

**Utah Valley University Board of Trustees Meeting**  
**March 27, 2019**  
**8:00am SC 213c**

Tab	Agenda	Notes
	<u>I. Action</u>	
<u>A</u>	1. Academic Program Approval, <i>Jeff Olson, Senior VP Academic Affairs</i>  Additions: a. AAS Digital Audio b. AAS Digital Cinema	
<u>B</u>	2. Policies a. Policy 204 Appropriateness of Expenditures, <i>Val Peterson, VP for Finance and Administration</i> b. Policy 354 In-classification Salary Increases for Non-Faculty Employees (DELETION), <i>Val Peterson, VP for Finance and Administration</i> c. Policy 542 FERPA (Student Records Privacy), <i>Kyle Reyes, VP for Student Affairs</i> d. Policy 543 Use of Social Security Numbers as Student IDs (DELETION), <i>Kyle Reyes, VP for Student Affairs</i>	
<u>C</u>	3. Executive Committee Vote Ratification - Tuition, <i>Jack Sunderlage, 2<sup>nd</sup> Chair Board of Trustees</i> a. Approval of 2019-20 undergraduate and graduate tuition increases b. Approval of a new graduate differential tuition scale for the Master of Physician Assistant program c. Approval of 2019-20 Student Fees	
<u>D</u>	4. Thanksgiving Point Property Purchase, <i>Val Peterson, VP for Finance and Administration</i>	
	<u>II. Executive Session</u> <i>(To strategically discuss character, professional competence, or physical or mental health of an individual and litigation which is pending or reasonably imminent.)</i>	
	<u>I. Action (Continued)</u>	
	5. Rank Advancement, <i>Jeff Olson, Senior VP Academic Affairs</i>	
	6. Tenure, <i>Jeff Olson, Senior VP Academic Affairs</i>	
<u>E</u>	<u>III. Consent Calendar</u>  1. Minutes of February 21, 2019  2. January 2019 Investment Report  3. Institutional Discretionary Funds 2017-18 Actual Report and 2018-19 Revised Budget  4. 2018-19 Education and General Appropriated Revenue Revision Two	

IV. Information

1. Committee Updates

a. Finance and Facilities, *Jack Sunderlage, Committee Chair*

2. UVUSA Annual Report, *Marc Reynolds, Student Body President*

**F**

3. Mission and Core Themes Revisions, *Linda Makin, VP PBHR*

4. President's Report, *Dr. Astrid S. Tuminez, President*



**UVU BOARD OF TRUSTEES  
Agenda Item Coversheet**

<b>DATE:</b>	<b>March 27, 2019</b>
<b>TITLE:</b>	<b>Academic Program Approvals</b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>Jeff Olson, Sr. VP for Academic Affairs</b>
<b>SUBJECT:</b>	<b>Academic Program Approvals</b>
<b>BACKGROUND:</b>	<p>The Board of Trustees is being asked to approve the following academic program additions and changes as recommended by the Academic Affairs Committee of the Board of Trustees:</p> <p>Additions:</p> <ul style="list-style-type: none"> <li>a. AAS Digital Audio</li> <li>b. AAS Digital Cinema</li> </ul>
<b>ALTERNATIVES:</b>	<ul style="list-style-type: none"> <li>• <b>Approve</b> as presented, “I move to approve the following academic program additions: Additions: a. AAS Digital Audio b. AAS Digital Cinema”</li> <li>• <b>Amend</b> and approve, “I move to approve, as amended...”</li> <li>• <b>No action</b>, “I move that we go to the next agenda item...”</li> </ul>
<b>FINANCIAL IMPACT:</b>	Available upon request
<b>EXHIBITS:</b>	<p>Additions:</p> <ul style="list-style-type: none"> <li>a. AAS Digital Audio</li> <li>b. AAS Digital Cinema</li> </ul>

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

**Institution Submitting Request:**

**Proposed Program Title:** AAS in Digital Audio

**Sponsoring School, College, or Division:** College of Engineering and Technology

**Sponsoring Academic Department(s) or Unit(s):** Digital Media

**Classification of Instructional Program Code:** 10.0203

**Min/Max Credit Hours Required to Earn Degree:** 63

**Proposed Beginning Term:** Fall 2019

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

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

<input checked="" type="checkbox"/>	Associate of Applied Science Degree (AAS)
<input type="checkbox"/>	Associate of Arts Degree (AA)
<input type="checkbox"/>	Associate of Science Degree (AS)
<input type="checkbox"/>	Specialized Associate Degree (specify award type)
<input type="checkbox"/>	Other (specify award type)
<input type="checkbox"/>	Bachelor of Arts Degree (BA)
<input type="checkbox"/>	Bachelor of Science Degree (BS)
<input type="checkbox"/>	Professional Bachelor Degree (specify award type)
<input type="checkbox"/>	Other (specify award type)
<input type="checkbox"/>	Master of Arts Degree (MA)
<input type="checkbox"/>	Master of Science Degree (MS)
<input type="checkbox"/>	Professional Master Degree (specify award type)
<input type="checkbox"/>	Other (specify award type)
<input type="checkbox"/>	Doctoral Degree (specify award type)
<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.

**Signature:**

**Date:**

## **Section I: The Request**

The Digital Media Department in the College of Engineering and Technology at Utah Valley University requests approval to offer an AAS in Digital Audio Fall 2019.

## **Section II: Program Proposal**

### **Program Description**

The UVU AAS in Digital Audio is a powerful gateway into the fascinating world of album recording and mixing, location and post-production sound for film and video, audio restoration and forensics, live sound, radio production, gaming, and audio hardware and software design. Students will use industry-leading equipment including SSL, Audient, AVID ProTools, Universal Audio, Neumann, Waves, Tube Tech, AKG, and many others. By graduation, each student will have produced and engineered numerous music, ADR, Foley, and sound effects sessions, including professional-level mixes; will have their choice of many other areas of audio expertise; and will be professional employment-ready.

### **Consistency with Institutional Mission**

Utah Valley University is a teaching institution that prepares students to gain employment skills as well become lifelong learners and contributors to the community. Regent's policy R312 states that UVU is a teaching university and supports the direction that the Digital Media department is moving. The proposed AAS in Digital Audio enhances UVU's commitment to serve the growing needs in the service delivery area for trained workers. The various cluster of programs in the digital media area all show significant growth between 2016 and 2022, at a rate of 18 to 39%. The implementation of this proposed degree will help UVU continue to play a key role in supplying skilled workers for the Mountainland region, which supports the role and mission of UVU.

### **Method of Delivery**

Classes in this program will be delivered almost exclusively via face-to-face classroom and lab experiences. While there are a growing number of video and audio recordings available to both teach and reinforce concepts covered in these courses, the nature of audio itself requires instructor and student to be together, listening to the same audio on the same system at the same time. For this reason, classes are delivered face-to-face, with the sole exceptions being those classes that teach empirical concepts, such as the current Electronics for Digital Media class, which could conceivably be delivered in an online or hybrid modality.

### **Types of Degrees Offered**

The AAS is the only degree at this two-year level contemplated by the Digital Audio Program. UVU offers a bachelor's degree in this same field in a stackable format so that each lower credential is contained in the credential above it, meaning that a student completing this AAS degree would be able to count all the credits contained in the AAS towards their bachelor's degree without loss if they choose to continue on past their AAS.

### **Timetable**

The AAS in Digital Audio can be implemented immediately upon approval at the final level, as no

additional resources are needed for its implementation. Students targeting this credential will come from among students intending to continue on to a bachelor's degree, students who previously would have sought an AS in Digital Media, which has not been fully stackable into the bachelor's degree, and new students recruited from local high schools via concurrent enrollment offerings and site visits.

### **Section III: Needs Assessment**

#### **Program Rationale**

The technologies involved with digital audio have changed significantly over the last several years. Keeping pace with these changes has prompted the department to fine tune the degree options. Recent graduates, advisory board members, and information from the industry indicate that students need to have more depth in these areas. Providing an AAS in Digital Audio will give students an opportunity to concentrate on getting a high level of skill in a shorter amount of time, yet receiving a solid foundation of general education along with the specific digital audio skills needed by business and industry.

#### **Labor Market Demand**

The digital audio field has been changing as technologies advance. Often these advancements have outpaced the specific labor market data that is available. However, according to the Department of Workforce Services, employment projection for the Provo-Orem area is going to grow twice as fast as the Salt Lake area, (6.5%) and carries a four-star rating. In the United States the projected rate of growth is 1.2%. Students with an AAS in Digital Audio will qualify for this level of employment.

According to the Burning Glass report prepared by the UVU IR department, digital audio technicians earn a median annual wage of \$55,910 and require at least an associate degree. Well trained audio technicians in the State of Utah will earn above the livable wage threshold. According to the UVU IR department that prepared a Burning Glass report for the digital media areas, the nine CIPs within the digital media cluster will grow 18-39 % by 2022. Audio careers are within that cluster, but the data are not specific to individual branches of media production, and audio is closely tied to video production as a matter of course, so the numbers will be directly comparable.

According to the national estimates for this occupation, employment will increase 2.4% with a mean annual wage of \$65,240.<sup>i</sup>

#### **Student Demand**

Enrollment in the Department of Digital Media has continued to increase over the last ten years. With the implementation of the new bachelor's degrees focused on animation, audio, cinema, and web technologies, students are being better prepared for the occupations that the industry sees under-filled in today's economy. In a recent survey of currently enrolled students, 93% of the students indicated that they would be interested in an associate degree if it were part of the pathway to the existing BS degree. The advisors for the Department of Digital Media indicate that they have had students asking for the associate degree in digital audio that would give them specific skills and get them into the labor market earlier.

#### **Similar Programs**

According to the Burning Glass report, there are similar programs at Dixie State University and Salt Lake Community College within USHE, and some additional programs at the Utah College of Applied Technology. The number of program completers with associate degrees across the state fall short of the

total demand. Since the proposed AAS in Digital Audio leads directly to employment and is also stackable into the UVU BS degree, many of students that will complete the AAS degree will already be enrolled at UVU. The impact on the other programs in the state should be minimal.

### **Collaboration with and Impact on Other USHE Institutions**

The proposed program will be delivered within the service delivery area of the Mountainland Region. Officials within the Department of Digital Media have reviewed other programs offered in Utah, and since UVU is already offering a BS degree in this area, there should be no significant impact on other USHE programs.

### **External Review and Accreditation**

The Department of Digital Media has an active Industry Advisory Board giving direction to the fine-tuning of curriculum and programs the department has completed over the last several years. Working with the advisory committee the proposed curriculum has been validated by business and industry. Department faculty have researched other programs across the country to ensure that the curriculum is state of the art and will prepare the students for employment in the industry. The members of the advisory committee are listed below. No special accreditation will be sought for this program as none currently exists.

Advisory Committee Members for Digital Audio at UVU

- Clive Romney, executive producer and audio engineer, Pitchfork Studios. Email: [clive.romney@gmail.com](mailto:clive.romney@gmail.com). Telephone: 801.706.1997
- Dan Carlisle, founder, producer, and audio engineer, Soularium Studios. Email: [DanC@SoulariumStudios.com](mailto:DanC@SoulariumStudios.com). Telephone: 801.916.0621
- Michael Chadbourne, senior film post audio engineer, LDS Motion Picture Studios. Email: [chadournemi@ldschurch.org](mailto:chadournemi@ldschurch.org). Telephone: 801.885.7918

## **Section IV: Program Details**

### **Graduation Standards and Number of Credits**

The following Graduation Requirements apply to this proposed AAS degree and the number of credits is within the required credits for an AAS degree as set by the Board of Regents.

Completion of a minimum of 63 semester credits.

Students must have a minimum AGGREGATE GPA of 2.0 (C letter grade) or higher (including core, electives, and GE).

Students must have an individual GPA in EACH CORE COURSE in the the Audio AAS program of 2.5 (B minus) or higher.

Residency hours -- minimum of 20 credit hours through course attendance at UVU.

### **Admission Requirements**

Utah Valley University maintains an open admissions practice, admitting all applicants whose qualifications indicate they may benefit from the instructional programs offered. Normal University standards for admittance to a program will be followed.

**Curriculum and Degree Map  
Program Curriculum:**

Course Number	New Course	Course Title	Credit Hours
<b>General Education Courses</b>			
ENGL 1010		Introduction to Writing	3
ENG 2010		Intermediate Writing	3
MAT 1030 or MAT 1010 or MATH 1050		Quantitative Literacy	3
HIST 2700 & HIST 2710 or HIST 1700 or HIST 1740 or POLS 1000 or POLS 1100		US History to 1877 and US History since 1877  American Civilization  US Economic History  American Heritage  American National Government	3
PHIL 2050		Ethics and Values	3
HLTH 1100 or PES 1097		Personal Health and Wellness or Fitness for Life	2
Biology (GE)			3
Physical Science (GE)			3
Humanities Distribution (GE)			3
Additional Science		Any Life or Physical Science	3
Fine Arts Distribution (GE)			3
Social/Behavioral Science (GE)			3
		Subtotal	35
<b>Required Courses for AAS</b>			
DGM 1110		Digital Media Essentials I	4
MUSC 1100		Fundamentals of Music	3
PHYS 1700		Descriptive Acoustics	3
DGM 2130		Digital Audio Essentials	3
DGM 2410		Core Recording Principles	3
DGM 2430		Core Mixing Principles	3

DGM 2440		Sound for Film and Television	3
DGM 2460		Radio Production	3
DGM 2481		Digital Audio Restoration	3
<b>Required Course Credit Hour Sub Total:</b>			28
<b>Total Course Credit Hour AAS Degree</b>			63

**Degree Map:**

Fall of First Year	Course Title	Credit Hours
DGM 1110	Digital Media Essentials	4
MUSC 1100	Fundamentals of Music	3
MAT 1030 or MAT 1010 or MATH 1050	College Algebra	3
ENG 1010	Introduction to Writing	3
Biology Distribution		3
Spring of First Year	Course Title	Credit Hours
DGM 2130	Digital Audio Essentials	3
PHYS 1700	Descriptive Acoustics	3
Physical Science Distribution		3
Fine Arts		3
Humanities Distribution		3
PE 1097 or HLTH 1100	Personal Health and Wellness or Fitness for Life	2
Fall of Second Year	Course Title	Credit Hours
DGM 2140	Electronics for Digital Media	3
DGM 2410	Core Recording Principles	3
DGM 2460	Radio Production	3
ENGL 2010	Intermediate Writing	3
History Distribution		3
Spring of Second Year	Course Title	Credit Hours
DGM 2430	Core Mixing Principles	3
DGM 2440	Sound for Film and Television	3
DGM 2481	Digital Audio Restoration	3
Social/Behavioral Science		3

PHIL 2050	Ethics and Values	3
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## Section V: Institution, Faculty, and Staff Support

### Institutional Readiness

The AAS in Digital Audio will stay within the current Digital Media Department at UVU. No additional administrative support will be needed. The delivery of undergraduate courses will continue in its current form. In order to accommodate the current student enrollment demand, faculty are already expanding the online and blended course offerings to take advantage of limited lab space.

The "Utah Cluster Acceleration Partnership Executive Summary" released in 2011 identifies the global need for more digitally created content. The digital media industry is constantly changing with advancements in technology, changing consumer preferences, and the innovations of creators and artists. Based on the work that was completed in 2011-12, the department has continued to validate and update the curriculum. Due to the changes in the industry, major revisions have taken place over the last five years, resulting in the department being ready to implement the AAS degree to stack into the existing B S degrees.

Utah Valley University has led the Utah Cluster Acceleration Partnership as the primary convener. Students in the Digital Media Department learn to create digital media content to fill the demand for more digitally created and delivered content. A majority of digital media content is instantly made available throughout the worldwide infrastructure of the internet, making virtually all-digital media companies global in nature and directly impacted by worldwide markets. Approval of a new AAS in Digital Audio will better prepare UVU students to meet this growing demand. The Cluster Acceleration Partnership has been authorized and sponsored by the Utah System of Higher Education, the Utah Department of Workforce Services, and the Utah Governor's Office of Economic Development.

The Digital Media Department has two dedicated advisors. They will be able to guide students through the transition process and work with the DGM faculty to make any class substitutions when necessary.

The Digital Media Department is ready and able to implement the AAS in Digital Audio.

### Faculty

The faculty of the UVU Digital Media Department are committed to teaching students the latest in digital media skills. In order to accomplish this, many of them are participating in their field professionally. The following are specifically assigned to and have expertise in digital audio.

#### Part I. Department Faculty/Staff

	# Tenured	# Tenure -Track	Non -Tenure Track
Faculty: Full Time with Doctorate	6	6	1

Faculty: Part Time with Doctorate			3
Faculty: Full Time with Masters	4		
Faculty: Part Time with Masters			2
Faculty: Full Time with Baccalaureate			1
Faculty: Part Time with Baccalaureate			20
Teaching / Graduate Assistants			
Staff: Full Time			1
Staff: Part Time			3

*Part II. Proposed Program Faculty Profiles*

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.
<b>Full Time Faculty</b>					
Michael	Wisland	T	MS	Missouri Institute of Science and Technology	100%
Arlen	Card	T	JD	J. Reuben Clark Law School (BYU)	100%
Owen	Peterson	TT	MEAE	University of Utah	100%

*Part III: New Faculty / Staff Projections for Proposed Program*

There will be no new faculty needed nor hired as a result of implementing this AAS degree.

**Staff**

No additional support staff will be required for the first five years. Additional adjunct instructors will be added as the department expands the course offerings.

**Student Advisement**

There are two advisors currently assigned to the Digital Media Department. They currently handle all students progressing towards any one of the four degrees offered by the Digital Media Department. Adding this intermediate degree along the way will not require any additional advising.

## Library and Information Resources

The Utah Valley University Library cultivates a dynamically changing collection of eBooks, videos, streamed videos, and books that relate to computer technologies. Digital Media (DGM) themed holdings are a subset of such a collection. As the influence of technology continues to expand, UVU Library's DGM collection development will match its content and direction. Interestingly enough, DGM technology itself is transforming the library media that describe it, insomuch that much of the current collection of print books and hard media is giving way to a wave of DGM items represented by eBook, streamed video, and web content. This transition is accentuated by the preferences of the average DGM information patron, which enjoys (and often prefers) information that is instantly available over the Internet.

DGM related items in the UVU collection span many technologies and professional practices. Major categories of DGM information topics and sources include (but are not limited to) audio recording and sound mixing technologies, pre and post production of audio, music video, TV and movie production, filmmaking, gripology, game animation techniques and practices, animation technologies (Adobe Flash, etc.), 3-D modeling, web development best practices, HTML5, DVD authoring, mobile device programming, server side programming languages (such as PHP), and e-learning.

Initial "one-stop-shopping" for articles/books/videos relating to Digital Media can be done by means of the UVU Library website's OneSearch feature, which allows a single search to simultaneously span multiple databases and includes a search of the library catalog's books, eBooks, and videos. (Each individual database can also be searched within the scope of the respective database website.)

There is also much access to DGM periodical database articles at the library. The IEEE Xplore Digital Library Database provides access to approximately 5083 journal titles, conference proceedings, technical standards, eBooks, and educational courses. The Association for Computing Machinery (ACM) Digital Library Database provides access to approximately 20 DGM related journal titles. And the Computer Source Database provides access to approximately 254 DGM related journal titles.

Full text access to the thousands of journal articles is licensed to UVU library patrons. Nevertheless, off-campus web access to library patrons is enabled by means of an LDAP login authentication layer that is enforced by the UVU Library EZProxy server.

The Library catalog contains print books, eBooks (Safari, NetLibrary, EBSCO and eBrary), videos (DVD, Blue Ray, VHS), as well as databases of streamed video (Films on Demand, American History in Video, etc.). Most materials for DGM are covered in the Library of Congress call number area QA76 (Computer Science). Other significant call numbers are: HF5718 (Multimedia in Business), MT723 (MP3, Digital Audio, MIDI, etc.), N7433 (Computer Art), TK6680 (Digital Video), and TR897 (Computer Graphics/Animation). Additional call numbers may apply as this subject is given attention by numerous minor subject areas.

Current catalog holdings are estimated as follows:

DGM related books:	300
DGM related eBooks:	400
DGM related videos:	30
DGM related streamed videos:	20

A patron may often seek information (articles, books, etc.) that are not directly owned or licensed by UVU Library. In such cases, a desired item may be accessed from other libraries throughout the United States by means of our Interlibrary Loan Service (ILL). A requested article full text is emailed to a requester within one business day. Print books are generally located, received, and made available within seven business days. In addition, UVU Library patrons have access to check out items from partner libraries of higher education in the Utah/Idaho/Nevada area (BYU, U of Utah, Utah State, etc.) by means of a Utah Academic Library Consortium (UALC) agreement.

Mark Stevens is currently the UVU liaison librarian for faculty and student support for Information Technologies and Digital Media. He can be contacted for additional information:

Mark Stevens MS/CS, MS/MLIS  
 UVU Systems Librarian  
 800 W University Pkwy LI 319c  
 Orem, Utah 84058-5999  
 801-863-8155 (office)

**Physical Facilities and Equipment**

Because this AAS is fully stackable within existing degree and certificate programs in Digital Audio, no additional physical facilities or equipment are needed for its implementation.

