Degree	Institution where Credential was Earned	Est. % of time faculty member will dedicate to proposed program.	If "Other," describe
Full Time Faculty							
	Delwin	Parson	T	MFA	Brigham Young University	10	
	Glen	Blakley	T	MFA	Brigham Young University	10	
	Dennis	Martinez	T	MFA	University of Colorado at Boulder	10	
	M. Shane	Christensen	TT	MFA	Edinboro University of Pennsylvania	10	
	Nancy	Ross	TT	Ph. D	University of Cambridge	10	
	Alex	Chamberlain	TT	MFA	Full Sail University	10	
Part Time Faculty							
	D. McGarren	Flack	other	MFA	University of Utah	5	adjunct
	Rob	Wilson	other	MFA	Academy of Art University- San Francisco	0	adjunct
	Michelle	Kurtz	other	MFA	University of Utah	5	adjunct
	Shazad	Sheikh	other	MFA	University of Punjabi	5	adjunct
	Jeff	Layne	other	M Ed	Brigham Young University	5	adjunct
	Abraham	McCowan	other	MFA	Utah State University	5	adjunct
	Heath	Papa	other	MFA	Edinboro University of Pennsylvania	5	adjunct
	Jamie	Robertson	other	MFA	New York Figurative Academe of Art	5	adjunct
	Steven	Stradley	other	MFA	University of Michigan	5	adjunct
	Morgan	Clements	other	MFA	Academy of Art University -San Francisco	5	adjunct

Part III: New Faculty / Staff Projections for Proposed Program

Indicate the number of faculty / staff to be hired in the first three years of the program, if applicable. Include additional cost for these faculty / staff members in Appendix D.

	# Tenured	# Tenure -Track	# Non -Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.
Faculty: Full Time with Doctorate					
Faculty: Part Time with Doctorate					
Faculty: Full Time with Masters		1		MFA in studio art	10
Faculty: Part Time with Masters					
Faculty: Full Time with Baccalaureate					
Faculty: Part Time with Baccalaureate					
Teaching / Graduate Assistants					
Staff: Full Time			1	Secretary	10
Staff: Part Time					

Appendix D: Projected Program Participation and Finance

Part I.

Project the number of students who will be attracted to the proposed program as well as increased expenses, if any. Include new faculty & staff as described in Appendix C.

Three Year Projection: Program Participation and Department Budget						
	Year Preceding Implementation	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
Student Data						
# of Majors in Department	220	240	242	244	246	248
# of Majors in Proposed Program(s)		120	130	140	150	160
# of Graduates from Department	25	30	32	34	36	38
# Graduates in New Program(s)		0	20	24	26	28
Department Financial Data						
	Department Budget					
	Year Preceding Implementation (Base Budget)	Year 1	Year 2	Year 3		
		Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)		
<i>Project additional expenses associated with offering new program(s). Account for New Faculty as stated in Appendix C, "Faculty Projections."</i>						
EXPENSES – nature of additional costs required for proposed program(s)						
<i>List salary benefits for additional faculty/staff each year the positions will be filled. For example, if hiring faculty in year 2, include expense in years 2 and 3. List one-time operating expenses only in the year expended.</i>						
Personnel (Faculty & Staff Salary & Benefits)	\$0	\$0	\$80,000	\$80,000		
Operating Expenses (equipment, travel, resources)	\$0	\$0	\$0	\$0		
Other:	\$0	\$0	\$0	\$0		
TOTAL PROGRAM EXPENSES		\$0	\$80,000	\$80,000		
TOTAL EXPENSES	\$0	\$0	\$80,000	\$80,000		
FUNDING – source of funding to cover additional costs generated by proposed program(s)						
<i>Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.</i>						
Internal Reallocation						
Appropriation						
Special Legislative Appropriation						
Grants and Contracts						
Special Fees						
Tuition						
Differential Tuition (requires Regents approval)						
PROPOSED PROGRAM FUNDING		\$0	\$0	\$0		
TOTAL DEPARTMENT FUNDING	\$0	\$0	\$0	\$0		
Difference						
Funding - Expense	\$0	\$0	(\$80,000)	(\$80,000)		

Part II: Expense explanation

Expense Narrative

Describe expenses associated with the proposed program.

Currently the Art Department has a large enough facility and faculty willing to increase efforts in order to obtain a BFA for our students. Obtaining the degree would require an addition of 2 classes to the curriculum. Initially, the Art Department would not need any additional funds to implement the BFA degree. Another FT tenure track MFA faculty member would need to be hired by Y2 to add breadth and depth to the program. If growth continues at the projected rate, a second FT tenure track faculty member would be required by Y5. A starting average salary for this position would be ~\$50,000 and ~\$30,000 for benefits. Within the first five years, additional space and funds will also need to be designated for a computer lab in the North Plaza building to accommodate a digital art track along with additional library funding \$15,000 and \$10,000 for NASAD accreditation. Y1 = \$0, Y2 = \$80k, Y3 = 80k, Y4 = 80k, Y5 = 185k Total: \$425K

Part III: Describe funding sources

Revenue Narrative 1

Describe what internal reallocations, if applicable, are available and any impact to existing programs or services.

DSU is projected to grow 3% per year, and after evaluating growth in the art program since its inception 3 years ago we are expecting to see a 5-10% increase each year. In fall 2012 DSU Art had 50 students. In 2013 that number increased to 150, followed by 2000 students in fall 2014 and 220 in fall 2015. With the addition of a BFA we expect to see an addition/retention of 20 students the first year.

- Y1. 20, \$273,560
- Y2. 22, \$300,916
- Y3. 24, \$328,272
- Y4. 26, \$355,628
- Y5. 28, \$382,984

= \$1,641,360 Revenues
= Simple ROI = 5.05

Revenue Narrative 2

Describe new funding sources and plans to acquire the funds.

We will applying for technology grants after receiving a BFA degree to support teaching additional Digital Art/Animation classes. With grants available with STEM, we will also pursue additional funding through grants and private donors.

Cover/Signature Page - Abbreviated Template/Abbreviated Template with Curriculum

Institution Submitting Request: Dixie State University

Proposed Title: Broadcasting Emphasis in the Media Studies Degree

Currently Approved Title:

School or Division or Location: College of Business and Communication, within the Communication Division

Department(s) or Area(s) Location: The Department of Media Studies

Recommended Classification of Instructional Programs (CIP) Code (for new programs):

Current Classification of Instructional Programs (CIP) Code (for existing programs):

Proposed Beginning Date (for new programs): 07/01/2015

Institutional Board of Trustees' Approval Date:

Proposal Type (check all that apply):

Regents' General Consent Calendar Items	
<i>R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar</i>	
SECTION NO.	ITEM
5.1.1	Minor*
5.1.2	Emphasis*
5.2.1	(CER P) Certificate of Proficiency*
5.2.3	(GCR) Graduate Certificate*
5.4.1	New Administrative Unit
	Administrative Unit Transfer
	Administrative Unit Restructure
	Administrative Unit Consolidation
5.4.2	Conditional Three-Year Approval for New Centers, Institutes, or Bureaus
5.4.3	New Center
	New Institute
	New Bureau
5.5.1	Out-of-Service Area Delivery of Programs
5.5.2	Program Transfer
	Program Restructure
	Program Consolidation
5.5.3	Name Change of Existing Programs
5.5.4	Program Discontinuation

	Program Suspension
5.5.5	Reinstatement of Previously Suspended Program
	Reinstatement of Previously Suspended Administrative Unit

Chief Academic Officer (or Designee) Signature:

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Signature

Date: *MM/DD/YEAR*

Printed Name: *Name of CAO or Designee*

Program Request - Abbreviated Template
Dixie State University
Bachelor of Science in Media Studies — Broadcasting Emphasis
07/01/16 (Beginning)

Section I: Request

This proposal is to request an emphasis in broadcasting for the Bachelor of Science degree in Media Studies.

Section II: Need

Today's world is a world of media. Traditional forms of media production and broadcasting are ever popular, albeit ever changing as well. Dixie State University already has facilities and personnel in place to teach courses that are already available to students. The proposed emphasis seeks to organize these into a formal program. Students who leave the program will be prepared to produce audio, radio, video, television, and other forms of visual production so that they can immediately gain employment in the broadcast industry. The need for students who are prepared technically, theoretically, and with ethical standards is necessary in today's world for successful media delivery.

The proposed emphasis is similar to other programs in the USHE: Utah State University, Snow College; it also is similar to other degree programs in surrounding states (i.e., University of Idaho, University of Arizona). This emphasis is meant to make our students competitive with other regional graduates. It will prepare students to compete in the marketplace of ideas as well as future careers.

Section III: Institutional Impact

The proposed emphasis focuses the existing offerings in the communication division at DSU. Thus, the affect to other instructional programs will be minimal. Further, administrative structures and the organizational structure within the institution will not be affected by approval of this emphasis. Finally, no equipment or facilities commitments are required that are not already either paid for or are available with budget monies that are already allocated.

Section IV: Finances

As this is a realigning of existing offerings, no budget changes are anticipated.

Section V: Program Curriculum

All Program Courses (with New Courses in Bold)

Course Prefix and Number	Title	Credit Hours
Required Courses	Complete all of the following	
COMM 1050	Intro to Communication Theory	3
MDIA 1130	Writing for Media Audiences	3
MDIA 1500	Intro to Mediated Communication	3
MDIA 3060	Media Theory	3

Course Prefix and Number	Title	Credit Hours
MDIA 3510	Media Ethics	3
MDIA 4260	Media Law	3
COMM 4450	Communication Research	3
COMM 4900R	Internship	3
COMM 4980	Senior Seminar	4
Sub-Total		28
Broadcasting Emphasis Requirements		
MDIA 1560	Audio and Radio	3
MDIA 1380/85	Intro to TV Production/Lab	2/1
Take 9 credits from the following list:		
MDIA 3370R	Television Production Practicum II	1-3
MDIA 3380R	Radio Production Practicum II	1-3
MDIA 3560	Visual Communication	3
MDIA 3750	Television Post Production	3
MDIA 4380/85	Advanced Television Production	3
MDIA 4790	Advanced Audio Production	3
Elective Courses: Complete 9 credits selected from any upper division (3000 or 4000 level) MDIA course.		
Sub-Total		24
Total Number of Credits		52

Program Schedule
Year 1
Fall Semester

COMM 1001	FYE: Communication	1
COMM 1050	Introduction to Communication Theory	3
ENGL 1010	Introduction to Writing	3
LIB 1010	Information Literacy	1
MATH 1040	Introduction to Statistics	3

General Education (Fine Arts)	3
Elective (Any course)	1
Term Hours	15
Spring Semester	
CIS 1200 Computer Literacy	3
COMM 1130 Writing for Media Audiences	3
COMM 1500 Introduction to Mediated Communication	3
ENGL 2010 Interm Writing Selected Topics:	3
General Education (Life Sciences / Lab)	4
Term Hours	16
Year 2	
Fall Semester	
MDIA Emphasis (Required course (see list above))	3
MDIA Emphasis (Required course (see list above))	3
General Education (American Institutions)	3
General Education (Physical Sciences)	3
Elective (Any course)	3
Term Hours	15
Spring Semester	
MDIA Emphasis (Broadcasting Emphasis Elective)	3
MDIA Emphasis (Required course (see list above))	3
General Education (Literature/Humanities)	3
General Education (Global and Cultural Perspectives)	3
Elective (Any course)	3
Term Hours	15
Year 3	
Fall Semester	
MDIA 3510 Media Ethics	3
MDIA Emphasis (Required Course (see list above))	3
MDIA Emphasis (Required Course (see list above))	3
General Education (Global and Cultural Perspectives)	3
Elective (Any course)	3
Term Hours	15
Spring Semester	
COMM 3060 Communication Theory	3
COMM 4900R Internship	3
General Education (Exploration)	3
Elective (Any upper-division course)	3

Elective (Any course)	3	
Term Hours	15	
Year 4		
Fall Semester		
COMM 4260 Media Law	3	
COMM 4450 Communication Research	3	
COMM Emphasis (Broadcasting Emphasis Elective)		3
Elective (Any upper-division course)	3	
Elective (Any upper-division course)	3	
Elective (Any upper-division course)	3	
Term Hours	18	
Spring Semester		
COMM 4980 Senior Seminar	4	
MDIA Emphasis (Broadcasting Emphasis Elective)		3
Elective (Any upper-division course)	3	
Elective (Any upper-division course)	3	
Elective (Any course)	3	
Term Hours	16	
Total hours	125	

Cover/Signature Page - Abbreviated Template/Abbreviated Template with Curriculum

Institution Submitting Request: *Dixie State University*

Proposed Title: *Certificate in Entrepreneurship*

Currently Approved Title: *N/A*

School or Division or Location: *School of Business and Communication*

Department(s) or Area(s) Location: *Department of Business*

Recommended Classification of Instructional Programs (CIP) Code¹ (for new programs): *52.0701*

Current Classification of Instructional Programs (CIP) Code (for existing programs): *N/A*

Proposed Beginning Date (for new programs): *07/01/2016*

Institutional Board of Trustees' Approval Date:

Proposal Type (check all that apply):

Regents' General Consent Calendar Items		
<i>R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar</i>		
SECTION NO.		ITEM
5.1.1	<input type="checkbox"/>	Minor*
5.1.2	<input type="checkbox"/>	Emphasis*
5.2.1	<input checked="" type="checkbox"/>	(CER P) Certificate of Proficiency*
5.2.3	<input type="checkbox"/>	(GCR) Graduate Certificate*
5.4.1	<input type="checkbox"/>	New Administrative Unit
	<input type="checkbox"/>	Administrative Unit Transfer
	<input type="checkbox"/>	Administrative Unit Restructure
	<input type="checkbox"/>	Administrative Unit Consolidation
5.4.2	<input type="checkbox"/>	Conditional Three-Year Approval for New Centers, Institutes, or Bureaus
5.4.3	<input type="checkbox"/>	New Center
	<input type="checkbox"/>	New Institute
	<input type="checkbox"/>	New Bureau
5.5.1	<input type="checkbox"/>	Out-of-Service Area Delivery of Programs
5.5.2	<input type="checkbox"/>	Program Transfer
	<input type="checkbox"/>	Program Restructure
	<input type="checkbox"/>	Program Consolidation
5.5.3	<input type="checkbox"/>	Name Change of Existing Programs
5.5.4	<input type="checkbox"/>	Program Discontinuation
	<input type="checkbox"/>	Program Suspension
5.5.5	<input type="checkbox"/>	Reinstatement of Previously Suspended Program
	<input type="checkbox"/>	Reinstatement of Previously Suspended Administrative Unit

**Requires "Section V: Program Curriculum" of Abbreviated Template*

Chief Academic Officer (or Designee) Signature:

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Signature

Date: *MM/DD/YEAR*

Printed Name: *Michael Lacourse*

¹ CIP codes must be recommended by the submitting institution. For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

Program Request - Abbreviated Template
Dixie State University
Entrepreneurship Certificate
07/01/2016

Section I: Request

Dixie State University requests a Certificate in Entrepreneurship be added to its curriculum. This certificate allows students showing an increased interest in the quickly growing field of entrepreneurship to take classes that will assist them in starting an entrepreneurial venture and increase their skills in the workplace.

Section II: Need

Entrepreneurship programs are growing substantially, especially in universities in Utah, including BYU's program, which is ranked as one of the best in the nation. Sister institutions such as UVU, WSU, and SUU have similar certificates. In addition to this growth, students have expressed more interest in entrepreneurship, especially over the last year. These trends indicate a need to develop an entrepreneurial program at Dixie State University to remain competitive. Programs such as Opportunity Quest, and Concept to Company encourage students to developed concepts into marketable ideas. This certificate would specify a set of courses to help students develop an entrepreneurial skill set. This skill set may be applied to multiple disciplines.

The Entrepreneurship Certificate exposes students from all majors to the mindset and basic competencies provided in a formal entrepreneurship program without abandoning their chosen field of study. Coursework includes principles of small business development, financing, technology-based opportunity identification, and personal entrepreneurial development.

Section III: Institutional Impact

The Entrepreneurship Certificate will be comprised of classes already offered at Dixie Statue University which have excess capacity. It is anticipated that no additional faculty, staff, facility, or library resources will be required to offer the certificate. In essence, this certificate follows a stackable curriculum approach helping students fulfill the requirement of a general business degree while completing the certificate in the process.

Section IV: Finances

The certificate will operate within existing funding and no additional resources are required.

Section V: Program Curriculum

*****THIS SECTION OF THE TEMPLATE REQUIRED FOR EMPHASES, MINORS, AND CERTIFICATES ONLY*****

All Program Courses (with New Courses in Bold)

Course Prefix and Number	Title	Credit Hours
Required Courses		
MGMT 2600	Entrepreneurship	3
MGMT 2640	Small Business Management	3
MGMT 2990R	Seminar in Entrepreneurship	1
Elective Courses (Choose 3 credits from the following)		
WEB 3500	Electronic Commerce (Tech Entrepreneurship)	3
FIN 4180	Entrepreneurial Finance	3
MKTG 4200	Entrepreneurial Marketing	3
Total Number of Credits		13

Cover/Signature Page - Abbreviated Template/Abbreviated Template with Curriculum

Institution Submitting Request: Dixie State University

Proposed Title: Minor in Graphic Design

Currently Approved Title:

School or Division or Location: College of the Arts

Department(s) or Area(s) Location: Art Program

Recommended Classification of Instructional Programs (CIP) Code (for new programs):

50.0409

Current Classification of Instructional Programs (CIP) Code (for existing programs):

00.0000

Proposed Beginning Date (for new programs): 07/01/2016

Institutional Board of Trustees' Approval Date:

Proposal Type (check all that apply):

Regents' General Consent Calendar Items		
<i>R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar</i>		
SECTION NO.		ITEM
5.1.1	X	Minor*
5.1.2		Emphasis*
5.2.1		Certificate of Proficiency*
5.2.3		Graduate Certificate*
5.4.1		New Administrative Unit
		Administrative Unit Transfer
		Administrative Unit Restructure
		Administrative Unit Consolidation
5.4.2		New Center
		New Institute
		New Bureau
5.5.1		Out-of-Service Area Delivery of

		Programs
5.5.2		Program Transfer
		Program Restructure
		Program Consolidation
5.5.3		Name Change of Existing Programs
5.5.4		Program Discontinuation
		Program Suspension
5.5.5		Reinstatement of Previously Suspended Program
		Reinstatement of Previously Suspended Administrative Unit

*Requires "Section V: Program Curriculum" of Abbreviated Template

Chief Academic Officer (or Designee) Signature:

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Signature

Date: *MM/DD/YEAR*

Printed Name: Carole Grady

Program Request - Abbreviated Template

Dixie State University

Minor in Graphic Design

MM/DD/YEAR

Section I: Request

Dixie State University requests approval to offer a Minor in Graphic Design, effective Fall 2016 or the first full semester after approval. This program has been approved by the institutional Board of Trustees on *XX/XX/XXXX*.

Section II: Need

In preparing to write the BA/BS Art proposal in April 2011, the Art Program conducted a survey

of student interest. The survey generated 317 responses from men and women enrolled in Art and Visual Technologies courses across all student classes. One of the survey questions presented the statement “If I had the opportunity, I would like to major in another field but minor in Art and receive a bachelor’s degree from Dixie State [University].” One-hundred and ninety-four students indicated that they “Agree” or “Strongly Agree” with that statement. Graphic Design is currently one of the largest emphases in the Art degree with 23 declared majors in 2015, and we have graduated more art majors in that emphasis than in any other.

The Art program now offers a BA/BS in Art with five areas of emphasis. As a result of the new degree, enrollment has grown. As of August 17, 2015, approximately 220 students have declared Art or Pre-Art as their major. Current enrollment numbers and the 2011 survey indicate that there is demand for further programs in Art, including significant demand for a Minor in Graphic Design.

Many students at Dixie State University take courses in the Art Program but are not planning on completing the BA/BS in Art. A Minor in Graphic Design would acknowledge the coursework that these students have completed in the Art Program and encourage students in other disciplines to gain skills in Graphic Design.

The proposed curriculum is similar to SUU’s Minor in Graphic Design, and the University of Utah’s Minor in Design.

Section III: Institutional Impact

Dixie State University already has a BA/BS in Art with a variety of emphases. The Minor in Graphic Design, which does not require additional resources or new courses, will enhance the existing BA/BS degree program.

The proposed Minor in Graphic Design will likely entice students in other majors to take courses in Graphic Design that they otherwise could not justify.

The Minor in Graphic Design will not change the existing administrative structure. The program will be overseen by the Chair of the Art Department, who reports to the Dean of the College of the Arts. The Minor in Graphic Design will not require any new faculty, staff, facilities, or equipment, but will make use of existing resources. The Art Department already maintains Graphic Design equipment, and a Mac computer lab. The Minor in Graphic Design does not require any new equipment or changes in the facilities housed in the North Plaza Building, which serves as the home of the Art Department.

Section IV: Finances

The Minor in Graphic Design will not require any additional funds. The Minor in Graphic Design will make use of existing faculty, staff, courses, and resources without having to make any changes. It will likely encourage enrollment in Art Department courses, improving efficiency with

fully-enrolled courses. The Minor in Graphic Design will not have an impact on other programs within Dixie State University.

Section V: Program Curriculum

*****THIS SECTION OF THE TEMPLATE REQUIRED FOR EMPHASES, MINORS, AND CERTIFICATES ONLY*****

Course Requirements for the Minor in Graphic Design

The Minor in Graphic Design requires a total of 18 credits, with nine credits of required courses and an additional nine credits of elective courses.

All Program Courses

Course Prefix and Number	Title	Credit Hours
Required Courses		
DES 1300	Communication Design	3
DES 2500	Computer Illustration	3
ART 2710	Typography	3
	Sub-Total	9
Elective Courses	Choose 9 credit hours from the following classes	
DES 2600	Creative Imaging	3
ART 3300R	Graphic Design Problems	3
ART 3610	3D Visualization	3
ART 3710	Advanced Typography	3
ART 4650	Publication Design	3
ART 4750	Package Design	3
ARTH 3750	Graphic Design History	3
	Sub-Total	9
	Total Number of Credits	18

Program Schedule

Year 1			
Fall Semester	DES 1300	Communication Design	3 credits
Spring Semester	DES 2500	Computer Illustration	3 credits

Year 2			
Fall Semester	ART 2710	Typography	3 credits
Spring Semester	ART	Elective	3 credits

Year 3			
Fall Semester	ART	Elective	3 credits
Spring Semester	ART	Elective	3 credits

Cover/Signature Page - Abbreviated Template/Abbreviated Template with Curriculum

Institution Submitting Request: Dixie State University

Proposed Title: Minor in Photography

Currently Approved Title:

School or Division or Location: College of the Arts

Department(s) or Area(s) Location: Art Program

Recommended Classification of Instructional Programs (CIP) Code (for new programs):

50.0605

Current Classification of Instructional Programs (CIP) Code (for existing programs):

00.0000

Proposed Beginning Date (for new programs): 07/01/2016

Institutional Board of Trustees' Approval Date:

Proposal Type (check all that apply):

Regents' General Consent Calendar Items		
<i>R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar</i>		
SECTION NO.		ITEM
5.1.1	X	Minor*
5.1.2		Emphasis*
5.2.1		Certificate of Proficiency*
5.2.3		Graduate Certificate*
5.4.1		New Administrative Unit
		Administrative Unit Transfer
		Administrative Unit Restructure
		Administrative Unit Consolidation
5.4.2		New Center
		New Institute
		New Bureau
5.5.1		Out-of-Service Area Delivery of

		Programs
5.5.2		Program Transfer
		Program Restructure
		Program Consolidation
5.5.3		Name Change of Existing Programs
5.5.4		Program Discontinuation
		Program Suspension
5.5.5		Reinstatement of Previously Suspended Program
		Reinstatement of Previously Suspended Administrative Unit

*Requires "Section V: Program Curriculum" of Abbreviated Template

Chief Academic Officer (or Designee) Signature:

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Signature

Date: *MM/DD/YEAR*

Printed Name: Carole Grady

Program Request - Abbreviated Template

Dixie State University

Minor in Photography

MM/DD/YEAR

Section I: Request

Dixie State University requests approval to offer a Minor in Photography, effective Fall 2016 or the first full semester after approval. This program has been approved by the institutional Board of Trustees on *XX/XX/XXXX*.

Section II: Need

In preparing to write the BA/BS Art proposal in April 2011, the Art Program conducted a survey

of student interest. The survey generated 317 responses from men and women enrolled in Art and Visual Technologies courses across all student classes. One of the survey questions presented the statement "Please check one or more appropriate areas of your interest within Art: Installation, Painting, Photography, Ceramics, Sculpture, Art History, I am not interested in art." Of the 317 respondents, 216 indicated that they were interested in photography

The Art program now offers a BA/BS in Art with five areas of emphasis. As a result of the new degree, enrollment has grown. As of August 17, 2015, approximately 220 students have declared Art or Pre-Art as their major. Current enrollment numbers and the 2011 survey indicate that there is demand for further programs in Art, including significant demand for a Minor in Photography.

Many students at Dixie State University take courses in the Art Program but are not planning on completing the BA/BS in Art. A Minor in Photography would acknowledge the coursework that these students have completed in the Art Program and encourage students in other disciplines to gain skills in photography.

The proposed curriculum is similar to SUU's Minor in Photography and there are notable parallels with the same program at Weber State.

Section III: Institutional Impact

Dixie State University already has a BA/BS in Art with a variety of emphases. The Minor in Photography, which does not require additional resources or new courses, will enhance the existing BA/BS degree program.

The proposed Minor in Photography will likely entice students in other majors to take courses in photography that they otherwise could not justify.

The Minor in Photography will not change the existing administrative structure. The program will be overseen by the Chair of the Art Department, who reports to the Dean of the College of the Arts. The Minor in Photography will not require any new faculty, staff, facilities, or equipment, but will make use of existing resources. The Art Department already maintains photography equipment, and studio space in addition to a Mac computer lab. The Minor in Photography does not require any new equipment or changes in the facilities housed in the North Plaza Building, which serves as the home of the Art Department.