**Projected Enrollment and Finance**

**Part I.**

*Since all majors are on a path to a BA degree, they will also be eligible to get the AAS along the way.*

<b>Three Year Projection: Program Participation and Department Budget</b>						
	Year Preceding Implementation	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
<b>Student Data</b>						
# of Majors in Department		224	250	275	300	325
# of Majors in Proposed Program(s)		224	250	275	300	325
# of Graduates from Department		25	30	35	40	45
# Graduates in New Program(s)		25	30	35	40	45
<b>Department Financial Data</b>						
<i>Project additional expenses associated with offering new program(s). Account for New Faculty as stated in above in, "Faculty Projections."</i>	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)		
<b>EXPENSES – nature of additional costs required for proposed program(s)</b>						
<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	0
Operating Expenses (equipment, travel, resources)		0	0	0
Other:		0	0	0
<b>TOTAL PROGRAM EXPENSES</b>		\$0	\$0	\$0
<b>TOTAL EXPENSES</b>		\$0	\$0	\$0
<b>FUNDING – source of funding to cover additional costs generated by proposed program(s)</b>				
<i>Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.</i>				
Internal Reallocation		0	0	0
Appropriation		0	0	0
Special Legislative Appropriation		0	0	0
Grants and Contracts		0	0	0
Special Fees		0	0	0
Tuition		0	0	0
Differential Tuition (requires Regents approval)		0	0	0
<b>PROPOSED PROGRAM FUNDING</b>		\$0	\$0	\$0
<b>TOTAL DEPARTMENT FUNDING</b>		\$0	\$0	\$0
<b>Difference</b>				
Funding - Expense		\$0	\$0	\$0

**Part II: Expense explanation**

**Expense Narrative**

The proposed AAS in Digital Audio is a building block degree toward the current Bachelor of Science in Digital Audio. Therefore, the University will incur no new costs associated with implementation.

**Part III: Describe funding sources**

**Revenue Narrative 1**

There will be no internal allocations or financial impact associated with adding this AAS in Digital Audio.

**Revenue Narrative 2**

Although the number of students in the current BS in Digital Audio continues to increase, the vast majority are committed to the bachelor's degree and will not stop with the AAS degree. Therefore, any costs associated with growing will not be a result of approving this AAS degree but rather the bachelor's degree, which already exists.

**Section VI: Program Evaluation**

## Program Assessment

The proposed AAS in Digital Audio will produce skilled graduates who demonstrate critical thinking to analyze and propose creative solutions and apply their foundational knowledge of digital audio to solve real world problems presented right here in the local community.

The department will internally review student portfolios upon acceptance into the program (after the first two years). The portfolio review which occurs after the sophomore year will be conducted by a team of faculty who look over the submitted portfolios.

Graduates of the program will demonstrate skills in digital audio in theory and applied applications.

## Curriculum Map

*Identify where the PLOs will be taught and at what level throughout the program core courses.*

*I-Introduced; D-Developed and Practiced; E-Engaged; A-Assessed at the Mastery Level Appropriate for Graduation*

Major Core Required Course	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7
DGM 1110							
DGM 2130	I-D-E		I		I-D-E	I	I
DGM 2140	D-E-A		I-D-E	I-D			
DGM 2410		I-D-E	D-E-A	I-D-E	D-E	D	D-E
DGM 2430			E-A	E-A	E-A	E-A	E-A
DGM 2440		D-E	D-E	D-E	I-D-E	I-D	I-D-E
DGM 2460		D-E	E-A	E-A		E-A	E-A
DGM 2481					D-E	I-D-E-A	E-A

## Student Standards of Performance

### Program Goals

- 1) Calculate answers to practical audio math problems using formulas and principles of physics.
- 2) Choose and place microphones correctly for a broad range of recording applications.
- 3) Route electronic connections for proper signal flow to maximize clean audio and eliminate noise.
- 4) Connect audio components correctly, accounting for level, impedance, and format.
- 5) Route signal paths in the digital domain to properly insert digital signal processors.
- 6) Set parameters on compression and EQ processing competently
- 7) Implement level and pan settings for effective audio mixing and outputs.

### Goal Measurement

- 1) Success of each student is monitored throughout each course via project assessment and written examinations.
- 2) Evaluation is conducted to assure success in student learning.
- 3) Employers are surveyed to determine quality of program graduates.

Each course has a final project that becomes a piece of the individual student portfolio. The final portfolio is used to help the student get a job, and also as a summative assessment item.

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<sup>i</sup> <https://www.bls.gov/oes/current/oes274014.htm#nat>

March 1, 2019

Elaine Dalton, Board of Trustees Chair  
c/o Justin Jones, Board of Trustees' Secretary  
Utah Valley University  
President's Office – MS 186  
800 W University Parkway  
Orem, UT 84058

Dear Chair Dalton,

Pursuant to Utah Code Annotated 53B-16-102(5)(b)(ii), attached is the Peer Review Report for the following program, which the Utah Valley University Board of Trustees is to consider in reviewing this program for approval:

- **Associate of Applied Science in Digital Audio**

Please let me know if you have any questions regarding this report. If your Board approves the program, the institution's Chief Academic Officer will notify our office of your action so we can keep an accurate record of the programs available in the Utah System of Higher Education.

Thank you for giving this your attention.

Sincerely,



David L. Buhler  
Commissioner of Higher Education

CC: Astrid S. Tuminez, President – Utah Valley University  
Jeff Olson, Senior Vice President for Academic Affairs





## FEB IP Video - Utah Valley University - Associate of Applied Science in Digital Audio

[Trina Weller](#)

[All Sections](#)

4

Please use this page for comments

[UVU Dig\\_Audio\\_AAS](#) ▾

1. Does the proposed curriculum meet the standards of the degree area as assessed by your relevant faculty- specify specific concerns based on your accepted curriculum or national standards, and/or accreditation standards?
2. Do the resources exist to adequately offer a quality program of study and are future resource needs adequately specified? Provide examples of how the resources available in your program look so as to give context on where and why you feel deficiencies exist.
3. Are there any structural or programmatic concerns with the degree? Will students be able to transfer without difficulty (3000 and 4000 level curriculum in the first 2 years, etc.), etc., etc.- Be specific in your examples
4. Are there any other concerns not addressed above?





← [Reply](#)

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<https://uen.instructure.com/courses/44955/users/719>

[Eric Amsel](#)

<https://uen.instructure.com/courses/44955/users/719>

Feb 13, 2019



The proposal was sent to Mark Maxson who shared it with other faculty members teaching in WSU's Sound Production Recording Minor. There was strong support for the proposal and confidence the program will be successful. Additional comments made are listed below:

- The course selection appears to cover all the bases except perhaps entrepreneurship. Most of the audio professionals I know have to hustle and actively seek out gainful work - from many diverse revenue sources.
- In my opinion, the employment and estimated salary projections referenced are overly optimistic. There are many more people in Utah with 2-year audio degrees than available intern positions or salaried full-time employment. Hourly or project-based work being the norm.

← [Reply](#)

○



[https://](https://uen.instructure.com/courses/44955/users/555886)

[Blair Carruth](#)

<https://uen.instructure.com/courses/44955/users/555886>

Feb 13, 2019



The Commissioner's office has reviewed UVU's proposal for a new AAS degree in Digital Audio. The program meets the needs of students by:

1. Providing a stackable credential in a high demand area that serves as the first two years of the UVU BS in Digital Audio program.
2. Serving as a preparatory program for students who wish to enter the workforce prior to completing the baccalaureate degree.

The Commissioner's office has no questions and congratulates UVU for making this option available to students.

← [Reply](#)

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[https://](https://uen.instructure.com/courses/44955/users/1867199)

[Johnny MacLean](#)

<https://uen.instructure.com/courses/44955/users/1867199>

Feb 14, 2019



Colleagues at SUU reviewed UVU's proposal to create a new Associate of Applied Science in Digital Audio. My colleagues here at SUU raised one concern. In Appendix D, Part 1, the proposal lists that all students in the department would be in the new degree program. This seems to indicate that a department is being created for the degree, but there is no impact on faculty or resources. Perhaps my colleagues are reading this appendix incorrectly. We wish UVU the very best as they implement this new program.

← [Reply](#)

○



[Rachel Lewis](#)

<https://uen.instructure.com/courses/44955/users/697075>

Friday

This proposal was reviewed by faculty in SLCC's Music Recording Technology who returned the following comments:

The proposal ignores BYU's very strong audio production program. While not in the USHE system, it is a formidable force, especially in Utah Valley, and its impact should probably be noted.

A list of equipment brand names doesn't tell much about the level of experience a student will get in production. All of these brands have a range of equipment from fairly basic software plugins through very complex physical analog and digital devices. More detail giving insight into the expected student experience might help.

There is no reference to audio over IP network protocols. As this degree will be offered within the engineering department, substantial IT training should be expected. Both Dante and AVB along with numerous proprietary protocols are standard fare in digital audio and need to be addressed. Program goals should clearly state if networked audio is to be included in the curriculum.

If the goal of the program is to graduate skilled audio professionals a live sound component should be considered. A large proportion of entry level audio work is in the live performance field, and nearly all live productions operate digital audio environments.

A program that offers itself as focusing on digital audio should certainly include attention to audio production for computer/video games. Audio production in both music and sound design for games, being non-linear in its playback environment, is different from production for any traditional linear media referenced. While not the largest employer, pay is highest in this field (US Bureau of Labor Statistics report <https://www.bls.gov/oes/2017/may/oes274014.htm> (<https://www.bls.gov/oes/2017/may/oes274014.htm>)). Utah is historically a hot spot for video game and non-linear experience production. Virtual Reality (VR) production shares similar audio requirements to video games and is a growing field. Graduates with experience in non-linear production would likely be more marketable than those without this experience.

Jon Clark

Associate Professor Music Technology

Center for Arts and Media

Phone: 801-957-3056 | Email: [jon.clark@slcc.edu](mailto:jon.clark@slcc.edu) (<mailto:jon.clark@slcc.edu>)

Salt Lake Community College appreciates the opportunity to provide feedback and looks forward to working with UVU to create an external transfer agreement between SLCC and UVU in the

digital media discipline.

← [Reply](#)

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

**Institution Submitting Request: Utah Valley University**

**Proposed Program Title: AAS in Digital Cinema**

**Sponsoring School, College, or Division: College of Engineering and Technology**

**Sponsoring Academic Department(s) or Unit(s): Digital Media**

**Classification of Instructional Program Code: 11.0801**

**Min/Max Credit Hours Required to Earn Degree: 63**

**Proposed Beginning Term: Fall 2019**

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

**University Curriculum Committee Approval Date:**

**Academic Affairs Council Approval Date:**

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

<input checked="" type="checkbox"/>	Associate of Applied Science Degree (AAS)
<input type="checkbox"/>	Associate of Arts Degree (AA)
<input type="checkbox"/>	Associate of Science Degree (AS)
<input type="checkbox"/>	Specialized Associate Degree (specify award type)
<input type="checkbox"/>	Other (specify award type)
<input type="checkbox"/>	Bachelor of Arts Degree (BA)
<input type="checkbox"/>	Bachelor of Science Degree (BS)
<input type="checkbox"/>	Professional Bachelor Degree (specify award type)
<input type="checkbox"/>	Other (specify award type)
<input type="checkbox"/>	Master of Arts Degree (MA)
<input type="checkbox"/>	Master of Science Degree (MS)
<input type="checkbox"/>	Professional Master Degree (specify award type)
<input type="checkbox"/>	Other (specify award type)
<input type="checkbox"/>	Doctoral Degree (specify award type)
<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.

**Signature:**

**Date:**

## **Utah System of Higher Education Program Description - Full Template**

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

The Digital Media Department in the College of Engineering and Technology at Utah Valley University requests approval to offer an AAS in Digital Cinema effective Fall 2019.

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

#### **Program Description**

Digital cinema is the design, development, and delivery of digital cinema content through the process of pre-production, production, and post-production. The curriculum integrates digital cinema mediums to entertain, educate, and communicate ideas and information. This program provides motivated and dedicated students the opportunity to work with professionally active faculty members committed to the future of digital disciplines. The Associate of Applied Science in Digital Cinema will provide students with employable skills and a pathway to further education.

#### **Consistency with Institutional Mission**

According to Regents policy R312, Utah Valley University is a teaching institution that prepares professionally competent people of integrity who, as lifelong learners and leaders, serve as stewards of a globally interdependent community. The proposed AAS in Digital Cinema enhances UVU's commitment to serve the growing needs in corporate and narrative production. The various cluster of programs in the digital media area all show significant growth between 2016 and 2022, at a rate of 18 to 39 percent. The implementation of this proposed degree will help UVU continue to play a key role in supplying skilled workers for the Mountainland region, which supports the role and mission of UVU.

#### **Method of Delivery**

All core Digital Cinema courses are classroom based. All general education courses may be delivered online or hybrid.

#### **Types of Degrees Offered**

The only degree offered is an AAS in Digital Cinema which will stack into the currently offered BS in Digital Cinema.

#### **Timetable**

All courses, physical facilities, equipment and faculty are currently in place as a part of the current AAS degree in Digital Media.

### **Section III: Needs Assessment**

#### **Program Rationale**

Digital cinema has revolutionized corporate and narrative production over the last several years. Keeping pace with these changes, the Department of Digital Media has and is fine-tuning the curriculum to better prepare students for employment in this dynamic and changing industry. Recent graduates, advisory

board members, and information from the industry indicate that students need to have more depth in these areas. Providing an AAS in Digital Cinema will give students an opportunity to concentrate on getting a high level of skill in a shorter amount of time while receiving a solid foundation of general education along with the specific digital cinema skills needed by business and industry.

### **Labor Market Demand**

Job opportunities for the diverse areas of digital cinema are expected to remain strong and grow as local production increases.

Overall employment in digital cinema occupations is projected to grow 12% from 2016 to 2026, faster than the average for all occupations. The growth in internet platforms, such as streaming services, will increase along with the number of shows produced for these platforms. According to the Bureau of Labor Statistics, the median annual wage is projected to be greater than \$55,080, with the median annual wage for film and video editors to be more than \$62,760.<sup>i</sup>

The proposed AAS degree will have a positive impact on filling the need for digital cinema occupations in Utah.

### **Student Demand**

Enrollment in the Digital Media Department has continued to increase over the last ten years. In a recent survey of 115 digital media students, 40% indicated they were seeking a degree in digital cinema. Ninety-three percent of the surveyed students indicated that they would be interested in an AAS degree as a pathway to the BS degree. With the implementation of the new bachelor's degrees focused on animation, audio, cinema, and web technologies, students are being better prepared for the occupations that the industry is short in today's economy. The development of an AAS degree matching the BS degree will give the students a pathway to follow and this approach, which meets not only the student needs but also the needs of industry.

### **Similar Programs**

There is a similar program at Salt Lake Community College. However, this program does not have adequate technical depth and as a result graduates are not fully prepared for broad production work. The number of skilled production crew members with associate degrees across the state fall short of the total demand. Since the proposed AAS in Digital Cinema leads directly to employment and is also stackable to the UVU BS degree, many students that will complete the AAS degree will already be enrolled at UVU in the department. The impact on the other programs in the state should be minimal.

### **Collaboration with and Impact on Other USHE Institutions**

The proposed program will be delivered within the service delivery area of the Mountainland Region. Officials within the Digital Media Department have reviewed other programs offered here in Utah, and since UVU is already offering a BS degree in this area, there should be no significant impact on other USHE programs.

### **External Review and Accreditation**

The Digital Media Department has an active Advisory Committee. Working with the advisory committee, the proposed curriculum has been validated by business and industry. Department faculty have researched other programs across the country to ensure that the curriculum is state of the art and will prepare the students for employment in the industry. The members of the advisory committee are listed below.

### **General Members**

Carl Lyman  
IT Specialist  
Utah State Office of Education  
[Carl.Lyman@schools.utah.gov](mailto:Carl.Lyman@schools.utah.gov)

Gary Wixom  
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Melinda Mansouri  
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Mike Hubler  
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### **Digital Cinema**

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John Farr  
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Producer LDS Church  
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Tyler Measom Producer/Director  
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### **Internet Technologies**

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Josh Knell

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Hiroyuki Takahashi  
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Mark Walton  
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818.426.5824

**Digital Audio**  
Clive Romney

Record executive, producer, audio engineer

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801.706.1997 (cell)

Dan Carlisle

Studio owner, audio engineer, producer

Soularium Recording Studios

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801.916.0621

Michael Chadbourne

Senior film post engineer

LDS Motion Pic. Studio (Mopix)

[chadournemj@ldschurch.org](mailto:chadournemj@ldschurch.org);

801.885.7918

## Section IV: Program Details

### Graduation Standards and Number of Credits

The following graduation requirements apply to this proposed AAS degree and the number of credits is within the required credits for an AAS degree as set by the Board of Regents.

Completion of a minimum of 63 semester credits.

Overall grade point average of 2.0 (C) or above. (Departments may require a higher GPA.)

Residency hours -- minimum of 20 credit hours through course attendance at UVU.

Completion of GE and specified departmental requirements.

### Admission Requirements

Utah Valley University maintains an open admissions practice, admitting all applicants whose qualifications indicate they may benefit from the instructional programs offered. Normal university standards for admittance to a program will be followed.

### Curriculum and Degree Map

#### Program Curriculum:

Course Number	New Course	Course Title	Credit Hours
General Education Courses			
ENGL 1010		Introduction to Writing	3
ENG 2010		Intermediate Writing--Humanities/Social Sciences	3
MATH 1030/35		Quantitative Reasoning (recommended for Humanities or Arts majors)	3
STAT 1040/45		Introduction to Statistics (recommended for Social Science majors)	
MATH 1050/55		College Algebra (recommended for Business, Education, Science, and Health Professions majors)	
MATH 1090		College Algebra for Business	
HIST 2700 & HIST 2710 or HIST 1700 or HIST 1740 or POLS 1000 or POLS 1100		US History to 1877 and US History since 1877  American Civilization  US Economic History  American Heritage  American National Government	3
PHIL 2050		Ethics and Values	3
HLTH 1100 or PES 1097		Personal Health and Wellness or Fitness for Life	2
Biology			3
Physical Science			3
Humanities Distribution			3

Additional Science		Any Life or Physical Science	3
Fine Arts Distribution			3
Social/Behavioral Science			3
		Subtotal	35
<b>Required Courses for AAS</b>			
DGM 1061		Motion Picture Editing	3
DGM 1500		Introduction to Digital Cinema	1
DGM 1510		Film Production Analysis	3
DGM 1520		Corporate & Documentary Production	3
DGM 2110		Digital Cinema Essentials	3
DGM 2320		Photography & Compositing I	3
DGM 2340		Digital Output	3
DGM 2540		Cinematography I	3
DGM 2130		Audio Essentials	3
DGM 2440		Sound for Film and Television	3
<b>Required Course Credit Hour Sub Total:</b>			<b>28</b>

### Degree Map:

Fall of First Year	Pre-requisites	Course Title	Credit Hours
DGM1500		Intro to Digital Cinema	1
PE1097 or HLTH1100		Personal Health and Wellness or Fitness for Life	3
DGM1510		Film Production Analysis	3
DGM 1520		Corporate & Documentary Production	3
ENG1010		Introduction to Writing	3
Physical Science Distribution			3
Spring of First Year		Course Title	Credit Hours
DGM2540	DGM 1510	Cinematography I	3
DGM2320		Digital Photography I	3
Fine Arts Distribution			3
MATH 1030/1040/1050		Quantitative Reasoning ,Introduction to Statistics, College Algebra	3
DGM 1061		Motion Picture Editing	3
Fall of Second Year		Course Title	Credit Hours
Social Science			3
DGM2110	DGM 1061, DGM 1510, DGM 1520	Digital Cinema Essentials	3
DGM2130	MATH	Audio Essentials	3

ENGL2010	ENGL 1010	Intermediate Writing	3
Humanities Distribution			3
Spring of Second Year		Course Title	Credit Hours
DGM2340	DGM 2540	Digital Output for Film	3
DGM2440	DGM 2130	Sound for Film & TV	3
Additional Science			3
PHIL 2050		Ethics and Values	3
Biology			3

## Section V: Institution, Faculty, and Staff Support

### Institutional Readiness

The AAS in Digital Cinema will stay within the current Digital Media Department at UVU. No additional administrative support will be needed. The delivery of undergraduate courses will continue in its current form. In order to accommodate the current student enrollment demand, faculty are already expanding the online and blended course offerings to take advantage of limited lab space.

The "Utah Cluster Acceleration Partnership Executive Summary" released in 2011 identifies the global need for more digitally created content. The digital media industry is constantly changing with advancements in technology, changing consumer preferences, and the innovations of creators and artists.

Utah Valley University has led the Utah Cluster Acceleration Partnership as the primary convener. Students in the Digital Media Department learn to create digital media content to fill the demand for more digitally created and delivered content. A majority of digital media content is instantly made available throughout the worldwide infrastructure of the internet, making virtually all-digital media companies global in nature and directly impacted by worldwide markets. Approval of a new AAS in Digital Cinema will better prepare UVU students to meet this growing demand. The Cluster Acceleration Partnership has been authorized and sponsored by the Utah System of Higher Education, the Utah Department of Workforce Services, and the Utah Governor's Office of Economic Development.

Digital Media has two dedicated advisors. They will be able to guide students through the transition process and work with the DGM faculty to make any class substitutions when necessary.

### Faculty

The faculty of the UVU Digital Media Department are committed to teaching students the latest in digital cinema skills. In order to accomplish this, many of them are participating in their field professionally.

#### Part I. Department Faculty/Staff

	# Tenured	# Tenure -Track	Non -Tenure Track
--	-----------	-----------------	-------------------

Faculty: Full Time with Doctorate	6	6	1
Faculty: Part Time with Doctorate			3
Faculty: Full Time with Masters	4		
Faculty: Part Time with Masters			2
Faculty: Full Time with Baccalaureate			1
Faculty: Part Time with Baccalaureate			20
Teaching / Graduate Assistants			
Staff: Full Time			1
Staff: Part Time			3

*Part II. Proposed Program Faculty Profiles*

First Name	Last Name	Tenure (T) / Tenure Track (TT) /	Degree	Institution where Credential was Earned	Est. % of time faculty member will dedicate to proposed program.
<b>Full Time Faculty</b>					
Dennis	Lisonbee	T	MA	Brigham Young University	100%
Robert	Trim	T	MBA	University of Phoenix	100%
Bill	Otto	TT	MFA	American Film Institute	100%
Duane	Andersen	TT	MFA	New York University at Buffalo	100%
Alex	Nibley	Other	MFA	American Conservatory of Theater	100%

**Part III: New Faculty / Staff Projections for Proposed Program**

There will be no new faculty hired as a result of implementing this AAS degree.

**Staff**

No additional support staff will be required for the first five years. Additional adjunct instructors will be added as the department expands the course offerings.

**Student Advisement**

There are two advisors currently assigned to the Digital Media Department. They handle all students progressing toward any one of the four degrees offered by the Digital Media Department. Adding this intermediate degree along the way will not require any additional advising.

**Library and Information Resources**

The Utah Valley University Library cultivates a dynamically changing collection of eBooks, videos, streamed videos, and books that relate to computer technologies. Digital Media (DGM) themed holdings are a subset of

such a collection. As the influence of technology continues to expand, UVU Library's DGM collection development will match its content and direction. Interestingly enough, DGM technology itself is transforming the library media that describe it, insomuch that much of the current collection of print books and hard media is giving way to a wave of DGM items represented by eBook, streamed video, and web content. This transition is accentuated by the preferences of the average DGM information patron, which enjoys (and often prefers) information that is instantly available over the internet.

DGM related items in the UVU collection span many technologies and professional practices. Major categories of DGM information topics and sources include (but are not limited to) audio recording and sound mixing technologies, pre and post production of audio, music video, TV and movie production, filmmaking, gripology, game animation techniques and practices, animation technologies (Adobe Flash, etc.), 3-D modeling, web development best practices, HTML5, DVD authoring, mobile device programming, server side programming languages (such as PHP), and e-learning.

Initial "one-stop-shopping" for articles/books/videos relating to Digital Media can be done by means of the UVU Library website's OneSearch feature, which allows a single search to simultaneously span multiple databases and includes a search of the library catalog's books, eBooks, and videos. (Each individual database can also be searched within the scope of the respective database website.)

There is also much access to DGM periodical database articles at the library. The IEEE Xplore Digital Library Database provides access to approximately 5083 journal titles, conference proceedings, technical standards, eBooks, and educational courses. The Association for Computing Machinery (ACM) Digital Library Database provides access to approximately 20 DGM related journal titles. And the Computer Source Database provides access to approximately 254 DGM related journal titles.

Full text access to the thousands of journal articles is licensed to UVU library patrons. Nevertheless, off-campus web access to library patrons is enabled by means of an LDAP login authentication layer that is enforced by the UVU Library EZProxy server.

The Library catalog contains print books, eBooks (Safari, NetLibrary, EBSCO and eBrary), videos (DVD, Blue Ray, VHS), as well as databases of streamed video (Films on Demand, American History in Video, etc.). Most materials for DGM are covered in the Library of Congress call number area QA76 (Computer Science). Other significant call numbers are: HF5718 (Multimedia in Business), MT723 (MP3, Digital Audio, MIDI, etc.), N7433 (Computer Art), TK6680 (Digital Video), and TR897 (Computer Graphics/Animation). Additional call numbers may apply as this subject is given attention by numerous minor subject areas.

Current catalog holdings are estimated as follows:

DGM related books:	300
DGM related eBooks:	400
DGM related videos:	30
DGM related streamed videos:	20

A patron may often seek information (articles, books, etc.) that are not directly owned or licensed by UVU Library. In such cases, a desired item may be accessed from other libraries throughout the United States by means of our Interlibrary Loan Service (ILL). A requested article full text is emailed to a requester within one business day. Print books are generally located, received, and made available within seven business days. In addition, UVU Library patrons have access to check out items from partner libraries of higher education in the Utah/Idaho/Nevada area (BYU, U of Utah, Utah State, etc.) by means of a Utah Academic Library Consortium (UALC) agreement.

Mark Stevens is currently the UVU liaison librarian for faculty and student support for Information Technologies and Digital Media. He can be contacted for additional information:

Mark Stevens MS/CS, MS/MLIS  
 UVU Systems Librarian  
 800 W University Pkwy LI 319c  
 Orem, Utah 84058-5999  
 801-863-8155 (office)

**Physical Facilities and Equipment**

All physical facilities and equipment are in place.

**Projected Enrollment and Finance**

**Part I.**

Since all majors are on a path to a BS degree, they will also be eligible to get the AAS along the way.

Three Year Projection: Program Participation and Department Budget						
	Year Preceding	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
<b>Student Data</b>						
# of Majors in Department		224	250	275	300	325
# of Majors in Proposed Program(s)		224	250	275	300	325
# of Graduates from Department		25	30	35	40	45
# Graduates in New Program(s)		25	30	35	40	45
<b>Department Financial Data</b>						
	Department Budget					
		Year 1	Year 2	Year 3		
<i>Project additional expenses associated with offering new</i>	Year Preceding	Addition to Base Budget	Addition to Base Budget	Addition to Base Budget		
<b>EXPENSES – nature of additional costs required for proposed program(s)</b>						
<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-</i>						
Personnel (Faculty & Staff Salary &	\$ 2,078,726	0	0	0		
Operating Expenses (equipment, travel, resources)	\$ 75,350	0	0	0		
Other:		0	0	0		
<b>TOTAL PROGRAM EXPENSES</b>		\$0	\$0	\$0		
<b>TOTAL EXPENSES</b>	\$2,154,076	\$0	\$0	\$0		
<b>FUNDING – source of funding to cover additional costs generated by proposed</b>						
<i>Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2</i>						
Internal Reallocation		0	0	0		
Appropriation		0	0	0		
Special Legislative Appropriation		0	0	0		
Grants and Contracts		0	0	0		

Special Fees		0	0	0
Tuition		0	0	0
Differential Tuition (requires Regents approval)		0	0	0
<b>PROPOSED PROGRAM FUNDING</b>		\$0	\$0	\$0
<b>TOTAL DEPARTMENT FUNDING</b>		\$0	\$0	\$0
<b>Difference</b>				
Funding - Expense		\$0	\$0	\$0

## **Part II: Expense explanation**

### **Expense Narrative**

The proposed AAS in Digital Cinema is a building block degree towards the current Bachelor in Digital Cinema. Therefore, the University will incur no new costs associated with implementation.

## **Part III: Describe funding sources**

### **Revenue Narrative 1**

There will be no internal allocations or financial impact associated with adding this AAS in Digital Cinema

### **Revenue Narrative 2**

Although the number of students taking the digital cinema degree continues to increase, the vast majority are committed to the bachelor's degree and will not stop with the AAS degree. Therefore, any costs associated with growing will not be a result of approving this AAS degree but rather from the bachelor's degree which already exists.

## **Section VI: Program Evaluation**

### **Program Assessment**

The proposed AAS in Digital Cinema will produce skilled graduates who demonstrate critical thinking to analyze and propose creative solutions, as well as apply their foundational knowledge of digital cinema to solve real world problems presented in the local service area.

The department will internally review student portfolios upon acceptance into the program (after the first two years). The portfolio review which occurs after the sophomore year will be conducted by a team of faculty who look over the submitted portfolios.

Graduates of the program will demonstrate skills in digital cinema.

### **Program Learning Outcomes for Digital Cinema Production Associates Degree:**

- 1) **Storytelling and Development** - Student understands the psychological foundations of how storytelling functions through various technologies, to apply storytelling principles to create effective communication using a variety of media and in a variety of key production roles including producer, director, writer and editor. Student is able to conduct research concerning non-fiction subjects and organized their findings into a traditional story structure. Student is familiar with creating scripts, screenplays and storyboards to be implemented in production for a variety of filmed media content.
- 2) **Production** - Student understands the concepts behind the production and creation of filmed media content, from entry level based on standard industry practices. Student understands the role of the director in creating and executing the aesthetic look and shooting plan of a screenplay in collaboration with department heads, actors, key crew members, and the post production team. Student understands the role of the cinematographer as technician, manager and storyteller and has acquired beginning level skills with grip, electric and camera equipment, and understands how these skills are applied to workflows in pre-production, principle photography and post-production.
- 3) **Post-Production**: Student understands and shows beginning-level skills for post workflows from asset management through final project delivery including client/director collaboration, beginning-level editing skills, software tools, color correction and delivery of the product in required industry standard formats. Student understand the post production process and how it applies to a variety of digital media productions (documentaries, narrative, short format and corporate industrial).

## Student Standards of Performance

### Program Goals

- 1) Write a Project Needs Analysis for a documentary or corporate production.
- 2) Participate in a production team to produce a short documentary or training film.
- 3) Tag a short narrative script.
- 4) Edit, polish and color grade a short documentary/NLE film using NLE keystrokes.
- 5) Identify the classic sequential structure of a feature film script.
- 6) Identify what produces tension in a scene.
- 7) Identify a set up and payoff in a script.
- 8) Prepare camera assets with a one lite color grade for AVID & Premiere editorial.
- 9) Photograph still shots using high contrast lighting and golden section composition that tell a story.
- 10) Shoot a sequence of outdoor motion shots using magic hour lighting and golden section composition that tell a story.
- 11) Shoot a sequence of studio motion shots using hard light and golden section composition that tell a story.
- 12) Set up a circuit from power source using distribution boxes to lamp head and make the lamp head work.
- 13) Set up C-Stand and folding stand safely with predetermined load.
- 14) Identify range of lighting and grip stands.
- 15) Identify the seven qualities of light.
- 16) Calculate the load on a circuit with given light fixture or fixtures.

### Goal Measurement

- 1) Success of each student is monitored at the end of every course.
- 2) Evaluation is conducted to assure success in student learning.
- 3) Employers are surveyed to determine quality of program graduates.

Each course has a final project that becomes a piece in their portfolio. The final portfolio is used to help the student get a job and as a summative assessment item.

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<sup>i</sup> <https://www.bls.gov/ooh/media-and-communication/film-and-video-editors-and-camera-operators.htm>

March 1, 2019

Elaine Dalton, Board of Trustees Chair  
c/o Justin Jones, Board of Trustees' Secretary  
Utah Valley University  
President's Office – MS 186  
800 W University Parkway  
Orem, UT 84058

Dear Chair Dalton,

Pursuant to Utah Code Annotated 53B-16-102(5)(b)(ii), attached is the Peer Review Report for the following program, which the Utah Valley University Board of Trustees is to consider in reviewing this program for approval:

- **Associate of Applied Science in Digital Cinema**

Please let me know if you have any questions regarding this report. If your Board approves the program, the institution's Chief Academic Officer will notify our office of your action so we can keep an accurate record of the programs available in the Utah System of Higher Education.

Thank you for giving this your attention.

Sincerely,



David L. Buhler  
Commissioner of Higher Education

CC: Astrid S. Tuminez, President – Utah Valley University  
Jeff Olson, Senior Vice President for Academic Affairs

## Peer Review Report

**Institution** Utah Valley University

**Name of Proposal** Associate of Applied Science in Digital Cinema

**Date of Peer Review Report** February 26, 2019

Utah Valley University's proposal for a new Associate of Applied Science in Digital Cinema received comments through an on-line discussion by members of the academic community within the Utah System of Higher Education. Comments were received from Weber State University, Southern Utah University, Salt Lake Community College, Utah State University, and the Commissioner's office. Overall, comments demonstrated support for the program. Southern Utah University questioned if the AAS degree negates the need for the baccalaureate degree. Similarly, Utah State University questioned the need for both a bachelor degree and an associate degree. Providing both the associate and bachelor degrees provides options for students to earn stackable credentials and have viable employment options at different educational levels.

The proposal was discussed during a meeting with chief academic officers on February 19, 2019. No additional issues or concerns were raised during this meeting.

Attachment: Transcript of Comments



## FEB IP Video - Utah Valley University - Associate of Applied Science in Digital Cinema

[Trina Weller](#)

[All Sections](#)

5

Please use this page for comments

[UVU Dig\\_Cinema\\_AAS](#) ▾

1. Does the proposed curriculum meet the standards of the degree area as assessed by your relevant faculty- specify specific concerns based on your accepted curriculum or national standards, and/or accreditation standards?
2. Do the resources exist to adequately offer a quality program of study and are future resource needs adequately specified? Provide examples of how the resources available in your program look so as to give context on where and why you feel deficiencies exist.
3. Are there any structural or programmatic concerns with the degree? Will students be able to transfer without difficulty (3000 and 4000 level curriculum in the first 2 years, etc.), etc., etc.- Be specific in your examples
4. Are there any other concerns not addressed above?

Search entries or author

Unread



✓ Subscribed

← [Reply](#)



[Eric Amsel](#)

<https://uen.instructure.com/courses/44955/users/719>

Feb 13, 2019



The proposal was sent to Dr. Sheree Josephson, Chair of WSU's Communication Department who shared it with faculty in the department. There was strong support for the proposal with no concerns raised.

← [Reply](#)

○

<https://uen.instructure.com/courses/44955/users/555886>**Blair Carruth**<https://uen.instructure.com/courses/44955/users/555886>

Feb 13, 2019

⋮

The Commissioner's office has reviewed UVU's proposal for a new AAS degree in Digital Cinema. The program meets the needs of students and employers by:

1. Providing a stackable credential in a high demand area that serves as the first two years of the UVU BS in Digital Cinema program.
2. Serving as a preparatory program for students who wish to enter the workforce prior to completing the baccalaureate degree.

The Commissioner's office noted that the CIP code recommended for the AAS Digital Cinema program (11.0801) focused heavily on computer programming skills which did not seem to align with program content. The Commissioner's office contacted UVU and recommended that program officials review the CIP code to ensure it accurately reflects program content. UVU took this recommendation under advisement and has changed the AAS program's CIP code to 50.0602, the same CIP code assigned to the BS in Digital Cinema program.

The Commissioner's office has no additional questions and congratulates UVU for making this option available to students.

[← Reply](#)

○

<https://uen.instructure.com/courses/44955/users/1867199>**Johnny MacLean**<https://uen.instructure.com/courses/44955/users/1867199>

Feb 14, 2019

⋮

Colleagues at SUU reviewed UVU's proposal to create a new Associate of Applied Science in Digital Cinema. They raised one concern. According to the BLS, "Film and video editors and camera operators typically need a bachelor's degree in a field related to film or broadcasting." Their question is whether the proposed UVU program will provide enough technical instruction that it negates the need for prospective job applicants to have a bachelor's degree. As UVU moves forward with this proposal, we wish them the very best.

[← Reply](#)

○

[Rachel Lewis](#)<https://uen.instructure.com/courses/44955/users/697075>

Friday

This proposal was reviewed by faculty in SLCC's Film Department who returned the following comments:

Overall, the proposal seems to be fairly close to our degree including the technical depth for students to enter the workforce and/or transfer. I would be curious to see the course curriculum to see how it flows from beginning to end. Some of the course titles are a bit vague, so I'd love to see what is covered in those courses. I'm especially curious about the first couple of courses (Intro to Digital Cinema and Film Production Analysis). I also noticed that they have 10 required courses, where we have 12. However, our film degree does not offer as many electives.

Channing Lowe, Associate Professor, [channing.lowe@slcc.edu](mailto:channing.lowe@slcc.edu)

Salt Lake Community College looks forward to working with UVU to create a transfer agreement for our students who complete the AAS in Film Production Technician to UVU's baccalaureate degree program(s).

Edited by [Rachel Lewis \(https://uen.instructure.com/courses/44955/users/697075\)](#) on Feb 15 at 4pm

[← Reply](#)

[ed.reeve@usu.edu](mailto:ed.reeve@usu.edu)<https://uen.instructure.com/courses/44955/users/1696424>

Tuesday

Comments from the Department Head in Instructional Technology and Learning Sciences at USU:

For both programs I have a similar comment:

My gut interpretation of these proposals is that it's AAS degrees for an existing BS program, with no material change in students or curriculum. I guess I walk away wondering why? Perhaps this is clear to the existing program but is there a benefit to students to have an AAS at the mid-point? Does it make them more employable? Could it be paired with another degree output (like a Bachelor's degree at another USHE institution?). Our in process BS in Technology, Design, and Interaction at USU might be one possible alternative for these students but if mobility to another program at UVU or elsewhere is not the goal then why offer an AAS as opposed to just continuing with the current program?

For Digital audio: I am curious about whether or not SLCC or other USHE institutions really don't have similar programs (we do not in our department at least at USU).

For Digital Cinema: With regards to the SLCC related program I am not sure what is meant by the lack of technical depth at SLCC.

[← Reply](#)



**UVU BOARD OF TRUSTEES  
Agenda Item Coversheet**

<b>DATE:</b>	<b>March 27, 2019</b>
<b>TITLE:</b>	<b>UVU Policy 204 <i>Appropriateness of Expenditures</i></b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>Val Peterson, Vice President for Finance and Administration</b>
<b>SUBJECT:</b>	<b>UVU Policy 204 <i>Appropriateness of Expenditures</i></b>
<b>BACKGROUND:</b>	The policy was updated to 1) make a major revision to Policy 204 to update content and provide clarification on points of policy where needed, and 2) move appropriate content into a set of university guidelines to give administration more flexibility in adjusting the appropriateness of expenditures to better align with operating procedures and best practices.
<b>ALTERNATIVES:</b>	<ul style="list-style-type: none"> <li>• <b>Approve</b> as presented, “I move to approve UVU Policy 204 <i>Appropriateness of Expenditures</i> for entrance into the UVU Policy Manual.”</li> <li>• <b>Amend</b> and approve, “I move to approve, as amended, UVU Policy 204 <i>Appropriateness of Expenditures</i> for entrance into the UVU Policy Manual.”</li> <li>• <b>No action</b>, “I move that we go to the next agenda item.”</li> </ul>
<b>FINANCIAL IMPACT:</b>	
<b>EXHIBITS:</b>	a. Policy 204



## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>Proposed Policy Number and Title:</b> 204 <i>Appropriateness of Expenditures</i>		
Existing Policy Number and Title: 204 <i>Appropriateness of Expenditures</i>		
<b>Approval Process*</b>		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b> <u>Stage 4, March 2019</u>
<b>President's Council Sponsor:</b> <u>Val Peterson</u> Ext. <u>8424</u>
<b>Policy Steward:</b> <u>Jacob Atkin, Sam Winterton</u> Ext. <u>8576</u>

POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b> Entrance Date: <u>10/06/2017</u></p> <p><b>M./University Entities Review</b> Entrance Date: <u>06/07/2018</u> Close Feedback: <u>10/19/2018</u></p> <p><b>University Community Review</b> Entrance Date: <u>12/20/2018</u> Open Feedback: <u>12/20/2018</u> Close Feedback: <u>02/07/2019</u></p> <p><b>Board of Trustees Review</b> Entrance Date: <u>03/14/2019</u> Approval Date: _____</p>	<p style="text-align: center;"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> _____</p>



## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>POLICY TITLE</b>	Appropriateness of Expenditures	<b>Policy Number</b>	204
<b>Section</b>	Financial Affairs and Development	<b>Approval Date</b>	
<b>Subsection</b>	General Financial Policies	<b>Effective Date</b>	
<b>Responsible Office</b>	Office of the Vice President for Finance and Administration		

### 1.0 PURPOSE

1.1 The purpose of this policy is to define the responsibilities over expenditures and empower managers to make good spending decisions and be responsible stewards of university funds.

### 2.0 REFERENCES

- 2.1 *Construction, Alteration, and Repair of State Facilities*, Utah Code Ann. § 63A-5-206 (2017)
- 2.2 *Utah Procurement Code*, Utah Code Ann. § 63G-6a-101 (2012)
- 2.3 *Utah Public Officers' and Employees' Ethics Act*, § 67-16-1 (1989)
- 2.4 *Offenses Against the Administration of Government*, Utah Code Ann. § 76-8-401 (2013)
- 2.5 Utah State Board of Regents' Policy R571 *Purchasing*
- 2.6 UVU Policy 114 *Conflict of Interest*
- 2.7 UVU Policy 201 *General Fiscal Policies and Procedures*
- 2.8 UVU Policy 241 *University Procurement*
- 2.9 UVU Policy 242 *Solicitation and Award of Procurement Contracts*
- 2.10 UVU Policy 243 *Small Purchases*
- 2.11 UVU Policy 244 *Requisitions and Purchase Orders*
- 2.12 UVU Policy 245 *Receiving Goods and Services*



## UTAH VALLEY UNIVERSITY Policies and Procedures

### 3.0 DEFINITIONS

**3.1 Executive:** The administrative positions of university president, senior vice president, vice president, associate vice president, assistant vice president, dean, general counsel, chief of staff, and other identified chief executive officers are designated as executive positions at Utah Valley University. Each executive position oversees a major functional area with institution-wide scope/impact or a major academic division and has duties and responsibilities in carrying out the mission of the institution, its management, and general business/academic operations. Executives report to the University President or to a vice president (no more than two reporting levels from the University President) and serve on the President's Executive Leadership Council.

**3.2 Executive approval:** Approval from the first upline executive to the index in the financial organization structure.

**3.3 Index:** Identifying number within the university enterprise accounting system that indicates a specific department of the University for which funds are budgeted or allocated.

**3.4 Responsible Party:** The employee assigned financial oversight and management for a specific index within the University's enterprise accounting system.