Section IV: Finances

The Minor in Photography will not require any additional funds. The Minor in Photography will make use of existing faculty, staff, courses, and resources without having to make any changes. It will likely encourage enrollment in Art Department courses, improving efficiency with fully-enrolled courses. The Minor in Photography will not have an impact on other programs within Dixie State University.

Section V: Program Curriculum
*****THIS SECTION OF THE TEMPLATE REQUIRED FOR EMPHASES, MINORS, AND**
CERTIFICATES ONLY***

Course Requirements for the Minor in Photography

The Minor in Photography requires a total of 18 credits, with nine credits of required courses and an additional nine credits of elective courses.

All Program Courses (with New Courses in Bold)

Course Prefix and Number	Title	Credit Hours
Required Courses		
ART 1050	Beginning Photography	3
ART 2060	Digital Photography	3
ART 3040	Intermediate Digital Photography	3
	Sub-Total	9
Elective Courses	Choose 9 credit hours from the following classes	
ART 2050	Intermediate Photography	3
ART 3050	Advanced Photography	3
ART 3060	Digital Commercial Studio Photography	3
ART 3070	Adv. Photography II: Digital	3
ART 4700	Photographic Alternative Processes	3
ARTH 3700	History and Theory of Photography	3

	Sub-Total	9
	Total Number of Credits	18

Program Schedule

Year 1			
Fall Semester	ART 1050	Beginning Photography	3 credits
Spring Semester	ART 2060	Digital Photography	3 credits

Year 2			
Fall Semester	ART 3040	Intermediate Digital Photography	3 credits
Spring Semester	ART	Elective	3 credits

Year 3			
Fall Semester	ART	Elective	3 credits
Spring Semester	ART	Elective	3 credits

Cover/Signature Page – Full Template

Institution Submitting Request: Dixie State University
Proposed Title: Bachelor of Science in Information Systems and Analytics
School or Division or Location: Udvar Hazy School of Business
Department(s) or Area(s) Location: Business Department
Recommended Classification of Instructional Programs (CIP) Code: 52.1201
Proposed Beginning Date: 08/21/2017
Institutional Board of Trustees' Approval Date: *MM/DD/YEAR*

Proposal Type (check all that apply):

Regents' Agenda Items		
<i>R401-4 and R401-5 Approval by Committee of the Whole</i>		
SECTION NO.		ITEM
4.1.1	<input type="checkbox"/>	(AAS) Associate of Applied Science Degree
4.1.2	<input type="checkbox"/>	(AA) Associate of Arts Degree
	<input type="checkbox"/>	(AS) Associate of Science Degree
4.1.3	<input type="checkbox"/>	Specialized Associate Degree
4.1.4	<input checked="" type="checkbox"/>	Baccalaureate Degree
4.1.5	<input type="checkbox"/>	K-12 School Personnel Programs
4.1.6	<input type="checkbox"/>	Master's Degree
4.1.7	<input type="checkbox"/>	Doctoral Degree
5.2.2	<input type="checkbox"/>	(CER C) Certificate of Completion
5.2.4	<input type="checkbox"/>	Fast Tracked Certificate

Chief Academic Officer Signature:

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Signature

Date:

Printed Name: Michael Lacourse

Executive Summary – Full Template
Dixie State University
Bachelor of Science – Information Systems and Analytics
06/23/2016

Program Description

Information Systems (IS) is the design and management of Information Technology (IT) for an organization. It focuses on the best way to enable the organization to meet its goals and business challenges. IS students focus on developing skills to manage the technical direction of business, solve technological issues, and implement new technological advances to enrich business operations.

Business Analytics (BA) utilizes statistical and operations analytical tools to derive actionable insights from large amounts of data. These analytical tools can be used to formulate predictive models, apply optimization techniques and communicate these results to customers, business partners, governmental agencies, and executives.

The Dixie State University (DSU) Udvar-Hazy School of Business (UHSB) proposes to develop and offer a baccalaureate degree program, Information Systems and Analytics (IS&A) focusing on these two key and closely related disciplines.

Role and Mission Fit

The IS&A baccalaureate will further enhance Dixie State University's ability to meet the educational goals of its students and to fulfill the obligation mandated in the DSU mission to offer baccalaureate programs in core or foundational areas consistent with four-year colleges. IS is the design and management of IT) for an organization, while BA utilizes statistical and operations analytical tools to derive actionable insights from large amounts of data created from the deployment of IT.

Careers in Information Technology and Analytics are available in a wide range of economic sectors (i.e. healthcare, retail, public sector, education, etc.) Each of these sectors are well represented within the region served by DSU. Offering and equipping students with an IS&A Degree will provide additional economic growth potential and employment opportunities for DSU graduates. It will also prepare students to enter graduate schools in Information Systems, Business Analytics, Business or technology-related disciplines.

Faculty

The full-time Business and Computer Information Technology faculty at DSU are qualified, experienced, and diverse. Existing full-time faculty includes 18 members with Doctorate degrees and demonstrated teaching and industry excellence. A few full-time professionally qualified and highly experienced faculty also teach required and elective courses within the proposed degree program. Additional faculty would not be required to initially implement the program. As enrollments grow, it is expected that an additional doctorate-level faculty member would be required during the second year of the program's existence.

Market Demand

Utah Office of Workforce Services reports in its "Utah Job Outlook, 2012-2022¹," that occupations served by IS and / or Analytics degrees will grow significantly each year: Computer Systems Analysts (3.8%), Network / Computer Systems Administrators (2.5%), Marketing Managers (3.2%), Management Analysts (3.7%), Market Research Analysts (5.3%), Information Security Analysts (5.1%) and Operations Research Analysts (4.1%), all earn its "Five Star" rating—five out of five stars given, based upon earnings and job

growth outlooks. Five of the top 15 occupations requiring a bachelor's degree are directly served by the proposed IS&A degree². These occupations are:

- Market Research Analysts and Marketing Specialists
- Information Security Analysts
- Operations Research Analysts
- Computer Systems Analysts
- Management Analysts

Nationally, the need for graduates possessing analytical skills is acute. From a recent McKinsey report; "The United States alone faces a shortage of 140,000 to 190,000 people with deep analytical skills as well as 1.5 million managers and analysts to analyze big data and make decisions based on their findings."³

¹ <https://jobs.utah.gov/wi/pubs/outlooks/state/>

² <https://jobs.utah.gov/wi/pubs/outlooks/state/index.html>

³ McKinsey Global Institute, (2011), *Big data: The next frontier for innovation, competition, and productivity*

Student Demand

Students are recognizing that in order to compete in business, they need a solid understanding of information systems and analytics. This has fueled an enrollment growth in the MIS emphasis program, which has increased an average of just under 200% in the last two years. This growth coincides with the hiring of the first full-time MIS faculty within the last two years.

Statement of Financial Support

Appropriated Fund.....	<input checked="" type="checkbox"/>
Special Legislative Appropriation.....	<input type="checkbox"/>
Grants and Contracts.....	<input type="checkbox"/>
Special Fees	<input type="checkbox"/>
Differential Tuition (must be approved by the Regents).....	<input type="checkbox"/>
Tuition dedicated to program.....	<input checked="" type="checkbox"/>
Other (please describe).....	<input type="checkbox"/>

Similar Programs Already Offered in the USHE

A BS/BA in Information Systems or Management Information Systems is offered at other USHE institutions. These programs are typically offered through the institution's School of Business. Notably, no state institution south of Salt Lake County offers an Information Systems degree housed within a school of business. The following table presents a side-by-side comparison of the courses currently offered and proposed to be offered at Dixie State University, juxtaposed to courses required to fulfill the requirements of a BS in Information Systems at USU, the closest comparison to an Information Systems program housed in a school of business. For a comparison of all USHE IS/MIS programs housed in business schools, refer to the Appendix.

USU MIS Degree

Proposed DSU IS&A Degree

Business Acumen Requirements (40 credits)		Business Core Requirements (28 credits)	
ACCT 2010	Financial Accounting Principles (3)	BUS 3000	Intermediate Career Strategies (1)
ACCT 2020	Managerial Accounting Principles (3)	ENGL 3010	Writing in the Professions (3)
ECN 1500	Econ Institutions (Macroeconomics) (3)	FIN 3150	Managerial Finance I (3)
ECN 2010	Intro to Microeconomics (3)	ISA 3050	Management Information Systems (3)
FIN 3200	Financial Management (3)	MGMT 3050	Business Law I (3)
FIN 3400	Corporate Finance (3)	MGMT 3400	Management & Organizations (3)
MGT 1050	Foundations of Business Leadership (3)	MGMT 3510	Business & Professional Ethics (3)
MGT 2050	Legal / Ethical Environment of Business (3)	MGMT 3600	Production & Operations (3)
MGT 3500	Fundamentals of Marketing (3)	MGMT 4800	Strategic Management (3)
MGT 3700	Operations Management (3)	MKTG 3010	Marketing Principles (3)
MGT 3800	Leadership (3)		
MGT 3890	System Strategy & Problem Solving (3)		
MIS 2100	Principles of MIS (3)		
MIS 3200	Business Communications (CI) (3)		
STAT 2300 OR 2000	Business Statistics (QL) (3)		
Major Requirements (16-17 credits)		Major Requirements (18 credits)	
MIS 3330	Database Management (3)	ISA 3100	Systems Design and Administration I (3)
MIS 3800	IT H/W and Systems S/W (3)	ISA 4300	Database Design & Management (3)
MIS 5900	System Analysis / Project Management (3)	ISA 4450	Project Management (3)
MIS 5910	Lab to be taken with MIS 5900 (1)	ISA 4500	Information Security (3)
MIS 4250	Advanced Internship (3)	MGMT 4040	Quantitative Decision Analysis (3)
One of the following two courses		ISA 4600	Senior Project/ISA Internship (3)
MIS 3500	Intro to Business Applications (3)		
CS 1400 & CS 1405	C++ and C++ Lab (4)		

Electives (12 credits)		Electives (12 credits)	
MIS 3300	Big Data Analytics ** (3)	Analytics Track Suggested Courses	
		MGMT 4950R	Structured Query Language (SQL) (1)
MIS 3450	GUI Design (3)	ISA 4060	Big Data Analytics (3)
MIS 4330	Advanced Database (3)	ISA 4070	Big Data Visualization (3)
MIS 4350	Intro Perf Improve Projects (3)	FIN 4380	Financial Modeling and Decision Making (3)
MIS 4800	Security Bus Info Systems (3)	IT 4310	Database Administration (3)
MIS 5050	ASP.net (3)		
MIS 5150	Special Topics/Emerging Tech (3)	Systems Track Suggested Courses	
		IT 1200	A+ Computer Hardware/Windows OS (3)
MIS 5300	Advanced Data Communication (3)	IT 3110	Systems Design and Administration II (3)
MIS 5350	Financial Modeling/Apps (3)	IT 3150	Windows Servers (3)
MIS 5650	Open Source Web Development (3)	IT 3300	Virtualization (3)
MIS 5700	Internet Management & E-Commerce (3)	IT 4100	File Systems and Storage Technologies (3)
CS 1410	C++ 2nd Class (3)	IT 4400	Network Design & Management (3)
INST 5XXX	Instructional Tech Elective (3)	Web Development Track Suggested Courses	
		WEB 1400	Web Design 1: Fundamentals (3)
Career Tracks:		DES 1300	Communication Design (3)
Web Developer		WEB 3500	Electronic Commerce (3)
DBA (Database Administrator)		WEB 3400	Web Design II: Essentials (3)
Project Manager		WEB 3550	Internet & eCommerce Marketing (3)
IT Consultant/Business Analyst		IT 4200	Advanced Web Delivery (3)
E-learning Manager		Application Development Track Suggested Courses	
		CS 1410	Object Oriented Programming (3)
		CS 2420	Intro. to Algorithms and Data Structures (3)
		CS 3005	Programming in C++ (3)
		CS 3500	Application Development (3)
		CS 3010	Mobile Application Development: Android (3)
		CS 3020	Mobile Application Development: iOS (3)
Total Major Credits 68-69		Total Major Credits 58	

Program Description – Full Template
Dixie State University
Bachelor of Science – Information Systems and Analytics
06/23/2016

Section I: The Request

Dixie State University requests approval to offer a Bachelor of Science – Information Systems and Analytics degree, effective Fall 2017. This program has been approved by the institutional Board of Trustees on *Date*.

Section II: Program Description

Complete Program Description

Information Systems (IS) is the design and management of Information Technology (IT) for an organization. It focuses on the best way to enable the organization to meet its goals and business challenges. IS students focus on developing skills to manage the technical direction of business, solve technological issues, and implement new technological advances to enrich business operations.

Business Analytics (BA) utilizes statistical and operations analytical tools to derive actionable insights from large amounts of data. These analytical tools can be used to formulate predictive models, apply optimization techniques and communicate these results to customers, business partners, governmental agencies, and executives.

There is a broad spectrum of excellent opportunities for an IS&A major. Businesses and organizations, in growing numbers, need individuals who understand information technology and how to use it to solve business problems for competitive advantage. Additionally, the large amount of data produced by information technologies can be used as a competitive advantage by analyzing said data to apply and develop actionable predictive and optimization models. The advantage of a graduate trained in IS&A lies in his/her ability to work with managers and users in a cross-functional organization to develop, implement, manage and analyze the information technology infrastructure and gain meaningful insights from the large amount of data created by this infrastructure. Also, their role is to aid in establishing the organization's technical strategy and planning. IS&A majors develop excellent business administration, operational, analytical, leadership, and project management abilities.

There is a wide range of careers available to graduates in IS&A. For example, there are positions in healthcare administration, website design and development, consulting, security risk assessment, internet marketing, audit control, business analysis, data analytics, customer relationship management consulting, e-commerce, legal forensics, enterprise resource planning, and/or supply chain management. Properly prepared IS&A students are prepared for all of these activities as they combine leading edge business and technology skills.

Purpose of Degree

The approval of the IS&A baccalaureate will further enhance DSU's ability to meet the educational goals of its students and to fulfill the obligation mandated in the DSU mission to offer baccalaureate programs in core or foundational areas consistent with four-year colleges. The Washington County regional area has a growing technology sector requiring professionals possessing a strong business and technological background. An IS&A program will allow students to gain the necessary knowledge and experience to enter the workforce and meet the needs of the regional, national and global economy. Students wishing to pursue graduate education can use the IS&A degree at DSU as a foundation for further study in business, technology, analytics, and other disciplines.

It is also anticipated that the business analytics courses offered as part of the IS&A degree will serve as a foundation for establishing a larger analytics curriculum throughout the larger DSU community.

Institutional Readiness

DSU has over fifteen years of experience as a baccalaureate institution and it boasts an infrastructure and institutional environment appropriate for this role. Thoughtful and sustained attention to seeking and retaining credentialed teaching faculty, developing student services, obtaining library and technological resources, and funding facilities expansion have poised the institution to successfully add the proposed IS&A degree. The IS&A degree will draw on resources from the existing DSU Udvar-Hazy School of Business (UHSB) degree programs including; Accounting, Finance, Business Administration, Business Administration – MIS Emphasis, General Marketing, and Operations Management. Further, the faculty members who will serve the new IS&A program have extensive experience offering upper-division coursework, mentoring UHSB majors, and advising degree-seeking students. The DSU Business Department faculty has been recently augmented to include professors capable of launching and growing the IS&A degree program. It is also anticipated that the IS&A program will utilize, to the extent practicable, faculty from the DSU Computer Information Technology Department.

The proposed degree will exist in the current Business Department and requires only minimal curriculum additions. Likewise, the IS&A degree will benefit from an existing department process of regular program assessment and culture of continuous improvement.

Departmental Faculty

The Business Department faculty is composed of qualified, academically and professionally experienced, and diverse professors. Faculty who will be providing instruction within the IS&A program includes six members with Ph.D. degrees in MIS or CS. The current faculty will meet the immediate needs for this degree. As the program matures, DSU will hire additional faculty to accommodate growth. This table represents faculty who will be giving instruction in the IS&A degree and are housed in the Business, Computer Information Technology, and Accounting Departments.

Department Faculty Category	Dept. Faculty Headcount – Prior to Program Implementation	Faculty Additions to Support Program	Dept. Faculty Headcount at Full Program Implementation
With Doctoral Degrees (Including MFA and other terminal degrees, as specified by the institution)			
Full-time Tenured	10		10
Full-time Non-Tenured	8	1	9
Part-time Tenured			
Part-time Non-Tenured			
With Master's Degrees			
Full-time Tenured	1		1
Full-time Non-Tenured	4		4
Part-time Tenured			
Part-time Non-Tenured			
With Bachelor's Degrees			
Full-time Tenured			
Full-time Non-Tenured			
Part-time Tenured			
Part-time Non-Tenured			
Other			
Full-time Tenured			
Full-time Non-Tenured			
Part-time Tenured			
Part-time Non-Tenured			
Total Headcount Faculty in the Department			
Full-time Tenured	11		11
Full-time Non-Tenured	12	1	13
Part-time Tenured			
Part-time Non-Tenured			
Total Department Faculty FTE (As reported in the most recent A-1/S-11 Institutional Cost Study for "prior to program implementation" and using the A-1/S-11 Cost Study Definition for the projected "at full program implementation.")	20.88		21.88

Staff

The new degree will not require additional staff. The UHSB Business Department has two full-time academic advisors who provide academic advisement and counseling. The advisors currently advise students in the Business Administration – MIS Emphasis and they are capable to advise students in the proposed IS&A program. Since the program is interdepartmental, advisors from the CIT program may also provide advisement support if needed. Secretarial and administrative support under the current departmental structure is adequate. As the program grows, additional personnel may be added.

Library and Information Resources

The UHSB is well aware that building library resources is an integral part of program development, and the DSU Library at the Holland Centennial Commons continues to expand appropriate collections for

baccalaureate offerings. The Library is committed to supporting current / future baccalaureate programs by ordering requested materials, and a complete list of library holdings is available upon request. Notably, DSU has university-wide access to information technology, advanced computing, and analytics resources including; Oracle, SPSS and IBM Watson Analytics.

Admission Requirements

A matriculated DSU student in good standing with the university is eligible for admission to the major. Students may be admitted to the IS&A program after successful completion of the prerequisite coursework and have obtained approval from the department advisor. Declaration of the major is required for admission and is accomplished through the processes defined by the Registrar's Office. To graduate in this program, in addition to the required course work, IS&A majors are required to receive a "C-" or higher grade in the business core, IS&A core, and IS&A elective courses and an overall GPA of at least 2.5 in course work required for the major.

Student Advisement

The UHSB Business Department recognizes that advisement is crucial to student success. Two full-time academic advisors are assigned to the UHSB. Additionally, departmental faculty members are involved to the extent necessary to provide potential and current students additional academic or career advisement. The academic advisors will be the primary advisement role with guidance from faculty as required. Recently the department revised its curriculum to provide focus on student career preparation. Advisors and faculty are assigned as instructors in these career courses.

Justification for Graduation Standards and Number of Credits

Graduates must earn a total of 121 credits, which includes a minimum of 30 IS&A credits (18 core and 12 upper-division elective), 28 required credits in core business, and 63 General Education and pre-IS&A and pre-business course credits. The total credit amount is within the 126 credit hour limit for a BS degree.

External Review and Accreditation

The UHSB is fully accredited by the Accreditation Council for Business Schools and Programs (ACBSP). The proposed IS&A degree program will be subject to ongoing accreditation by this body as a degree offering within the UHSB. The university is also accredited by the Northwest Commission on Colleges and Universities (NWCCU).

Projected Program Enrollment and Graduates; Projected Departmental Faculty/Students

Note that since it is possible for some students in the current Business Administration–MIS Emphasis to switch over to the IS&A degree, projecting graduates in years one and two are feasible.

Data Category	Current – Prior to New Program Implementation	PROJ YR 1	PROJ YR 2	PROJ YR 3	PROJ YR 4	PROJ YR 5
Data for Proposed Program						
Number of Graduates in Proposed Program	X	5	10	14	18	22
Total # of Declared Majors in Proposed Program	X	20	25	32	40	50
Departmental Data – For All Programs Within the Department						
Total Department Faculty FTE (<i>as reported in Faculty table above</i>)	20.88	20.88	21.88	21.88	21.88	21.88
Total Department Student FTE (<i>Based on Fall Third Week</i>)	411.20	421	424	427	431	436
Student FTE per Faculty FTE (<i>ratio of Total Department Faculty FTE and Total Department Student FTE above</i>)	19.69	20.16	19.38	19.51	19.69	19.92
Program accreditation-required ratio of Student FTE/Faculty FTE, if applicable: (Provide ratio here: _____)	N/A					

Section III: Need

Program Need

First and foremost, the IS&A degree is being created to provide students with increased educational opportunities and make them more marketable to potential employers and graduate programs. Training in information systems and analytics prepares students for high-demand careers in many business functions, including: database management, systems administration, programming, business analyst, technical sales and consulting. Additionally, the addition of a IS&A degree will enhance the overall degree offerings at DSU and provide its students' an enhanced competitive position in the marketplace.

Labor Market Demand

The Post-college employment job outlook for graduates in information systems and analytics are very encouraging. The National Association of Colleges and Employers (NACE) reported in Job Outlook 2016 that of the respondents surveyed, over 40% planned on hiring "Information Sciences and Systems" graduates. Over 40% also reported plans to hire "Management Information Systems" graduates.¹

The Bureau of Labor Statistics Occupational Outlook Handbook published in December 2015 reports that employment growth of Computer Systems Analysts, Management Analysts and Operations Research Analysts is anticipated to be 21%, 14% and 30%, respectively in the US, between 2010 and 2020.² Looking to the State of Utah market, the Utah Office of Workforce Services reports in its "Utah Job Outlook, 2012-2022," that Computer and Information Systems Managers, Management Analysts, Computer System Analysts, Database Administrators, Computer Systems Administrators, Operations Research Analysts each earn its "Five Star" rating—five out of five stars given, based upon earnings and job growth outlooks. The

breadth of career positions accessible by studying IS&A speaks to the wide range of opportunities available to graduates in these disciplines.

The market impact of the analytics profession is also strong. Analytics is estimated to increase US GDP by up to \$325 billion in retail and manufacturing and provide cost savings of up to \$285 billion in the healthcare and government sectors by 2020. Nationally, the need for graduates possessing analytical skills is acute. From a recent McKinsey report, "the United States alone faces a shortage of 140,000 to 190,000 people with deep analytical skills as well as 1.5 million managers and analysts to analyze big data and make decisions based on their findings." From the same report, multiple industry sectors stand to benefit greatly from the growth of analytics including; manufacturing, information management, healthcare providers, retail trade and finance and insurance.³ These industry sectors represent specific employment targets for DSU IS&A degree graduates.

¹ Job Outlook 2016, National Association of Colleges and Employers

² Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2016-17 Edition*

³ McKinsey Global Institute, (2011), *Big data: The next frontier for innovation, competition, and productivity*

Student Demand

Students are recognizing that in order to compete in business, they need a solid understanding of information systems and analytics. This has fueled the enrollment growth in the MIS emphasis program, which has increased an average of just under 200% in the last two years. This growth coincides with the hiring of the first full-time MIS faculty within the last two years.

Similar Programs

BS degrees in Management Information Systems or Information Systems are offered at most state universities, including; USU, Weber State, UofU, UVU and SUU. Information Systems is housed within the Business School or Department at USU, Weber, and UofU. UVU and SUU offer Information Systems degrees outside the School of Business.

The proposed IS&A degree at DSU, providing students the option of selecting among various Information Systems tracks and an Analytics track, is most similar to USU within USHE.

Collaboration with and Impact on Other USHE Institutions

To date, little to no discussion with other USHE institutions has taken place. To our knowledge, the proposed degree with Information Systems and Analytics tracks is most similar to USU, but given the distance between the two schools, it is unlikely that it will have a significant impact on their program. In addition, the inclusion of the DSU proposed program would serve as a feeder for the current USU Master's in MIS and the proposed UofU Master's in Business Analytics programs.

Benefits

An Information Systems program offering within the DSU School of Business fills a need to offer students in the DSU service area a competitive and popular academic option that is not currently available in southern Utah. Additionally, adding an Analytics option to the degree would provide additional institutional enrollment options. Currently, there is no program of the type being proposed within the DSU service area. Providing this program will place DSU in the forefront of this type of academic offering not only in southern Utah, but also in the state of Utah.

Consistency with Institutional Mission

DSU Regent-approved Mission:

Dixie State University is a public comprehensive university dedicated to rigorous learning and the enrichment of the professional and personal lives of its students and community by providing opportunities that engage the unique Southern Utah environment and resources.¹

The proposed ISA degree aligns with this mission by providing the Southern Utah community learning and career opportunities in a field which is global in its scope and opportunity.

¹ <http://about.dixie.edu/mission-statement>

Section IV: Program and Student Assessment

Program Assessment

The proposed IS&A degree will conform with current UHSB course learning outcomes (CLOs), which are provided below, accompanied by strategy for attainment and proposed measures for assessment:

1. Provide students with core economic and business knowledge and skills (DSU Core Theme One – Learning)
Strategy: To prepare students for advanced business degrees and professional success in a rapidly changing, competitive business environment.
Measures: (a) MFT National Comparison, (b) Analysis of a Business Case, (c) Written Assignment, and (d) Formative Assessment Test
2. Develop students' awareness of ethical issues and the ability to resolve them. (DSU Core Theme One – Learning)
Strategy: To give students experience in identifying ethical issues and applying analytical and decision-making processes for their resolution.
Measures: (a) Ethical Analysis of a Business Case
3. Provide career development experiences (DSU Core Theme Three – Opportunity)
Strategy: To assist students in defining career goals, having increased connections with recruiting organizations and preparing for jobs by incorporating real world applications into the curriculum.
Measures: (a) Quality of Resumes and Portfolios upon graduation, (b) Internship or Experiential Supervisor Evaluations
4. Employ and support highly qualified faculty members
Strategy: To foster open, innovative, analytical, practice-based and student-focused learning environments. Support academically and professionally active faculty who model continuous improvement in their practice and service. (DSU Core Theme One – Learning)
Measures: (a) Maintain personnel evaluations and strategic personnel planning. (b) Maintain active membership (hold office or participate in at least one activity per year in a professional organization in which membership is held). (c) All faculty will participate in and record in their files at least one professional development activity (publication of articles in refereed journals; publication of books or chapters in edited volumes; development of working papers; participation in academic conferences or professional training; obtain professional certifications/licenses; or successful grant writing in related

field). Part-time and adjunct faculty are also encouraged to maintain professional development information in their files.