### 4.0 POLICY

#### 4.1 Scope of Policy

**4.1.1** This policy defines standards and requirements relating to the expenditure of university funds. All university colleges, departments, units, and all persons employed part-time or full-time by Utah Valley University, including faculty, staff, executives, and student employees, shall comply with all applicable laws, government regulations, and these standards and requirements. In addition, all university employees must comply with the current university guidelines for appropriate expenditures, which can be accessed at the Policy Office website. Failure to comply with this policy and associated guidelines may lead to discipline, up to and including termination.

**4.1.2** As a public institution, the University is committed to transparency in the use of funds entrusted to it, and is accountable to numerous constituents for the appropriate and prudent use of funds from various sources. This policy cannot anticipate every situation that might give rise to legitimate business expenses; in some cases, reasonable and necessary expenses incurred may require additional documentation, explanation, or a higher level of authorization. In the event an expense is not specifically covered by this policy or applicable federal laws and governmental regulations, state laws, and university guidelines, employees shall consult with Finance and Business Services.



## UTAH VALLEY UNIVERSITY Policies and Procedures

### 4.2 Expenditures

**4.2.1** All expenditures must have a legitimate business purpose, must be appropriate for the circumstance, and must comply with applicable federal laws, state laws, governmental regulations, university policy, and university guidelines.

**4.2.2** All expenditures must obtain proper second-level supervisor, executive, or presidential approval as prescribed by university policy and university guidelines.

**4.2.3** Executive approval shall not be delegated.

**4.2.4** All expenditures shall be made in accordance with campus standards (i.e., furniture, computers, and so forth) established by the appropriate departments. As applicable, employees should consult with the appropriate department prior to any commitment to purchase.

**4.2.5** Expenditures funded by a grant or contract will be governed by the most restrictive conditions of the grant, contract, or university policy.

**4.2.6** Exceptions to this policy or associated procedures and guidelines are allowed only for expenditures under \$100,000 with appropriate vice presidential approval, and must include a written explanation explaining the reason why the policy or associated procedures and guidelines were not followed and justification for the exception. No such exception may be made for expenditures \$100,000 and over.

### 4.3 Responsible Party

**4.3.1** Each responsible party and those who approve expenditures must exercise prudent judgment to ensure that the commitment of funds is appropriate, business related, and reasonable. An expenditure is considered:

**4.3.1.1** Appropriate if its purpose supports the mission of the University and direct payment of the expenditure is not otherwise prohibited by any university policy or associated guidelines.

**4.3.1.2** Business related if it reflects an ordinary and necessary transaction incurred to conduct university business.

**4.3.1.3** Reasonable if the nature of the goods or services required and the amount involved reflect the actions of a prudent person under the circumstances.

**4.3.2** Each responsible party shall obtain the training they require based on their university responsibilities as detailed in university guidelines.

**4.3.3** Each responsible party is accountable for all expenditures associated with their indexes.



## UTAH VALLEY UNIVERSITY Policies and Procedures

**4.3.4** A responsible party may delegate approval authority, but regardless of who gives the approval, the responsible party is accountable for the expenditures.

**4.3.5** Each responsible party is required to obtain proper second-level supervisor, executive, or presidential approval for all expenditures as prescribed by university policy and university guidelines.

<b>POLICY HISTORY</b>		
June 20, 2013	Policy approved.	UVU Board of Trustees
July 5, 2017	Non-substantive changes: <ul style="list-style-type: none"> <li>• Updated Policy 206 to new number and title: Policy 251 <i>Traveling on University Business</i>.</li> <li>• Updated Policy 608 to new number and title: Policy 252 <i>International Travel for Students, Faculty, and Staff</i>.</li> <li>• Corrected numbering in section 5.20, in which numbering skipped to 5.23.</li> </ul>	Policy Office



## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>PO/9+ POLICY TITLE</b>	Appropriateness of Expenditures	<b>Policy Number</b>	204
<b>Section</b>	Financial Affairs and Development	<b>Approval Date</b>	June 20, 2013
<b>Subsection</b>	General Financial Policies	<b>Effective Date</b>	June 20, 2013
<b>Responsible Office</b>	Office of the Vice President for Finance and Administration		

### 1.0 PURPOSE

~~1.2 The purpose of this policy is to delineate appropriate and inappropriate expenditures and empower managers to make good spending decisions and be responsible stewards of University funds.~~

### 2.0 REFERENCES

- ~~2.13 Utah Code Annotated 63B-1b-101, et seq.~~
- ~~2.14 UVU Policy 201 *General Fiscal Policies and Procedures*~~
- ~~2.15 UVU Policy 251 *Traveling on University Business*~~
- ~~2.16 UVU Policy 252 *International Travel for Students, Faculty, and Staff*~~
- ~~2.17 UVU Policy 241 *University Procurement*~~
- ~~2.18 UVU Policy 242 *Solicitation and Award of Procurement Contracts*~~
- ~~2.19 UVU Policy 243 *Small Purchases*~~
- ~~2.20 UVU Policy 244 *Requisitions and Purchase Orders*~~
- ~~2.21 UVU Policy 245 *Receiving Goods and Services*~~
- ~~2.22 UVU Policy 330 *Uniform Policy*~~
- ~~2.23 UVU Policy 602 *Student Athlete Travel and Attendance*~~
- ~~2.24 *Procurement Services Operating Procedures and Guidelines*~~



## UTAH VALLEY UNIVERSITY Policies and Procedures

### 3.0 DEFINITIONS

~~**3.5 Agency funds:** Funds of non-university organizations or groups where the University is only the custodian of such funds.~~

~~**3.6 Auxiliary funds:** Funds designated by the Regents as auxiliary funds of the University; for example, Bookstore, Dining Services, and Student Center.~~

~~**3.7 Foundation funds:** Agency funds controlled by the Utah Valley University Foundation, Inc.~~

~~**3.8 Institutional Investment Income (III) funds:** Funds generated from the investment of university funds in bank accounts, excludes Foundation Funds.~~

~~**3.9 State appropriated funds:** Funds appropriated by the Utah State Legislature including, but not limited to, state tax funds and tuition and applicable fees (for example, application fees, graduation fees).~~

~~**3.10 Student fee funds:** Funds collected as "General Fees" along with tuition and approved by the Board of Regents for student activities, events, and facilities.~~

~~**3.11 University funds:** Any and all funds processed through the University financial system and are included in the University's financial statements, including agency, auxiliary, Foundation, III, and state-appropriated funds.~~

### 4.0 POLICY

~~**4.4** As a Utah state institution of higher education, Utah Valley University must ensure that all university funds are used only to support appropriate university business. When the expenditure is funded by a grant or contract, the use of such funds will be governed by the most restrictive conditions of the grant, contract, or university policy. The following standards shall guide all university expenditures:~~

~~**4.4.1** Each school, department, unit, and approving official must exercise prudent judgment to ensure that the commitment of funds is appropriate and justified for university operations.~~

~~**4.4.2** All expenditures must be for university purpose and not of a personal nature.~~

~~**4.4.3** Expenditures for compensation as defined by IRS code and/or Utah Code Annotated are covered and should adhere to UVU compensation policies.~~

~~**4.4.4** Agency Funds expenditures by non-university organizations and component units will be in accordance to university policy, procedures, and practices.~~



## UTAH VALLEY UNIVERSITY Policies and Procedures

~~4.5 Not all allowable expenses are appropriate use of university funds and require specific approvals. The approval required may vary depending on the expenditure. See section 5.0.~~

### 5.0 PROCEDURE

#### 5.1 Required Approvals

~~5.1.1 The procedure for required approvals of expenditures is as follows:~~

- ~~1) Responsible parties, or their designee, will approve all requisitions for any amount tied to their index codes.~~
- ~~2) Vice presidents will approve (a) all requisitions for \$25,000 and above and (b) all requisitions for a membership, floral, clothing, or awards commodity assigned.~~
- ~~3) The President will approve (a) all requisitions for \$100,000 and above and (b) all requisitions with a membership, floral, clothing, or awards commodity from his personal staff.~~
- ~~4) The President will review all requisitions from \$150,000 to \$499,999 with President's Council prior to approval.~~
- ~~5) The President shall obtain Board of Trustees' approval for all requisitions for \$500,000 and above.~~
- ~~6) The events center may issue settlement checks to sponsors or entertainers provided auditable documentation is available and kept on file.~~
- ~~7) Any expense reimbursement to an employee must have a second level supervisor's approval.~~
- ~~8) Please see sections 5.2 through section 5.35 for additional approvals and conditions, if required.~~

~~5.1.2 The detailed procedures for processing appropriate expenditures as defined in this policy are found in other UVU policies and procedures as follows:~~

- ~~1) Any expenditure external to UVU must be purchased in accordance with UVU Policy 241 *University Procurement*; UVU Policy 242 *Solicitation and Award of Procurement Contracts*; UVU Policy 243 *Small Purchases*; and UVU Policy 244 *Requisitions and Purchase Orders*.~~
- ~~2) Retainment and payment of non-university employees with specialized expertise are covered in UVU Policy 209 *Contracting with Non-college Employees*.~~



## UTAH VALLEY UNIVERSITY Policies and Procedures

~~3) Reimbursement for Travel is covered in UVU Policy 251 *Traveling on University Business*, Policy 252 *International Travel for Students, Faculty, and Staff*, and UVU Policy 602 *Student-Athlete Travel and Attendance*; and guidelines on the Business Office Web site.~~

~~4) Gifts, prizes, and awards that are taxable for employees must be reported by using these procedures and by using a *Payroll Action Form (PAF)* according to Human Resources/Payroll departmental procedures. (See UVU Policy 211 *Employee Appreciation and Recognition (Gifts and Rewards)*.)~~

~~5.1.3 Any exception to this policy and procedure requires second level and the appropriate vice president's approval with a written explanation stating the reason why policy/procedure was not followed and justification for an exception to policy/procedure.~~

### ~~5.2 Purchase of Alcoholic Beverages~~

~~5.2.1 Serving of alcoholic beverages for events on campus or at campus facilities is not permitted.~~

~~5.2.2 Vice presidents may authorize employees to use available Foundation Funds or III Funds, if available, for the purchase and reimbursement for alcoholic beverages required to promote the University at events external to the campus. Utah state laws specifically prohibit the use of state appropriated funds for the purchase of alcoholic beverages.~~

### ~~5.3 Purchase of Appliances~~

~~5.3.1 Microwave ovens and refrigerators for departmental use are an appropriate expenditure.~~

~~5.3.2 Fans and ceramic space heaters are an appropriate expenditure.~~

~~5.3.3 Hot plates and stoves are not appropriate departmental expenditures except for Dining Services and other appropriate departments/locations where food is served as a part of doing business (for example, the events center, Culinary Arts, Wee Care programs, Teacher Education Preschool).~~

~~5.3.4 Appliances that are used in, or in support of, educational and research programs are appropriate expenditures; for example, autoclaves or ice machines (see also section 5.11).~~

### ~~5.4 Rental of Caps and Gowns~~

~~5.4.1 Rental of caps and gowns for university faculty/staff who participate in a university commencement ceremony is an appropriate expense.~~

### ~~5.5 Charge Cards (Corporate)~~



## UTAH VALLEY UNIVERSITY Policies and Procedures

~~5.5.1 Corporate charge cards and related annual fees, delinquency assessments, and penalties are considered personal charges and are not reimbursable regardless of the fund source.~~

~~5.5.2 For group travel, UVU will allow payments of annual fees on corporate cards as authorized by Procurement Services and the appropriate vice president when the charge card is the most effective way to pay for group travel (for example, athletics, study abroad, etc.).~~

### ~~5.6 Child Care Expenses~~

~~5.6.1 Child care expenses are considered personal expenses and are not reimbursable.~~

### ~~5.7 Clothing~~

~~5.7.1 Personal laundry/dry cleaning is considered a personal expense and not reimbursable.~~

~~5.7.2 Laundry/dry cleaning of team uniforms or costumes is an appropriate expense.~~

~~5.7.3 Personal clothing is considered a personal expense and reimbursement is not appropriate.~~

~~5.7.4 Standardized uniforms required for work assignments are an appropriate expenditure and require a vice president approval (see UVU Policy 330 *Uniforms*).~~

~~5.7.5 Clothing and apparel provided to promote university student recruiting programs, marketing, and promotional events, and related to university business (for example, Bookstore, Dining Service, Perspective Student Services, etc.) is an appropriate expenditure and requires a vice president approval.~~

### ~~5.8 Donations to Charitable and Non-Charitable Organizations~~

~~5.8.1 Donations of university funds to charitable and non-charitable organizations for or on behalf of employees, non-employees, and former employees are not appropriate expenses, regardless of fund source. UVU sponsorship of or marketing with charitable and non-charitable organizations is appropriate with the appropriate vice president's approval. Student clubs are exempt from section 5.8.1. (See also section 5.14, "Charitable Events/University Functions.")~~

### ~~5.9 Emolument, Gratuity, Contribution, Loan, or Reward for Expenditure~~

~~5.9.1 Expenditures of University funds by its employees related to a promise to provide or in receipt of an emolument, gratuity, contribution, loan, or reward, for an employee's own use or benefit or for the use or benefit of any other person or organization is not appropriate and is potentially illegal (see Utah Code Annotated 63g-6a-2304.5, as amended).~~

### ~~5.10 Entertainment~~



## UTAH VALLEY UNIVERSITY Policies and Procedures

~~5.10.1 Expenditures for entertainment are appropriate as outlined in section 5.13 “Business Meetings and University Sponsored Events” and section 5.15 “Faculty and Staff Events.”~~

### ~~5.11 Equipment~~

~~5.11.1 Equipment purchases for academic and university purposes are an appropriate use of funds when justified to meet the instructional and business operations of the University. Purchasers need to conform to UVU Policy 203 *Purchasing*.~~

### ~~5.12 Flowers~~

~~5.12.1 Flowers are defined as bouquets, planters, floral arrangements, and include balloons, cookies, and stuffed animals. Appropriate events for flowers should be coordinated with University Marketing and Communications except as noted below. Flowers are appropriate under the following conditions with approval from the appropriate vice president:~~

- ~~1) Bereavement flowers due to employee death, the death of the employee's spouse, parent, or employee's child.~~
- ~~2) Bereavement flowers are appropriate for the death of a student. The flower purchases should be coordinated with the Vice President of Student Affairs or designee to minimize multiple purchases by various university departments, offices, and organizational units.~~
- ~~3) Bereavement flowers are appropriate for the death of a donor, trustee, board member, or their spouses. The flower purchases should be coordinated with the Vice President for University Advancement or designee to minimize multiple purchases by various university departments, offices, and units.~~
- ~~4) Flowers for hospitalization of employees, board members, and donors.~~
- ~~5) Flowers for receptions and convocations (for example, graduation) where they pertain to university business.~~
- ~~6) Flowers for university sponsored events/functions (for example, foundation fundraisers, donor events, university donor development, government relations, university marketing, etc.) are appropriate from Foundation Funds and III Funds to foster university relations.~~
- ~~7) Flower expenditures for office use, personal office/work areas, holidays, non-university business, and other special occasions (for example, weddings, baby showers, Secretary's Day, Valentine's Day, Bosses' Day) are considered personal expense items and are not an appropriate use of funds.~~
- ~~8) Flowers are appropriate expenditures when purchased by auxiliaries for resale.~~



## UTAH VALLEY UNIVERSITY Policies and Procedures

### ~~5.13 Business Meetings and University Sponsored Events~~

~~5.13.1 University business meetings and university sponsored employee events (including employee achievement awards programs, student academic/athletic awards programs, and faculty/staff academic awards programs) where food or meals are provided in the course of doing business is an appropriate use of funds under the following conditions:~~

- ~~1) Limited to appropriate university faculty and staff for a university business meeting or university sponsored event and must be approved prior to the event by a second level supervisor;—~~
- ~~2) Light refreshments for staff meetings;~~
- ~~3) University recognition/awards/academic programs must be approved by the dean or director, his or her designee, and account manager;~~
- ~~4) Cost for honoree or student and his or her guest is authorized;~~
- ~~5) Attendance by other guests of university faculty and staff will be at their own expenses, unless invitation is extended to the spouse or guest;—~~
- ~~6) Cost associated with the event/function should be reasonable.~~

~~5.13.2 If events are held on campus at a location other than the events center, Dining Services shall be used for catering.~~

### ~~5.14 Charitable Events/University Functions~~

~~5.14.1 Charitable events participation such as University and Foundation fundraisers may be approved by a vice president or his or her designee if it is one of the major marketing/fundraiser sponsorships of the University as designated by the President: for example, Scholarship Ball, Alumni Golf Tournament, Wolverine Golf Tournament (see section 5.13.1).~~

~~5.14.2 Entertainment/hosting events where business meals, light refreshments, and entertainment are purchased or provided for donors and other non-university employees are appropriate under the following conditions from university funds:~~

- ~~1) If guests are hosted as a result of their services or contributions or their probable services or contribution to the University; and/or~~
- ~~2) If the activities contribute to, or result from, a university related business activity.~~

### ~~5.15 Faculty and Staff Events~~



## UTAH VALLEY UNIVERSITY Policies and Procedures

~~5.15.1 Because the University recognizes the benefits of events where employee morale is strengthened, the cost of one faculty or staff social per year per organizational unit may be paid from university funds as approved by the appropriate vice president. Such costs may include rentals, food, entertainment, and decorations.~~

~~5.15.2 Expenditures associated with university-wide employee functions or events held by the President and/or vice presidents (for example, faculty/staff receptions, faculty/staff appreciation and employee service award programs, holiday socials) are considered appropriate use of funds.~~

### ~~5.16 Receptions and Locations, Other~~

~~5.16.1 Other receptions such as baby showers, wedding showers, birthday parties, or similar types of activities are not related to university business. These expenditures are considered to be of a personal nature and are not reimbursable.~~

~~5.16.2 Refreshments and other low-cost food items are not appropriate expenses for large meeting room, reception, or waiting areas without a specific university business purpose.~~

~~5.16.3 Refreshments or stocking faculty/staff break areas is not an appropriate use of funds.~~

### ~~5.17 Recruitment~~

~~5.17.1 See section 5.14.2.~~

### ~~5.18 Retirement and Going-away Receptions~~

~~5.18.1 Retirement and going-away receptions may be held for an employee leaving the University and are an appropriate expenditure. On-campus direct charges will be limited to hors d'oeuvres, rolls, or other low-cost food and non-alcoholic beverages.~~

~~5.18.2 Going-away receptions, parties, luncheons, or dinners held for employees transferring to another college, department, or unit within the University are not considered an appropriate use of funds, regardless of the fund source.~~

### ~~5.19 Student Events~~

~~5.19.1 Student Life entertainment events to benefit UVU students and community members are to be paid for out of student fees.~~

~~5.19.2 Reasonable food/candy purchases to be used for welcoming, marketing, or recruiting purposes must have dean's, associate vice president's, or assistant vice president's approval.~~

### ~~5.20 Gasoline/Fuel~~



## UTAH VALLEY UNIVERSITY Policies and Procedures

~~5.20.1 Gasoline/fuel expenses for private vehicles are included in the mileage reimbursement when vehicle is used for university business and are not appropriate reimbursable expenses. These expenses are to be submitted on a *Travel Reimbursement Form*.~~

~~5.20.2 Fleet cars (university vehicles) should be fueled using Gascard. If unable to find a Gascard dealer, the driver may purchase fuel and be reimbursed.~~

~~5.20.3 Fuel may be purchased for rental cars and is appropriate reimbursement. If used for travel, the fuel should be claimed with travel expenses.~~

### ~~5.21 Gifts, Prizes, and Awards~~

~~5.21.1 Gifts, prizes, and awards are subject to state and federal limitations on process and on taxability.~~

~~5.21.1.1 Internal Revenue Service (IRS) Rules and Regulations stipulate for employees that any gift of cash, a gift certificate, or cash equivalent, such as an item which is easily converted to cash, must be included in the recipient's gross income since it is essentially extra salary or wages, regardless of the amount involved. Cash, no matter how little, is always included in the recipient's gross income and must be processed through the payroll process for employees.~~

~~5.21.1.2 Internal Revenue Service (IRS) Rules and Regulations stipulate that a restricted and non-negotiable gift certificate is distinguishable from a cash equivalent gift certificate when it can only be redeemed with the issuer and cannot be cashed out, sold to another person, or used to reduce an outstanding account balance with the issuer of the certificate (for example, certificate for admission to an event or one for the specific product such as a hat or t-shirt). If the restricted or non-negotiable gift is under \$75, the gift does not have to be reported in gross income. If the restricted or non-negotiable gift is \$75 or more, the value of the gift must be reported to the Business Office to include in the gross income for the employee.~~

~~5.21.1.3 For non-employees, Internal Revenue Service (IRS) Rules and Regulations stipulate that if the total value of the gifts, prize, or award is \$600 or more paid in any taxable year, the University must report the value on Form 1099 or 1099-MISC. The following information must be reported to the Business Office via memorandum, e-mail, or completion of Form W-9 "Request for Taxpayer Identification Number and Certification" within 10 working days after the presentation of the institution representative if a gift, prize, or award is presented to a non-employee:~~

~~1) Name; social security number; home address (including city, state, and zip code); employment relationship with the University (for example, employee, non-employee).~~

~~2) Description of gift, prize, or award; value (fair market value) of the gift, prize, or award.~~



## UTAH VALLEY UNIVERSITY Policies and Procedures

3) Department contact's name and phone number, university, school, department, or organizational unit is required to provide written notice to the recipient that the value of the gift, prize, or award may be subject to federal, state, and/or local taxes.

~~5.21.2 Gifts, other than approved recognition programs, (to include restricted or non-negotiable gift certifications, prizes, and awards) presented to employees by university departments/organizational units are not appropriate, regardless of fund source.~~

~~5.21.3 Awards given to employees as part of a university or university-wide recognition program for service and are publicly awarded are appropriate.~~

~~5.21.4 Expenditures for gifts, prizes, and awards presented to non-employees must be approved by the vice president or his or her designee and are appropriate use of funds.~~

~~5.21.5 All student scholarships, grants, or awards for tuition or tuition waivers should be applied to the student's account through the Financial Aid Office. Any exceptions need to be granted by and through the Financial Aid office. Use of appropriated funds for scholarships, grants, and awards (for example, textbooks) is not appropriate and not to be done. Other awards (for example, UV Experience gift cards) used for student recruitment, orientation, marketing, and promotional events are appropriate from non-appropriated sources (see section 5.7).~~

~~5.21.6 Plaques related to university business are appropriate expenditures.~~

### **5.22 Holiday Cards**

~~5.22.1 Holiday and other cards (for example, Christmas) may be purchased for an external audience when considered part of the University's development or advancement strategy.~~

~~5.22.2 Holiday cards for intra-campus (on-campus) use within the organizational unit are not appropriate expenses from appropriated funds.~~

### **5.23 Holiday Decorations**

~~5.23.1 Reasonable holiday decorations used for areas open to the general public are appropriate expenses from university funds as approved by the appropriate vice president (for example, Dining Services, Bookstore, Library, the events center, Institutional Residence, organizational unit reception areas).~~

~~5.23.2 University expenditures for holiday decorations in personal offices, work areas, etc., that are not normally open to the general public are considered not appropriate.~~

### **5.24 Laundry and Dry Cleaning**

~~5.24.1 See section 5.7.~~



## UTAH VALLEY UNIVERSITY Policies and Procedures

### **5.25 Loans**

~~5.25.1 Loans to university employees and organizations administered by the University or school are not considered appropriate, regardless of the fund source.~~

~~5.25.2 Loans to students are appropriate only when issued through the department of Financial Aid and Scholarships.~~

### **5.26 Magazine Subscriptions and Publications**

~~5.26.1 Personal subscriptions to magazines, trade journal, and reading materials that are not related to university business are considered personal in nature and are not reimbursable, regardless of fund source.~~

~~5.26.2 Subscriptions for departments for magazines, trade journals, and reading materials are an appropriate expenditure.~~

### **5.27 Memberships**

~~5.27.1 Memberships in professional/service organizations related to university business are appropriate from university funds and must be approved by the appropriate vice president, associate vice president, dean, or assistant vice president and must include a written justification.~~

~~5.27.2 Membership and country club dues (for example, golf, tennis, airline clubs, and others) in nonprofessional organizations must be related to university business and are appropriate from Foundation, student fees, or III funds, if available, and must be reviewed by the appropriate vice president and approved by the President.~~

### **5.28 Political Contributions**

~~5.28.1 Political contributions are illegal from appropriated funds and not reimbursable.~~

### **5.29 Printing**

~~5.29.1 University organizational units should secure their copying/printing needs from university owned copying and printing equipment.~~

~~5.29.2 All copying/printing from external vendors over \$500 must be coordinated with Printing Services.~~

### **5.30 Recruiting for Faculty/Staff**

~~5.30.1 Hosting for faculty and staff recruitment is allowed when approved by the appropriate dean or director according to the following guidelines:—~~



## UTAH VALLEY UNIVERSITY Policies and Procedures

- 1) ~~Cost associated with the travel costs and meals should be reasonable.~~
- 2) ~~Purpose of meal must be documented along with those who attended.~~
- 3) ~~Recruitment travel, lodging, and meals are reimbursed according to travel policies and procedures.~~

### **5.31 Tickets**

~~5.31.1 Theater, golf, tickets, etc., to non-university sponsored events, function, or other personal amusements are considered personal expenses and are not reimbursable unless it is a bona fide university business purpose and approved by the appropriate vice president or his or her designee.~~

### **5.32 Travel**

~~5.32.1 Reimbursement between home and the University is not an allowable expenditure.~~

~~5.32.2 UVU business travel between UVU campuses is a reimbursable expenditure.~~

~~5.32.3 Allowable reimbursement of in-state and out-of-state travel, please see UVU Policy 251 *Traveling on University Business*, UVU Policy 252 *International Travel for Students, Faculty, and Staff*, UVU Policy 602 *Student-Athlete Travel and Attendance*, and guidelines on the Finance and Business Services Web site.~~

~~5.32.4 Entertainment expenses (for example, airline headsets, movies, sporting events) for the employee while traveling are considered personal expenditures and are not reimbursable.~~

~~5.32.5 Expenses related to vacation or personal days taken before, during, or after an official university business trip are considered to be personal and not appropriate for reimbursement, regardless of fund source.~~

### **5.33 Vehicles**

~~5.33.1 Purchase of campus vehicles must be coordinated through UVU Fleet Operations and must be approved by the Vice President of Finance and Administration.~~

~~5.33.2 Personal vehicle towing, traffic/parking tickets, and other related expenses are not reimbursable regardless of the fund source.~~

~~5.33.3 Towing and traffic/parking tickets while driving a university vehicle shall be paid by the driver and are not reimbursable.~~



## UTAH VALLEY UNIVERSITY Policies and Procedures

~~5.33.4 Direct charge to departments for motor vehicle tickets and fines assessed to university-owned vehicles may be appropriate from university funds only if they cannot identify or collect from the person who was driving the vehicle when the violation occurred and must be authorized by a vice president.~~

~~5.33.5 Repairs, maintenance, or insurance on personal cars used for university business is included in the mileage reimbursement and are not reimbursable regardless of fund source.~~

<b>POLICY HISTORY</b>		
June 20, 2013	Policy approved.	UVU Board of Trustees
July 5, 2017	Non-substantive changes: <ul style="list-style-type: none"> <li>• Updated Policy 206 to new number and title: Policy 251 <i>Traveling on University Business</i>.</li> <li>• Updated Policy 608 to new number and title: Policy 252 <i>International Travel for Students, Faculty, and Staff</i>.</li> <li>• Corrected numbering in section 5.20, in which numbering skipped to 5.23.</li> </ul>	Policy Office



**UVU BOARD OF TRUSTEES  
Agenda Item Coversheet**

<b>DATE:</b>	<b>March 27, 2019</b>
<b>TITLE:</b>	<b><i>UVU Policy 354 In-classification Salary Increases for Non-Faculty Employees</i></b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>Linda Makin, Vice President of Budget, Planning, and Human Resources</b>
<b>SUBJECT:</b>	<b><i>UVU Policy 354 In-classification Salary Increases for Non-Faculty Employees</i></b>
<b>BACKGROUND:</b>	Policy 354 is to be deleted because it no longer reflects current university practice.
<b>ALTERNATIVES:</b>	<ul style="list-style-type: none"><li>• <b>Approve</b> as presented, “I move to approve the deletion of UVU Policy 354 <i>In-classification Salary Increases for Non-Faculty Employees</i> for entrance into the UVU Policy Manual.”</li><li>• <b>No action</b>, “I move that we go to the next agenda item.”</li></ul>
<b>FINANCIAL IMPACT:</b>	
<b>EXHIBITS:</b>	a. Policy 354



## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>Proposed Policy Number and Title:</b> 354 In-classification Salary Increases for Non-Faculty Employees		
Existing Policy Number and Title: 354 In-classification Salary Increases for Non-Faculty Employees <span style="float: right;">Existing Policy Title</span>		
<b>Approval Process*</b>		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Revision—Limited Scope	<input type="checkbox"/> Revision—Limited Scope	
<input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date: XX/XX/XXXX	
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b> <u>Stage 4, March 14, 2019</u>
<b>President’s Council Sponsor:</b> <u>Linda Makin</u> <span style="float: right;"><b>Ext.</b> <u>XXXX</u></span>
<b>Policy Steward:</b> <u>Marilyn Meyer</u> <span style="float: right;"><b>Ext.</b> <u>XXXX</u></span>

POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b> Entrance Date: <u>04/20/2017</u></p> <p><b>University Entities Review</b> Entrance Date: <u>09/27/2018</u> Close Feedback: <u>11/28/2018</u></p> <p><b>University Community Review</b> Entrance Date: <u>02/14/2019</u> Open Feedback: <u>02/14/2019</u> Close Feedback: <u>03/01/2019</u></p> <p><b>Board of Trustees Review</b> Entrance Date: <u>03/14/2019</u> Approval Date: <u>XX/XX/XXXX</u></p>	<p style="text-align: center;"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> <u>Click here to enter text.</u></p> <p><b>Date posted and verified:</b> <u>XX/XX/XXXX</u></p>



# UTAH VALLEY UNIVERSITY

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<b>POLICY TITLE</b>	In-classification Salary Increases for Non-Faculty Employees	<b>Policy Number</b>	354
<b>Section</b>	Human Resources	<b>Approval Date</b>	March 10, 2005
<b>Subsection</b>	Human Resources	<b>Effective Date</b>	March 10, 2005
<b>Responsible Office</b>	Office of the Vice President of Planning, Budget, and Human Resources		

### 1.0 PURPOSE

1.1-

### 2.0 REFERENCES

2.1-

### 3.0 DEFINITIONS

3.1-

### 4.0 POLICY

~~4.1 The University endeavors through its operating units to recognize the career progression and development of non-exempt and exempt staff who by virtue of their motivation, initiative, abilities, and excellence in performance are regularly assigned and held accountable for the most complex and significant projects, assignments, and responsibilities in their classification.~~

~~4.2 A request for an in-classification career salary increase is initiated by the supervisor, reviewed by the dean, director, department head or designee, and approved by the appropriate vice president in consultation with the Director of Human Resources/Equity Officer.~~

### 5.0 PROCEDURES

~~5.1 Implementation of the in-classification career salary increase request shall be based on all of the following criteria being met:~~

~~5.1.1 The more complex and significant projects, assignments, and responsibilities of the job classification are assigned on a regular basis to the employee.~~



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

~~5.1.2 The employee has demonstrated the attainment of a significantly higher level of knowledge and skills which are specific to the job classification and functional area.~~

~~5.1.3 The employee's most recent performance appraisal, within the last twelve months, and within the current job classification, reflects job requirements being exceeded or better.~~

~~5.1.4 Confirmation that funds have been identified and authorized by the appropriate administrator to support the salary increase.~~

~~5.1.5 The amount of the proposed increase should be justified and equitable when compared to others in the department.~~

~~5.1.6 Twelve or more months have elapsed since the employee's last in-classification career salary increase.~~

~~5.2 An administrator may request that a regular non-exempt or exempt staff employee who meets all of the defined criteria above be granted an in-classification career salary increase subject to the following standard:~~

~~5.2.1 An amount that will increase the employee's rate of pay up to the midpoint of the salary range, or~~

~~5.2.2 An amount no greater than 10 percent of the employee's current salary, not to exceed the maximum.~~

~~5.3 The Director of Human Resources/Equity Officer may approve a salary in exception to these standards if the appropriate administrator submits a written request which specifies the reason(s) and appropriate justification for an exception.~~

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



**UVU BOARD OF TRUSTEES  
Agenda Item Coversheet**

<b>DATE:</b>	<b>March 27, 2019</b>
<b>TITLE:</b>	<b>UVU Policy 542 <i>FERPA (Student Records Privacy)</i></b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>Kyle Reyes, Vice President for Student Affairs</b>
<b>SUBJECT:</b>	<b>UVU Policy 542 <i>FERPA (Student Records Privacy)</i></b>
	<p>Policy 542 has been updated to reflect university practice and industry best practices as it pertains to protecting student records in accordance with FERPA. This revision added information that expresses our compliance with Federal Law and Regulations and expounded upon all areas of this policy including a Purpose, Definitions, Scope of this Policy, Students’ Rights to Education Records, Parents’ Rights to Education Records, Disclosures Permitted without Student Consent, and Procedures. The Office of General Counsel assisted in drawing up section 4.4 <i>Disclosures Permitted without Student Consent</i> in order to address contracts that we have with third-party vendors to whom we have outsourced a specific institutional service or function. We have also added to what we consider “directory information,” which now extends to the student identification number, university student email address, photographs, participation in officially recognized activities and sports, and weight and height of members of athletic teams.</p>
<b>ALTERNATIVES:</b>	<ul style="list-style-type: none"> <li>• <b>Approve</b> as presented, “I move to approve UVU Policy 542 <i>FERPA (Student Records Privacy)</i> for entrance into the UVU Policy Manual.”</li> <li>• <b>Amend</b> and approve, “I move to approve, as amended UVU Policy 542 <i>FERPA (Student Records Privacy)</i> for entrance into the UVU Policy Manual.”</li> </ul>

	<ul style="list-style-type: none"><li>• <b>No action</b>, “I move that we go to the next agenda item.”</li></ul>
<b>FINANCIAL IMPACT:</b>	
<b>EXHIBITS:</b>	a. Policy 542



## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>Proposed Policy Number and Title: 542 FERPA (Student Records Privacy)</b>		
Existing Policy Number and Title: 542 Student Records Access (Student Privacy/FERPA)		
<b>Approval Process*</b>		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b> <u>March 12, 2019, Stage 4 Draft</u>
<b>President's Council Sponsor:</b> <u>Kyle Reyes</u> Ext. _____
<b>Policy Steward:</b> <u>Alex Marshall</u> Ext. _____

POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b> Entrance Date: <u>10/26/2017</u></p> <p><b>University Entities Review</b> Entrance Date: <u>07/12/2018</u> Close Feedback: <u>10/19/2018</u></p> <p><b>University Community Review</b> Entrance Date: <u>12/20/2018</u> Open Feedback: <u>12/21/2018</u> Close Feedback: <u>02/07/2018</u></p> <p><b>Board of Trustees Review</b> Entrance Date: <u>03/14/2019</u> Approval Date: _____</p>	<p style="text-align: center;"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b> Name: _____ Date posted and verified: _____</p>



## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>POLICY TITLE</b>	FERPA (Student Records Privacy)	<b>Policy Number</b>	542
<b>Section</b>	Student Affairs	<b>Approval Date</b>	
<b>Subsection</b>	Student Rights	<b>Effective Date</b>	
<b>Responsible Office</b>	Office of the Vice President of Student Affairs		

### 1.0 PURPOSE

**1.1** The *Family Educational Rights and Privacy Act of 1974 (FERPA)*, as amended, sets forth requirements regarding the privacy of student records. In accordance with FERPA, Utah Valley University is committed to protecting the privacy of students while providing access to student information when required to fill the University’s educational mission.

### 2.0 REFERENCES

- 2.1** *Federal Education and Privacy Act (FERPA)*, 20 U.S.C. § 1232g (1974) (as amended by Pub. L. No. 107-56, 115 stat. 272)
- 2.2** *Internal Revenue Code of 1986*, 26 U.S.C. § 152 (1954)
- 2.3** *Family Education Rights and Privacy*, 34 C.F.R. § 99 (1988)

### 3.0 DEFINITIONS

**3.1 Education records:** Records directly related to a student and maintained by the University or by a person acting for the University. These records include but are not limited to grades, transcripts, class lists, student course schedules, student financial information, and student discipline files. The information may be recorded in any way, including but not limited to handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and email. Education records exclude:

- 3.1.1** Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- 3.1.2** Records created and maintained by University Police for a law enforcement purpose;
- 3.1.3** Records relating to university employees who may be students unless the position requires that the employee be a student in attendance at the institution;



## UTAH VALLEY UNIVERSITY Policies and Procedures

**3.1.4** Records made, maintained, or used only in the connection with the treatment of an eligible student that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional capacity, and are disclosed only to the individuals providing treatment;

**3.1.5** Records created or received by the University after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student (i.e., alumni records); and

**3.1.6** Grades on peer-graded papers before they are collected and recorded by faculty.

**3.2 Eligible student:** A student who has reached 18 years of age or (who at any age) is attending an institution of postsecondary education.

**3.3 Financial aid:** For the purposes of this policy, a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

**3.4 Legitimate educational interest:** The need for a school official to review student education records for the purpose of performing an appropriate educational, research, or administrative function for the University.

**3.5 School officials:** Members of the University who act in the student's educational interest within the limitations of the scope of their employment. Members may include faculty, administration, clerical, and professional employees and others who manage student education records information, including student employees. Members may also include contractors, volunteers, and others performing institutional functions under the conditions described in section 4.4 of this policy.

### 4.0 POLICY

#### 4.1 Scope of this Policy

**4.1.1** This policy applies to school officials and volunteers who access students' educational records as part of their duties to support the University's educational mission. It also applies to eligible students who wish to determine how their directory information is used and who wish to view and/or request amendments to their records.

**4.1.2** Utah Valley University shall adhere to FERPA and is committed to protecting the privacy of students while providing access to student information when required to fulfill the University's educational mission. The University, therefore, will not disclose personally identifiable information from education records without the student's consent, subject to the



## UTAH VALLEY UNIVERSITY Policies and Procedures

exceptions described in section 4.4 of this policy. Currently enrolled students are notified annually of these rights.

### **4.2 Students' Rights to Education Records**

**4.2.1** All eligible students have the right to inspect and review their own educational records. An eligible student may not receive an official copy of their academic transcripts when certain holds exist on the student's record. Regardless of hold status, eligible students may receive an unofficial copy of their academic transcript, and/or inspect an official copy of their academic transcript.

**4.2.2** An eligible student is not permitted to inspect the following records:

**4.2.2.1** Financial records, including any information those records contain of the student's parents;

**4.2.2.2** Confidential letters and statements of recommendation that were placed in the student's education records before January 1, 1975, if they are used only for the purposes for which they were intended;

**4.2.2.3** Confidential letters and statements of recommendation concerning admission to an educational institution, an application for employment, or receipt of an honor that were placed in the student's education records after January 1, 1975, where the student has waived in writing the right to inspect those letters and statements.

**4.2.3** If the student's education records contain information about another student, each student may inspect only the information that directly relates to them.

**4.2.4** An eligible student has the right to request amendments to their educational records that the eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

**4.2.5** An eligible student has the right to stipulate written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The types of disclosures permitted without student consent are described in section 4.4 of this policy.

**4.2.6** An eligible student has the right to file a written complaint with the U.S. Department of Education Family Policy Compliance Office regarding an alleged violation under FERPA.

### **4.3 Parents' Rights to Education Records**

**4.3.1** Parents or guardians may have access to an eligible student's educational records with the written consent of the eligible student or upon establishing student dependency as defined by



## UTAH VALLEY UNIVERSITY Policies and Procedures

*Internal Revenue Code of 1986, Section 152.* Parents and guardians must provide the University a copy of their filed *Federal Income Tax Form* from the most recently completed calendar tax year.

### **4.4 Disclosures Permitted without Student Consent**

**4.4.1** The University may, but is not required to, disclose personally identifiable information from a student's education records without prior written consent in the following situations, after using reasonable methods to identify and authenticate the identity of the parties to whom it discloses such information:

**4.4.1.1** The disclosure is to other school officials, including teachers, within the University whom the University has determined to have legitimate educational interests.

**4.4.1.2** The disclosure is to a contractor, consultant, volunteer, or another party to whom the University has outsourced institutional services or functions, provided that the party

- Is considered a school official by the University and has a legitimate educational interest;
- Performs an institutional service or function for which the University would otherwise use employees;
- Does not disclose the information to any other party without the prior consent of the eligible student; and
- Uses the information for the purposes only for which the disclosure was made.

**4.4.1.3** Subject to the requirements of 34 C.F.R. 99.34, the disclosure is to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

**4.4.1.4** Subject to the requirements of 34 C.F.R. 99.35, the disclosure is to authorized representatives of

- The Comptroller General of the United States;
- The Attorney General of the United States;
- The Secretary of the U.S. Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority; or
- State and local educational authorities.



## UTAH VALLEY UNIVERSITY Policies and Procedures

**4.4.1.5** The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to

- Determine eligibility, amount, and/or conditions for the financial aid; or
- Enforce the terms and conditions of aid.

**4.4.1.6** The disclosure is to state and local officials or authorities to whom this information is specifically

- Allowed to be reported or disclosed pursuant to state statute adopted before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or
- Allowed to be reported or disclosed pursuant to state statute adopted after November 19, 1974, subject to the requirements of 34 C.F.R. 99.38.

**4.4.1.7** The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to: (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.

**4.4.1.7.1** The University may disclose personally identifiable information under this section, only if

- The study is conducted in a manner that does not permit personal identification of parents and/or students by individuals other than representatives of the organization that have legitimate interests in the information;
- The information is permanently destroyed when no longer needed for the purposes for which the study was conducted; and
- The University enters into a written agreement with the organization that (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy permanently all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. The University is not required to initiate a study or agree with or endorse the conclusions or results of the study.



## UTAH VALLEY UNIVERSITY Policies and Procedures

**4.4.1.8** The disclosure is to accrediting organizations to carry out their accrediting functions.

**4.4.1.9** The disclosure is to comply with a judicial order or lawfully issued subpoena for records. These requests shall be directed to the Office of General Counsel. The University shall make a reasonable effort to notify the student prior to release of information in response to the subpoenas or judicial orders, unless the subpoena or court order specifies that the student is not to be notified.

**4.4.1.10** The disclosure is in connection with a health or safety emergency and knowledge of the student's information is necessary to protect the health or safety of the student or other individuals. When determining whether a health or safety emergency exists, the University may consider the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the University determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

**4.4.1.11** Subject to the requirements in 34 C.F.R. 99.39, the disclosure is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by the University with respect to that alleged crime or offense. The University may disclose the final results of the disciplinary proceeding, whether or not the University concluded a violation was committed.