5. Establish productive partnerships with the community and alumni. (DSU Core Theme Two – Engagement)
Strategy: To provide opportunities in response to local and industry needs which afford valuable community engagement and development.
Measures: (a) Full-time faculty will participate in at least one community engagement activity per year. (b) Conduct skills gap need survey every three years. (c) UHSB will proactively engage in business school fund raising

The proposed IS&A degree will conform to these CLOs at the program and individual course level. Individual course learning outcomes will be mapped to the UHSB learning outcomes.

Expected Standards of Performance

The proposed degree proposal carries with it a commitment to student assessment and, ultimately, to the production of quality graduates. Graduates of the IS&A program must complete a minimum of **28** required upper-division credits of general business management training, a minimum of **18** upper-division credits of coursework directly related to Information Systems and Analytics knowledge, and **12** credits of electives in the four different tracks. Each course in the curriculum has identified learning outcomes which are mapped to UHSB learning outcomes that must be achieved, and together these courses form a cohesive curriculum that will prepare graduates for work in the field of Information systems and/or Business Analytics or further academic study.

Section V: Finance

Department Budget: The current Business Department budget represented below is sufficient to support existing faculty. The budget reflects the addition of one faculty member, who will be added in year two, if enrollment merits.

Three-Year Budget Projection							
Departmental Data	Current Departmental Budget – Prior to New Program Implementation	Departmental Budget					
		Year 1		Year 2		Year 3	
		Addition to Budget	Total Budget	Addition to Budget	Total Budget	Addition to Budget	Total Budget
Personnel Expense							
Salaries and Wages	\$950,579		\$950,579	\$90,000	\$1,040,579		\$1,040,579
Benefits	\$298,689		\$298,689	\$36,000	\$334,689		\$334,689
Total Personnel Expense	\$1,249,267	\$0	\$1,249,267	\$126,000	\$1,375,267	\$0	\$1,375,267

Non-Personnel Expense							
Travel	\$0		\$0		\$0		\$0
Capital	\$0		\$0		\$0		\$0
Library	\$0		\$0		\$0		\$0
Current Expense	\$47,718		\$47,718		\$47,718		\$47,718
Total Non-personnel Expense	\$47,718	\$0	\$47,718	\$0	\$47,718	\$0	\$47,718
Total Expense (Personnel + Current)	\$1,296,985	\$0	\$1,296,985	\$126,000	\$1,422,985	\$0	\$1,422,985
Departmental Funding							
Appropriated Fund	\$1,286,298		\$1,286,298	\$126,000	\$1,412,298		\$1,412,298
Other:							
Special Legislative Appropriation	\$0		\$0		\$0		\$0
Grants and Contracts	\$0		\$0		\$0		\$0
Special Fees/Differential Tuition	\$10,688		\$10,688		\$10,688		\$10,688
Total Revenue	\$1,296,985	\$0	\$1,296,985	\$126,000	\$1,422,985	\$0	\$1,422,985
Difference							
Revenue - Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Departmental Instructional Cost/Student Credit Hour* <i>(as reported in institutional Cost Study for "current" and using the same Cost Study Definition for "projected")</i>	\$117		\$107		\$112		\$106
* Projected Instructional Cost/Student Credit Hour data contained in this chart are to be used in the Third-Year Follow-Up Report and Cyclical Reviews required by R411.							

Funding Sources

Funding for the proposed degree will come from institutional funds from state allocations and new tuition revenue. External funding sources will be vigorously pursued as conditions allow.

Reallocation

The approval of this program will require no internal reallocation of resources

Impact on Existing Budgets

There will be no impact on existing budgets.

Section VI: Program Curriculum

All Program Courses (with New Courses in Bold)

General Education & Institutional Requirements			
Course Number	Course Name	Credits	Prerequisites and Notes
CIS 1200 or CIS 1201 or (CS 1400 and CS 1410)	Computer Literacy	0 – 6	Zero-credit test out available
ENGL 1010 or ENGL 1010A or ENGL 1010D	Intro to Writing	0 – 4	Placement score, LIB 1010
ENGL 2010 or ENGL 2010A	Intermediate Writing	3	ENGL 1010 (C or higher), LIB 1010
LIB 1010	Information Literacy	0 – 1	Zero-credit test out available
MATH	GE Mathematics course	3	Math Placement score w/in last 2 years
AI	GE American Institutions course	3	Reading Placement score
LS	GE Life Sciences course	3-4	
PS	GE Physical Sciences course	3-4	
SL	GE Science Laboratory course	1	
Fine Arts	GE Fine Arts course	3	
HUM	GE Literature / Humanities course	3	
SBS	GE Social & Behavioral Sciences course (recommended ECON 2010)	3	
EXPL	GE Exploration course (recommended COMM 2110)	3 – 5	Prefix not used to fill other GE requirement
GLOCUP	GE Global & Cultural Perspectives course	0 – 3	Complete two with different prefixes; recommend courses that can fulfill other GE or program requirements
GLOCUP	GE Global & Cultural Perspectives course	0 – 3	
Degree Pre-Requirements			
Course Number	Course Name	Credits	Prerequisites and Notes
ISA 1400	Fundamentals of Programming	3	Cross listed (CL) with CS 1400
ISA 1100	Introduction to Unix/Linux	3	CL with IT 1100
ISA 2400	Intro to Networking	3	ISA 1100 (C- or higher) CL with IT 2400
ACCT 2010	Financial Accounting	3	
ACCT 2020	Managerial Accounting	3	ACCT 2010, CIS 1200
CIS 2010	Business Computer Proficiency	3	CIS 1201 or CIS 1200 (B- or higher)
COMM 1020 or COMM 2110	Public Speaking or Interpersonal Communication	3	Also used to fill GE requirements
ECON 2010	Micro Economics	3	Also used to fill GE requirements
BUS 2000	Introduction to Career Strategies	1	
STAT 2040	Business Statistics	3	CIS 1200, MATH 1010

	TOTAL	60	<i>Total can vary based on how strategically students plan their program of study.</i>
Advanced standing status must be obtained prior to enrollment in any 3000 or 4000 level business course.			
Business Core Requirements			
Course Number	Course Name	Credits	Prerequisites and Notes
BUS 3000	Intermediate Career Strategies	1	BUS 2000
ENGL 3010	Writing in the Professions	3	ENGL 2010 or ENGL 2010A
FIN 3150	Managerial Finance I	3	ACCT 2020, STAT 2040, and ECON 2010
ISA 3050	Management Information Systems	3	CIS 2010 & ENGL 1010/A/D & MATH 1000 or higher (Change MIS 3050 Prefix)
MGMT 3050	Business Law I	3	
MGMT 3400	Management & Organizations	3	
MGMT 3510	Business & Professional Ethics	3	ENGL 1010/A/D (C or higher)
MGMT 3600	Production & Operations	3	STAT 2040 or MATH 1040/A
MGMT 4800	Strategic Management	3	Pre- or Co-requisites: FIN 3150, MGMT 3400, MGMT 3600, MKTG 3010, and (ACCT 3050 or IT3050)
MKTG 3010	Marketing Principles	3	
	TOTAL	28	
Information Systems & Analytics Core Requirements			
ISA 3100	Systems Design and Administration I	3	ISA 1400 & ISA 2400 (both C- or higher) CL with IT 3100
ISA 4300	Database Design & Management	3	ISA 1400 & ISA 1100 (both C- or higher) CL with IT 4300
ISA 4450	Project Management	3	ISA 1400, IT 1100, ISA 3050 (all grade C- or higher) (Change MIS 4450 Prefix)
ISA 4500	Information Security	3	ISA 1400 & ISA 3100 (both C- or higher) CL with IT 4500
MGMT 4040	Quantitative Decision Analysis	3	STAT 2040 (C- or higher)
ISA 4600 or MGMT 4200	Senior Project or Business Internship I	3	Senior Status Internship must include ISA component
	TOTAL	18	
Electives: 12 credits from the following or other approved courses.			
Course Number	Course Name	Credits	Prerequisites and Notes
Analytics Track Suggested Courses			
ISA 3020	Seminar in Business - Structured Query Language (SQL)	1	CIS 2010 (converting from MGMT 4950R trial course)
IT 4310	Database Administration	3	IT 4300 (C- or higher)
MGMT 4040	Quantitative Decision Analysis	3	STAT 2040 (C- or higher)
FIN 4380	Financial Modeling and Decision Making	3	FIN 3150 (C- or higher)

ISA 4060	Big Data Analytics	3	ISA 3020
ISA 4070	Big Data Visualization	3	
Systems Track Suggestion Courses			
IT 1200	A+ Computer Hardware/Windows OS	3	
IT 3110	Systems Design and Administration II	3	IT 3100 (C- or higher)
IT 3150	Windows Servers	3	IT 1200, IT 2400 (both C- or higher)
IT 3300	Virtualization	3	IT 2400 (C- or higher)
MGMT 4040	Quantitative Decision Analysis	3	STAT 2040 (C- or higher)
IT 4100	File Systems and Storage Technologies	3	IT 3100 (C- or higher)
IT 4310	Database Administration	3	IT 4300 (C- or higher)
IT 4400	Network Design & Management	3	IT 2400 (C- or higher)
Web Development Track Suggested Courses			
WEB 1400	Web Design I	3	
DES 1300	Communication Design	3	
WEB 3500	Electronic Commerce	3	
WEB 3400	Web Design II: Essentials	3	WEB 1400 & DES 1300
WEB 3550	Internet & eCommerce Marketing	3	
IT 4200	Advanced Web Delivery	3	IT 3100 (C- or higher)
Application Development Track Suggested Courses			
CS 1410 *	Object Oriented Programming	3	CS 1400 (C- or higher)
CS 2420	Introduction to Algorithms and Data Structures	3	CS 1400 (C- or higher)
CS 3005	Programming in C++	3	CS 1410 (C- or higher)
CS 3500	Application Development	3	CS 3005 (C- or higher)
CS 3010	Mobile Application Development for Android	3	CS 2420, CS 3005 (both C- or higher)
CS 3020	Mobile Application Development: iOS	3	CS 2420, CS 3005 (both C- or higher)
	TOTAL	12	
TOTAL FOR BACCALAUREATE DEGREE		122	

Sample Program Schedule

Fall, Year 1	
Course	Credits
CIS 1200, Computer Literacy *	3
ENGL 1010, Intro to Writing	3
COMM 2110, Interpersonal Communication / GE Exploration	3
GE Math Course	3-4
LIB 1010, Information Literacy *	1
BUS 1001 FYE: Business	1
*Test out options available	Total 14-15

Spring Year 1	
Course	Credits
ACCT 2010, Financial Accounting	3
ENGL 2010, Intermediate Writing	3
IT 1100, Introduction to Unix/Linux	3
CS 1400, Fundamentals of Programming	3
GE Fine Arts / GE GLOCUP	3
Total	15

Fall Year 2	
Course	Credits
ACCT 2020, Managerial Accounting	3
GE American Institutions course	3
GE Life Science/Lab	3-4
BUS 2000, Introduction to Career Strategies	1
IT 2400, Introduction to Networking	3
GE (if less than optimal program of study) or IS&A Elective	3
Total	16-17

Spring Year 2	
Course	Credits
STAT 2040, Business Statistics	4
CIS 2010, Business Computer Proficiency	3
GE Physical Science/Lab *	3-4
GE Literature / Humanities course / GE GLOCUP	3
ECON 2010, Micro Economics / GE Social Science	3
*If lab was not taken with life science, it must be taken here	Total
	16-17

Fall Year 3	
Course	Credits
IT 3100, Systems Design and Admin I	3
ISA 3050, Management Information Systems	3
BUS 3000, Intermediate Career Strategies	1
MKTG 3010, Marketing Principles	3
MGMT 4040, Quantitative Decision Making	3
IS&A Elective	3
Total	16

Spring Year 3	
Course	Credits
ENGL 3010, Writing in the Professions	3
FIN 3150, Managerial Finance	3
MGMT 3600, Production Operations	3
MGMT 3400, Management Organizations	3
IT 4500, Information Security	3
Total	15

Fall Year 4	
Course	Credits
WEB 1400, Intro to Internet Development	3
IT 4300, Database Design and Management	3
MGMT 3050 Business Law I	3
MGMT 3510 Business Professional Ethics	3
IS&A Elective	3
Total	15

Spring Year 4	
Course	Credits
MGMT 4800, Strategic Management	3
ISA 4450, Project Management	3
ISA 4600, Senior Project	3
IS&A Elective	3
IS&A Elective	3
Total	15
Grand Total	122

Section VII: Faculty

Name	Position	Degree/Year	Area	Institution Awarding Degree
Matt Harris	Assistant Professor	PhD / 2016	Management Information Systems	Utah State University
Joe Francom	Associate Professor	PhD / 2007	Computer Science	University of Louisville
Bob Nielson	Associate Professor	DCS /	Computer Science	Colorado Technical University
Eric Pedersen	Professor	PhD / 2007	Management Information Systems	Utah State University
Bart Stander	Professor	PhD / 1997	Computer Science	Washington State University

Russ Ross	Associate Professor	PhD / 2007	Computer Science	University of Cambridge
Matt Kearl	Instructor	MS / 2010 ABD /	Information Systems	Dakota State University
Kyle Wells	Professor	PhD / 2006	Finance	University of Utah
Helen Saar	Assistant Professor	PhD / 2012	Finance	University of Hawaii
Munir Mahmud	Professor	PhD / 1997	Economics	University of Illinois, Urbana-Champaign
Shandon Gubler	Assistant Professor	PhD / 1985	Strategy	Brigham Young University
Debra Bryant	Associate Professor	PhD / 2008	Educational Leadership	University of Nebraska
Scott Lindsey	Assistant Professor	PhD / 2011	Operations Management	University of Utah
Nathan Staheli	Associate Professor	PhD / 2013	Accounting	University of Hawaii
Kevin Barrett	Professor	PhD / 1991	Accounting	Virginia Tech
Verl Anderson	Professor	DBA /	Business Admin	Arizona State University
Abu Kahn	Assistant Professor	PhD / 2013	Financial Economics	University of New Orleans
Phillip Garner	Assistant Professor	PhD / 2002	Economics	Brown University
Travis Seegmiller	Assistant Professor	JD /	Law	Georgetown University Law Center
Curtis Larsen	Associate Professor	MS /	Physics	University of Utah
Jay Sneddon	Instructor	MS /	CIS	Missouri State University
Rachel Ramsay	Instructor	MS /	Graphic Design	Vermont College of Fine Arts
Donald Fisher	Instructor	MBA / 1987	Business Admin	California State University
K. Adam Snow	Adjunct	MBA / 2008	Finance	Pepperdine University
Hal Andersen	Adjunct	MBA / 1984	Business Admin	Brigham Young University

Appendix

USHE IS Degree Comparison							
WSU IS&T Degree		UofU IS Degree		USU MIS Degree		Proposed DSU IS&A Degree	
Business Foundations (13 credits)		Pre-Business Core (18 credits)		Business Acumen (40 credits)		Pre-IS&A Core (25-28 credits)	
ACTG 2010	Survey of Accounting I (3)	IS 2010	Computer Essentials (3)	ACCT 2010	Financial Accounting Principles (3)	CS 1400	Fundamentals of Programming (3)
ECON 2010	Principles of Microeconomics (3)	MATH 1090	Business Algebra (3)	ACCT 2020	Managerial Accounting Principles (3)	IT 1100	Introduction to Unix/Linux (3)
ECON 2020	Principles of Macroeconomics (3)	ACCTG 2600	Survey of Accounting (3)	ECN 1500	Econ Institutions (Macroeconomics) (3)	IT 2400	Intro to Networking (3)
QUAN 2600	Business Statistics I (3)	ECON 2010	Principles of Microeconomics (3)	ECN 2010	Intro to Microeconomics (3)	ACCT 2010	Financial Accounting (3)
IST 2010	Business Computer Skills (1) *	BUS 1050	Foundations of Business Thought (3)	FIN 3200	Financial Management (3)	ACCT 2020	Managerial Accounting (3)
Cross Functional Core (19 credits)		OIS 2340	Business Statistics (QB) (3)	FIN 3400	Corporate Finance (3)	BUS 2000	Introduction to Career Strategies (1)
QUAN 2400	Business Calculus (3)	Upper Division Core (36 credits):		MGT 1050	Foundations of Business Leadership (3)	CIS 2010	Business Computer Proficiency (3)
QUAN 3610	Business Statistics II (3)	MGT 3810	Business & Professional Communication (3)	MGT 2050	Legal / Ethical Environment of Business (3)	ECON 2010	Micro Economics (3)
BSAD 3200	Legal Environment of Business (3)	ACCTG 3600	Principles of Accounting (3)	MGT 3500	Fundamentals of Marketing (3)	One of the following	
BSAD 3330	Business Ethics & Environmental Responsibility (3)	FINAN 3040	Financial Management (3)	MGT 3700	Operations Management (3)	STAT 2040	Business Statistics (3)
BSAD 4620	Executive Lectures (1)	FINAN 3050	Introduction to Investments (3)	MGT 3800	Leadership (3)	MATH 1040	Intro to Statistics (3)
BSAD 4780	Strategic Management (3) *	IS 4410	Information Systems (3)	MGT 3890	System Strategy & Problem Solving (3)	MATH 1040A	Honors Intro to Statistics (3)
One of the following International courses:		MGT 3680	Human Behavior in Organizations (3)	MIS 2100	Principles of MIS (3)	One of the following	
ACTG 5140	Accounting for Global and Complex Entities (3)	MKTG 3010	Principles of Marketing (3)	MIS 3200	Business Communications (CI) (3)	COMM 1020	Public Speaking (3)
ECON 3110	International Trade (3)	OIS 3660	Operations Management (3)	STAT 2300 OR 2000	Business Statistics (QL) (3)	COMM 2110	Interpersonal Communication (3)
ECON 3120	International Finance and Monetary Systems (3)	STRAT 3410	Business Law (3)			Business Core Requirements (28 credits)	

ECON 4170	Economic Development (3)	STRAT 5700	Strategic Management (3)			BUS 3000	Intermediate Career Strategies (1)
IST 3710	Global Issues in Information Technology (3)	One course from:				ENGL 3010	Writing in the Professions (3)
MGMT 3400	International Business (3)	BUS 3810-3870	Business & Social Science (3)			FIN 3150	Managerial Finance I (3)
MKTG 3600	International Marketing (3)	One course from:				ISA 3050	Management Information Systems (3)
SCM 3720	Transportation and Global Supply Chain Management (3)	BUS 3910-3960	Business & Humanities (3)			MGMT 3050	Business Law I (3)
Functional Core Curriculum (15 credits)						MGMT 3400	Management & Organizations (3)
ACTG 2020	Survey of Accounting II (3)					MGMT 3510	Business & Professional Ethics (3)
FIN 3200	Financial Management (3)					MGMT 3600	Production & Operations (3)
MGMT 3010	Organizational Behavior and Management (3)					MGMT 4800	Strategic Management (3)
SCM 3050	Operations and Logistics Management (3)					MKTG 3010	Marketing Principles (3)
MKTG 3010	Marketing Concepts and Practices (3)						
Major Requirements (27 credits)		Major Requirements (30 credits)		Major Requirements (28-29 credits)		Major Requirements (30 credits)	
IST 2015	Introduction to Information Systems & Technologies (1)	OIS 3440	Regression and Multivariate Analysis	MIS 3330	Database Management (3)	IT 3100	Systems Design and Administration I (3)
IST 2110	Software Development I (3)	IS 4415	Data Structures & Java	MIS 3800	IT H/W and Systems S/W (3)	IT 4300	Database Design & Management (3)
IST 2410	Information Systems Architecture (3)	IS 4420	Database Fundamentals	MIS 5900	System Analysis / Project Management (3)	ISA 4450	Project Management (3)
IST 2720	Data Structures and Algorithms (3)	IS 4430	Systems Analysis and Design	MIS 5910	Lab to be taken with MIS 5900 (1)	IT 4500	Information Security (3)
IST 3210	Database Design and Implement. (4)	IS 4440	Networking and Servers	MIS 4250	Advanced Internship (3)	MGMT 4040	Quantitative Decision Analysis (3)
IST 3610	Networks & Data Communications I (4)	IS 4460	Web Based Applications	One of the following two courses		ISA 4600 / MGMT 4200	Senior Project or ISA Internship (3)
IST 3700	E-business Technologies & Web Development (3)	One of the following		MIS 3500	Intro to Business Applications (3)	Electives (12 credits)	
						Analytics Track	

IST 4730	Senior Practicum: Project Mgmt and Systems Dev. (3)	IS 4470	Telecommunication and Security	CS	1400 C++ and CS 1405 C++ Lab (4)	MGMT 4950R	Structured Query Language (SQL)
NTM 3250	Business Comm (3)	IS 4480	Data Warehouse Design and Implementation	Electives (12 credits)		ISA 4060	Big Data Analytics
Concentration Electives (12 credits)		Global Perspectives		MIS 3300	Big Data Analytics ** (3)	ISA 4070	Big Data Visualization
IST 3620	Networks and Data Comm II (3)	One of the following		MIS 3450	GUI Design (3)	FIN 4380	Financial Modeling and Decision Making (3)
IST 3720	Software Development II (3)	ACCTG 5140	International Accounting	MIS 4330	Advanced Database (3)	IT 4310	Database Administration (3)
IST 3730	Systems Analysis and Design (3)	BUS 2900	Introduction to International Business	MIS 4350	Intro Perf Improve Projects (3)		
IST 4600	Information Security I (3)	FINAN 4550	International Finance	MIS 4800	Security Bus Info Systems (3)	Systems Track	
						IT 1200	A+ Computer Hardware/Windows OS (3)
IST 4700	Information Security II (3)	MGT 4900	International Management	MIS 5050	ASP.net (3)	IT 3110	Systems Design and Administration II (3)
IST 4710	Enterprise Software Development (3)	MKTG 4840	International Marketing	MIS 5150	Special Topics/Emerging Tech (3)	IT 3150	Windows Servers (3)
		OIS 5620	Global Supply Chain Management	MIS 5300	Advanced Data Communication (3)	IT 3300	Virtualization (3)
		One of the following		MIS 5350	Financial Modeling/Apps (3)	IT 4100	File Systems and Storage Technologies (3)
		International Requirement course		MIS 5650	Open Source Web Development (3)	IT 4400	Network Design & Management (3)
				MIS 5700	Internet Management & E-Commerce (3)	Web Development Track	
						WEB 1400	Web Design 1: Fundamentals (3)
				CS 1410	C++ 2nd Class (3)	DES 1300	Communication Design (3)
				INST 5XXX	Instructional Tech Elective (3)	WEB 3500	Electronic Commerce (3)
				Career Tracks:		WEB 3400	Web Design II: Essentials (3)
				Web Developer		WEB 3550	Internet & eCommerce Marketing (3)
				DBA (Database Administrator)		IT 4200	Advanced Web Delivery (3)
				Project Manager		App Development Track	
						CS 1410	Object Oriented Programming (3)

				IT Consultant/Business Analyst	CS 2420	Introduction to Algorithms and Data Structures (3)
				E-learning Manager	CS 3005	Programming in C++ (3)
					CS 3500	Application Development (3)
					CS 3010	Mobile Application Development: Android (3)
					CS 3020	Mobile Application Development: iOS (3)

Cover/Signature Page - Abbreviated Template/Abbreviated Template with Curriculum

Institution Submitting Request: *Dixie State University*
 Proposed Title: *Technology, Innovation and Entrepreneurship Center (TIE Center)*
 Currently Approved Title: *NA*
 School or Division or Location: *School of Business and Communication*
 Department(s) or Area(s) Location: *Business*
 Recommended Classification of Instructional Programs (CIP) Code¹ (for new programs): *52.0701*
 Current Classification of Instructional Programs (CIP) Code (for existing programs): *NA*
 Proposed Beginning Date (for new programs): *January 1, 2017*
 Institutional Board of Trustees' Approval Date: *MM/DD/YEAR*

Proposal Type (check all that apply):

Regents' General Consent Calendar Items		
<i>R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar</i>		
SECTION NO.		ITEM
5.1.1	<input type="checkbox"/>	Minor*
5.1.2	<input type="checkbox"/>	Emphasis*
5.2.1	<input type="checkbox"/>	Certificate of Proficiency*
5.2.3	<input type="checkbox"/>	Graduate Certificate*
5.4.1	<input type="checkbox"/>	New Administrative Unit
	<input type="checkbox"/>	Administrative Unit Transfer
	<input type="checkbox"/>	Administrative Unit Restructure
	<input type="checkbox"/>	Administrative Unit Consolidation
5.4.2	<input checked="" type="checkbox"/>	New Center
	<input type="checkbox"/>	New Institute
	<input type="checkbox"/>	New Bureau
5.5.1	<input type="checkbox"/>	Out-of-Service Area Delivery of Programs
5.5.2	<input type="checkbox"/>	Program Transfer
	<input type="checkbox"/>	Program Restructure
	<input type="checkbox"/>	Program Consolidation
5.5.3	<input type="checkbox"/>	Name Change of Existing Programs
5.5.4	<input type="checkbox"/>	Program Discontinuation
	<input type="checkbox"/>	Program Suspension
5.5.5	<input type="checkbox"/>	Reinstatement of Previously Suspended Program
	<input type="checkbox"/>	Reinstatement of Previously Suspended Administrative Unit

*Requires "Section V: Program Curriculum" of Abbreviated Template

Chief Academic Officer (or Designee) Signature:

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Signature

Date: *MM/DD/YEAR*

Printed Name: *Name of CAO or Designee*

¹ CIP codes must be recommended by the submitting institution. For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

Program Request - Abbreviated Template
Dixie State University
Technology, Innovation, and Entrepreneurship Center (TIE Center)
MM/DD/YEAR

Section I: Request

The College of Business and Communication in cooperation with the College of Science and Technology requests the creation of Center for Technology, Innovation, and Entrepreneurship. The Center will be referred to as the TIE Center for brevity.