**4.4.1.12** Subject to the requirements in 34 C.F.R.99.39, the disclosure is in connection with a disciplinary proceeding at the University. The University must not disclose the final results of the disciplinary proceeding unless it determines that (1) the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and (2) with respect to the allegation made against them, the student has committed a violation of the institution's rules or policies. The University may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student. This section applies only to disciplinary proceedings in which the final results were reached on or after October 7, 1998.

**4.4.1.13** The disclosure is to a parent of a student at the University regarding the student's violation of any federal, state, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance if (1) the institution determines that the student has committed a disciplinary violation with respect to that use or possession and (2) the student is under the age of 21 at the time of the disclosure to the parent. This section does not supersede any provision of state law that prohibits the University from disclosing information.

**4.4.1.14** The disclosure concerns sex offenders and other individuals required to register under section 170101 of the *Violent Crime Control and Law Enforcement Act of 1994*, 42 U.S.C. 14071, and the information was provided to the University under that statute and applicable federal guidelines.



## UTAH VALLEY UNIVERSITY Policies and Procedures

**4.4.1.15** The disclosure is information the University has designated as “directory information.” Directory information at the University is defined as follows:

- Name
- Student identification number
- Telephone number(s)
- University student email address
- Photographs
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Hometown city and state
- Verification of current enrollment
- Dates of enrollment
- Degrees conferred, dates, major or field of concentration, and honors received.

**4.5** No student’s Social Security number shall be disclosed to individuals or agencies outside the University except in accordance with this policy.

**4.6** Any university employee who violates this policy may be subject to disciplinary action, up to and including termination.

### 5.0 PROCEDURES

#### 5.1 Students’ Inspection Rights

**5.1.1** An eligible student who wishes to inspect their student records should submit to the Registrar’s Office a written request that identifies the record(s) the eligible student wishes to inspect. The Registrar’s Office will review the request and forward as necessary if the records are kept by another office. The office where the records are held will make arrangements with the student for access and inspection. The office providing the copies may charge a reasonable fee to cover copying costs, but will not charge a fee to search for or retrieve the requested records. The office that houses the records may deny a request for a copy of education records if



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

the copies and records are ~~so~~ too voluminous that copying them would be unreasonably burdensome to produce.

### 5.2 Student’s Amendment Rights

5.2.1 An eligible student who wishes to request an amendment should retrieve and complete the appropriate form by contacting the University Registrar’s Office. If the University decides not to amend the record as requested, the student will be notified in writing of the decision and of the student’s right to a hearing regarding the request for amendment. In addition, the student will also receive information about the hearing procedures.

### 5.3 Directory Information

5.3.1 Students may request, at any time, that directory information be withheld by retrieving and completing appropriate form by contacting the University Registrar’s Office. Eligible students should be aware that restricting the release of directory information has other consequences. For instance, a FERPA restriction makes it difficult or impossible for potential employers to verify enrollment or to verify degrees earned from the University.

### 5.4 Students’ Right to Consent

5.4.1 An eligible student who wishes to provide the University signed and written consent to disclose their eligible student records should retrieve and complete the appropriate form by contacting the University Registrar’s Office.

POLICY HISTORY		
February 10, 2005	Approved for entrance to Policy Manual.	UVU Board of Trustees



## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>POLICY TITLE</b>	Student Records Access (Student Privacy/FERPA)	<b>Policy Number</b>	542
<b>Section</b>	Student Affairs	<b>Approval Date</b>	February 10, 2005
<b>Subsection</b>	Student Rights	<b>Effective Date</b>	February 10, 2005
<b>Responsible Office</b>	Office of the Vice President of Student Affairs		

### 1.0 PURPOSE

1.2-

### 2.0 REFERENCES

2.4 Office of the Vice President of Student Affairs

### 3.0 DEFINITIONS

3.6-

### 4.0 POLICY

4.7 Utah Valley University shall adhere to the *Family Education Rights and Privacy Act of 1974*.

4.8 Upon presentation of appropriate identification and under circumstances, which preclude alteration or mutilation of records, a student shall be able to inspect all records relating to himself or herself which are not considered by the University to be private records of university personnel. A student is entitled to an explanation of any recorded data and may initiate action leading to a hearing if necessary, to correct or expunge information he or she considers inaccurate or misleading.

4.9 Faculty and administrative officers who have a legitimate need to use student records shall be allowed access to such records without prior permission from the student. A request from an educational institution to which the student has applied for admission or from an institution or agency from which the student is seeking financial assistance, shall be granted with the student's permission. Data shall be furnished to university accrediting bodies and government officials without permission of the student.

4.10 No student information other than directory information shall be given to any third party (except those mentioned above) without written consent of the student, and then only those



## UTAH VALLEY UNIVERSITY Policies and Procedures

records accessible to the student. The term “third party” is construed to include parents, employers, government agencies, or any other people or organization.

~~4.11~~ Parents or guardians may have access to grade reports of a student's activity if the parents establish to the satisfaction of the Records Office that they are providing one-half or more of the student's support.

~~4.12~~ Court orders and subpoenas for records shall be referred to the Registrar and acted upon according to his or her directions. The University shall make a reasonable effort to notify the student prior to release of information in response to the subpoenas or court orders.

~~4.13~~ Directory information shall be released to news media and to others upon request. Directory information is defined as follows:

- ~~1) Name of student~~
- ~~2) Telephone number of student~~
- ~~3) Hometown city and state of student~~
- ~~4) Verification of current enrollment~~
- ~~5) Dates of enrollment~~
- ~~6) Degrees conferred, dates, major or field of concentration, and honors received~~

~~4.14~~ Students may request, at any time, through Admissions/Registration, that directory information be withheld by submitting a *Request to Withhold Directory Information Form*.

**5.0 PROCEDURES**

<b>POLICY HISTORY</b>		
February 10, 2005	Approved for entrance to Policy Manual.	UVU Board of Trustees



**UVU BOARD OF TRUSTEES  
Agenda Item Coversheet**

<b>DATE:</b>	<b>March 27, 2019</b>
<b>TITLE:</b>	<b>UVU Policy 543 <i>Use of Student Social Security Numbers as Student IDs (DELETION)</i></b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>Kyle Reyes, Vice President of Student Affairs</b>
<b>SUBJECT:</b>	<b>UVU Policy 543 <i>Use of Student Social Security Numbers as Student IDs (DELETION)</i></b>
	Policy 543 will be deleted because it no longer reflects current university practice. Students are generated a UVID# that does not reflect any form of their social security number. Subsection 4.3 of this policy has been added to Policy 542 <i>FERPA (Student Records Privacy)</i> , subsection 4.5, as it pertains to the release of student information.
<b>ALTERNATIVES:</b>	<ul style="list-style-type: none"> <li>• <b>Approve</b> as presented, “I move to approve the deletion of UVU Policy 543 <i>Use of Student Social Security Numbers as Student IDs</i> for entrance into the UVU Policy Manual.”</li> <li>• <b>No action</b>, “I move that we go to the next agenda item.”</li> </ul>
<b>FINANCIAL IMPACT:</b>	
<b>EXHIBITS:</b>	a. Policy 543

<b>Proposed Policy Number and Title:</b> 543 Use of Student Social Security Numbers as Student IDs		
Existing Policy Number and Title: 543 Use of Student Social Security Numbers as Student IDs		
<b>Approval Process*</b>		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
Bundled with Policy 542	Anticipated Expiration Date:	
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b> 03/12/2019, Stage 4, Deletion
<b>President's Council Sponsor:</b> Kyle Reyes <b>Ext.</b> _____
<b>Policy Steward:</b> Alex Marshal and Mindy Swenson <b>Ext.</b> _____

POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b> Entrance Date: 10/26/2017</p> <p><b>University Entities Review</b> Entrance Date: 8/23/2018 Close Feedback: 10/23/2018</p> <p><b>University Community Review</b> Entrance Date: 12/20/2018 Open Feedback: 12/21/2018 Close Feedback: 02/07/2019</p> <p><b>Board of Trustees Review</b> Entrance Date: 03/14/2019 Approval Date: _____</p>	<p style="text-align: center;"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b> <b>Name:</b> _____ <b>Date posted and verified:</b> _____</p>

<b>POLICY TITLE</b>	Use of Student Social Security Numbers as Student IDs	<b>Policy Number</b>	543
<b>Section</b>	Student Affairs	<b>Approval Date</b>	November 12, 1998
<b>Subsection</b>	Student Rights	<b>Effective Date</b>	November 12, 1998
<b>Responsible Office</b>	Office of the Vice President of Student Affairs		

## 1.0 PURPOSE

## 2.0 REFERENCES

*2.1 Privacy Act of 1974*

*2.2 UVU Policy 542 Student Records Access (Student Privacy/FERPA)*

## 3.0 DEFINITIONS

## 4.0 POLICY

~~4.1 In accordance with the *Privacy Act of 1974*, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security numbers to Admissions/Registration is voluntary. All students are assigned a UVU ID.~~

~~4.2 The nine digit number shall be used as follows:~~

- ~~1) To identify student records such as applications for admission, registration and course enrollment documents, grade reports, transcript requests, certification requests, and permanent academic records; and~~
- ~~2) To determine eligibility, certify school attendance, and report student status.~~

~~Note, however, that only the Social Security number may be used as an identifier for grants, loans, and other financial aid programs according to federal regulations.~~

~~4.3 No student's Social Security number shall be disclosed to individuals or agencies outside the University except in accordance with UVU Policy 542 *Student Records Access (Student Privacy/FERPA)*.~~

## 5.0 PROCEDURES

**POLICY HISTORY**

Date of Last Action	Action Taken	Authorizing Entity



**UVU BOARD OF TRUSTEES  
Agenda Item Coversheet**

<b>DATE:</b>	<b>March 27, 2019</b>
<b>TITLE:</b>	<b>Executive Committee Vote Ratification - Tuition</b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>Linda Makin, VP for PBHR</b>
<b>SUBJECT:</b>	<b>Executive Committee Vote Ratification - Tuition</b>
<b>BACKGROUND:</b>	<p>The Board of Trustees is being asked to ratify the vote of the Executive Committee made on March 14, 2019, regarding tuition setting for the 2019-20 academic year. The tuition recommendation will be presented to the Board of Regents as required by policy at their March 28, 2019, meeting.</p> <ul style="list-style-type: none"> <li>A. Approval of 2019-20 undergraduate tuition increase of 1.7 percent and graduate tuition increases between 1.5 percent and 1.8 percent with authorization to adjust this approved increase to cover tuition match for HB8 plus an additional 0.5 percent</li> <li>B. Approval of a new graduate differential tuition scale for the Master of Physician Assistant program</li> <li>C. Approval of 2019-20 Student Fees</li> </ul>
<b>ALTERNATIVES:</b>	<ul style="list-style-type: none"> <li>• <b>Approve</b> as presented, “I move to approve the ratification of the Executive Committee vote of March 14, 2019, regarding tuition setting for the 2019-20 academic year.”</li> <li>• <b>Amend</b> and approve, “I move to approve, as amended...”</li> <li>• <b>No action</b>, “I move that we go to the next agenda item...”</li> </ul>
<b>FINANCIAL IMPACT:</b>	Available upon request

**EXHIBITS:**

- A. Undergraduate and Graduate Tuition
- B. Graduate Differential Tuition scale for the Master of Physician Assistant program
- C. 2019-20 Student Fees



UTAH VALLEY UNIVERSITY

VICE PRESIDENT *for* PLANNING, BUDGET, & HUMAN RESOURCES

TO: Utah Valley University Board of Trustees Executive Committee  
FROM: Linda Makin, Vice President for Planning, Budget, and Human Resources  
DATE: March 14, 2019  
SUBJECT: Proposed 2019-20 Tuition Increase

The Board of Regents holds statutory responsibility for setting tuition rates for the colleges and universities in the Utah System of Higher Education. On November 16, 2018, the Regents revised Regents Policy R510, Tuition, changing the structure and approval process for tuition setting. Under this new policy, UVU's president, in consultation with UVU's Board of Trustees and UVUSA, may recommend a tuition rate adjustment to the Board of Regents for review and action.

President Tuminez's proposal to the Regents (due on March 15, 2019) must include documentation of support from the Board of Trustees. The powerpoint and 2019-20 Tuition Increase Information outlining options to be considered by the Regents provide supporting information for your review. The Trustees Finance & Facilities Committee has reviewed this information and recommends approval of the proposal by the Trustees Executive Committee (for ratification at the March 27, 2019, Board of Trustees meeting). With that approval, UVU will submit the 2019-20 tuition increase proposal for consideration by the Board of Regents at their March 28-29, 2019, meeting.

Proposed Increase

In order to fund dedicated credit revenue included in bills passed in 2019 legislative general session, a minimum tuition increase of 1.2 percent is required. The revenue from this minimum level of increase would complete funding for a 2.5 percent salaries/wage increase, a 4.35 percent medical premium rate increase, and risk management rate increases.

After careful consideration, President's Council recommends a 2019-20 undergraduate tuition increase of 1.7 percent and graduate tuition rate increases between 1.5 and 1.8 percent (varies slightly by program). *Please note—HB8, State Agency and Higher Education Compensation Appropriations, has not yet passed through the legislature. Should amendments be made to this bill, UVU requests approval for a tuition rate increase approximately 0.5 percent above the rate required to cover tuition match.*

The proposed increase is consistent with UVU's access mission and commitment to keeping tuition and fees as low as possible and recognizes the new state tax fund support provided by the 2019 legislature. In recommending tuition and fee increases, President's Council is guided by the Board of Regents objective of affordable participation and by UVU's commitment to affordable access, keeping with our dual mission of community college and university. The proposed increase of 1.7 percent is the second lowest percentage and dollar amount increase in the past decade.

## Tuition Comparison

Per Semester	Tuition				Tuition & Fees			
	2018-19	Proposed 2019-20	Change		2018-19	Proposed 2019-20	Change	
			Amount	Percent			Amount	Percent
<b>Undergraduate (15 credits)</b>								
Resident	\$2,518	\$2,561	\$43	1.7%	\$2,863	\$2,910	\$47	1.6%
Non-resident	\$7,803	\$7,936	\$133	1.7%	\$8,148	\$8,285	\$137	1.7%
<b>Graduate Base, MEd, MSN (10 credits)</b>								
Resident	\$2,830	\$2,880	\$50	1.8%	\$3,180	\$3,230	\$50	1.6%
Non-resident	\$8,620	\$8,770	\$150	1.7%	\$8,970	\$9,120	\$150	1.7%
<b>MBA (10 credits)</b>								
Resident	\$6,120	\$6,210	\$90	1.5%	\$6,470	\$6,560	\$90	1.4%
Non-resident	\$13,280	\$13,490	\$210	1.6%	\$13,630	\$13,840	\$210	1.5%
<b>Macc, MPFA (10 credits)</b>								
Resident	\$5,010	\$5,100	\$90	1.8%	\$5,360	\$5,450	\$90	1.7%
Non-resident	\$12,170	\$12,380	\$210	1.7%	\$12,520	\$12,730	\$210	1.7%
<b>MSW, MaMFT (10 credits)</b>								
Resident	\$3,550	\$3,610	\$60	1.7%	\$3,900	\$3,960	\$60	1.5%
Non-resident	\$9,350	\$9,510	\$160	1.7%	\$9,700	\$9,860	\$160	1.6%
<b>Computer Science (10 credits)</b>								
Resident	\$3,800	\$3,870	\$70	1.8%	\$4,150	\$4,220	\$70	1.7%
Non-resident	\$9,600	\$9,760	\$160	1.7%	\$9,950	\$10,110	\$160	1.6%
<b>Cybersecurity, MPS (10 credits)</b>								
Resident	\$4,060	\$4,130	\$70	1.7%	\$4,410	\$4,480	\$70	1.6%
Non-resident	\$9,860	\$10,030	\$170	1.7%	\$10,210	\$10,380	\$170	1.7%

### Proposed Use of Revenue

The proposed tuition increase will generate \$2,279,564. These funds will be utilized as follows:

2.5% labor market increase for salary/wages	\$1,114,593
4.35% medical premium increase	\$338,954
Risk Management rate increase	\$156,100
Faculty Rank/Tenure/Promotion/Merit	\$442,538
Student Mental Health Services	\$227,379
<b>Total</b>	<b>\$2,279,564</b>

### Proposed Action

The Trustees Executive Committee approves the proposed 2019-20 undergraduate tuition increase of 1.7 percent and graduate tuition increases between 1.5 percent and 1.8 percent. Should amendments to HB8 change the required tuition match, UVU is authorized to adjust this approved increase to cover tuition match plus an additional 0.5 percent.



UTAH VALLEY UNIVERSITY

VICE PRESIDENT *for* PLANNING, BUDGET, & HUMAN RESOURCES

TO: UVU Board of Trustees  
FROM: Linda Makin, Vice President for Planning, Budget, and Human Resources  
DATE: March 11, 2019  
SUBJECT: Request for New Graduate Differential Tuition Scale

During their November 29, 2018, Board meeting, the UVU Board of Trustees approved three new Master's degrees for Utah Valley University to begin during 2019-20. The finance sections for each of the new program requests included revenue based on differential graduate tuition rates. Revenue generated through these tuition differential rates will directly support these new graduate programs and provide related institutional support. Projected tuition rates are being communicated to prospective students and no students are currently enrolled in the programs. Thus, no negative impact on student access or retention is anticipated.

Currently, UVU has six graduate tuition scales: 1) base graduate tuition scale used by the Master of Education and Master of Nursing programs, 2) MBA, 3) Master of Accountancy, 4) Master of Computer Science, 5) Master of Social Work, and 6) Master of Public Services/Master of Cybersecurity. Students enrolling in the new Master of Financial Planning and Analytics program will be assessed tuition based on the Master of Accountancy tuition scale. Students enrolling in the new Master of Arts in Marriage and Family Therapy will be assessed tuition based on the Master of Social Work tuition scale.

UVU is proposing the addition of one new differential graduate tuition scale based on comparability with similar programs at other institutions as well as potential graduate career opportunities and earnings.

**Master of Physician Assistant**—The Physician Assistant tuition rate will be comprised of the base graduate tuition rate (yet to be established for 2019-20) plus a differential tuition. In total, the tuition rate for resident students will be \$856 per credit up to 10 credit hours with a 10+ credit hour plateau rate of \$8,560 and for nonresident students \$1,626 per credit up to 10 credit hours with a 10+ credit hour plateau rate of \$16,260 per semester. Graduates of this program will be high demand and have strong earning potential in careers that are in high demand locally and across the state. During 2018-19, Physician Assistant resident tuition rates per semester at the University of Utah are \$9,793.17 and at Rocky Mountain Health Professions range from \$10,802 to \$18,658 per semester.

**Master of Physician Assistant**  
2019-20 Tuition Scale Per Semester

Credits	Resident	Non Resident
1	\$856	\$1,626
2	\$1,712	\$3,252
3	\$2,568	\$4,878
4	\$3,424	\$6,504
5	\$4,280	\$8,130
6	\$5,136	\$9,756
7	\$5,992	\$11,382
8	\$6,848	\$13,008
9	\$7,704	\$14,634
10	\$8,560	\$16,260
11	\$8,560	\$16,260
12	\$8,560	\$16,260
13	\$8,560	\$16,260
14	\$8,560	\$16,260
15	\$8,560	\$16,260
16	\$8,560	\$16,260
17	\$8,560	\$16,260
18	\$8,560	\$16,260
19	\$8,560	\$16,260
20+	\$8,560	\$16,260

Information required by the Board of Regents to support the addition of the new Physician Assistant graduate tuition scale and the assignment of the other two new master's programs to the appropriate existing graduate tuition scales has been submitted to the Office of the Commissioner for Higher Education.



## 2019-2020 Student Fee Proposal

FEE NAME	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Proposed 2019-2020	Increase/ Decrease
Student Programs	\$49.90	\$51.19	\$46.19	\$46.19	\$46.19	\$46.54	\$0.35
Campus Recreation	\$16.66	\$16.45	\$21.97	\$22.67	\$22.67	\$25.21	\$2.54
Building Bonds	\$107.34	\$99.55	\$96.09	\$94.09	\$93.19	\$91.50	-\$1.69
Student Center O&M	\$28.24	\$27.94	\$28.94	\$28.94	\$28.94	\$30.94	\$2.00
SLWC O&M	\$30.32	\$29.00	\$24.98	\$24.98	\$24.98	\$23.98	-\$1.00
P.E. Issue Room	\$1.82	-	-	-	-	-	-
Athletics	\$92.79	\$99.05	\$98.82	\$104.35	\$104.85	\$104.85	\$0.00
Conference Aff. Fund	\$13.97	\$7.72	\$5.53	-	-	-	-
Student Health Services	\$8.66	\$8.52	\$8.52	\$9.27	\$9.67	\$11.47	\$1.80
Student Computing	\$7.42	\$7.75	\$7.42	\$7.97	\$7.97	\$7.97	\$0.00
UTA	\$6.88	\$6.83	\$6.54	\$6.54	\$6.54	\$6.54	\$0.00
<b>Total</b>	<b>\$364.00</b>	<b>\$354.00</b>	<b>\$345.00</b>	<b>\$345.00</b>	<b>\$345.00</b>	<b>\$349.00</b>	<b>\$4.00</b>

### Explanation for Changes:

<b>Student Programs</b>	A \$0.35 increase was requested and approved to be put towards the operating budget of the Service Council housed within the Center of Social Impact. Funds will be used to expand programming focused on civic engagement and volunteerism.
<b>Campus Recreation</b>	A \$2.54 increase was requested and approved to create and maintain a Nutritionist as part of the Wellness Programs available to the general student body, \$0.18 to provide an operating budget for the Athletic Trainer, and \$1.02 to maintain the Rodeo program that was transferred from the Dean of Students office into Campus Recreation.
<b>Building Bonds</b>	With the current bond for the Sorenson Student Center (SC) coming close to be being paid, a \$1.69 decrease will allow for sufficient funds to make bond payments in addition to preparing funds for an expansion/remodel of the SC.
<b>Student Center O&amp;M</b>	A \$2.00 increase was requested and approved to provide necessary funds for maintenance and needs for the aging Sorenson Student Center (SC).
<b>SLWC O&amp;M</b>	A \$1.00 decrease will provide sufficient funds for building maintenance without yielding to an unnecessary surplus of funds.
<b>Student Health Services</b>	A \$0.13 increase was requested to cover the costs associated with increasing the availability of a part time medical assistant for Fridays. An additional increase of \$1.67 (totaling \$1.80) was proposed and approved by the Student Council. With the growing concerns and needs surrounding mental health, the Student Council made the determination that an additional \$1.67 was needed to establish a mental health therapist position. This increase should not be interpreted as an ongoing practice where an increase of student fees is made to provide the mental health support students need, but rather a contribution to the cause. Student council is hopeful that UVU administration and the state legislature will support the need by allocating additional funds to create additional positions to reach the therapist to student ratio of 1:1500.



**UVU BOARD OF TRUSTEES  
Agenda Item Coversheet**

<b>DATE:</b>	<b>March 27, 2019</b>
<b>TITLE:</b>	<b>Purchase of Building at Thanksgiving Point</b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>Val Peterson</b>
<b>SUBJECT:</b>	<b>Purchase of Building at Thanksgiving Point (2912 Executive Pkwy)</b>
<b>BACKGROUND:</b>	2912 Executive Pkwy LLC has agreed to sell the building the University is currently leasing in Lehi for \$22.11 million. This building includes attached parking and is located across the street from the Frontrunner station. This building is partially leased to other companies, which will provide a revenue stream to the university, and opportunity for future expansion of university programs at Thanksgiving Point.
<b>ALTERNATIVES:</b>	<ul style="list-style-type: none"> <li>• <b>Approve</b> as presented, “I move to approve the purchase of the building at 2912 Executive Pkwy, Lehi, Utah for \$22.11 million dollars.”</li> <li>• <b>Amend</b> and approve, “I move to approve, as amended...”</li> <li>• <b>No action</b>, “I move that we go to the next agenda item...”</li> </ul>
<b>FINANCIAL IMPACT:</b>	UVU will expend \$9,481,000 in cash and acquire \$12,627,420 in debt.
<b>EXHIBITS:</b>	<ul style="list-style-type: none"> <li>a. Exhibit 1 – Capital sources/Rental revenue.</li> <li>b. Exhibit 2 – Floor plans.</li> </ul>

a. Exhibit 1 – Capital sources/Rental revenue.

**Capital Sources**

Assume existing Loan Balance	\$10,842,000
University Funds	\$9,481,000
Initial Foundation Loan	\$1,785,420
<b>Total Funding</b>	<b>\$22,108,420</b>

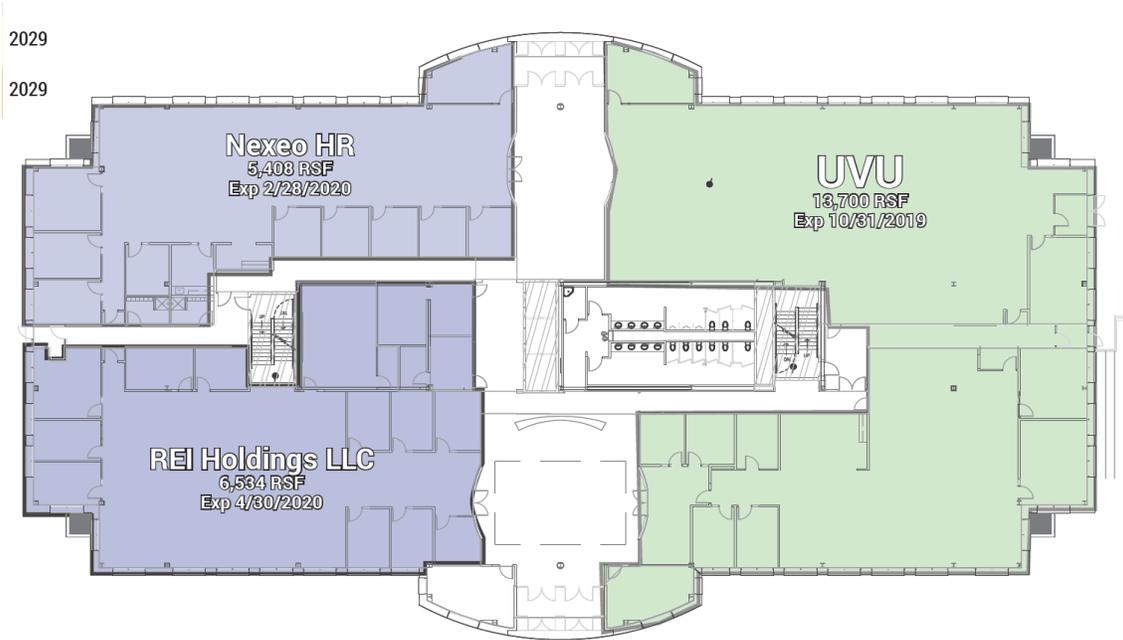
**Rent Roll**

PRO-FORMA

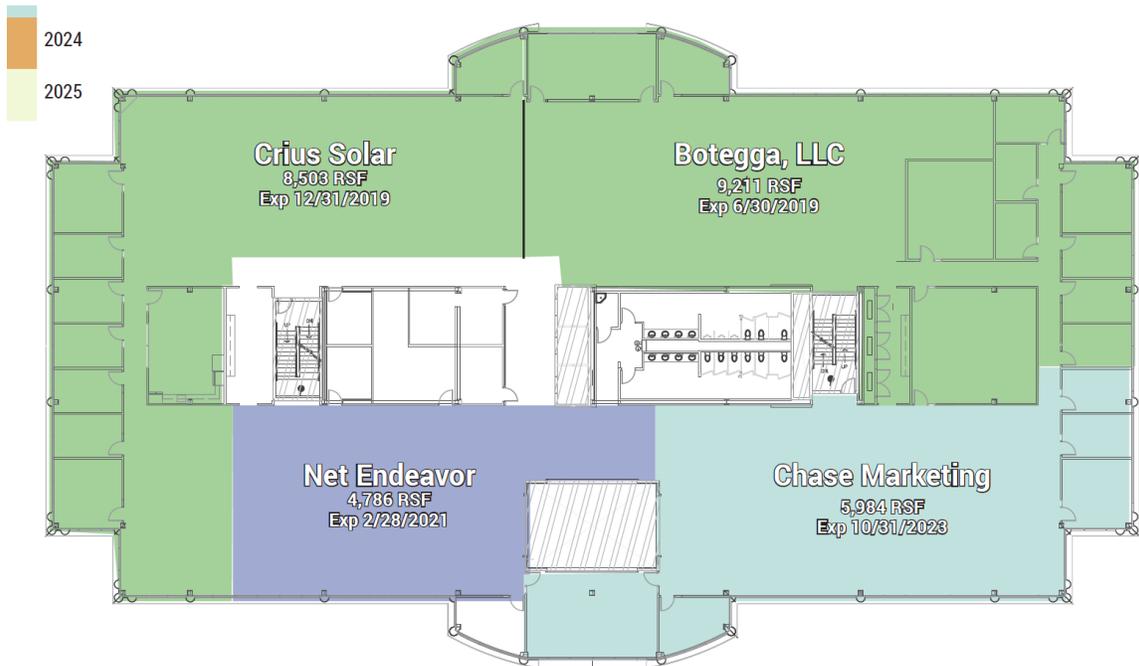
Unit(s)	Lease	Area	Lease From	Lease To	Term	Annual Rent	Annual Rent Per Area	
100	Utah Valley University	13,700	11/1/2016	10/31/2019	36	363,358	26.52	
103	REI Holdings	6,534	3/1/2017	4/30/2020	38	151,425	23.18	
175	Nexeo HR Solutions, LLC	5,408	12/5/2016	3/4/2020	39	126,222	23.34	
200	Chase Marketing Group	6,361	8/1/2017	11/30/2022	64	135,960	21.37	
201	Crius Solar, LLC	8,503	2/1/2017	1/31/2020	36	192,240	22.61	
220	Bottega, LLC	9,211	12/1/2016	5/31/2019	30	218,400	23.71	
260	Avii/ Net Endeavor, Inc.	4,786	1/1/2018	2/28/2021	38	108,451	22.66	
300	HNTB Corporation	16,242	9/1/2017	12/31/2020	40	401,502	24.72	
RF1	SenaWave	0	3/26/2013	2/28/2019	72	6,600	0.00	
325	Civica	6,556	3/1/2019	5/31/2024	63	157,344	24.00	
320	VACANT	7,440						
400	VACANT	9,500			0	0	0.00	
BSMT	VACANT	3,297			0	0	0.00	
						<b>97,538</b>	<b>1,704,158</b>	<b>17.47</b>

b. Exhibit 2 – Floor plans.

First Floor

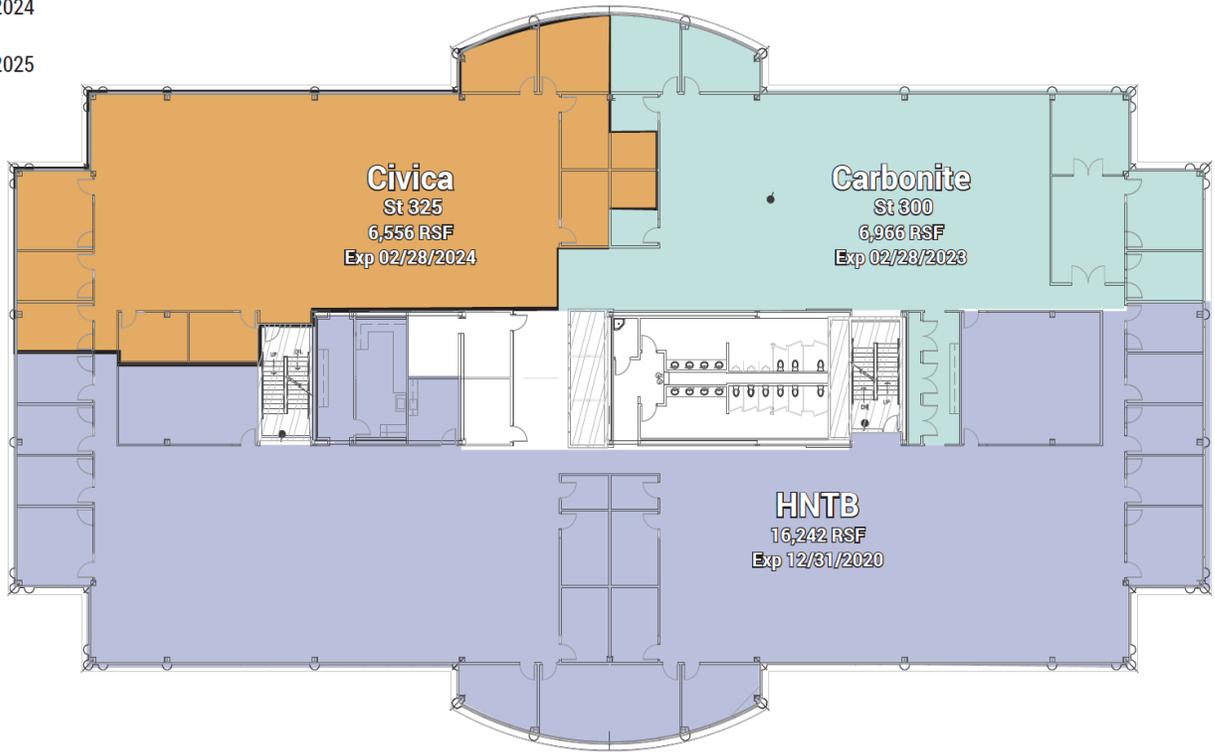


Second Floor



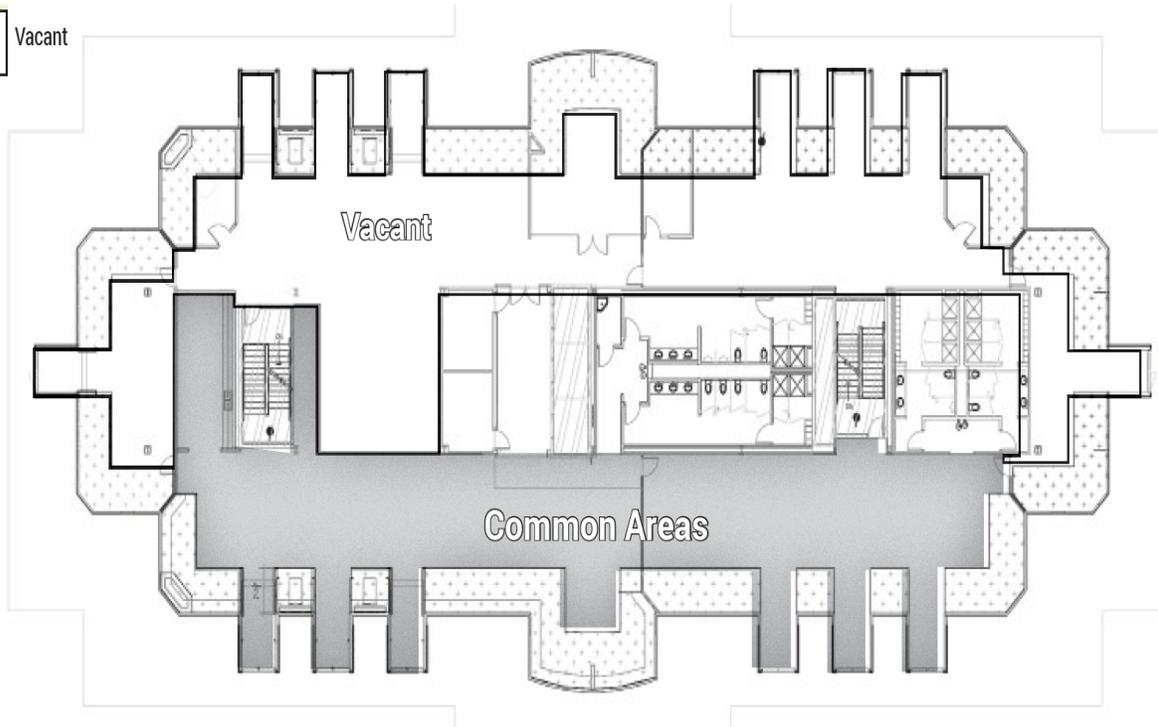
### Third Floor

2024  
2025



### Fourth Floor

Vacant





**UVU BOARD OF TRUSTEES  
Agenda Item Coversheet**

<b>DATE:</b>	<b>March 27, 2019</b>
<b>TITLE:</b>	<b>Consent Calendar</b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>Justin Jones, Chief of Staff &amp; Secretary to the Board</b>
<b>SUBJECT:</b>	<b>Consent Calendar</b>
<b>BACKGROUND:</b>	<p>The Board of Trustees is being asked to approve the Consent Calendar which contains the following items:</p> <ol style="list-style-type: none"> <li>1. Minutes of February 21, 2019</li> <li>2. January 2019 Investment Report</li> <li>3. Institutional Discretionary Funds 2017-18 Actuals Report and 2018-19 Revised Budget</li> <li>4. 2018-19 Education &amp; General Appropriated Revenue Revision Two</li> </ol>
<b>ALTERNATIVES:</b>	<ul style="list-style-type: none"> <li>• <b>Approve</b> as presented, “I move to approve the Consent Calendar as presented.”</li> <li>• <b>Amend</b> and approve, “I move to approve, as amended...”</li> <li>• <b>No action</b>, “I move that we go to the next agenda item...”</li> </ul>
<b>FINANCIAL IMPACT:</b>	Available upon request
<b>EXHIBITS:</b>	<ol style="list-style-type: none"> <li>a. Minutes of February 21, 2019</li> <li>b. January 2019 Investment Report</li> <li>c. Institutional Discretionary Funds 2017-18 Actuals Report and 2018-19 Revised Budget</li> </ol>

	d. 2018-19 Education & General Appropriated Revenue Revision Two
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**UVU BOARD OF TRUSTEES**  
February 21, 2019  
4 p.m. – SC 213c, Utah Valley University

**Board of Trustee Members Present**

Elaine Dalton, Chair  
Karen Acerson  
John Gappmayer  
Rick Nielsen  
Marc Reynolds  
Jack Sunderlage, Second Vice Chair  
Jill Taylor  
Paul Thompson  
R. Duff Thompson, First Vice Chair

**Others Present**

Scott Trotter  
Stephen Whyte

**UVU Attendees**

Astrid S. Tuminez, President  
Jacob Atkin, Associate Vice President, Finance  
Karen Clemes, General Counsel  
Scott Cooksey, Vice President, Development and Alumni  
Nathan Gerber, PACE President  
Justin Jones, Chief of Staff, Secretary to the Board  
Linda Makin, Vice President, Planning, Budgets, and HR  
Cameron Martin, Vice President, University Relations  
Jeff Olson, Senior Vice President, Academic Affairs  
W. Barney Nye, Associate Vice President, Student Affairs  
Craig Thulin, Faculty Senate President  
Katie Zabriskie, Executive Communication Officer

At the beginning of the meeting, Trustee Chair Elaine Dalton welcomed all those in attendance, noted those who could not be present, and addressed housekeeping items.

**I. ACTION**

**1. Academic Program Approval**

The Trustees were provided with a review of the most recent meeting of the Academic Affairs committee by Trustee Paul Thompson. The Trustees were then presented with several academic programs for adoption and/or name changes. These were centered around the geomatics program, surveying technology, and the Engineering Design Technology department which wished to change its designation to the Department of Architecture and Engineering Design to reflect the new architecture degree program. Some discussion of paths to licensure and job demand followed. The Trustees then looked at programs that were being recommended for deletion because of low demand and enrollment, including the IS emphasis in Graphic Design and an emphasis in forensic chemistry. After minimal discussion, Trustee P. Thompson motioned to approve the name change to the Engineering Design Technology department, the name change of the Geomatics program, the adoption of the CP in Surveying Technology, and the adoption of the AAS in Surveying Technology as well as the deletion of the IS emphasis in Graphic Design and the Forensic Chemistry emphasis. Trustee Jack Sunderlage seconded. The motion carried without opposition.

The Trustees were then presented with several three-year reviews of new programs as required by Regents policy. The Trustees were assured that all programs were meeting expectations, but discussion followed about how these decisions are made, the desire to more firmly develop criteria for elimination, and the nature of enrollment numbers. Specific questions were asked about the entrepreneurship program and retention. Trustee P. Thompson motioned to approve the three-year reviews and recommendations for continuation of the BFA Theatre, BS Entrepreneurship, BS Mechatronics, BS Digital Cinema, BS Digital Audio, BS Animation and Games, and BS Web Design and Development. Trustee Nielsen seconded. The motion carried without opposition.

**2. Policies**

The Trustees were presented with a request to approve revisions to Policy 333 Background Checks. It was noted that Policy 333 was a joint effort of the Office of the General Counsel and Human Resources, establishing the requirements for legally conducting background checks and ensuring the confidentiality of the information gathered. Among other benefits, the policy will help prevent negligent hire claims. After minimal discussion, Trustee John Gappmayer motioned to approve the adoption of revisions to Policy 333 Background Checks. Trustee Marc Reynolds seconded. The motion carried without opposition.

The Trustees then looked at Policy 608 Internship Programs. It was noted that internships are considered a high impact practice and are one of the pillars of UVU's commitment to engaged learning. This new policy helps to guide the responsibilities and requirements of internships in each college/school and codifies the guidelines and practices on a university level for consistency and accountability. Trustee Jill Taylor motioned to approve the adoption of Policy 608 Internship Programs. Trustee Gappmayer seconded. The motion carried without opposition.

### **3. Property Purchase**

The Trustees reviewed a proposal to purchase the home located at 1252 South 490 West, Orem at or below appraised value with institutional funds. The home lies within the approved Master Plan growth zone. If the appraisal price is above \$500,000, the purchase request will be sent to the Board of Regents for approval. The appraisal is not completed yet, but based on existing data, there is confidence that the appraisal will be less than \$500,000. It was noted that this request for approval is being made out of order to accommodate the existing Regent and Trustee meeting schedules. After discussion of the risks of this request and the need to ensure appropriate appraisal, Trustee R. Duff Thompson motioned to approve the purchase of the home in discussion for up to \$500,000; but if the home appraises for more than \$500,000, the Board of Trustees will approve the purchase subject to Board of Regents approval. Trustee Sunderlage seconded. The motion carried without opposition.

## II. EXECUTIVE SESSION

Trustee Reynolds motioned to enter Executive Session to strategically discuss character, professional competence, or physical or mental health of an individual, and litigation that is pending or reasonably imminent. Trustee Taylor seconded. The motion carried without opposition.

## I. ACTION (CONTINUED)

### **4. Sabbaticals**

Trustee Sunderlage motioned to approve Fall 2019 sabbatical requests for Ruhul H. Kuddus, Biology; Heather Wilson-Ashworth, Biology; and, Thomas Mgonja, Developmental Math; and 2019-20 Academic Year Sabbatical requests for Todd Peterson, Computer Science; Michael Goode, History and Political Science; Pierre Lamarche, Philosophy and Humanities; Michael Shaw, Philosophy and Humanities; Ya Li, Mathematics; Cyril Slezak, Physics; Sheri Rysdam, Literacies and Composition; and Mohammad El-Saidi, Strategic Management and Operations. Trustee Nielsen seconded. The motion carried without opposition.