Section II: Need

The Udvar-Hazy has a handful of entrepreneurial courses which are primarily used by business students interesting in starting or running a small business. The CIT department also has courses in Electronic Commerce aimed and starting a small business in technology fields. Currently there is no formal program or degree for those who wish to develop a proficiency in entrepreneurship. This Center provides students from all majors a program by which they can add the mindset and basic competencies provided in a formal entrepreneurship program without abandoning their chosen field of study.

Initially the Center will only be a nexus point for several separate but until now unrelated programs. Some of these include, Opportunity Quest, Entrepreneurial Speaker Series, Entrepreneurial Club, Mentor programs, Technology Transfer and Intellectual Property programs. In the near future, we hope to add a certificate of proficiency in entrepreneurship.

The Ewing Marion Kauffman Foundation, a leading proponent of both entrepreneurship and education, stated (2008) that: "Entrepreneurship is a dominant force in contemporary America. It generates ongoing innovation and improvement of our goods, services, and institutions. It makes them more efficient, affordable, and, thus, effective. Entrepreneurship enhances the quality of our collective and individual lives. It changes the way we work, the way we communicate, the way we live . . . (E)ntrepreneurship and college education are inextricably bound to one another. Each has an ineluctable interest in the success of the other. Against this background, entrepreneurship should be both a legitimate subject in American undergraduate education and a pervasive approach to learning and the management of universities."² We intend for this center to be a support for students and faculty across all disciplines. Whether a student only attends a speaker event, or joins the club, we feel that this center will help spread the entrepreneurial mindset.

Entrepreneurship education can build skills in business development of either a new business venture or an existing business. Utah State University, Weber State University, Southern Utah University, and the University of Utah all have similar programs under slightly different names. Both the U of U and Utah State have minor programs open to all majors at the university that vary in the number of prerequisites and entrepreneurship courses. Weber State and Southern Utah both have certificate programs. Weber State's program is restricted to only business students, requiring 12 credit hours of business and entrepreneurship courses (only three courses related directly to entrepreneurship). SUU's certificate requires 15 credit hours

² "Entrepreneurship in American Higher Education: A Report From the Kauffman Panel on Entrepreneurship Curriculum In Higher Education," page 4, accessed at www.kauffman.org/uploadedfiles/entrep_high_ed_report.pdf

but only six hours are directly related to entrepreneurship. The Princeton Review³ recently released its ranking of top entrepreneurial programs. BYU ranked number 2 and the University of Utah ranked number 24. Utah Valley University has a similar program to BYU's but tailored for a public university. Utah Valley University's certificate program differs from the programs at other state universities in that it is open to students with a non-business major (or emphasis) and all of the required and elective courses (16 credit hours) are directly related to entrepreneurship. We look to model this center most closely to what is being done at UVU.

Section III: Institutional Impact

The TIE Center will consist of existing courses and programs currently being taught at DSU. It has been determined that there is sufficient space in the current classes and sections to accommodate the anticipated increase in enrollments for two to four years. Additional sections may be needed during that time frame, but those can be taught by adjunct professors.

The center will be housed within the College of Business and Communication in the Business Department in the Udvar-Hazy School of Business. During in initial year of the center, it will be directed by Dr. Chris Brown. Dr. Brown holds a Doctorate in Entrepreneurial Education and has been teaching courses in entrepreneurship on an adjunct basis. Dr. Brown's compensation for the first year will be provided through a BRC grant and a private donation. Depending on the growth and success of the center, Dr. Brown will be hired on an on-going basis to both teach entrepreneurial courses and also be the director of the TIE Center.

There is no anticipated addition to the administrative staff or to the space needs presently being filled. It will complement the existing entrepreneurship courses and activities by providing a central location for these activities. It will also add diversity to the mix of students in the classes, and will accommodate those students from other majors.

Section IV: Finances

The center itself doesn't required additional funding. However, a director is typically required to provide a point of contact for students, programs, and other faculty. This faculty position, in the case of Weber and UVU is a faculty position. The Lassonde Center at the University of Utah is directed by a staff director. BYU started with faculty lead programs that are now lead by the development office.

During the initial year of the center, it will be directed by Dr. Chris Brown. Dr. Brown holds a Doctorate in Entrepreneurial Education and has been teaching courses in entrepreneurship on an adjunct basis. Dr. Brown's compensation for the first year will be provided through a BRC grant and a private donation. Depending on the growth and success of the center, a full-time, tenure track position will be proposed. A faculty position is necessary to provide permanency and direction for a program.

If funding is allowed, a full-time position will be opened for a competitive hiring process. This faculty position will be required to teach a full-load of courses, and service. Release time may be given for work with the center, associated programs, and mentor programs.

There is no anticipated addition to the administrative staff or to the space needs presently being filled. It will complement the existing entrepreneurship courses and activities by providing and central location for these

³ <http://www.princetonreview.com/press/top-entrepreneurial-press-release>

activities. It will also add diversity to the mix of students in the classes, and will accommodate those students from other majors.

Section V: Program Curriculum

THIS SECTION OF THE TEMPLATE REQUIRED FOR EMPHASES, MINORS, AND CERTIFICATES ONLY

All Program Courses (with New Courses in Bold) – N/A

Cover/Signature Page - Abbreviated Template/Abbreviated Template with Curriculum

Institution Submitting Request: Dixie State University
Proposed Title: Baccalaureate of Science in Medical Laboratory Sciences
Currently Approved Title: Baccalaureate of Science in Medical Laboratory Science
School or Division or Location: School of Health Sciences
Department(s) or Area(s) Location: Medical Laboratory Science
Recommended Classification of Instructional Programs (CIP) Code¹ (for new programs): 51.1005
Current Classification of Instructional Programs (CIP) Code (for existing programs): 51.1005
Proposed Beginning Date (for new programs): 08/2017
Institutional Board of Trustees' Approval Date:

Proposal Type (check all that apply):

Regents' General Consent Calendar Items		
<i>R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar</i>		
SECTION NO.		ITEM
5.1.1	<input type="checkbox"/>	Minor*
5.1.2	<input type="checkbox"/>	Emphasis*
5.2.1	<input type="checkbox"/>	(CER P) Certificate of Proficiency*
5.2.3	<input type="checkbox"/>	(GCR) Graduate Certificate*
5.4.1	<input type="checkbox"/>	New Administrative Unit
	<input type="checkbox"/>	Administrative Unit Transfer
	<input type="checkbox"/>	Administrative Unit Restructure
	<input type="checkbox"/>	Administrative Unit Consolidation
5.4.2	<input type="checkbox"/>	Conditional Three-Year Approval for New Centers, Institutes, or Bureaus
5.4.3	<input type="checkbox"/>	New Center
	<input type="checkbox"/>	New Institute
	<input type="checkbox"/>	New Bureau
5.5.1	<input type="checkbox"/>	Out-of-Service Area Delivery of Programs
5.5.2	<input type="checkbox"/>	Program Transfer
	<input checked="" type="checkbox"/>	Program Restructure
	<input type="checkbox"/>	Program Consolidation
5.5.3	<input type="checkbox"/>	Name Change of Existing Programs
5.5.4	<input type="checkbox"/>	Program Discontinuation
	<input type="checkbox"/>	Program Suspension
5.5.5	<input type="checkbox"/>	Reinstatement of Previously Suspended Program
	<input type="checkbox"/>	Reinstatement of Previously Suspended Administrative Unit

**Requires "Section V: Program Curriculum" of Abbreviated Template*

Chief Academic Officer (or Designee) Signature:

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Signature

Date:

Printed Name: Michael Lacourse

¹ CIP codes must be recommended by the submitting institution. For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

Program Request - Abbreviated Template
Dixie State University
Baccalaureate of Science in Medical Laboratory Science
07/01/2016

Section I: Request

Dixie State University requests permission to restructure the Baccalaureate of Science in Medical Laboratory Science to decrease excessive credits and facilitate student graduation with BS degrees in four years of study.

Additionally, Dixie State University requests permission to remove the requirement that students, wanting to pursue the Baccalaureate of Science in Medical Laboratory Science through admission to the Medical Laboratory Science program, must have earned an Associate degree in medical laboratory science or equivalent. Specifically, the request is that the admissions requirement (see Medical Laboratory Science admissions requirements at URL <http://health.dixie.edu/mls/bs-admissions>) be changed to read: "Students may only be considered for admission to the Medical Laboratory Science program who are admitted to Dixie State University, have completed all DSU General Education and Institutional requirements, all MLS prerequisites, and who have a minimum GPA of 2.5 and a grade of C or better in math and science courses."

Section II: Need

Currently students graduate in *five years* with **133 - 151** credits for a Baccalaureate of Science degree in Medical Laboratory Science. With the proposed restructure, students will be able to graduate in four years with **124-131** credits. Restructure of the Baccalaureate of Science in Medical Laboratory Science will support the USHE "Fifteen to Finish" strategy. The MLS Department Advisory Committee made up of healthcare professionals from local facilities that employ medical laboratory scientists are supportive of the change. The restructure will result in the department's ability to better meet community needs by providing more graduates in a shorter period of time.

Section III: Institutional Impact

No additional faculty will be required. The proposed change in the program will decrease full-time and adjunct workload requirements with the elimination of *13 credit hours* in the program. The proposed change will not require any additional facilities or equipment. There should be no or minimal impact to other programs or departments on campus.

Section IV: Finances

No additional resources would be needed and a cost savings should be realized, as full-time faculty overload will be eliminated and adjunct instruction not required.

Section V: Program Curriculum

***THIS SECTION OF THE TEMPLATE REQUIRED FOR EMPHASES, MINORS, AND CERTIFICATES
ONLY***

All Program Courses (with New Courses in Bold)

Current BS MLS Curriculum Map

Course Prefix and Number	Title	Credit Hours
Institutional Requirement, General Education and MLS Prerequisite Courses		
<u>Computer Literacy: CIS 1200 or CIS 1201, or CS 1400/1410</u>	Computer Literacy, Computer Literacy Exam or Fundamentals of Programming/Object Oriented Programming	0-6
<u>English: ENGL 1010 or ENGL 1010D and ENGL 2010</u>	Intro To Writing and Intermediate Writing Selected Topics	6-7
<u>Mathematics: MATH 1040 or STAT 2040 and MATH 1050</u>	Intro to Statistics or Business Statistics and College Algebra/Pre-Calc.	7
COMM 1020 or 2110	Public Speaking or Interpersonal Communication	3
<u>Information Literacy: LIB 1000 or LIB 1010</u>	Information Literacy Exam or Information Literacy	0-1
<u>American Institutions: ECON 1740, HIST 1700, HIST 2700 & HIST 2710, or PLS 1100</u>	Econ Hist. of US, Am. Civilization, US History to 1877 and Since 1877, or Am. Government	3-6
<u>Life Sciences: BIOL 1010/15 or BIOL 1610/15</u>	General Biology/Lab or Principles of Biology I/Lab	4-5
BIOL 2060/65	Principles of Microbiology/Lab	4
BIOL 2320/25	Human Anatomy/Lab	5
BIOL 2420/25	Human Physiology	4
BIOL 3460	Biology of Infectious Disease	3
<u>Physical Sciences & Lab Science: CHEM 1110/15 and CHEM 1120/25</u>	Elem Gen/Org Chemistry/Lab and Elem Org/Biochemistry/Lab	10
<u>Fine Arts: See Options at URL</u> http://catalog.dixie.edu/gechecklist/#FA	See Options at URL http://catalog.dixie.edu/gechecklist/#FA	3
<u>Literature/Humanities:</u> http://catalog.dixie.edu/gechecklist/#LH	See Options at URL http://catalog.dixie.edu/gechecklist/#LH	3
<u>Social & Behavioral Sciences:</u> http://catalog.dixie.edu/gechecklist/#SBS	See Options at URL http://catalog.dixie.edu/gechecklist/#SBS	3
<u>Exploration:</u> http://catalog.dixie.edu/gechecklist/#GEE	See Options at URL http://catalog.dixie.edu/gechecklist/#GEE	0-6
MLS 1113	Introduction to MLS	4
MLS 1123	Principles of Hematology & Hemostasis	5
	Subtotal	67-85

Course Prefix and Number	Title	Credit Hours
MLS Program Courses		
MLS 2211	Clinical Chemistry I	5
MLS 2212	Clinical Microbiology I	5
MLS 2213	Clinical Chemistry II	5
MLS 2214	Clinical Microbiology II	5
MLS 2215	Principles of Immunohematology	4
MLS 2256	Clinical Practice Internship	5
MLS 3310	Advanced Immunohematology	4
MLS 3314	Advanced Clinical Microbiology	4
MLS 3323	Advanced Hematology/Hemostasis	4
MLS 3330	Advanced Clinical Chemistry	4
MLS 3555	Research Seminar	2

MLS 4020	MLS Capstone	1
MLS 4110	Laboratory Management/Education	2
MLS 4330	Clinical Chemistry Practice	4
MLS 4410	Clinical Immunohematology Practice	4
MLS 4414	Clinical Microbiology Practice	4
MLS 4423	Clinical Hematology Practice	4
	Subtotal	66
Total Number of Credits		133 - 151

Current Program Schedule

Year 1—Fall Sem. (11-20 cr.)	Year 1—Spring Sem. (13 cr.)	Year 1- Summer Sem.
ENGL 1010 or ENGL 1010D Intro to Writing 3-4 LIB 1010 Information Literacy 0-1 MATH 1050 College Alg. /Pre-Cal. 4 BIOL 1010/15 or BIOL 1610/15 Gen. Biology/Lab or Principles of Biology I/Lab 4-5 Computer Literacy 0-6	ENGL 2010 Intermed. Writing 3 CHEM 1110/15 Elem Gen. /Org. Chem./Lab 5 BIOL 2320/25 Hum. Anat./Lab 5	
Year 2—Fall Sem. (14 cr.)	Year 2—Spring Sem. (17 cr.)	Year 2-Summer Sem.
COMM 1020 or 2110 Interpersonal Comm. or Pub. Speaking 3 MLS 1113 Intro. to MLS 4 BIOL 2420/25 Human Physio. /Lab 4 GE (Lit/Humanities) 3	MLS 1123 Principles of Hematology & Hemostasis 5 CHEM 1120/25 Elem Organic Bio Chemistry/Lab 5 BIOL 2060/65 Principles of Microbiology/Lab 4 MATH 1040 Intro Stats 3	
Year 3—Fall Sem. (13-16 cr.)	Year 3—Spring Sem. (14 cr.)	Year 3-Summer Sem. (5 cr.)
GE (Am. Institutions) 3-6 MLS 2211 Clinical Chemistry I 5 MLS 2212 Clinical Microbiology I 5	MLS 2213 Clin. Chemistry II 5 MLS 2214 Clin. Microbiology II 5 MLS 2215 Principles of Immunohematology 4	MLS 2256 Clin. Pract. Internship 5
Year 4—Fall Sem. (10-16 cr.)	Year 4—Spring Sem. (10 cr.)	Year 4-Summer Sem. (3 cr.)
MLS 3310 Advanced Immunohematology 4 GE (Fine Arts) 3 GE (Soc. & Behavioral Sci.) 3 GE (Exploration) 0-6	MLS 3323 Advanced Hematology/Hemostasis 4 MLS 3330 Adv. Clin. Chem. 4 MLS 3555 Research Seminar 2	BIOL 3460 Biology of Infectious Disease 3
Year 5—Fall Sem. (7 cr.)	Year 5—Spring Sem. (cr.16)	
MLS 3314 Advanced Clinical Microbiology 4 MLS 4110 Lab Management/Ed. 2 MLS 4020 Capstone 1	MLS 4330 Clin. Chem. Prac. 4 CLS 4414 Clin. Micro. Prac. 4 MLS 4410 Clin. Immunohematology Prac. 4 MLS 4423 Clin. Hem. Prac. 4	

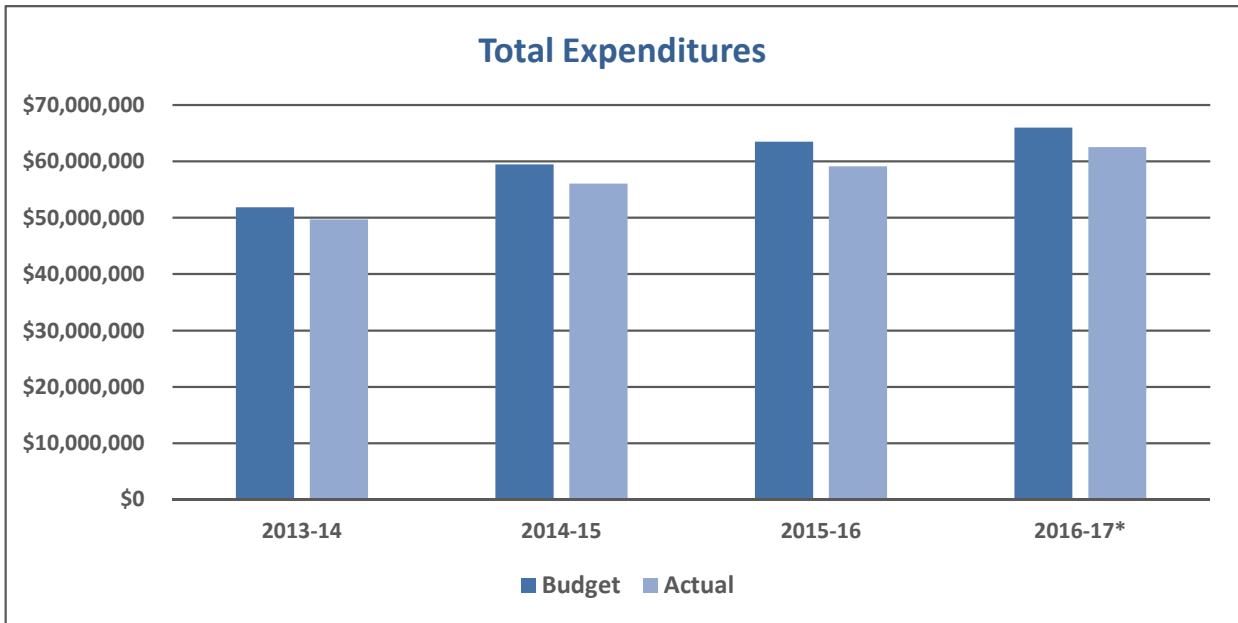
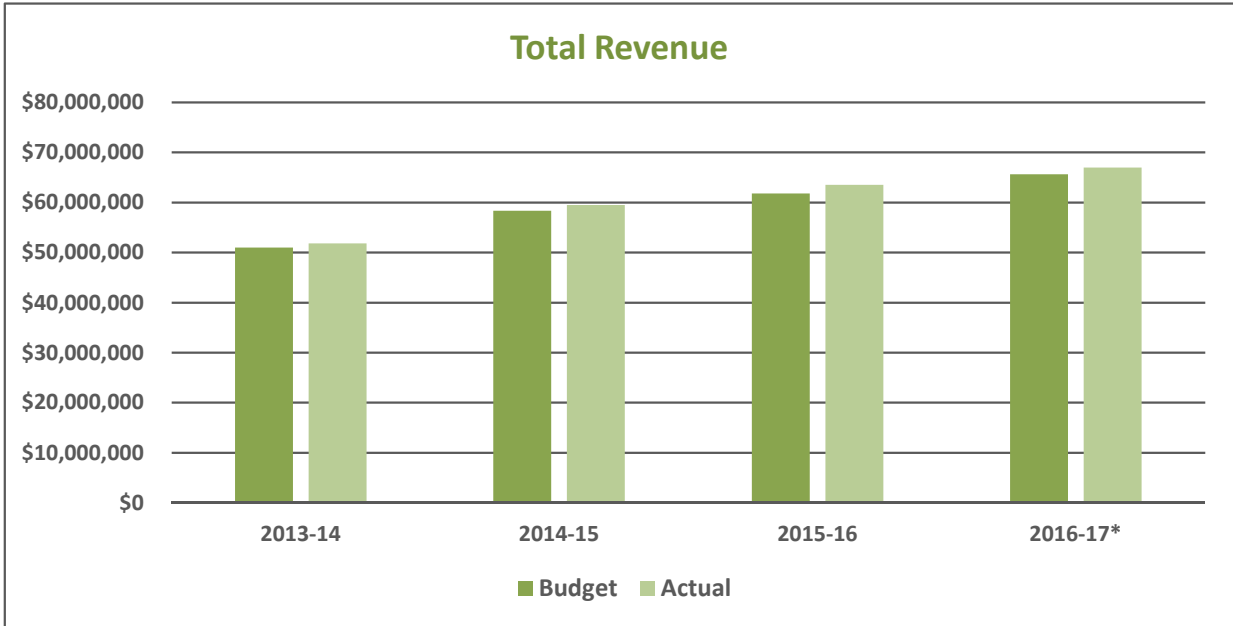
Proposed Restructured BS MLS Curriculum

Course Prefix and Number	Title	Credit Hours
<u>Institutional Requirement, General Education and MLS Prerequisite Courses</u>		
<u>Computer Literacy: CIS 1200 or CIS 1201, or CS 1400/1410</u>	Computer Literacy, Computer Literacy Exam or Fundamentals of Programming/Object Oriented Programming	0-6
<u>English: ENGL 1010 or ENGL 1010D and ENGL 2010</u>	Intro to Writing and Intermediate Writing Selected Topics	6-7
<u>Mathematics: MATH 1040 or STAT 2040</u>	Intro to Statistics or Business Statistics.	3
<u>COMM 1020 or 2110</u>	Public Speaking or Interpersonal Communication	3
<u>Information Literacy: LIB 1000 or LIB 1010</u>	Information Literacy Exam or Information Literacy	0-1
<u>American Institutions: ECON 1740, HIST 1700, HIST 2700 & HIST 2710, or PLS 1100</u>	Econ Hist. of US, Am. Civilization, US History to 1877 and Since 1877, or Am. Government	3-6
<u>Life Sciences: BIOL 1610/15</u>	Principles of Biology I/Lab	5
<u>BIOL 2060/65</u>	Principles of Microbiology/Lab	4
<u>BIOL 2320/25</u>	Human Anatomy/Lab	5
<u>BIOL 2420/25</u>	Human Physiology	4
<u>Physical Sciences & Lab Science: CHEM 1110/15 and CHEM 1120/25</u>	Elem Gen/Org Chemistry/Lab and Elem Org/Biochemistry/Lab	10
<u>Fine Arts: See Options at URL</u> http://catalog.dixie.edu/gecheclist/#FA	See Options at URL http://catalog.dixie.edu/gecheclist/#FA	3
<u>Literature/Humanities:</u> http://catalog.dixie.edu/gecheclist/#LH	See Options at URL http://catalog.dixie.edu/gecheclist/#LH	3
<u>Social & Behavioral Sciences:</u> http://catalog.dixie.edu/gecheclist/#SBS	See Options at URL http://catalog.dixie.edu/gecheclist/#SBS	3
<u>Exploration:</u> http://catalog.dixie.edu/gecheclist/#GEE	See Options at URL http://catalog.dixie.edu/gecheclist/#GEE	0-6
	Subtotal	52 - 69
Course Prefix and Number	Title	Credit Hours
<u>MLS Program Courses</u>		
<u>MLS 3XXX</u>	Immunohematology	5
<u>MLS 3XXX</u>	Clinical Immunology	4
<u>MLS 3XXX</u>	Clinical Microbiology	5
<u>MLS 3XXX</u>	Clinical Chemistry	5
<u>MLS 3XXX</u>	Hemostasis	4
<u>MLS 3310 (4XXX)</u>	Advanced Immunohematology	4
<u>MLS 3314 (4XXX)</u>	Advanced Clinical Microbiology	4
<u>MLS 3330 (4XXX)</u>	Advanced Clinical Chemistry	4
<u>MLS 3555</u>	Research Seminar	2
<u>MLS 4XXX</u>	Clinical Hematology	5
<u>MLS 4XXX</u>	Urinalysis and Body Fluids	2
<u>MLS 4110</u>	Laboratory Management/Education	2
<u>MLS 4330</u>	Clinical Chemistry Practice	4
<u>MLS 4410</u>	Clinical Immunohematology Practice	4
<u>MLS 4414</u>	Clinical Microbiology Practice	4
<u>MLS 4423</u>	Clinical Hematology Practice	4
	Subtotal	62
Total Number of Credits		124 - 131

Year 1—Fall Sem. (14-16 cr.)	Year 1—Spring Sem. (16-19 cr.)
ENGL 1010 or ENGL 1010D Intro to Writing 3-4 LIB 1010 Information Literacy 0-1 BIOL 1610/15 Principles of Biology I/Lab 5 MATH 1040 Intro Stats 3 CIS 1200 or CIS 1201 3	ENGL 2010 Intermediate Writing 3 CHEM 1110/15 Elem Gen. /Org. Chem./Lab 5 BIOL 2320/25 Hum. Anat./Lab 5 GE (Am. Institutions) 3-6
Year 2—Fall Sem. (13 cr.)	Year 2—Spring Sem. (12-18 cr.)
COMM 1020 or 2110 Interpersonal Comm. or Pub. Speaking 3 BIOL 2420/25 Human Physio. /Lab 4 GE (Lit/Humanities) 3 GE (Fine Arts) 3	CHEM 1120/25 Elem Organic Bio Chemistry/Lab 5 BIOL 2060/65 Principles of Microbiology/Lab 4 GE (Soc. & Behavioral Sci.) 3 GE (Exploration) 0-6
Year 3—Fall Sem. (cr. 15)	Year 3—Spring Sem. (cr. 17)
3XXX Clinical Immunology 4 3XXX Hemostasis 4 MLS 3XXX Clinical Microbiology 5 MLS 4XXX Urinalysis & Body Fluids 2	MLS 4XXX Clinical Hematology 5 MLS 3XXX Immunochemistry 5 MLS 3555 Research Seminar 2 MLS 3XXX Clinical Chemistry 5
Year 4—Fall Sem. (cr. 14)	Year 4—Spring Sem. (16 cr.)
MLS 4XXX Advanced Clinical Chemistry 4 MLS 4XXX Advanced Clinical Microbiology 4 MLS 4XXX Advanced Immunochemistry 4 MLS 4110 Lab Management/Ed 2	MLS 4330 Clin. Chemistry Practice 4 MLS 4410 Clin Immunochemistry Practice 4 MLS 4414 Clinical Microbiology Practice 4 MLS 4423 Clinical Hematology Practice 4



Dixie State University 2016-17 Budget Report (General Fund) January 13, 2017

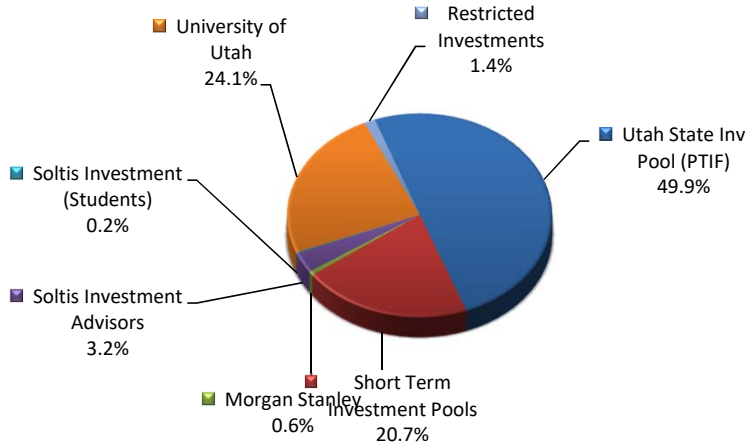


*Actual revenue and expenditures projected through end of current fiscal year

INVESTMENT REPORT

July 1, 2016 to September 30, 2016

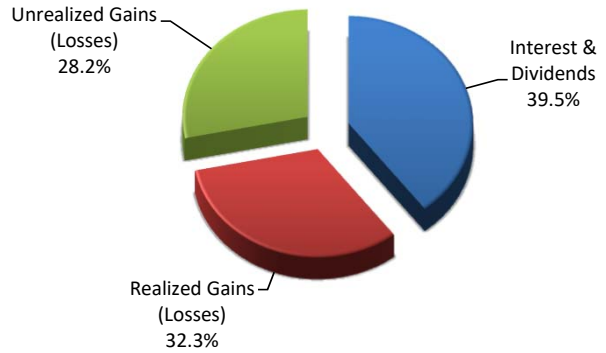
Investment Allocation



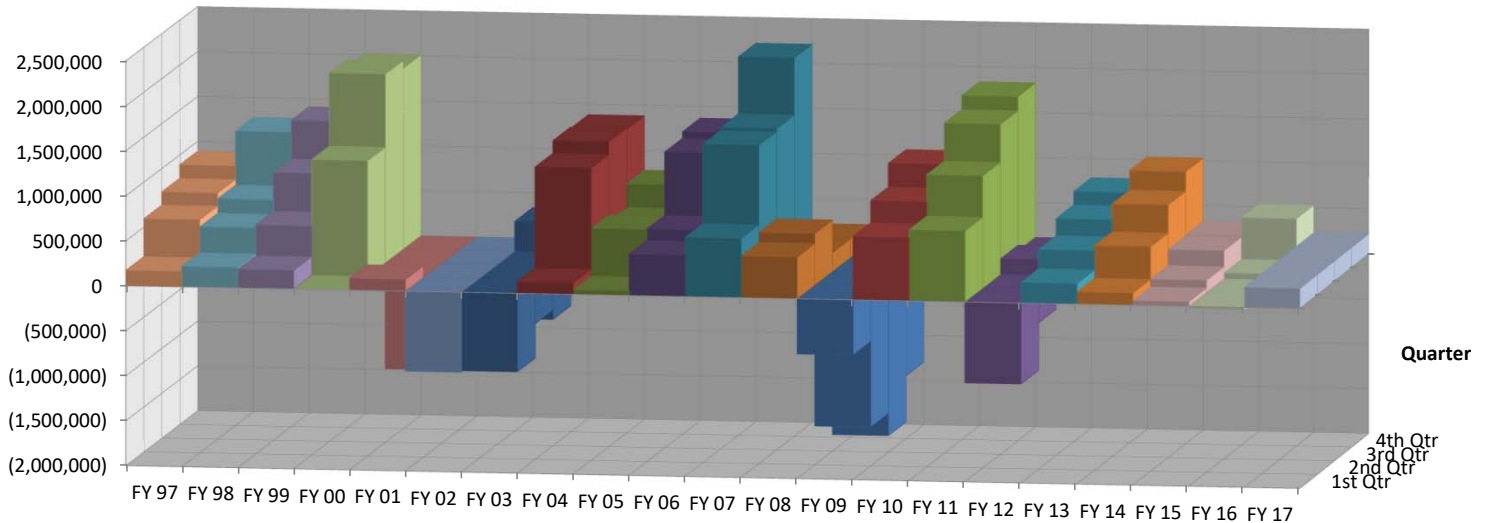
Investment Portfolio	Current Investment Allocation	Rate of Return
Utah State Inv Pool (PTIF)	\$ 24,259,658	0.31%
Short Term Investment Pools	10,054,427	0.40%
Morgan Stanley	305,059	-2.02%
Soltis Investment Advisors	1,566,497	5.12%
Soltis Investment (Students)	77,816	3.91%
University of Utah	11,718,152	0.89%
Restricted Investments	667,921	0.67%
Total	\$ 48,649,530	0.69%

Investment Earnings	Amount
Interest & Dividends	\$ 107,663
Realized Gains (Losses)	87,920
Unrealized Gains (Losses)	76,705
Management Fees	(7,740)
Total	\$ 264,548

Investment Earnings



Comparison of Fiscal Year-To-Date Quarterly Earnings





INVESTMENT REPORT

July 1, 2016 to November 30, 2016

	Beginning Market Value July 1st	YTD Realized Income	YTD Unrealized Income	YTD Total Income	Additions / (Sales) / (Withdrawals)	Ending Market Value November	YTD Rate of Return
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Cash or Cash Equivalents

Utah State Inv Pool (PTIF)	13,444,730	83,939	-	83,939	4,696,800	18,225,470	0.62%
PTIF - Endowment Pool	366,872	1,608	-	1,608	-	368,479	0.44%
Short-Term Investment Management	10,077,135	49,896	(39,692)	10,204	(63,317)	10,024,022	0.36%
Total	23,888,737	135,443	(39,692)	95,751	4,633,483	28,617,971	0.40%

Money Managers

Morgan Stanley	311,332	1,031	(12,258)	(11,227)	-	300,106	-3.61%
Soltis Investment Advisors	1,490,209	(2,329)	76,462	74,133	-	1,564,342	4.97%
Soltis Investments - Student Managed	74,888	(3,327)	7,010	3,683	-	78,571	4.92%
University of Utah	11,614,979	103,173	252,425	355,598	-	11,970,578	3.06%
Total	13,491,408	98,548	323,639	422,187	-	13,913,597	3.13%

Restricted Investments

Morgan Stanley - Bonds	564,028	12,433	(29,592)	(17,159)	-	546,870	-3.04%
Restricted Investments Fund	120,326	359	(270)	89	-	120,415	0.07%
Total	684,354	12,792	(29,862)	(17,070)	-	667,285	-2.49%

Grand Total

38,064,499	246,783	254,085	500,868	4,633,483	43,198,853	1.32%
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INVESTMENT REPORT

July 1, 2016 to October 31, 2016

	Beginning Market Value July 1st	YTD Realized Income	YTD Unrealized Income	YTD Total Income	Additions / (Sales) / (Withdrawals)	Ending Market Value October	YTD Rate of Return
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Cash or Cash Equivalents

Utah State Inv Pool (PTIF)	13,444,730	64,475	-	64,475	8,087,000	21,596,205	0.48%
PTIF - Endowment Pool	366,872	1,268	-	1,268	-	368,140	0.35%
Short-Term Investment Management	10,077,135	40,726	(1,629)	39,097	-	10,116,232	0.60%
Total	23,888,737	106,469	(1,629)	104,840	8,087,000	32,080,577	0.44%

Money Managers

Morgan Stanley	311,332	1,031	(10,653)	(9,622)	-	301,711	-3.09%
Soltis Investment Advisors	1,490,209	(10,539)	56,125	45,586	-	1,535,796	3.06%
Soltis Investments - Student Managed	74,888	(3,524)	5,191	1,667	-	76,555	2.23%
University of Utah	11,614,979	103,173	252,425	355,598	-	11,970,578	3.06%
Total	13,491,408	90,141	303,088	393,229	-	13,884,640	2.91%

Restricted Investments

Morgan Stanley - Bonds	564,028	12,439	(14,460)	(2,021)	-	562,008	-0.36%
Restricted Investments Fund	120,326	236	(1,231)	(995)	-	119,331	-0.83%
Total	684,354	12,675	(15,691)	(3,016)	-	681,339	-0.44%

Grand Total	38,064,499	209,285	285,768	495,053	8,087,000	46,646,556	1.30%
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INVESTMENT REPORT

July 1, 2016 to September 30, 2016

	Beginning Market Value July 1st	YTD Realized Income	YTD Unrealized Income	YTD Total Income	Additions / (Sales) / (Withdrawals)	Ending Market Value September	YTD Rate of Return
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Cash or Cash Equivalents

Utah State Inv Pool (PTIF)	13,444,730	42,331	-	42,331	10,404,800	23,891,862	0.31%
PTIF - Endowment Pool	366,872	925	-	925	-	367,797	0.25%
Short-Term Investment Management	10,077,135	41,619	(1,010)	40,609	(63,317)	10,054,427	0.51%
Total	23,888,737	84,875	(1,010)	83,865	10,341,483	34,314,086	0.35%

Money Managers

Morgan Stanley	311,332	969	(7,242)	(6,273)	-	305,059	-2.01%
Soltis Investment Advisors	1,490,209	(9,918)	86,206	76,288	-	1,566,497	5.12%
Soltis Investments - Student Managed	74,888	(3,918)	6,846	2,928	-	77,816	3.91%
University of Utah	11,614,979	103,173	-	103,173	-	11,718,152	0.89%
Total	13,491,408	90,306	85,810	176,116	-	13,667,524	1.31%

Restricted Investments

Morgan Stanley - Bonds	564,028	12,445	(8,077)	4,368	(21,000)	547,396	0.77%
Restricted Investments Fund	120,326	217	(18)	199	-	120,525	0.17%
Total	684,354	12,662	(8,095)	4,567	(21,000)	667,921	0.67%

Grand Total	38,064,499	187,843	76,705	264,548	10,320,483	48,649,531	0.69%
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INVESTMENT REPORT

July 1, 2016 to August 31, 2016

	Beginning Market Value July 1st	YTD Realized Income	YTD Unrealized Income	YTD Total Income	Additions / (Sales) / (Withdrawals)	Ending Market Value August	YTD Rate of Return
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Cash or Cash Equivalents

Utah State Inv Pool (PTIF)	13,444,730	22,576	-	22,576	5,660,800	19,128,106	0.17%
PTIF - Endowment Pool	366,872	605	-	605	-	367,477	0.16%
Short-Term Investment Management	10,077,135	30,777	(4,265)	26,512	(63,317)	10,040,329	0.36%
Total	23,888,737	53,958	(4,265)	49,693	5,597,483	29,535,912	0.21%

Money Managers

Morgan Stanley	311,332	969	(4,083)	(3,114)	-	308,218	-1.00%
Soltis Investment Advisors	1,490,209	(10,733)	73,636	62,903	-	1,553,111	4.22%
Soltis Investments - Student Managed	74,888	(3,670)	5,946	2,276	-	77,163	3.04%
University of Utah	11,614,979	-	-	-	-	11,614,979	0.00%
Total	13,491,408	(13,434)	75,499	62,065	-	13,553,471	0.46%

Restricted Investments

Morgan Stanley - Bonds	564,028	12,451	(6,478)	5,973	(21,000)	549,002	1.06%
Restricted Investments Fund	120,326	155	232	387	-	120,713	0.32%
Total	684,354	12,606	(6,246)	6,360	(21,000)	669,715	0.93%

Grand Total	38,064,499	53,130	64,988	118,118	5,576,483	43,759,098	0.31%
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INVESTMENT REPORT

July 1, 2016 to July 31, 2016

	Beginning Market Value July 1st	YTD Realized Income	YTD Unrealized Income	YTD Total Income	Additions / (Sales) / (Withdrawals)	Ending Market Value July	YTD Rate of Return
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Cash or Cash Equivalents

Utah State Inv Pool (PTIF)	13,444,730	10,834	-	10,834	(2,833,200)	10,622,365	0.08%
PTIF - Endowment Pool	366,872	294	-	294	-	367,166	0.08%
Short-Term Investment Management	10,077,135	7,595	(5,574)	2,021	3,426	10,082,582	0.08%
Total	23,888,737	18,723	(5,574)	13,149	(2,829,774)	21,072,113	0.06%

Money Managers

Morgan Stanley	311,332	2,612	881	3,493	-	314,826	1.12%
Soltis Investment Advisors	1,490,209	(2,067)	60,714	58,647	(8,426)	1,540,430	3.94%
Soltis Investments - Student Managed	74,888	(3,900)	5,919	2,019	-	76,907	2.70%
University of Utah	11,614,979	-	-	-	-	11,614,979	0.00%
Total	13,491,408	(3,355)	67,514	64,159	(8,426)	13,547,142	0.48%

Restricted Investments

Morgan Stanley - Bonds	564,028	(6)	(1,262)	(1,268)	-	562,761	-0.22%
Restricted Investments Fund	120,326	29	313	342	-	120,668	0.28%
Total	684,354	23	(949)	(926)	-	683,429	-0.14%

Grand Total	38,064,499	15,391	60,991	76,382	(2,838,200)	35,302,684	0.20%
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Fiscal Year 2016 **Donation Report**

Month	Donations Received	Month	Donations Received
July	\$49,856.83	January	\$52,779.33
August	\$184,490.23	February	\$84,770.85
September	\$65,304.16	March	\$373,991.31
October	\$45,714.33	April	\$204,161.14
November	\$94,104.05	May	\$201,913.46
December	\$151,087.41	June	\$34,406.33

Total Donations \$1,542,579.43

Fiscal Year 2017 **Donation Report**

Month	Donations Received	Month	Donations Received
July	\$94,081.16	January	
August	\$65,337.33	February	
September	\$351,696.33	March	
October	\$187,797.29	April	
November	\$116,292.24	May	
December	\$173,537.54	June	

Total Donations to Date \$988,741.89

11/22/2016
Travis Rosenberg
Executive Director of Human Resources
Dixie State University

Dear Mr. Rosenberg,

With this letter, I would like to request the opportunity of going on phased retirement at Dixie State University (as explained in University Policy 359). Below is my proposal and eligibility requirement for your consideration:

- 1) To be eligible for phased retirement under campus policy, I must be employed full-time and benefit-eligible, be at least 55 years of age, have a combined age + years of service equal or greater than 73, and have completed 5 years of continuous service for the University prior to this request. I am currently a full-time Associate Professor in the English Dept., my age at the time I would start phased retirement will be 60, my combined age + years of DSU service will be 80, and my years of continuous service to DSU will be 20 years, hereby meeting the requirements for consideration and eligibility.
- 2) The reason for requesting phased retirement is entirely related to my visual difficulties after having four detached retinas. I have reached the point where I have difficulty keeping up with a full time workload due to eye fatigue (only one still works, and the other is somewhat compromised). I would like to reduce my workload by one class per semester, which would put me at 18.75 credits for the year. That equals 5 courses at 3.75 each per year (down from 7 courses at 3.75 per year). I plan on only one year of phased retirement, transitioning to early retirement after the 2017-2018 academic year.
- 3) I am requesting that my phased retirement begin on July 1, 2017.
- 4) As far as required service/research, my plans are to continue to serve on any committees assigned as well as continue with service to the community and University similar to past efforts.

I understand that my participation in phased retirement allows me to maintain my current benefits and also entitles me to financial incentive payments to compensate for the reduced retirement contributions resulting from a reduction in my FTE (as explained in University Policy 359).

Sincerely,



John (Jack) Lounsbury

Ratification of New Faculty Appointments – Spring 2017

Jesse Hicks: Assistant Professor of Mathematics, Department of Mathematics in the College of Science & Technology, tenure-track, effective January 1, 2017. He holds a PHD in Mathematics from Utah State University, a MS in Mathematics also from Utah State University, and a BS in Mathematics/Computer Science from Southern Utah University. This was a replacement position for Bryan Bornholdt; Mr. Hicks began teaching at DSU on July 1, 2016 and earned his PHD during Fall Semester 2016, thus allowing him to move to tenure-track.

Nicole LaVoie: Assistant Professor of Communication, Department of Communication in the College of Business & Communication, tenure-track, effective January 1, 2017. She holds a PHD in Health Communication from the University of Illinois, a Masters in Communication also from the University of Illinois, and a BS in Communication Studies from the University of Kansas. This is a replacement position for Andrea McCracken; Ms. LaVoie began teaching at DSU on July 1, 2016 and earned her PHD during Fall Semester 2016, thus allowing her to move to tenure-track.

Joy (Cooney) McMurrin: Assistant Professor of English, Department of English in the College of Humanities & Social Sciences, tenure-track, effective January 1, 2017. She holds a PHD in Technical Communication and Rhetoric from Texas Tech University, an MA in English/Professional Writing from Northern Arizona University, and a BS in Journalism from Southern Utah University. Joy has worked full-time at DSU as a Lecturer/Advisor since July 1, 2013 and with the completion of her PHD, she is moving to full faculty status and starting tenure-track.

Dixie State University Policy

159 Sex Offender & Violent Felony Admission



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 Dixie State University (hereafter referred to as "University") is committed to ensuring the safety and security of all individuals within its campus community. The University has a particular concern for safety on campus and strengthening the public confidence in the campus' safety.

II. Scope

- 2.1 This policy provides procedures and guidelines that apply broadly to sex offenders, felons, and students convicted of serious and or violent crimes. For the purpose of this policy only, the term "Serious Crimes" will be used hereafter. This policy applies to all applicants and current University students.

III. Definitions

- 3.1 *Criminal Admissions Assessment Team ("CAAT")*: An administrative unit of the University charged with reviewing the admission applications of applicants that have been convicted of Serious Crimes.
- 3.2 *Serious Crime*: The Policy defines a serious crime as "any crime that is of a violent or serious nature and poses a potential threat to the safety of the campus community, specifically including, but not limited to homicide, drug trafficking, crimes against minors, sex offenses, robbery, weapon offenses, kidnapping, manslaughter, arson, aggravated assault, threats of use and or use of weapons of mass destruction, and causing a catastrophe.
- 3.3 *Final Disposition*: The Policy defines final disposition as "charges dropped, not guilty verdict, conviction, guilty plea, or no contest plea."

IV. Policy

- 4.1 Serious Crime Offenders: Applicants convicted of a Serious Crime are not eligible for admission or continued enrollment at the University unless the University's Criminal Admissions Assessment Team ("CAAT") reviews and approves the applicant's admission.
- 4.2 The University's Criminal Admissions Assessment Team ("CAAT") team is hereby charged to review and make decisions regarding the following:
 - 4.2.1 Whether applicants for student admission who provide affirmative responses to the application's criminal history question shall be further considered in the admissions process.
 - 4.2.2 Whether students, who after enrollment (or confirmed intent to enroll), are charged with a serious crime and a prosecuting jurisdiction has made final disposition of such charges, shall be eligible to continue to enroll or admitted status shall be revoked.
- 4.3 This document establishes the CAAT's operating procedures and processes in response to its delegation of authority in the Policy.

V. References

- 5.1 Utah Code 58-(37-38) Controlled Substances
- 5.2 Utah Code 76-5- (201-209) Criminal Homicide
- 5.3 Utah Code 76-5- (301-310) Kidnapping, Trafficking, and Smuggling
- 5.4 Utah Code 76-5- (401-414) Sexual Offenses
- 5.5 Utah Code 76-5- (103) Aggravated Assault
- 5.6 Utah Code 76-5b-(101-301) Sexual Exploitation Act
- 5.7 Utah Code 76-6- (102-103) Arson
- 5.8 Utah Code 76-6- (105) Causing a Catastrophe
- 5.9 Utah Code 76-6- (203) Aggravated Burglary
- 5.10 Utah Code 76-6- (301-302) Robbery
- 5.11 Utah Code 76-10- (401-405) Weapons of Mass Destruction

VI. Procedures

- 6.1 **CAAT Composition:** The CAAT is a standing committee co-chaired by the Office of the Vice President of Student Affairs' designee and the Office of General Counsel's designee. CAAT is comprised of cross-campus representatives from the Office of Student Affairs, Dean of Student Affairs, University Campus Police, University Housing, and representatives from the Office of General Counsel.
- 6.2 **Application Question:** The CAAT is responsible for drafting and updating, if needed, a criminal history question to be included on the application for undergraduate, graduate, and all non-degree seeking admissions("Question").
- 6.3 **Affirmative Responses:** If an applicant responds "yes" to the Question(s), the following steps will be taken:
 - 6.3.1 **6.3.1 Supplemental Form:** The respective admission office in which applicant is applying for admission will send the applicant or student notification that he or she is required to provide an explanation regarding the incident in question (in addition to any other information the applicant would like considered) and consent to a background check. The form titled, Criminal History Supplement Form will be used for this purpose ("Supplemental Form). Applicants can download the Supplemental Form from the admission application or it will be sent to the applicant from the respective office they are applying to for admission.
 - 6.3.2 **Investigation:**
 - 6.3.2.1 *Preliminary Review:* A representative from the respective admissions unit (Office of Undergraduate Admissions, and Office Graduate Admissions) will initially review the applicant's completed Supplement Form. If the respective unit determines that the crime(s)/offense(s) is of a nature that does not pose a potential risk to the university community, the unit may clear the application to proceed in the admission process ("Eligible for Admission"). Convictions of a Serious Crime will not be cleared and must proceed to the next step in the investigation.
 - 6.3.2.2 *Background Check:* If the admissions unit representative believes that the nature of the crime(s) or offense(s) warrant a further

review, then the unit representative will contact the University Police Department (UPD) and provide the Background Investigator a copy of the Supplemental Form. The Background Investigator, or designee, will conduct a background check into the applicant's relevant history. The background check will include, in most instances, BCI database Record review.

6.3.2.3 If during the background check, the Background Investigator finds information about crimes against persons including sex offenses, multiple offenses, or significant property crimes, the Background Investigator will make a good faith effort to obtain a copy of the police report, and to communicate with investigating officers, probation officers, and prosecutors related to those investigations, if the Background Investigator deems it is necessary to have such additional information. In addition, an interview with the applicant may be conducted, and in some instances, in the sole discretion of the Background Investigator, witnesses and/or victims may be contacted. The background investigation file shall be archived at the University's Police Department, along with other background investigations, and kept for a minimum of three years.

6.3.3 CAAT Review and Determination:

6.3.3.1 The Background Investigator will provide a summary of the background check to the CAAT. The CAAT will consider the background check summary, the nature, severity and timing of the underlying conduct, and any information that the applicant provided. If CAAT finds by a preponderance of the evidence that the applicant's conduct poses an unreasonable risk to the safety or security of others in the campus community, the applicant will not be Eligible for Admission. If the CAAT decides the applicant is Eligible for Admission, the CAAT may condition continued eligibility upon the applicant's compliance with criteria specified by the CAAT, including, but not limited to drug and alcohol evaluation or clinical support or not being eligible for on-campus housing.

6.3.3.1.1 *Not Eligible:* If the CAAT determines that the applicant is not Eligible for Admission, the respective admissions unit (Office of Admissions, Graduate School) will send written notification to the applicant.

6.3.3.1.2 *Eligible*: If the CAAT determines that the applicant is Eligible for Admission the respective unit office will update the applicant's admission application to show the application is allowed to continue through the admission process and the respective unit office will send written notification to the applicant.

6.3.3.1.3 *Eligible with Specific Conditions*: If the CAAT determines that the applicant is Eligible for Admission with conditions, the respective unit office will send written notification of the committee's conditions to the applicant.

6.3.4 **Registered Sex Offenders:**

6.3.4.1 If the CAAT determines a registered sex offender is Eligible for Admission, and the applicant is ultimately admitted. Such decision will be communicated to the admittee in the letter notifying the admittee of his/her admission.

6.3.5 **Registered Sex Offenders /Campus Housing:** Admitted Sex Offenders are not eligible for on-campus housing. The CAAT shall review all Sex Offender campus housing appeals. If an admitted sex offender is allowed to reside in campus housing, he/she must comply with any and all registration requirements per state law, in addition to registering with UPD.

6.3.6 **Appeals:**

6.3.6.1 *Appeal to CAAT*: The affected applicant may appeal a CAAT decision when new information is available that was not included or available in the initial review of the applicant's file and can be provided as part of the appeal. To request any appeal, the applicant must submit a written letter to the CAAT, stating the grounds for the appeal, and a request to be re-considered. This letter must be addressed to the Criminal Admissions Assessment Team, c/o Background Investigator, Dixie State University, 225 South 700 East, Saint George, Utah 84770. The applicant will be notified in writing by the CAAT of the results of the appeal.

6.3.6.2 *Appeal to Vice President of Student Affairs*: Should the applicant's appeal be denied, the applicant may request in writing that the appeal be submitted for a review to the Vice President of Student

Affairs. In this event, the CAAT will inform the Vice President of Student Affairs and provide the Vice President of Student Affairs with the applicant's file, including information relevant to CAAT's decision and the applicant's appeal. Either the Vice President of Student Affairs, or the CAAT will notify the applicant in writing of the result of the Vice President of Student Affairs' decision. The Vice President of Student President Affairs' decision shall be final.

6.3.7 Already Enrolled Students:

6.3.7.1 Pursuant to Section I(B) of the Policy, the procedures detailed in section II, shall also apply to already admitted and enrolled (or confirmed intent to enroll) students who are subsequently charged with a serious crime (1) and the prosecuting jurisdiction has made final disposition (2) of such charges. In such cases, CAAT shall decide whether the student is eligible to continue to enroll, whether the student's prior admission will be revoked, or whether the student will be eligible to enroll based upon condition continued eligibility. The CAAT's decision will be communicated in writing to the student or may be subsequently amended, whichever is applicable.

6.3.8 Conditions applicable to all Applicants Eligible for Admission: The following conditions apply to all applicants who the CAAT determines are Eligible for Admission:

6.3.8.1 The applicant must not be charged with any further crimes pursued by a prosecuting jurisdiction.

6.3.8.2 The applicant must complete all court ordered requirements.

6.3.8.3 The applicant must meet with the Dean of Student Affairs, no later than one week prior to the academic semester, to discuss and comply with any additional conditions.

6.3.8.4 If an applicant fails to comply with these or any other admission conditions prior to enrollment, the CAAT may revoke its prior determination and make the applicant not Eligible for Admission. If the applicant fails to comply with admission conditions after enrollment, it is a potential violation of the Student Code of Conduct and the case will be referred to the Office of Student Conduct.

6.3.8.5 The University reserves the right to impose additional conditions on a case-by-case basis.

VII. Addenda

N/A

Policy Owner: General Counsel
Policy Steward: General Counsel

History:
Approved 0/0/00

DRAFT

Dixie State University Policy

328 Athletic Staffing



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 The Athletic Program at Dixie State University (DSU) strives to help students to define, shape, and achieve educational and life goals, contributing to the University's personalized and excellent teaching in a learning environment where all students can become passionate about their individual educational endeavors. Athletic teams and programs are designed to fuel students' desire for achievement both in the classroom and on the field or court.
- 1.2 The Athletic Program's core values are: 1) integrity; 2) academic success; 3) compliance with National Collegiate Athletic Association (NCAA), conference, and University regulations; 4) competitiveness; 5) fiscal responsibility; and 6) positive department of coaches and athletes.

II. Scope

- 2.1 This policy applies to all paid and volunteer positions within the DSU Athletics organization, be they full-time or part-time positions, with or without pay.

III. Definitions

- 3.1 ***Athletics Administrative Positions:*** staff positions within the Athletics organization responsible for coordination of programs and department functions "off the court/field." Such positions include, but are not limited to: Executive Director of Athletics, Associate/Assistant Athletic Directors over a variety of functions (compliance, internal and/or external operations, media relations. etc.), Senior Women's Administrator (SWA), and various staff coordinators, specialists, athletic trainers, seasonal/temporary positions (see Policy 310), and seasonal/temporary volunteers responsible for daily operations and program needs within the department.

3.2 ***Athletics Coaching Positions:*** staff positions within the Athletics organization responsible for coordination of programs and functions “on the court/field.” These include sport head coaches, sport assistant coaches, and sport volunteer coaches.

3.2.1 Head coaches have ultimate responsibility for their teams and are hired or appointed, as well as supervised, by the Athletic Director.

3.2.2 Assistant Coaches assist Head Coaches in their duties and are hired or appointed by the Athletic Director and supervised by Head coaches.

3.2.3 Volunteer Coaches assist Head Coaches and Assistant Coaches in their duties on an unpaid basis. Volunteers are not employees of the University, but the Athletic Director retains the right to approve individuals involved in such activities.

IV. Policy

4.1 All Athletics Administrative positions and Athletics Coaching positions are governed by this policy with duties of each position listed in the associated job description on file with DSU Human Resources.

4.1.1 Executive Director of Athletics will direct the Intercollegiate Athletic Program, including fundraising, promotion of programs, and supervision of the Athletics Program and its staff. This position is ultimately held responsible for the success of the Athletics programs.

4.1.2 Head Coaches are responsible for achievement of a successful athletic program, through recruitment, coaching, training, and developing a team, as defined by:

4.1.2.1 Personal and program integrity;

4.1.2.2 Academic success of student-athletes (as demonstrated by satisfactory progress towards degree, GPA, and graduation rates);

4.1.2.3 Compliance with NCAA, Conference, and University rules and regulations;

4.1.2.4 Athletic competitiveness, including win/loss record;

4.1.2.5 Fiscal responsibility, including maintaining non-deficit spending of team budgets and complying with University financial practices and policies;

- 4.1.2.6 Personal department, as well as the department of Assistant Coaches, Volunteer Coaches, and the Athletes under his/her direction.
- 4.1.2.7 Head Coaches are also required to perform administrative functions such as participating in continuing-education programs regarding NCAA and conference rules; organize game schedules; arrange team travel to games; supervise assistant/volunteer coaching staff; assist with team and individual statistics collection and sports information dissemination when necessary; assist in fundraising and other game management as assigned by the Athletic Director.
- 4.2 Hiring procedures for all Athletics personnel will coordinate with Human Resources (see University Policy 305) and include formal consideration of candidates' commitment and capabilities to abide by NCAA rules. During the hiring process for Athletics Program personnel, candidates for all coaching positions will be asked, and NCAA enforcement staff will be contacted, to determine whether an individual has been involved in past NCAA rules violations.
- 4.3 Full-time Athletics administrative positions and coaching positions are benefit-eligible (see University Policies 301 and 343) and will be job classified based on the Department of Labor Fair Labor Standards Act (FLSA) as governed by University Policy 351. Persons holding these positions will be treated as professionals with an understanding that duties must be fulfilled and successful performance may require work at all hours of the day, on weekends, and during national holidays.
- 4.4 All athletic administrative and coaching positions are "at-will" and may be terminated at any time, with or without cause. Hiring and continuation of employment are at the discretion of the Athletic Director and University President.
- 4.5 Coaches' additional assignments in the Athletic Program and/or in other areas are also held "at-will", with continued employment in all areas contingent on continuation of the coaching assignment.
- 4.6 Athletics Program personnel employment agreements will be established on an annual basis, according to the following schedule
 - 4.6.1 Administrative Positions: July 1 – June 30
 - 4.6.2 Coaching Positions (full-time, part-time, and volunteer):

4.6.2.1 Cross Country, Track, Football, Soccer, and Volleyball: January 1 – December 31

4.6.2.2 Basketball and Swimming: May 1 – April 30

4.6.2.3 Baseball, Golf, Softball, and Tennis: July 1 – June 30

4.6.3 If additional sports are added, the Athletic Director shall set the schedule of appointment and it shall be added to this policy as an editorial revision.

V. References

5.1 University Policy 301: Personnel Definitions

5.2 University Policy 305: Hiring

5.3 University Policy 343: Benefits and Payroll Deductions

5.4 University Policy 351: Job Classification

VI. Procedures

6.1 Athletics personnel who are granted a written contract will have their conditions of employment, including compensation, set forth in that contract.

6.1.1 Where a coach or administrative employee is hired under a written contract, that contract will be interested by the terms of this policy. If the contract is materially inconsistent with this policy, the specific contract terms will supersede this policy.

6.2 Compliance with the law, NCAA rules and regulations, conference rules and regulations, and University policy are understood conditions of employment, and violation may result in disciplinary action up to and including termination of employment.

6.3 Athletics Administrative positions and Athletics Coaching positions must receive approval from the Executive Director of Athletics and Executive Director of Human Resources before contracting to perform additional assignments on campus. If such assignment is in an academic capacity, the approval of the appropriate dean is also required and, if teaching, will be maintained to standards of instruction set forth in Academic Policy.

VII. Addenda – N/A

Policy Owner: Executive Director of Human Resources
Policy Steward: Athletic Director

History:

Approved 10/9/98

Revised 4/30/04

Revised 2/10/07

Revised 9/20/13

Revised 2017

DRAFT

Dixie State University Policy

641 Retention, Promotion and Tenure Policy



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 This policy establishes the guidelines for the faculty review process at Dixie State University (DSU).

II. Scope

- 2.1 This policy applies to all tenure-track and continuing status faculty and the administrators and staff responsible in the retention, promotion, and tenure process.

III. Definitions

- 3.1 *Candidate* – A full-time employee with a faculty appointment who submits a portfolio for a required or optional review under this policy.
- 3.2 *Continuing Status* – Faculty members who have earned the terminal degree required in their discipline of appointment will apply for tenure. Faculty members who have not earned the terminal degree required in their discipline of appointment at the end of their probationary period may be awarded post-probation Continuing Status. Receiving Continuing Status will depend on such faculty demonstrating excellence in teaching and exhibiting a strong commitment to serving students, colleagues, the department, the institution, and the greater community. Granting Continuing Status after the probationary period acknowledges that the faculty member is valued by the institution. Continuing Status faculty members have specific rights and responsibilities regarding institutional and faculty governance. Because granting Continuing Status is regarded as a critical personnel decision, it is imperative that a

thorough, responsible screening be part of the process. Continuing Status faculty members are required to undergo Post-Probation Review, although they are not eligible for Post-Probation Review increases, which are reserved for tenured faculty.

- 3.2.1 Faculty appointed to probationary continuing status or continuing status positions may hold the academic ranks of associate professor, assistant professor, and instructor.
- 3.2.2 If a probationary continuing status faculty member earns the required terminal degree prior to applying for continuing status, s/he will apply for tenure instead, with years of service credited equally and no change in the probationary period. An official transcript showing the required terminal degree must be sent by the awarding institution to the Human Resources Office.
- 3.2.3 If a faculty member receives the terminal degree required in the discipline of appointment after having been awarded continuing status, s/he may elect to submit an application for tenure in the review cycle following degree posting or in any year thereafter. An official transcript showing the required terminal degree must be sent by the awarding institution to the Human Resources Office.
 - 3.2.3.1 A continuing status faculty member who chooses to apply for tenure once s/he becomes eligible would still be considered non-probationary and would incur no employment jeopardy by applying.
- 3.2.4 Specific faculty positions, including professional positions and all positions outside academic departments, are ineligible for tenure. A new faculty member's letter of appointment indicates if the position of the faculty member will be eligible for continuing status or tenure after a successful Final Probationary Review.
- 3.3 *Day* – Within this policy, “day” refers to a “calendar day” unless “business day” is specified. A day when the University is open for business, excluding weekends and holidays, is considered a business day.
- 3.4 *Deadlines* – A non-business day is a day on which the University is not open for business. If a deadline included in this policy falls on a non-business day, the deadline will be changed to the next business day.
- 3.5 *Faculty* – For the purposes of this policy, a faculty member is a full-time employee with any type of faculty status as defined in Policy 631 Faculty

Categories.

- 3.6 *Non-Compliance* – Failure to submit an Intermediate Probationary, Post-Probation, and Final Probationary review portfolio according to the schedule outlined in this policy will result in disciplinary action as outlined in DSU Policy 633: Faculty Rights and Responsibilities, up to and including non-reappointment or termination in accordance with DSU Policy 371: Faculty Termination.
- 3.7 *Probation* – A six (6)-year period of probationary employment is required for faculty appointed to ongoing, full-time positions. Scheduled evaluations and reviews during the probationary period evaluate performance and provide constructive feedback as faculty progress. At any time the contracts of probationary faculty members who do not meet the standards of the department or the expectations of the institution may be subject to non-renewal in accordance with the Utah Board of Regents policy R481, Academic Freedom, Professional Responsibility, Tenure, Termination, and Post-Tenure Review, and DSU policy 371: Faculty Termination. Probationary faculty members are at-will employees.
- 3.7.1 The institution is permitted, within the limits of academic freedom, statutory law, and constitutional law, the utmost discretion in determining who will be retained for tenure and continuing status appointments. Probationary faculty members are appointed on an annual basis according to the following schedule in accordance with Utah Board of Regents policy R481:
- 3.7.1.1 During the first academic year of service, notice of non-reappointment will be given not later than March 1 of the first year of academic service, or at least three months in advance of termination.
- 3.7.1.2 During the second and subsequent years of academic service, notice of non-reappointment will be given not later than December 15 of the academic year, or at least six months in advance of termination.
- 3.7.1.3 The formal probationary period for faculty members whose appointment begins after 1 September (midyear appointments) starts at the beginning of the following academic year on 1 July.
- 3.7.1.4 Serving as a department chair during the probationary period has no impact on the length of the probationary period. A post-probation faculty member with rank in a DSU academic

department who accepts appointment as a dean or other full-time administrative position retains faculty status, rank, and tenure during his/her administrative appointment, but is not considered to have a current faculty appointment. Years served as a dean or other full-time administrative position can accrue toward rank advancement as applicable, although application for such advancement may not be submitted while the individual is serving in a non-faculty appointment, and Post-Probation Reviews are not required while a faculty member serves in as a dean or in another administrative position. (See DSU Policy 105: Academic Structure.)

- 3.7.1.5 A probationary faculty member who accepts a full-time administrative position relinquishes his/her faculty status, with the exception that s/he may negotiate to have prior years of faculty service counted toward post-probation status and rank advancement if s/he accepts a faculty position immediately after serving in the administrative position.
 - 3.7.1.6 No credit toward tenure, continuing status, or non-probationary status can be awarded for term appointments or non-full time positions at DSU or other institutions.
 - 3.7.1.7 Certain situations such as family medical leave or military duty may merit temporarily suspension of the probationary period. The faculty member must make a written request for approval of the suspension to the chair, the dean and the Provost. Periods of duty spent off campus or on scholarly activity or educational leave are counted as part of the probationary period unless other written agreement is made.
- 3.7.2 In specific circumstances and solely at the discretion of the University, a new faculty member who has both exceptional qualifications and experience at a regionally accredited institution may be awarded a reduction in the probationary period with the written approval of the Dean and the Provost.
- 3.7.2.1 A one (1) to two (2) year reduction is allowed based on the amount and quality of documented previous tenured experience. The maximum two (2) year credit allows an experienced, exemplary faculty member to undergo the required Intermediate Probationary Review in the second as opposed to third year and the required Final Probationary Review in the fourth rather than

the sixth year. Any exception made in extraordinary circumstances must be approved in writing by the Dean and the Provost.

3.7.2.2 A reduced probationary period may only be awarded within the first two years of appointment and may not be negotiated after that point.

- 3.8 *Professional Faculty* – Post-probationary status for full-time faculty members appointed to positions rather than academic ranks, hired outside the faculty salary schedule based on professional skills rather than academic credentials, and/or appointed outside an academic department. Such faculty members are not eligible for tenure or continuing status. Professional faculty positions may include but are not limited to professional faculty, lecturer, lecturer/advisor, in residence faculty, clinical faculty, and instructional technologist / designer. Professional faculty members have voting rights in faculty matters, but those rights do not include matters regarding tenure, continuing status, or rank. Faculty in these positions who demonstrate excellence in fulfilling their role assignment and who exhibit a strong commitment to serving students, colleagues, their department, the institution, and the greater community can be awarded Non-Probationary Status after the appropriate probationary period and reviews. Professional faculty members are required to submit Intermediate Probationary, Final Probationary, and Post-Probation reviews according to the schedule outlined in this policy. Professional faculty members are not eligible for promotion in the form of rank advancement. Professional faculty members are required to undergo Post-Probation Review although they are not eligible for Post-Probation Review salary increases, which are reserved for tenured faculty.
- 3.9 *Post-Probation* – Faculty members who have completed the probationary period may be awarded tenure, continuing status, or non-probationary status after a Final Probationary Review.
- 3.10 *Promotion* – Promotion in faculty rank is the acknowledgement by the institution of excellence in performance of teaching and service, professional competence and responsibility, community engagement, and/or scholarly research or creative work as appropriate to the faculty member’s role statement. Faculty members eligible for promotion, which is also referred to as rank advancement, may apply in the sixth year of full-time Tenure-Track, Tenured, Probationary Continuing Status and/or Continuing Status employment after the last review. Length of service alone should not create an expectation of promotion. Faculty appointed to Professional positions do not hold rank and they are therefore ineligible to apply for promotion (see

Professional Faculty definition 3.8).

- 3.10.1 Members of the faculty appointed to tenure-track positions who hold the terminal degree required in their discipline of appointment may be awarded tenure and the following ranks: assistant professor, assistant librarian, associate professor, associate librarian, professor, and librarian.
- 3.10.2 Members of the faculty appointed to probationary continuing status positions who have earned a master's degree but do not hold the required terminal degree required in their discipline of appointment may apply for and be awarded continuing status and the following ranks: instructor, assistant professor, and associate professor.
- 3.11 *Rank* – Academic ranks include the titles instructor, assistant professor, associate professor, professor, assistant librarian, associate librarian, and librarian. These titles are reserved for tenure-track, tenured, probationary continuing status, and continuing status faculty who have received that academic appointment in an academic department. All faculty members receiving these ranks must have earned a master's or doctoral degree.
 - 3.11.1 A new faculty member who has earned the terminal degree required in his/her discipline of appointment typically begins service at the rank of assistant professor. A new faculty member who has not earned the terminal degree required in his/her discipline of appointment typically begins service at the rank of instructor. A new library faculty member typically begins service at the rank of assistant librarian. A professional faculty member is not appointed to an academic rank but is hired in a specific position.
 - 3.11.2 Based on documented prior experience, a new faculty member may be appointed at a higher rank. A number of factors may be used in consideration of appointment at higher rank, including the relevance and quality of prior experience. Such an award is an exception to policy, is made solely at the discretion of the University, and cannot be negotiated after the faculty member's appointment. Appointment at higher rank must be approved in writing by the dean, the Provost, and the President. Appointment at higher rank has no bearing on a faculty member's probationary period.
- 3.12 *Retention* – A probationary faculty member is retained when s/he is offered employment for the following academic year, either through direct reappointment or the absence of non-reappointment.

- 3.13 *Review* – A faculty review is the process of peer and administrator examination of a faculty member’s portfolio for the purpose of appraising the faculty member’s performance in his/her duties and responsibilities as outlined in the faculty member’s role statement, DSU Policy 633: Faculty Rights and Responsibilities, and other applicable University policies.
- 3.14 *College* – A College within the University is usually organized under a dean. However, in this policy, a College Faculty Review Committee refers to faculty members who have been grouped together for purposes of voting on faculty review matters. Colleges under deans may be subdivided as provided in this policy, but in no case will faculty members in a department be assigned to separate Colleges. Faculty members without appointment in an academic department will be assigned a College for the purpose of faculty reviews, and reasonable effort will be made to continue that assignment throughout the faculty member’s appointment.
- 3.15 *Tenure* – Faculty members appointed to ongoing tenure-track positions who have earned the terminal degree required in the discipline of appointment by the time of the Final Probationary Review and who demonstrate excellence in teaching and exhibit a strong commitment to serving students, colleagues, the department, the institution, and the greater community can be awarded tenure after the appropriate probationary period and reviews. Granting tenure after the probationary period acknowledges that faculty members are especially valued by the institution, are competent in their disciplines, and are capable of continued excellence in teaching, service, and scholarly, research or creative contributions as appropriate to their role statement. Tenured faculty members have specific rights and responsibilities regarding institutional and faculty governance. Because granting tenure is regarded as the University’s most critical personnel decision, it is imperative that a thorough, responsible screening be part of the tenure-granting process. Tenured faculty may apply for promotion and are required to submit portfolios for Post-Probation Reviews as scheduled. Tenured faculty members who receive favorable Post-Probation Reviews are eligible for salary increases as outlined in DSU Policy 341: Faculty Salaries.
- 3.16 *Tenure-Track*– The probationary period for faculty members in full-time ongoing positions identified as tenure-track wherein the appointed faculty member holds the terminal degree required in his/her discipline of appointment and is projected to meet the expectations of and must apply for tenure in the final year of the probationary period. Tenure-track appointments must be made within an academic department at one of the following academic ranks: assistant librarian, assistant professor, associate librarian, associate professor, librarian, or professor.

- 3.17 *Terminal Degree* – The level of and/or specific academic degree required for tenure as well as for various academic appointments at DSU. Academic disciplines may have specific standards listed in an addendum to this policy, but the minimum standards at DSU are:
- 3.17.1 Faculty members must have earned a master’s degree to earn continuing status and/or to be awarded the rank of instructor, assistant professor, assistant librarian, associate professor, or associate librarian.
 - 3.17.2 Faculty members must have earned the terminal degree required in their discipline of appointment to earn tenure, the rank of professor, and/or be eligible for post-probation salary increases.
 - 3.17.3 Utah Board of Regents Policy R312 includes the following restrictions.
 - 3.17.3.1 The master’s degree is the standard requirement for faculty teaching general education courses.
 - 3.17.3.2 Faculty teaching upper-division courses will have earned or be working toward the appropriate terminal degree for their field and specialty.

IV. Policy

4.1 Review Criteria

- 4.1.1 The professional judgment of a faculty member’s peers and colleagues is a significant factor in faculty self-governance. Typically, faculty members are reviewed based on criteria for teaching, service, community engagement, and, as applicable, scholarly, research, or creative work. All faculty members are required to satisfactorily perform the duties and responsibilities detailed in the faculty member’s role statement in fulfillment of the University’s mission. All members of the faculty are expected to perform their duties in accordance with DSU Policy 633: Faculty Rights and Responsibilities, including statements on ethics and responsible conduct. Documentation must be provided to substantiate the portfolio and allow review based on applicable criteria. Reviews involve both quantitative and qualitative information. Portfolios are evaluated on a case by case basis.
- 4.1.2 Standard criteria are applied as appropriate to the candidate’s role statement and those criteria may be altered as needed based on a candidate’s duties as listed in the role statement. Candidates are not necessarily reviewed on the same criteria, and criteria are not weighted

equally.

- 4.1.3 Departments and/or Colleges may add or modify criteria based on required or specialized activities for any subgroup of faculty. Such additional criteria must be approved by a majority of the full-time faculty in the organizational unit, must be submitted to Academic Council for approval, and must be linked from this policy as addenda before implementation.
- 4.1.4 Student evaluations will be considered to the extent that a faculty member's role statement includes teaching. Student evaluations of faculty members whose role statement does not include or emphasize teaching but who teach overload courses will be considered supplemental in the faculty review process.
- 4.1.5 Teaching effectively typically includes pedagogical technique and/or innovation; fair and timely evaluation of student work; quality feedback to students; maintaining professional competencies; teaching preparation; judgment in selecting and emphasizing course content to fulfill programmatic and institutional objectives; providing students with a broad scholarly perspective; openness and receptivity to students and their ideas; and willingness to work with colleagues to fulfill departmental and/or program goals. Documentation supporting teaching usually includes proficiency in curriculum development as demonstrated through instructional materials such as syllabi and assignments, tests, exams, etc., as well as examples of student work produced as a result of excellent teaching.
- 4.1.6 Faculty members are required to perform service on two levels: professional service to the University and community engaged service to outside organizations and/or the community related to the institution's mission
 - 4.1.6.1 All faculty members are expected to maintain office hours and be available to students and colleagues to conduct University business. Required additional professional service to the University typically includes but is not limited to advising and mentoring students; participating in shared governance in the form of membership on committees and attendance at meetings on and off campus; administrative duties; working on curriculum development, program review, and assessment; attending commencement ceremonies; and engaging in other service to the University. Documentation supporting professional service to the

University usually includes letters from committee chairs showing participation on committees; samples of curriculum development, program review, and assessment; and examples of student interaction and engagement.

- 4.1.6.2 Service to outside organizations and the community typically includes but is not limited to participation in regional and national professional organizations and activities, including holding appointed or elected office in such organizations; professionally related volunteer work and positions; public speaking and/or information dissemination involving professional expertise; and community and global engagement activities supporting the University mission.
- 4.1.7 Scholarly, research, or creative work is evaluated as appropriate to the candidate's discipline and role statement. Such work typically includes applied and theoretical research; creative activities which produce new works of art, music, or literature; publication of peer-reviewed work; and serving as an editor or referee for a scholarly publication, all of which if used as evidence by a candidate as part of a portfolio, should be complementary to the individual's disciplinary assignment.
- 4.1.8 Faculty members are expected to serve students, colleagues, the department, the University, and the greater community. Granting tenure, continuing status, or non-probationary status acknowledges that faculty members have made contributions appropriate to their Role Statement (See Faculty Evaluation policy) toward fulfilling the University's mission; are especially valued by the institution; have developed an established record demonstrating teaching effectiveness in their disciplines; and are capable of continued teaching, community engagement, service, and scholarly, research, or creative contributions.
- 4.1.9 Faculty members who have received tenure, continuing status, or non-probationary status are expected to demonstrate the same strong commitment to serve students, colleagues, the department, the University, and the greater community throughout their careers at DSU. Post-Probation Review criteria are the same as for other reviews.
- 4.1.10 Intermediate Probationary, Tenure, and Continuing Status reviews are based on the cumulative work of a faculty member during the probationary period, including any years brought towards tenure. Promotion and Post-Probation reviews focus on the faculty member's accomplishments since his/her last promotion.

4.2 Faculty Portfolios

- 4.2.1 The University requires that all documentation regarding and in support of a candidate's review portfolio be housed in the specified electronic system. All full-time employees with faculty appointments are required to maintain a current portfolio in the electronic portfolio system, whether or not a review is imminent. Since reviews are based largely on a faculty member's performance and activities in the period since the last review, it is logical that documentation and information that is outdated (e.g. relevant only to the period prior to the last review) will be periodically removed. The portfolio should include documentation of all aspects of a faculty member's assignment as detailed in the annual role statement. Before undergoing a review, the candidate is responsible to ensure that his/her electronic portfolio includes the following:
- 4.2.2 Human Resources form indicating eligibility, terminal rank in discipline, and faculty member's educational attainment. This form is not required for Post-Probation Reviews.
- 4.2.3 Optional Curriculum Vitae for the period under review with activities, and documentation manner that supports the University's criteria for review of portfolios.
- 4.2.4 Role statements for all years under review subsequent to Role Statement requirement in Faculty Evaluation Policy.
- 4.2.5 The Supervisor's Report is an honest and frank assessment by the faculty member's chair or dean as to how the faculty member is progressing in the quality of teaching, service, and fulfillment of role statement, as well as other activities, duties, and responsibilities relevant to the review process. This report will be sent to the candidate after the School Review is complete. In addition, it will be given to the University Review Committee for consideration in review. The faculty member has a right to respond to the Supervisor's Report
- 4.2.6 Written results of all previous portfolio reviews, including letters and/or reports issued by the College Faculty Review Committee, University Faculty Review Committee, Post Probation Faculty Review Committee, Supervisor (Chair or Dean), and Provost. All documentation in this category should be maintained throughout the faculty member's employment at the University and may not be removed as outdated.
- 4.2.7 Letters and/or reports from the College Faculty Review Committee,

University Faculty Review Committee, and Provost received throughout the current review process must be added to the portfolio before the next level of review can commence.

- 4.2.8 It is the responsibility of the faculty member to ensure that all required evaluations outlined in DSU Policy 642: Faculty Evaluations are included in the portfolio.
- 4.2.9 Evidence to support teaching criterion, as appropriate to role statement, such as:
 - 4.2.9.1 Samples of syllabi.
 - 4.2.9.2 Examples of faculty member's pedagogical techniques.
 - 4.2.9.3 Samples of assignments, quizzes, exams, and other methods of evaluating student learning outcomes.
 - 4.2.9.4 Examples of student work, particularly written and/or research-based work.
 - 4.2.9.5 Evidence of assessment activities.
- 4.2.10 Evidence to support service, such as:
 - 4.2.10.1 Documentation of service to the institution.
 - 4.2.10.2 Evidence of relevant community engagement and service related to the institution's mission to the profession, to the community, to outside organizations.
- 4.2.11 Other documentation as determined to be needed:
 - 4.2.11.1 Documentation of professional development, including required post-award reports.
 - 4.2.11.2 If desired or required by role statement, evidence of creative or scholarly activity, including research, publication, artwork, curriculum development, etc.
 - 4.2.11.3 General letters of support or recommendation as desired.
 - 4.2.11.4 Copy of Professional Development Plan, if one has been implemented. Refer to Policy 632 Faculty Responsibilities and Academic Freedom for more information about Professional Development Plans.

4.2.12 The following must be included in the portfolio before the next-level review can be completed, and these documents should permanently remain in the portfolio. In addition, any formal, written response to the above listed documents submitted by the candidate must be included in the portfolio.

Level of Review	Documents Required Before Review
College Faculty Review Committee	<ol style="list-style-type: none"> 1. Letter from the candidate to chair of College Faculty Review Committee. 2. Human Resources document that indicates eligibility, terminal rank in discipline, faculty member's educational attainment, etc.
University Faculty Review Committee	<ol style="list-style-type: none"> 1. Letter from Supervisor (College Chair or Dean) 2. Letter from College Faculty Review Committee to University Faculty Review Committee.
University Post-Probation Review Committee	<ol style="list-style-type: none"> 1. Letter from candidate to Chair of University Faculty Post-Probation Review Committee. 2. Supervisor's Report (Chair or Dean).
Provost' Review	<ol style="list-style-type: none"> 1. Letter from University Faculty Review Committee to Provost -Or- 2. Letter from Post-Probation Faculty Review Committee to Provost.

4.2.13 Any member of a College Faculty Review Committee has the right to access the electronic portfolio of a faculty member who has submitted an application to that committee and to participate in the review, regardless of voting rights, rank, or discipline. All faculty members eligible to participate in the review should have access to relevant portfolios through their office computers. Department Chairs, Deans, and the Provost or their designee(s) have the right to review the electronic portfolio of any faculty member under their jurisdiction at any time.

4.3 Committees

- 4.3.1 For the purposes of this policy, confidential information is that which not generally known to the public. The confidentiality of information related to the processes outlined in this policy is to be respected. The confidentiality extends indefinitely, not just during the review period. Members of all committees and others with access to this information participate in the process with the understanding that all matters related to faculty reviews, including deliberations and voting results, must remain confidential. The rule of confidentiality does not expire. Even after a review is completed, committee members are prohibited from discussing any actions, deliberations, and recommendations of the committee, or any information about candidates derived from the review process. Individuals who violate this confidentiality will be considered in violation of DSU policy and may be subject to disciplinary action.
- 4.3.1.1 Candidates under review are discouraged from directly approaching committee members concerning disposition of their review beyond any supervisor and/or mentor relationship previously established between two members of the faculty. This does not preclude social, business, and casual interaction where the candidate's application and the process are not discussed. This does not prohibit a committee chair or administrator from requesting more information from a candidate when needed.
- 4.3.1.2 Although the University respects the need for confidentiality in the review process, it makes no guarantee toward that end.
- 4.3.2 The College Faculty Review Committee will deliberate and provide written recommendations regarding applications for Intermediate Probationary, Final Probationary, and Promotion reviews for all faculty assigned to that College Faculty Review Committee. The College Faculty Review Committee is comprised of the faculty in the College(s), with the right to vote on a specific candidate's application determined by this policy.
- 4.3.3 College Faculty Review Committees are organized by the Vice President Academic Services, the Faculty Senate, and the Office of Human Resources in consultation with organizationally affected faculty. To ensure an equitable and legal faculty review process, as well as compliance with applicable employment laws, regulations, and other University policies, a subset of a College Faculty Review Committee

may only be established with written permission from the Provost and the Office of Human Resources.

4.3.3.1 Organizational units may not create any review process or committee outside of those specifically designated by this policy although they are encouraged to foster mentorships and to develop and distribute specific departmental criteria to be applied by College and University Faculty Review committees. Any such specific criteria must be approved by Academic Council and included as an addendum to this policy.

4.3.3.2 The necessity may arise for the University to combine established committees to accommodate relevant variations in organizational composition such as a limited number of tenured faculty members (less than 3), absence of full professors, Equal Opportunity requirements, etc.

4.3.4 Within the membership of the College Faculty Review Committee, voting rights are dependent on an individual faculty member's status and rank except as limited by the single vote rule, which states that no individual may cast more than one vote on a candidate's application in the same academic year. Voting members of the University Faculty Review Committee should not cast votes in the College Faculty Review Committee although the non-voting chair of the University Faculty Review Committee is eligible to vote in his/her assigned College Faculty Review Committee. Votes should be based on comprehensive review of each candidate's portfolio and application of appropriate criteria. A quorum, consisting of two-thirds of the faculty members eligible to vote on a candidate's application, is required for all votes.

VOTING ELIGIBILITY BY FACULTY STATUS			
Faculty Member Voting Eligibility	Candidate applying for Non-Probationary Professional Status	Candidate applying for Continuing Status	Candidate applying for Tenure
Tenured	Y	Y	Y
Continuing Status	Y	Y	N
Professional Track	Y	N	N
Probationary*	N	N	N

*Includes tenure-track, probationary continuing status, and probationary professional faculty.

- 4.3.4.1 Intermediate Review: In each College Faculty Review Committee, all tenured and continuing status faculty members, regardless of rank or discipline, are eligible to participate in the Intermediate Review process. The College Faculty Review Committee must consist of at least three (3) tenured or continuing status faculty members or the Provost shall appoint other faculty members to serve on the committee from within the same college (see section 3.14).
- 4.3.4.2 Tenure Review: In each College Faculty Review Committee, all tenured faculty members, regardless of rank or discipline, are eligible to participate in the consideration of and to vote on recommendations for candidates applying for tenure. The College Faculty Review Committee must consist of at least three (3) tenured or continuing status faculty members or the Provost shall appoint other faculty members from the same college to serve on the committee.
- 4.3.4.3 Continuing Status Review: In each College Faculty Review Committee, all tenured faculty members and faculty members with continuing status, regardless of rank or discipline, are eligible to participate in the consideration of and to vote on recommendations for candidates applying for continuing status.
- 4.3.4.4 Promotion Review: In each College Faculty Review Committee, all probationary, tenure-track, tenured, and continuing status faculty members of equal or higher rank as that for which the candidate has applied, regardless of discipline, are eligible to participate in the consideration of and to vote on recommendations in individual cases on matters of promotion. Other committee members may participate in the consideration of candidates for promotion but may not vote.
 - 4.3.4.4.1 Professors and librarians are eligible to vote on all candidates for promotion.
 - 4.3.4.4.2 Associate professors and associate librarians are eligible to vote on candidates applying for associate professor, associate librarian, and assistant professor.

4.3.4.4.3 Assistant professors and assistant librarians are eligible to vote on candidates applying for assistant professor.

4.3.4.4.4 Faculty members appointed outside of an academic department and/or without an academic rank listed above are ineligible to vote on matters of promotion.

VOTING ELIGIBILITY BY ACADEMIC RANK			
Rank of Voting Faculty Member	Candidate applying for Assistant Professor	Candidate applying for Associate Professor / Associate Librarian	Candidate applying for Professor / Librarian
Professor / Librarian	Y	Y	Y
Associate Professor / Associate Librarian	Y	Y	N
Assistant Professor / Assistant Librarian	Y	N	N
Instructor / appointment without one of the academic rank listed above	N	N	N

4.3.5 The Chair of the College Faculty Review Committee must be a tenured faculty member. The Chair will be elected by all full-time probationary and post-probation College faculty (as defined by the membership assigned to a specific College for the purposes of implementing this policy) and will serve a three year term. A chair may be reelected and succeed him/herself in subsequent terms.

4.3.5.1 No faculty member scheduled for a mandatory review by the College Faculty Review Committee during the three-year term may be elected as chair. The chair may not submit an optional review to the College Faculty Review Committee during his/her period in office.

4.3.5.1.1 The College Chair remains a voting member of the College Committee at the level indicated by his/her rank.

4.3.5.1.2 A faculty member scheduled for a Post-Probation Review during his/her period in office is eligible to serve as chair of the College Faculty Review Committee.

- 4.3.5.1.3 The Chair of a College Faculty Review Committee may not simultaneously serve in any capacity on any other review committee or any appeals committee or hearing board that might be called upon to hear an appeal of a review process or outcome.
 - 4.3.5.2 Deans and department chairs are not eligible to serve as Chair. Deans do not vote at any level of the faculty review process, and the department chairs retain voting rights appropriate to their rank and status when he or she does not write the Supervisor Report.
 - 4.3.5.3 The chair of the University Faculty Review Committee is responsible for ensuring that an election for a new College Faculty Review Committee chair are completed by March 15 in the last year of the College Faculty Review chair's term. If, by March 15 in the last year of a chair's term, a new chair has not been elected, the dean(s) of the affected College(s) will appoint an eligible faculty member chair to serve as chair for a one-year term.
- 4.4 The University Faculty Review Committee is comprised of representative elected tenured members of the faculty.
- 4.4.1 The University Faculty Review Committee will deliberate and provide written recommendations regarding applications for Intermediate Probationary, Final Probationary, and Promotion reviews for all University faculty. The Committee has the responsibility to recommend non-reappointment of a probationary faculty member who, in the judgment of the committee, has not made satisfactory progress toward tenure, continuing status, or non-probationary status as appropriate.
 - 4.4.1.1 Based on comprehensive review of each candidate's portfolios and application of the appropriate criteria, all members of the University Faculty Review Committee are eligible to vote on all applications, regardless of rank.
 - 4.4.1.2 A quorum of two-thirds of the voting members of the University Faculty Review Committee is required for each vote.
 - 4.4.1.3 Deans and department chairs are not eligible to serve as on the University Faculty Review Committee.
 - 4.4.1.4 The single vote rule applies to voting members of the University

Faculty Review Committee such that no individual may cast more than one vote on a candidate's application in the same academic year. Voting members of the University Faculty Review Committee should not cast votes in their College Faculty Review committees although they may participate in that review. The chair of the University Faculty Review Committee is eligible to vote in the College Faculty Review Committee of his/her appointment.

- 4.4.2 The University Faculty Review Committee will consist of a minimum of nine (9) tenured faculty members elected from representative divisions of the faculty at large. Deans and department chairs may not serve on the University Promotion and Tenure Committee during their appointment or assignment to administrative office. The members will serve staggered three-year terms.
 - 4.4.2.1 The voting members of University Faculty Review Committee will be representative of all Colleges within the University. Committee members must be tenured faculty members who have been elected for three-year terms by the full-time regular faculty assigned to each College. One-third of the committee members' terms will expire each year. Committee members may be reelected and succeed themselves as representatives.
 - 4.4.2.2 The Faculty Senate is responsible for holding elections to populate the University Faculty Review Committee. If, at the end of an academic year (June 30), the Faculty Senate has not fully populated the University Faculty Review Committee, the Provost and the deans will appoint an appropriate number of eligible representative faculty members to serve one-year terms on the committee.
 - 4.4.2.3 No faculty member may simultaneously serve as chair of the College Faculty Review Committee and as a member or chair of the University Faculty Review Committee.
 - 4.4.2.4 If requested by the chair of the University Faculty Review Committee, the Provost will designate a mutually agreed-upon individual to serve as a non-voting secretary to the committee during that president's term in office. The secretary can be either a faculty or staff member as requested by the chair. The secretary is under the same confidentiality restraints as all other committee members.

- 4.4.2.5 No faculty member scheduled for a mandatory review by the University Faculty Review Committee during his/her three-year term of office may be elected as chair of that committee. No faculty member may submit an optional review that will go to the University Faculty Review Committee during his/her period as a member or chair of that committee.
 - 4.4.2.5.1 Faculty members scheduled for a Post-Probation Review during that period are eligible to serve as members of the University Faculty Review Committee.
 - 4.4.2.5.2 The chair of the University Faculty Review Committee may not simultaneously serve in any capacity on any other review committee or any appeals committee or hearing board that might be called upon to hear an appeal of a review process or outcome.
- 4.4.3 The Provost and the Faculty Senate President will jointly designate a tenured professor to act as a non-voting chair of the University Faculty Review Committee for a three year period. Such appointment must be made by February 15 in the last year of the previous chair's term. An individual chair may not immediately succeed him/herself in the position of chair.
- 4.4.4 Department chairs, deans, and other University administrators may not attend meetings or participate in the deliberations of the University Faculty Review Committee except by specific invitation from the committee.
- 4.5 Post-Probation Review is intended to evaluate, and facilitate continued faculty development consistent with fulfillment of the University mission and goals in compliance with relevant Board of Regents policies.
 - 4.5.1 The Post-Probation Faculty Review Committee will perform continuing reviews of the portfolios of post-probation faculty members according to a regular schedule.
 - 4.5.2 The Post-Probation Faculty Review Committee will be comprised of at least five (5) tenured faculty of full rank (professor or librarian) with appropriate representation from various academic areas.
 - 4.5.2.1 The five (5) committee members will be elected for three (3) year terms on a staggered basis.

- 4.5.2.2 The Faculty Senate is responsible for holding the elections to populate the Post-Probation Faculty Review Committee. All full-time, tenured, tenure-track, continuing status, and probationary faculty are eligible to vote, regardless of discipline or rank. If, at the end of an academic year (June 30), the Faculty Senate has not fully populated the Post-Probation Faculty Review Committee, the Provost and the deans will appoint an appropriate number of eligible representative faculty members to serve one-year terms.
- 4.5.2.3 No faculty member scheduled for a review by the Faculty Post-Probation Review Committee may serve on the committee or as chair during that year. The members and chair of the Faculty Post-Probation Review Committee may not submit a review to the committee during their term of office.
- 4.5.2.4 Department chairs and deans are not eligible to chair or be members of the Post-Probation Review Committee during their appointments.
- 4.5.3 The Provost and the Faculty Senate president will jointly designate a tenured full professor to act as a non-voting chair for a three-year period. Such appointment must be made by May 1 in the last year of the previous chair's term. An individual may not immediately succeed him/herself in the position of chair, although s/he may serve as a member of the committee prior to or immediately after serving as chair.
- 4.5.4 No supervisor of a faculty member under review may participate in the committee's review, other than in the form of administrative evaluations included in the faculty member's portfolio and letters written at the faculty member's request. Department chairs, deans, and other University administrators may not attend meetings or participate in the deliberations of the Post-Probation Faculty Review Committee except by specific invitation from the committee.

4.6 Retention, Promotion and Tenure Appeals Board

- 4.6.1 The Retention, Promotion and Tenure Appeals Board will hear appeals of decisions made by the Provost as needed. A probationary faculty member who receives a notice of non-reappointment may not appeal any decision.
- 4.6.2 Composition and selection of members of the Retention, Promotion and Tenure Appeals Board, as well as the procedures of that board are detailed in Faculty Responsibilities and Academic Freedom (Policy 632).

4.7 Schedule of Reviews

4.7.1 DSU requires all faculty members to undergo a set of regular and rigorous reviews throughout their careers. Faculty members must maintain a current portfolio in the required electronic format at all times and must submit it for review according to the following schedule:

4.7.2 Intermediate Probationary Review

4.7.2.1 Required of all full-time faculty members to take place in the Fall semester of the third year of the probationary period. A faculty member may reduce this amount of time with the written approval of the Dean and the Provost (See Section 3.7.2)

4.7.2.2 A Letter of Intent signaling a faculty member's intent to apply must be submitted to the Chair of the College Faculty Review Committee by April 1 prior to the required review that will take place during Fall semester.

4.7.3 Final Probationary Review

4.7.3.1 Required of all full-time faculty members to take place in the Fall semester of the last year of the probationary period. Tenure, continuing status, or non-probationary status, if approved, goes into effect at the onset of the following academic year (July 1).

4.7.3.2 A Letter of Intent signaling a faculty member's intent to apply must be submitted to the chair of the College Faculty Review Committee by April 1 prior to the review that will take place during Fall semester.

4.7.4 Promotion Reviews

4.7.4.1 Faculty members eligible for rank advancement may apply by undergoing a Promotion review in every sixth Fall semester until final available rank is attained. New rank, if approved, goes into effect at the onset of the academic following year (July 1).

4.7.4.2 A Letter of Intent signaling a faculty member's intent to apply must be submitted to the chair of the College Faculty Review Committee by April 1 prior to the required review that will take place during Fall semester.

4.7.5 Post-Probation Reviews

- 4.7.5.1 All tenured and continuing status faculty members who have not undergone a Promotion, Final Probation, or Post-Probation Review during the previous five (5) years will undergo a Post-Probation Review during the Fall semester of the sixth year.
- 4.7.5.2 A Letter of Intent signaling a faculty member's intent to submit a portfolio for Post-Probation Review must be submitted to the chair of the Faculty Post-Probation Review Committee by October 1 in the year of the required review.
- 4.7.6 Additional reviews may be required as specified in a Professional Development Plan. Professional Development Plans are not required of all faculty members. Refer to Policy 633: Faculty Rights and Responsibilities for more information.
- 4.7.7 The Intermediate Review, Final Probationary Review, and a Post-Probation Review are mandatory. A faculty member who fails to submit a required letter and/or make a complete and current portfolio available for review according to the schedule listed in this policy will be considered in violation of this policy

V. References

- 5.1 Utah Board of Regents Policy R312
- 5.2 Utah Board of Regents policy R481
- 5.3 DSU Policy 105: Academic Structure
- 5.4 DSU Policy 371: Faculty Termination
- 5.5 DSU Policy 633: Faculty Rights and Responsibilities
- 5.6 DSU Policy 639: Constitution of the Faculty Senate
- 5.7 DSU Policy 642: Faculty Evaluations
- 5.8 Title VI, 42 U.S.C. § 2000d et seq.
- 5.9 Title VII of the Civil Rights Act of 1964

VI. Procedures

- 6.1 Intermediate Probationary Review
 - 6.1.1 An Intermediate Probationary Review is mandatory at the midpoint of

the probationary period for all probationary faculty members, and portfolios must be submitted according to the established schedule. The purpose of the Intermediate Probationary Review is to provide feedback and guidance to assist the faculty member in their progress toward post-probationary status.

6.1.2 College Faculty Review Committee

- 6.1.2.1 A faculty member required to undergo an Intermediate Probationary Review must obtain a signed form from Human Resources noting the candidate's current rank and status as well as his/her eligibility for rank advancement and/or tenure, continuing status, or non-probationary status. The form, which also includes the faculty member's educational credentials as evidenced by official transcripts on file and the terminal degree required in the faculty member's discipline, must be included in the portfolio.
- 6.1.2.2 On or before April 1 prior to the required Intermediate Probationary Review, the faculty member must submit a written letter of intent to the chair of the College Faculty Review Committee. The letter must request the appropriate review(s) and give permission to the chairs of the College and University Faculty Review committees to make the electronic portfolio available during the following Fall semester to all faculty eligible to participate in the review. The faculty member must also upload this letter into his/her portfolio.
- 6.1.2.3 On or before June 15, the chair of the College Faculty Review Committee will make available the portfolios of all faculty who have requested and are eligible for review and invite written comments from any interested party. Only the portfolios of faculty members who are eligible for review will be reviewed.
- 6.1.2.4 On or before September 15, the chair of the College Faculty Review Committee will send a written evaluation to the University Faculty Review Committee, regarding the faculty member's progress. A copy of this report must be concomitantly sent to the faculty member, who is responsible for ensuring that a copy is added to his/her electronic portfolio by September 15th. At the same time, the report will be made available for members of the College Faculty Review Committee to review. A copy will also be provided to the faculty member's department chair and

dean.

6.1.2.5 On or before September 15, the department chair or dean of the faculty member will send a written supervisor's report to the University Faculty Review Committee, regarding the faculty member's progress. A copy of this report must be concomitantly sent to the faculty member, who is responsible for ensuring that a copy is added to his/her electronic portfolio by September 15th.

6.1.2.6 At this time, the faculty member will have the opportunity, but not the obligation, to add a written statement to his/her formal review portfolio in response to the evaluation of the College Faculty Review Committee. Written notice of this option will be included in the copy of the report that is sent to the faculty member. If the faculty member chooses to add such a statement to the portfolio, that statement must be submitted to the chair of the University Faculty Review Committee by September 25th. If the faculty member submits a written statement to the chair of the University Faculty Review Committee by that date, the faculty member's statement will be considered in the review as it progresses. The faculty member must also include the written statement in his/her portfolio before September 25st.

6.1.3 University Faculty Review Committee

6.1.3.1 The University Faculty Review Committee will review each faculty member's portfolio in order to determine if the College Faculty Review Committee and the Supervisor's Report reasonably applied University procedural guidelines. The University Faculty Review Committee will write an evaluation based upon its assessment whether the College Faculty Review Committee's evaluation is supported by the evidence presented. This report, signed by the chair, will be made available for inspection by the committee members before it is forwarded to the Provost.

6.1.3.2 On or before November 1, the chair of the University Faculty Review Committee will forward a report on each Intermediate Probationary Review faculty member to the Provost. The report will contain an evaluation and an assessment of the faculty member's progress toward tenure, continuing status, or non-probationary status as appropriate.

6.1.3.3 Concomitant to sending the report to the Provost, the University Faculty Review Committee will send its report to the faculty member and to the faculty member's dean and department chair.

6.1.3.4 At this time, the faculty member will have the opportunity, but not the obligation, to add a written statement to his/her formal portfolio in response to the report of the University Faculty Review Committee. Written notice of this option will be included with the copy of the report that is sent to the faculty member. If the faculty member chooses to add such a statement to the portfolio, that statement must be submitted to the Provost by November 11. If the faculty member submits a written statement to the Provost by that date, the candidate's statement will be considered in the review as it progresses. The faculty member must also include the written statement in his/her portfolio by November 11th.

6.1.4 Provost

6.1.4.1 The Provost will review each faculty member's portfolio, taking into consideration the review comments from the College and University Faculty Review committees, Supervisor's Report, consultations with the faculty member's dean and department chair as needed, and any other relevant factors. The Provost will use the appropriate criteria in order to prepare a final review to the President with respect to the faculty member's progress toward tenure, continuing status, or non-probationary status, stating reasons therefore.

6.1.4.2 On or before December 15, the Provost will send each Intermediate Probationary Review faculty member a final review letter with respect to the faculty member's progress toward tenure, continuing status, or non-probationary status.

6.2 Final Probationary Review

6.2.1 A Final Probationary Review is mandatory in the final year of the probationary period for all probationary faculty members, and portfolios must be submitted according to the established schedule.

6.2.2 College Faculty Review Committee

6.2.2.1 A faculty member required to undergo a review must obtain a signed form from Human Resources noting the candidate's

current rank and status as well as his/her eligibility for tenure, continuing status, or non-probationary status and for rank advancement. The form, which also includes the faculty member's educational credentials as evidenced by official transcripts on file and the terminal degree required in the faculty member's discipline, must be included in the portfolio.

- 6.2.2.2 On or before April 1 prior to the required Final Probationary Review, the candidate must submit a written letter of intent to the chair of the College Faculty Review Committee. The letter must request the appropriate review(s) and give permission to the chairs of the College and University Faculty Review committees to make the candidate's electronic portfolio available during the following Fall semester to all faculty eligible to participate in the review. The candidate must also upload this letter into his/her portfolio.
- 6.2.2.3 On or before June 15, the chair of the College Faculty Review Committee will make available portfolios of all candidates who have requested and are eligible for review and invite written comments from any interested party. Only the portfolios of faculty members who are eligible for review will be released. At that time, the chair informs all eligible voters of the date(s) on which the vote will occur and method that will be used for voting. Voting must be concluded by September 10.
- 6.2.2.4 On or before September 15, the chair of the College Faculty Review Committee will send a written report to the chair of the University Faculty Review Committee, which will include the final tally of the voting and the number of votes required for a quorum. This report must be concomitantly sent to the candidate, who is responsible for ensuring that a copy is added to his/her electronic portfolio by September 15th. At the same time, the report will be made available for all voting members of the College Faculty Review Committee to review. A copy will also be provided to the faculty member's department chair and dean.
- 6.2.2.5 On or before September 15, the department chair or dean of the faculty member will send a written supervisor's report to the University Faculty Review Committee, regarding the faculty member's progress. A copy of this report must be concomitantly sent to the faculty member, who is responsible for ensuring that a copy is added to his/her electronic portfolio by September 15th.

6.2.2.6 At this time, the candidate will have the opportunity, but not the obligation, to add a written statement to his/her formal review portfolio in response to the recommendation of the College Faculty Review Committee. Written notice of this option will be included in the copy of the committee report that is sent to the candidate. If the candidate chooses to add such a statement to the portfolio, that statement must be submitted to the chair of the University Faculty Review Committee by September 25. If the candidate submits a written statement to the chair of the University Faculty Review Committee by that date, the candidate's statement will be considered in the review as it progresses. The candidate must also include the written statement in his/her portfolio by September 25th.

6.2.3 University Faculty Review Committee

6.2.3.1 The University Faculty Review Committee will review each candidate's portfolio referred to it in order to determine if the College Faculty Review Committee reasonably applied University and other relevant criteria for retention, tenure continuing status, and post-probation status as well as the use of written substantive and procedural guidelines. The University Faculty Review Committee will make its recommendation about a candidate's tenure, continuing status, or non-probationary status in a report based upon its assessment of whether the College Faculty Review Committee's recommendation and the Supervisor's Report is supported by the evidence presented. This report, signed by the chair, will be made available for inspection by the committee members before it is forwarded to the Provost.

6.2.3.2 On or before November 7, the chair of the University Faculty Review Committee will forward a report on each candidate to the Provost. The report will contain a recommendation on the retention of the candidate and an assessment of the candidate's request to be awarded tenure, continuing status, or non-probationary status as appropriate.

6.2.3.3 Concomitant to forwarding the report to the Provost, the University Faculty Review Committee will send its report to the candidate and to the faculty member's dean and department chair.

6.2.3.4 At this time, the candidate will have the opportunity, but not the

obligation, to add a written statement to his/her formal portfolio in response to the report of the University Faculty Review Committee. Written notice of this option will be included in the copy of the report that is sent to the candidate. If the candidate chooses to add such a statement to the portfolio, that statement must be submitted to the Provost by November 17. If the candidate submits a written statement to the Provost within this time limit, the candidate's statement will be included in the review as it progresses. The candidate must also include the written statement in his/her portfolio.

6.2.4 Provost

6.2.4.1 The Provost will review each candidate's portfolio, taking into consideration the recommendations from the College and University Faculty Review committees, Supervisor's Report, consultations with the faculty member's dean and department chair as needed, and any other relevant factors. The Provost will use the appropriate criteria in order to prepare a final recommendation to the President with respect to the candidate's tenure, continuing status, or non-probationary status, stating reasons therefore.

6.2.4.2 On or before December 15, the Provost will send to each Final Probationary Review candidate either a recommendation for tenure, continuing status, or non-probationary status as appropriate or a notice of non-reappointment. At the same time, the recommendation or notice will be sent to the University President and faculty member's dean.

6.2.4.2.1 A faculty member whose application for tenure, continuing status, or non-probationary status is not approved will not be reappointed in accordance with DSU Policy 371: Faculty Termination.

6.2.4.2.2 If the faculty member's department chair and dean and the Provost believe the candidate has the capability to improve his/her portfolio to the point where it could be approved, the faculty member can, at the sole discretion of the Provost, be offered a single one-year extension of the probationary period in which to do so. The faculty member remains a probationary employee and must resubmit his/her portfolio for a second Final Probationary

Review in the next cycle, beginning with submitting a new letter of intent by April 1.

- 6.2.4.2.3 In the case of such an extension, any decision on an application for promotion must be postponed until the next year.
- 6.2.4.2.4 When an extension has been granted, a Professional Development Plan must be submitted to the Vice President of Academics for approval within 60 days.
- 6.2.4.2.5 Nothing prohibits the University from implementing DSU Policy 371: Faculty Termination in cases where such a one-year extension has been granted.

6.2.4.3 Because probationary faculty members are at will-employees, a probationary faculty member who receives a letter of non-reappointment in accordance with this policy, DSU Policy 371: Faculty Termination, and relevant Board of Regents policy may not appeal.

6.2.5 President

- 6.2.5.1 The recommendation of the Provost with respect to the tenure, continuing status, or non-probationary status of a faculty member will be transmitted to the President for action. After reviewing the recommendation and giving such consideration to the candidate's portfolio as the President deems necessary under the circumstances, the President will make a decision about the faculty member's tenure, continuing status, or non-probationary status.
- 6.2.5.2 The President will present a recommendation about the candidate's application for tenure, continuing status, or non-probationary status to the Board of Trustees.

6.2.6 Board of Trustees

- 6.2.6.1 The DSU Board of Trustees will confirm or deny the President's recommendations regarding tenure, continuing status, or non-probationary status. The President will advise the candidate, the Provost, and the faculty member's dean of that decision. A decision to award tenure, continuing status, or non-probationary status is not official unless and until it has been approved by the

Board of Trustees.

6.2.6.2 A faculty member whose tenure, continuing status, or non-probationary status request is denied by the Board of Trustees after December 15 will be given an appointment for one final year of employment in fulfillment of the Board of Regents notice of non-reappointment policy.

6.2.6.3 Tenure, continuing status, or non-probationary status if approved, goes into effect July 1.

6.3 Promotion Reviews

6.3.1 A Promotion Review is not mandatory and is undertaken only at the request of an eligible faculty member. Any portfolio submitted must be in accordance with the established schedule.

6.3.2 College Faculty Review Committee

6.3.2.1 A faculty member opting to apply for promotion must obtain a signed form noting the candidate's current rank and status as well as his/her eligibility for tenure, continuing status, non-probationary status, and/or rank advancement. The form, which also includes the faculty member's educational credentials as evidenced by official transcripts on file and the terminal degree required in the faculty member's discipline, must be included in the portfolio.

6.3.2.2 On or before April 1 prior to the required review, the candidate required to undergo a review must submit a written letter of intent to the Chair of the College Faculty Review Committee. The letter must request the appropriate review(s) and give permission to the chairs of the College and University Faculty Review committees to make the candidate's electronic portfolio available during the following Fall semester to all faculty eligible to participate in the review. The candidate must also upload the letter into his/her portfolio.

6.3.2.3 On or before June 15, the Chair of the College Faculty Review Committee will make available portfolios of all candidates who have requested and are eligible for review and invite written comments from any interested party. Only the portfolios of faculty members who are eligible for review will be released. At that time, the chair informs all eligible voters of the date(s) on

which the vote will occur and method that will be used for voting. Voting must be concluded by September 10.

6.3.2.4 On or before September 15, the Chair of the College Faculty Review Committee will send a written report to the Department Chair and Dean supervising the candidate, which will include the final tally of the voting and the number of votes required for a quorum. This report must be concomitantly sent to the candidate, who is responsible for ensuring that a copy of the report is uploaded into his/her electronic portfolio by September 15. At the same time, the report will be made available for all voting members of the College Faculty Review Committee to review.

6.3.2.5 At this time, the candidate will have the opportunity, but not the obligation, to add a written statement to his/her formal review portfolio in response to the recommendation of the College Faculty Review Committee. Written notice of this option will be included in the copy of the committee recommendation that is sent to the candidate. If the candidate chooses to add such a statement to the portfolio, that statement must be submitted to the chair of the University Faculty Review Committee by September 25. If the candidate submits a written statement to the Chair of the University faculty review Committee by that date, the candidate's statement will be considered in the review as it progresses. The candidate must also include the written statement in his/her portfolio.

6.3.3 University Faculty Review Committee

6.3.3.1 The University Faculty Review Committee will review each candidate's portfolio referred to it in order to determine if the College Faculty Review Committee and the Supervisor's Report reasonably applied University and other relevant criteria for promotion as well as the use of written substantive and procedural guidelines. The University Faculty Review Committee will make its recommendation about a candidate's retention in a report based upon its assessment whether the College Faculty Review Committee recommendation is supported by the evidence presented. This report, signed by the chair, will be made available for inspection by the committee members before it is forwarded to the Provost.

6.3.3.2 On or before November 7, the chair of the University Faculty

Review Committee will forward a report on each candidate to the Provost. The report will contain a recommendation on the candidate's application for promotion.

- 6.3.3.3 Concomitant to sending the report to the Provost, the University Faculty Review Committee will send its report to the candidate and to the faculty member's dean and department chair.
- 6.3.3.4 At this time, the candidate will have the opportunity, but not the obligation, to add a written statement to his/her formal portfolio in response to the report of the University Faculty Review Committee. Written notice of this option will be included in the copy of the report that is sent to the candidate. If the candidate chooses to add such a statement to the portfolio, that statement must be submitted to the Provost by November 17. If the candidate submits a written statement to the Provost by that date, the candidate's statement will be considered in the review as it progresses. The candidate must also include the written statement in his/her portfolio.

6.3.4 Provost

- 6.3.4.1 The Provost will review each candidate's portfolio, taking into consideration the recommendations from the College and University Faculty Review committees, consultations with the faculty member's dean and department chair as needed, and any other relevant factors. The Provost will use the appropriate criteria in order to prepare a final recommendation to the President with respect to the candidate's promotion, stating reasons therefore.
- 6.3.4.2 On or before December 15, the Provost will send a letter to the University President regarding the promotion application of each faculty member who was reviewed. At the same time, an exact copy of this report will be sent to the faculty member, her or his dean, and the chairs of the College Faculty Review and University Faculty Review committees.

6.3.5 Appeals Process

- 6.3.5.1 A faculty member with tenure, continuing status, or non-probationary status may appeal a negative recommendation from the Provost regarding an application for promotion. The appeal must be filed in writing to the chair of the Faculty Hearing Board

within 30 days of the notification being sent.

6.3.5.1.1 A probationary faculty member does not have the right to appeal non-reappointment. If a probationary faculty member applies for promotion at the same time as s/he submits a portfolio for a tenure or continuing status review, the reviews will be done together although separate outcomes for each application will result. If a probationary faculty member applies for promotion at the same time as submitting a portfolio for the Final Probationary Review, any result of the Promotion Review will be null if the faculty member is not reappointed. A non-reappointed probationary faculty member may not appeal a promotion or non-reappointment decision.

6.3.5.2 Appeals of recommendations from Provost concerning a candidate's application for promotion may also be initiated by a majority of either the College Faculty Review Committee or the University Faculty Review Committee if the recommendation of the Provost opposes their own previous vote. The appeal must be made to the Faculty Hearing Board within 30 days of the Provost's report. Authorized committee members initiating an appeal may have access to the entire portfolio to assist in determining whether an appeal should be filed and/or constructing the appeal.

6.3.5.3 Appeals can be made on one or more of the following bases.

6.3.5.3.1 Material procedural irregularities which were likely to have substantially and adversely affected the recommendation at any level.

6.3.5.3.2 Bias or discrimination in violation of Title VI, 42 U.S.C. § 2000d et seq., or Title VII of the Civil Rights Act of 1964.

6.3.5.3.3 A violation of the faculty member's right of academic freedom as defined in DSU Policy 633: Faculty Rights and Responsibilities.

6.3.5.4 The Faculty Hearing Board's composition and procedures are outlined in DSU Policy 633: Faculty Rights and Responsibilities.

6.3.5.5 The Faculty Hearing Board will review the portfolio and any other documentation submitted, conduct hearings as it deems

appropriate, and make a recommendation to the University President either to uphold the previous decision or request reconsideration beginning at the level of the College Faculty Review Committee, the University Faculty Review Committee, or the Provost.

6.3.5.6 If the appeal is denied and the previous decision upheld, the original decision not to recommend promotion will be final.

6.3.6 President

6.3.6.1 The recommendation of the Provost with respect to the promotion of a faculty member will be transmitted to the President for action. After reviewing the recommendation and giving such consideration to the candidate's portfolio as the President deems necessary under the circumstances, the President will make a decision about the faculty member's promotion.

6.3.6.2 The President will present a recommendation about the candidate's application for promotion to the Board of Trustees.

6.3.7 Board of Trustees

6.3.7.1 The DSU Board of Trustees will confirm or deny the president's recommendations regarding promotion. The President will advise the candidate, the Provost, and the faculty member's dean of that decision. A decision to award promotion in rank is not official unless and until it has been approved by the Board of Trustees.

6.3.7.2 New rank, if approved, goes into effect July 1.

6.4 Post-Probation Review

6.4.1 Post-Probation Reviews are mandatory and portfolios must be submitted according to the established schedule. All tenured and continuing status faculty members who have not undergone a Promotion, Final Probation, or Post-Probation Review during the previous five (5) years will undergo a Post-Probation Review during the Fall semester of the sixth year. The basic standard for appraisal will be the competent and conscientious discharge of duties as specified by the faculty member's role statement, as well as established departmental, College, and/or University standards and policies.

- 6.4.1.1 Incorporating and building on regular student, supervisor, peer, and self-evaluations, the Post-Probation Review process is intended to assess the expectation that faculty members must demonstrate continued achievement of professional goals, ongoing professional development, and maximum contributions to the University, particularly in the areas of teaching effectiveness, scholarly effort, service, and professionalism.
- 6.4.1.2 Reviews can be delayed for a year for various reasons, but such delays require the agreement of the faculty member, the faculty member's department chair and dean, and the Provost.
- 6.4.1.3 The Post-Probation Review process is not the same as the process of applying for Intermediate Probationary, Final Probationary, or Promotion review. Nothing in this process should construe jeopardy to the faculty member under review. The standard for dismissal of a tenured or continuing status faculty member remains just cause as outlined in DSU Policy 371: Faculty Termination.
 - 6.4.1.3.1 While evidence used in the Post-Probation Review might also be used in construction of cause for termination, in no case does the institutional burden of proving cause for dismissal shift to the faculty member having to show cause for retention. The academic freedom of the faculty member being reviewed will be protected throughout the review process.

6.4.2 University Faculty Post-Probation Review Committee

- 6.4.2.1 The faculty member under review will submit a letter of intent to the chair of the University Post-Probation Faculty Review Committee by October 1 in the sixth year following the previous review, or sooner if required by a Faculty Development Plan. The letter must include a request that the Committee review the faculty member's portfolio.
- 6.4.2.2 No later than December 1, the University Post-Probation Faculty Review Committee will respond with a written report to the faculty member being reviewed, to the faculty member's department chair and dean, and to the Provost.
 - 6.4.2.2.1 The written report will include the conclusion of the committee as to whether the faculty member being

reviewed is meeting or exceeding standards and therefore is recommended for a favorable review, or whether there are substantive concerns or deficiencies which the faculty member must correct and therefore is recommended for an unfavorable review, as well as the bases for such conclusions.

6.4.2.2.2 The committee should note specific areas of notable success and must note any specific areas needing improvement, may provide suggestions as to means and benchmarks for improvement, and, if the faculty member did not receive a favorable review, the required time schedule for future reviews.

6.4.2.3 At this time, the candidate will have the opportunity, but not the obligation, to add a written statement to his/her formal portfolio in response to the report of the University Faculty Review Committee evaluation. Written notice of this option will be included with the copy of the report that is sent to the candidate from the Chair of the Post-Probation Faculty Review Committee. If the candidate chooses to add such a statement to the portfolio, that statement must be submitted to the Provost by December 15. If the candidate submits a written statement to the Provost by that date, the candidate's statement will be considered in the review as it progresses. The candidate must also include the written statement in his/her portfolio.

6.4.3 Provost

6.4.3.1 Not later than February 15, the Provost will prepare a final recommendation to the President with respect to the post-probation reviews of faculty, including his/her recommendation regarding any salary increase, and a copy will be sent to the faculty member and the faculty member's department chair and dean.

6.4.3.1.1 If the review is unfavorable, the faculty member, working with the faculty member's department chair and dean, will develop a written Professional Development Plan, addressing strategies and actions for correcting noted deficiencies during the next year.

6.4.3.1.1.1 The Professional Development Plan must be

submitted to the Provost by March 15 and must be approved not later than April 15.

- 6.4.3.1.1.2 2. In no case will a Professional Development Plan limit the institution's ability to implement the Faculty Termination policy.

6.4.4 Appeals Process

- 6.4.4.1 A faculty member may appeal a negative recommendation regarding a Post-Probation Review from the Provost. The appeal must be submitted in writing to the chair of the Faculty Hearing Board within 30 days of the notification being sent.
- 6.4.4.2 Appeals can be made on one or more of the following bases.
 - 6.4.4.2.1 Material procedural irregularities which were likely to have substantially and adversely affected the recommendation at any level.
 - 6.4.4.2.2 Bias or discrimination in violation of Title VI, 42 U.S.C. § 2000d et seq., or Title VII of the Civil Rights Act of 1964.
 - 6.4.4.2.3 A violation of the faculty member's right of academic freedom as defined in policy.
- 6.4.4.3 The composition and procedures of the Faculty Hearing Board are outlined in DSU Policy 633: Faculty Rights and Responsibilities.
- 6.4.4.4 The Faculty Hearing Board will review the portfolio and any other documentation submitted, conduct hearings as it deems appropriate, and make a recommendation to the University President either to uphold the previous decision or request reconsideration beginning at the level of the Post-Probation Review Committee or the Provost.
- 6.4.4.5 If the appeal is denied and the previous decision upheld, the original decision not provide a positive post-probation review will be final.

VII. Addenda

7.1 Flow Charts

- 7.1.1 [Intermediate Probationary Review](https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
(https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
- 7.1.2 [Final Probationary Review](https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1) (applying to receive Tenure, Continuing Status, or Non-Probationary Faculty Status).
(https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
- 7.1.3 [Promotion Review](https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
(https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
- 7.1.4 [Post-Probation Review](https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
(https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
- 7.2 [Terminal Degree by Discipline](https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
(https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
- 7.3 [Sample Schedule of Faculty Reviews](https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
(https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
- 7.4 [Blank Schedule of Faculty Reviews](https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
(https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
- 7.5 [Faculty Portfolio Checklist](https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
(https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
- 7.6 Specialized Criteria
 - 7.6.1 [Library Faculty](https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)
(https://files.dixie.edu/sites/hr/pl/policy/321a.docx?Web=1)

Policy Owner: Human Resources, Exec. Director

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Dixie State University Policy

642 Faculty Evaluations



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 In order to abide by the mission and core themes of Dixie State University (DSU), faculty will participate in regular evaluation to improve teaching performance. Furthermore, faculty evaluations are meant to advise faculty members regularly and specifically of strengths, challenges, and progress, as well as promote collegiality and improve instruction by sharing classroom practices and methodologies.
- 1.2 Faculty evaluation ensures that the standards of teaching performance are met, as outlined in Policy 633: Faculty Rights & Responsibilities and Policy 601: Professional Standards in Teaching. Faculty evaluations also aid in determining appointive status (see DSU Policy 371: Faculty Termination) and to aid in decisions concerning academic rank and tenure (see DSU Policy 641: Retention, Promotion, and Tenure Policy).

II. Scope

- 2.1 Faculty evaluation at Dixie State University will be composed of multiple indices and will involve all faculty, both full-time and part-time, on a defined schedule of evaluation activities. Academic administrators (president, vice presidents, deans, and department chairs) will have access to the raw data from evaluations.

III. Definitions

- 3.1 ***Evaluative instrument:*** A qualitative and/or quantitative evaluation tool used to assess teaching
- 3.2 ***Faculty:*** The terms faculty or faculty member mean all those who teach at the University, and include adjunct faculty with teaching responsibilities and other

instructional personnel as defined in DSU Policy 631: Faculty Categories.

IV. Policy

4.1 Types of Evaluations

4.1.1 Faculty evaluation will be composed of the following evaluative instruments:

- 4.1.1.1 *Student Opinion of Instruction Survey*: Students who are still currently enrolled in the class will complete a survey instrument evaluating their class and instructor.
- 4.1.1.2 *Self-Evaluation*: Self-Evaluation: Full-time faculty will write a memorandum to their department chair, which is forwarded to his or her college dean, identifying their strengths, ambitions, and challenges as instructors, and requesting the department chair's support in addressing those challenges and ambitions.
- 4.1.1.3 *Supervisor Evaluation*: The department chair, dean, or supervisor will visit a class session of the faculty member and fill out an evaluation form, which will be delivered to the faculty member. A faculty member's signature on the form does not mean the faculty member agrees with the evaluation; the signature just confirms the faculty member has seen the evaluation form. The supervisor may review the faculty member's portfolio, the results of recent student, self, and peer evaluations within the past academic year.
- 4.1.1.4 *Teaching Portfolio*: Faculty will maintain a teaching portfolio, which should include samples of student work, syllabi, vita, community engagement, special projects, scholarships, and other pertinent information regarding faculty performance. Information in the faculty portfolio will be available to the supervisor, peer evaluators, and other accrediting bodies as deemed necessary.
- 4.1.1.5 *Peer Exchange*: peer exchanges are designed to promote collegial exchange of ideas and constructive discussion about instruction between faculty members. Faculty members will identify one peer and this peer will visit one of the faculty member's class sessions and fill out a form, which will be delivered to the

faculty member.

4.1.1.5.1 Faculty will not reciprocally review one another's class sessions. In other words, no two faculty members may mutually appraise one another's class sessions. Faculty members will seek a different faculty member each year for at least a three-year rotation.

4.1.2 The survey instrument for the Student Opinion of Instruction Survey, the evaluation form for the Self-Evaluations, the supervisor evaluation form and the peer exchange form will be developed and approved by Faculty Senate, the College Deans, and the Provost in accordance with shared governance as outlined in DSU Policy 639: Constitution of the Faculty Senate.

4.2 Access to Evaluation Data

4.2.1 Academic administrators, the department chair, the college dean, and those responsible for collecting faculty data will have access to the raw data from student, self, and administrator evaluations. This data is confidential, part of the faculty member's private personnel file, and the administrators will treat it accordingly, sharing it with no other persons.

4.3 Results of Evaluation

4.3.1 Working together, the dean, chair, and faculty members will use the data to make improvements to instruction that are specific to the faculty member's needs.

4.4 Requests for Evaluation

4.4.1 All faculty are encouraged to voluntarily request additional evaluation by students, peers, or administrators. Any additional evaluations will be supported by Dixie State University, without using faculty development funds for that purpose.

4.4.2 All faculty members can request department chairs to evaluate or visit a course for reasons related to disruptive behavior to the course learning environment.

V. References

5.1 DSU Policy 151: Grievance Procedure

- 5.2 DSU Policy 371: Faculty Termination
- 5.3 DSU Policy 601: Professional Standards in Teaching
- 5.4 DSU Policy 633: Faculty Rights & Responsibilities
- 5.5 DSU Policy 640: Bylaws of the Faculty Senate
- 5.6 DSU Policy 641: Retention, Promotion, and Tenure Policy

VI. Procedures

6.1 Evaluation Schedule and Process

6.1.1 All faculty, both full-time and part-time, will be evaluated on the following schedule and process:

6.1.1.1 Full-time probationary faculty:

6.1.1.1.1 *Student Opinion of Instruction Surveys* will be conducted in all courses every term the last two weeks of the semester before finals week. The faculty member responsible for the course will not administer the survey. Student evaluations will close before finals week. The faculty member will not see the results of the student survey until after final grades have been issued.

6.1.1.1.2 *Self-Evaluation* will be completed once per year by June 15th as an evaluation of the previous academic year, and the self-evaluation will be submitted to the professor's respective department chair.

6.1.1.1.3 *Supervisor Evaluation* will be completed once per academic year during the probationary period. For the supervisor evaluation, the dean, department chair, or program coordinator who reviewed the class will meet with the faculty member to review the form either immediately after the class session or at a mutually agreed upon time. The faculty member will sign the form, keep a photocopy, and return the original to the department chair with a copy sent to the college dean.

6.1.1.1.4 *Peer exchange* will be completed once per academic year. Within a week following the visit, the peer will meet with the faculty member to informally discuss the session. The faculty member and peer will sign the form, keep a photocopy, and send the original to the department chair with a copy sent to the college dean. Additional peers may be invited to visit a faculty member's class at the faculty member's discretion.

6.1.1.2 Full-time non-probationary or tenured faculty:

6.1.1.2.1 *Student Opinion of Instruction Surveys* will be conducted in all courses every term the last two weeks of the semester before finals week. The faculty member responsible for the course will not administer the survey. Student evaluations will close before finals week. The faculty member will not see the results of the student survey until after final grades have been issued

6.1.1.2.2 *Self-Evaluation* will be completed once per year by June 15th as an evaluation of the previous academic year, and the self-evaluation will be submitted to the professor's respective department chair.

6.1.1.2.3 *Supervisor Evaluation* should be completed once per every three academic years for tenured and non-probationary faculty. For the supervisor evaluation, the dean, department chair, or program coordinator who reviewed the class will meet with the faculty member to review the form either immediately after the class session or at a mutually agreed upon date. The faculty member will sign the form, keep a photocopy, and return the original to the department chair with a copy sent to the college dean.

6.1.1.2.4 *Peer exchange* will be completed once every three academic years. Within a week following the visit, the peer will meet with the faculty member to informally discuss the session. The faculty member and peer will sign the form, keep a photocopy, and send the form to the department chair with a copy sent to the college dean. Additional peers may

be invited to visit a faculty member's class at the faculty member's discretion.

6.1.1.3 Part-time faculty:

6.1.1.3.1 *Student Opinion of Instruction Surveys* will be conducted in all courses every term the last two weeks of the semester before finals week. The faculty member responsible for the course will not administer the survey. Student evaluations will close before finals week. The faculty member will not see the results of the student survey until after final grades have been issued

6.1.1.3.2 *Supervisor Evaluation* will be completed once per academic year. For the supervisor evaluation, the dean, department chair, or program coordinator who reviewed the class will meet with the faculty member to review the form either immediately after the class session or as soon as schedules permit. The faculty member will sign the form, keep a photocopy, and return the original to the department chair with a copy sent to the college dean.

6.2 Appeals of Evaluations

6.2.1 Faculty members who wish to challenge the results of an evaluation may appeal the evaluation through the formal grievance procedures (see DSU Policy 151: Grievance Procedure).

VII. Addenda

7.1 Student Opinion of Instruction Survey Form

7.2 Self-Evaluation Form

7.3 Supervisor Evaluation

7.4 Teaching Portfolio Form

7.5 Peer Exchange Form

7.6 New and Adjunct Faculty Handbook

Policy Owner: VP Academics
Policy Steward: Faculty Senate

History:
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DRAFT