### **5. Honorary Awards**

Trustee Karen Acerson motioned to approve the 5 Browns as the 2019 Commencement Speaker and honorary Doctorate of Arts recipients; two honorary degree recipients whose names and degrees will be announced publicly following their acceptance of the award and commitment to attend the May 2, 2019, commencement ceremony; and, the awarding of the Trustee Awards of Excellence to Eddy Cadet, Mary Brown, Stephen Whyte, and Summer Valente. Trustee Gappmayer seconded. The motion carried without opposition.

## III. CONSENT CALENDAR

The Trustees were asked to review the Consent Calendar, which consisted of the minutes of January 17, 2018, the December 2018 Investment Report, and the 2018 Human Resources Report. Trustee Nielsen motioned to approve the Consent Calendar. Trustee Acerson seconded. The motion carried without opposition.

## IV. INFORMATION

### **1. Committee Reports**

The Trustees were provided with updates on the activities of both the Audit Committee and the Finance and Facilities committees. Audit Chair D. Thompson noted that the State Auditors gave the university a clean audit report. Chair Thompson expressed his appreciation for the hard work and professionalism of UVU's Audit

Department. Finance and Facilities Chair Sunderlage spoke of the focus that was placed on the legislative session, the funds available, and UVU's needs during the meeting. With commentary from VPs Linda Makin and Cameron Martin, the Trustees were given a review of the growth being experienced in Utah County and its impact on UVU. There was strong emphasis placed on the need for UVU to secure growth funding to meet the demands of UVU's service region. The efficiency of UVU in educating this population was noted, particularly in terms of tax dollars received and tuition expenses. The Trustees were asked to message the legislature about the critical nature of growth funding, both statewide and at UVU.

## **2. President's Report**

President Astrid S. Tuminez provided the Trustees with an update on the university since the January 2019 Board meeting. Her report included a thank you for the support of her Cabinet and recognition of changes in leadership, including the hiring of Marilyn Meyer as AVP for Human Resources and the designation of Jared Sumsion as interim AVP for Athletics. Student successes were noted, including Emma El-Farra's designation as the ACF Western Region Student Chef of the Year and the UVU Dance Team's first place finish in the Varsity Universal Dance Association Division 1 Jazz competition. Significant happenings at the university were noted, including a Broadway production being workshopped at UVU, the announcement of the UVU MBA at Silicon Slopes, and the Bloomberg spotlight on UVU. Further mention was made about legislative requests for UVU and monies needed for the WSB. President Tuminez then spoke about game changers at UVU, one of which would be an endowment increase to \$500 million. She closed by reminding the Trustees about the Week of Dreams.

## **3. Tuition Setting**

The Trustees were informed about the new tuition setting process designated by the Board of Regents. The history of UVU's tuition and fee amounts was reviewed, as was the rationale for these dollar amounts. The expectations of the new tuition setting process were noted, including the presentation of four separate proposals relating thereto and the expected recommendation by UVU to the Regents for a tuition increase. The desire to raise out of state tuition was explained but the criteria for establishing waivers for these students was also discussed. The timeline for tuition setting was then reviewed.

Chair Dalton adjourned the meeting.



**CASH AND INVESTMENT  
REPORT  
January 2019**

# Monthly Composite Performance Review

## UTAH VALLEY UNIVERSITY

### January 2019

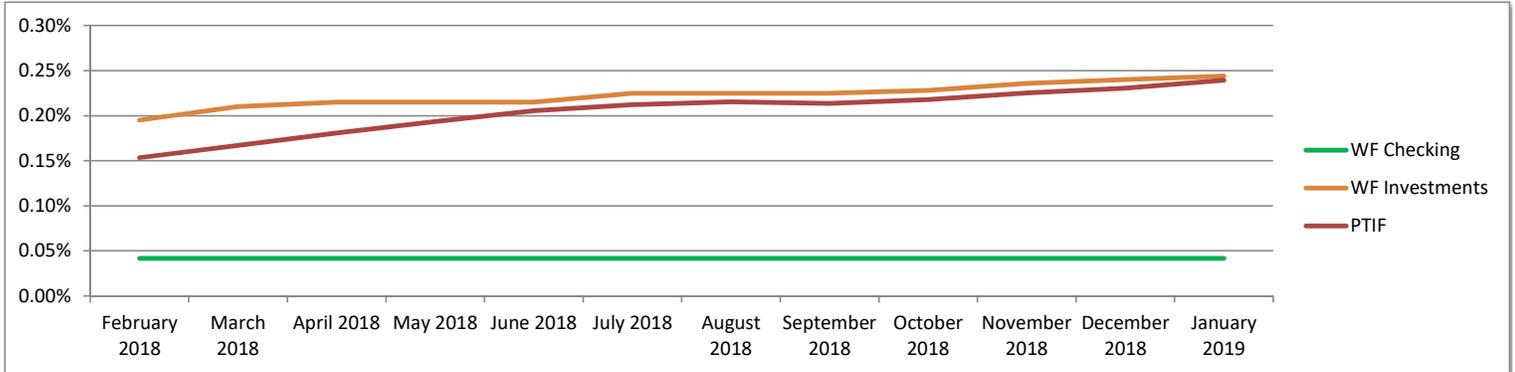


Account Activity	Checking/Sweep	Investments	PTIF	Total University Cash and Investments	Past Twelve Months of Activity
Beginning Balance	\$ 9,566,183	\$ 90,685,125	\$ 62,138,175	\$ 162,389,483	\$ 187,060,063
Interest/Earnings Credit	8,942	311,735	188,953	509,630	4,156,284
Acquisitions/Credits	1,695,915	2,500,821	46,253,544	50,450,280	266,159,088
Dispositions/Debits	-	(2,504,283)	(10,000,000)	(12,504,283)	(259,547,638)
Unrecognized Gain/Loss	-	439,414	-	439,414	(144,740)
Fees	(8,942)	-	-	(8,942)	(77,001)
Transfers *	-	(311,735)	492,451	180,716	3,850,242
Ending Balance	\$ 11,262,098	\$ 91,121,077	\$ 99,073,123	\$ 201,456,298	\$ 201,456,298

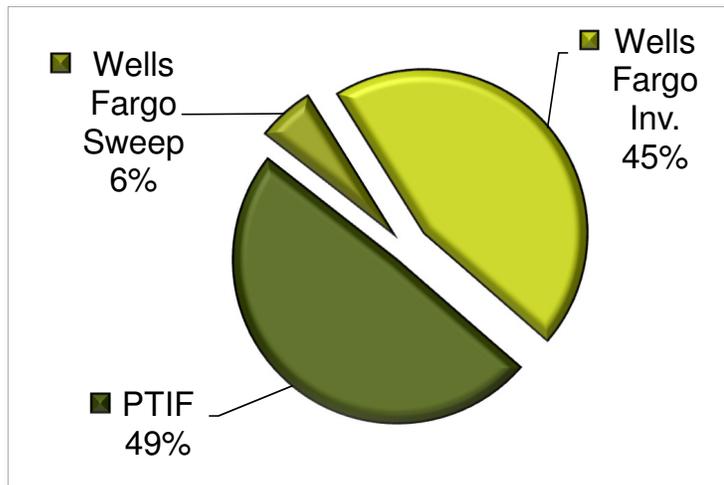
\* Transfers consist of activity between UVU and the Foundation and interest transferred to UVU.

2.10%  
12 Month Return

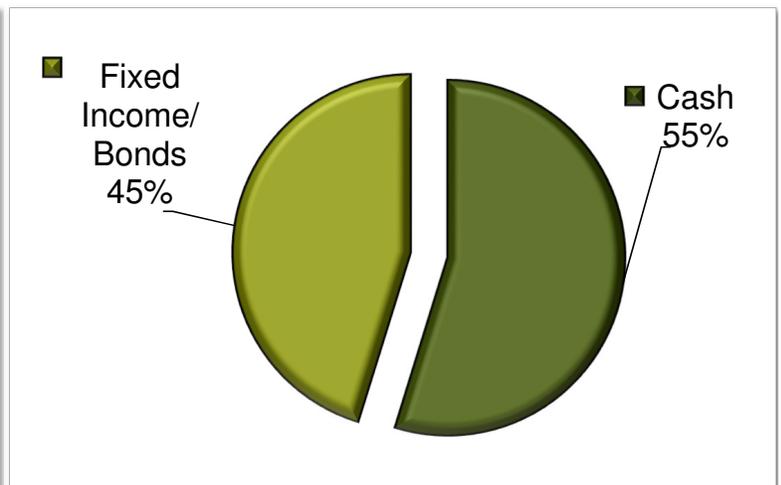
Performance Returns	Wells Fargo Checking/Sweep	Wells Fargo Investments	PTIF
February 2018	0.04%	0.20%	0.15%
March 2018	0.04%	0.21%	0.17%
April 2018	0.04%	0.22%	0.18%
May 2018	0.04%	0.22%	0.19%
June 2018	0.04%	0.22%	0.21%
July 2018	0.04%	0.23%	0.21%
August 2018	0.04%	0.23%	0.22%
September 2018	0.04%	0.23%	0.21%
October 2018	0.04%	0.23%	0.22%
November 2018	0.04%	0.24%	0.23%
December 2018	0.04%	0.24%	0.23%
January 2019	0.04%	0.24%	0.24%
Monthly Average	0.04%	0.22%	0.20%
12 Month Return	0.50%	2.67%	2.45%



UVU Cash and Investments as a Percent of Total



UVU Cash and Investments Investments by Type



**Monthly Composite Performance Review**  
**UVU Foundation**  
**January 2019**

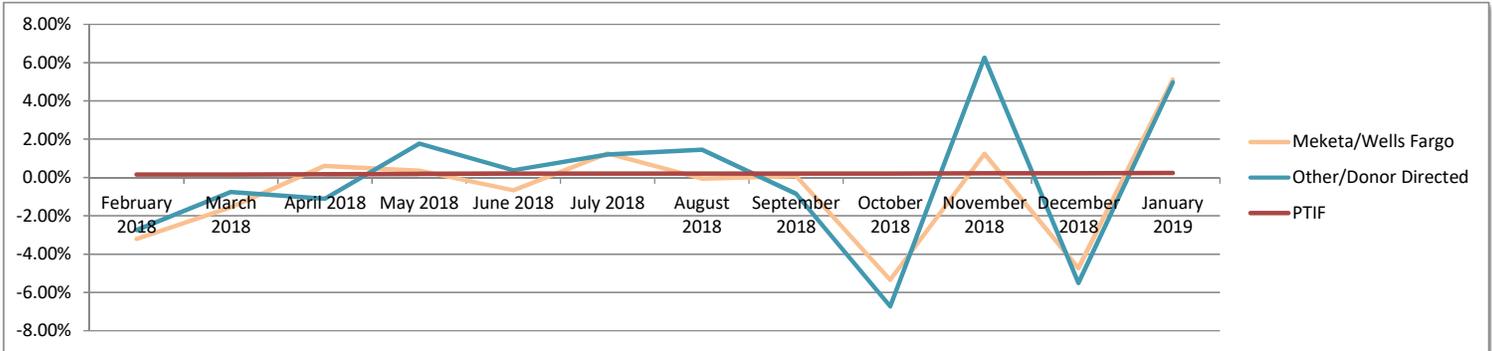
**Account Activity**

	Unrestricted	Temporarily Restricted	Permanently Restricted - Endowments	Total Foundation Investments	Past Twelve Months of Activity	Notes Due From University ^
Beginning Market Value	\$ 4,639,292	\$ 38,653,127	\$ 29,818,935	\$ 73,111,354	\$ 82,263,474	Beginning Balance \$ 7,970,125
Interest	8,461	94,408	1,628	104,497	1,316,045	Additional Notes -
Acquisitions	-	-	301,830	301,830	58,899,170	Principal Received (320,807)
Dispositions	-	(2,086)	(320,788)	(322,874)	(58,998,457)	Ending Balance \$ 7,649,318
Gain/Loss Rec & Unrec	-	429,734	1,485,243	1,914,977	(2,418,363)	Interest Received \$ 222,268
Fees	-	-	(56)	(56)	(89,383)	Rate 5.5%
Transfers *	(157,556)	140,192	(475,087)	(492,451)	(6,355,210)	^ Fiscal Year Activity
Ending Market Value	\$ 4,490,197	\$ 39,315,375	\$ 30,811,705	\$ 74,617,277	\$ 74,617,276	
Monthly Return	0.18%	1.36%	4.99%	2.76%		
12 Month Return	-0.57%	0.01%	-4.13%		-1.45%	

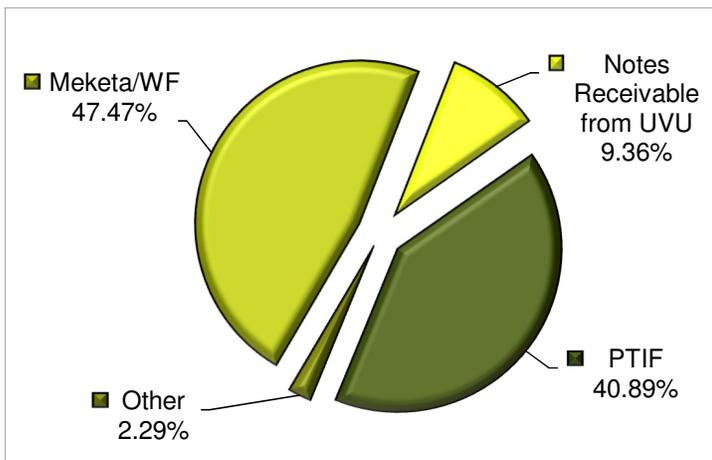
\* Transfers consist of activity between money market accounts and other investment accounts as well as activity between the University and the Foundation.

**Performance Returns**

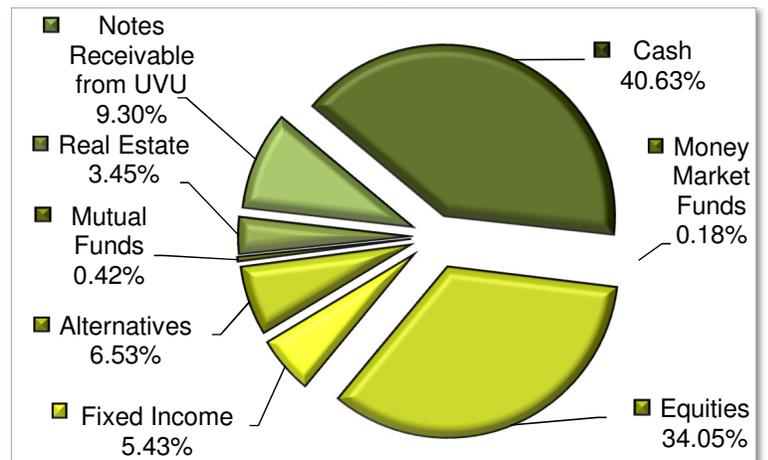
	Meketa/ Wells Fargo	Other - Donor Directed	PTIF
February 2018	-3.20%	-2.75%	0.15%
March 2018	-1.55%	-0.76%	0.17%
April 2018	0.61%	-1.09%	0.18%
May 2018	0.37%	1.77%	0.19%
June 2018	-0.67%	0.38%	0.21%
July 2018	1.26%	1.21%	0.21%
August 2018	-0.05%	1.46%	0.22%
September 2018	0.08%	-0.85%	0.21%
October 2018	-5.35%	-6.73%	0.22%
November 2018	1.24%	6.26%	0.23%
December 2018	-4.74%	-5.49%	0.23%
January 2019	5.12%	4.96%	0.24%
Monthly Average	-0.57%	-0.14%	0.20%
12 Month Return	-6.89%	-1.64%	2.45%



**UVU Foundation Investments as a Percent of Total**



**UVU Foundation Investments by Type**



# Utah Valley University

## Investments and Investment Earnings

From 7/1/18 to 1/31/19

Description	Coupon	Settlement Date	Maturity Date	Principal	Premium (Discount)	Accrued Interest	Net Amount	Par	Total Interest Received To Date	Less Accrued Interest	Interest Earnings
Santander UK PLC	4.26%	5/12/2016	3/14/2019	405,230.53	5,230.53	1,384.76	406,615.29	400,000.00	7,754.27	-	7,754.27
Bank of America Corp	3.27%	4/5/2016	4/1/2019	2,482,991.76	(17,008.24)	415.31	2,483,407.07	2,500,000.00	61,444.98	-	61,444.98
Citigroup Inc	3.11%	8/10/2016	4/8/2019	753,281.47	3,281.47	983.88	754,265.35	750,000.00	5,878.28	-	5,878.28
Citigroup Inc	3.25%	9/9/2016	6/7/2019	1,512,795.00	12,795.00	146.95	1,512,941.95	1,500,000.00	-	-	-
Citigroup Inc	3.25%	9/7/2016	6/7/2019	3,529,785.00	29,785.00	-	3,529,785.00	3,500,000.00	-	-	-
Citigroup Inc	3.25%	9/30/2016	6/7/2019	4,031,138.24	31,138.24	4,506.57	4,035,644.81	4,000,000.00	-	-	-
BK of Communications/HK	3.50%	5/15/2017	8/16/2019	3,017,220.00	17,220.00	14,023.75	3,031,243.75	3,000,000.00	49,029.79	-	49,029.79
Goldman Sachs Group Inc SRNT	3.13%	1/20/2017	12/13/2019	2,004,571.62	4,571.62	3,708.17	2,008,279.79	2,000,000.00	16,011.22	-	16,011.22
China Development Bank	3.29%	7/28/2017	3/6/2020	1,000,662.47	662.47	2,560.28	1,003,222.75	1,000,000.00	14,580.30	-	14,580.30
Goldman Sachs Group Inc SRNT	3.64%	2/23/2018	4/23/2020	5,783,361.78	100,361.78	14,213.59	5,797,575.37	5,683,000.00	154,346.01	-	154,346.01
UBS AG Stamford CT	3.59%	9/29/2017	6/1/2020	3,038,334.36	38,334.36	5,054.26	3,043,388.62	3,000,000.00	48,720.59	-	48,720.59
Morgan Stanley	3.77%	6/16/2017	6/16/2020	3,544,030.00	44,030.00	-	3,544,030.00	3,500,000.00	58,646.64	-	58,646.64
Barclays Bank	3.39%	6/16/2017	6/16/2020	5,000,000.00	-	-	5,000,000.00	5,000,000.00	73,360.26	-	73,360.26
National Bank of Canada	3.34%	8/24/2017	6/12/2020	4,024,000.00	24,000.00	14,503.56	4,038,503.56	4,000,000.00	58,768.59	-	58,768.59
National Bank of Canada	3.34%	8/24/2017	6/12/2020	1,006,000.00	6,000.00	3,625.89	1,009,625.89	1,000,000.00	14,692.15	-	14,692.15
Bank of Montreal	3.23%	1/9/2018	6/15/2020	1,507,200.00	7,200.00	2,113.01	1,509,313.01	1,500,000.00	21,409.38	-	21,409.38
Wells Fargo	3.35%	8/21/2017	7/22/2020	5,083,300.00	83,300.00	8,526.39	5,091,826.39	5,000,000.00	124,548.96	-	124,548.96
Canadian Imperial Bank	2.72%	3/9/2018	10/5/2020	2,507,925.00	7,925.00	8,775.94	2,516,700.94	2,500,000.00	51,282.57	-	51,282.57
JPMorgan Chase & Co.	3.71%	1/16/2018	10/29/2020	3,076,110.00	76,110.00	16,789.24	3,092,899.24	3,000,000.00	82,375.67	-	82,375.67
American Express Co	2.85%	1/24/2018	10/30/2020	3,001,500.00	1,500.00	12,240.38	3,013,740.38	3,000,000.00	62,704.23	-	62,704.23
Canadian Imperial Bank	2.87%	2/12/2018	2/2/2021	3,006,600.00	6,600.00	12,240.38	3,018,840.38	3,000,000.00	40,951.50	-	40,951.50
Wells Fargo	4.08%	5/2/2018	3/4/2021	3,590,463.24	90,463.24	18,972.44	3,609,435.68	3,500,000.00	65,135.32	-	65,135.32
HSBC HOLDINGS PLC	5.01%	3/16/2018	3/8/2021	8,547,201.00	447,201.00	7,717.10	8,554,918.10	8,100,000.00	189,973.16	-	189,973.16
Toronto Dominion Bank	3.41%	4/10/2018	4/7/2021	3,067,953.00	67,953.00	277.55	3,068,230.55	3,000,000.00	76,413.89	-	76,413.89
Bank of Nova Scotia	2.91%	4/30/2018	4/20/2021	5,015,250.00	15,250.00	3,887.03	5,019,137.03	5,000,000.00	108,934.87	-	108,934.87
Morgan Stanley	3.87%	4/30/2018	4/21/2021	5,143,600.00	143,600.00	3,657.07	5,147,257.07	5,000,000.00	144,337.84	-	144,337.84
Santander UK PLC	3.36%	6/6/2018	6/1/2021	1,502,280.00	2,280.00	608.40	1,502,888.40	1,500,000.00	22,587.37	-	22,587.37
Mitsubishi UFJ FIN GRP	3.16%	8/10/2018	7/26/2021	1,803,030.04	10,030.04	2,229.95	1,805,259.99	1,793,000.00	28,461.93	(2,229.95)	26,231.98
Citigroup Inc	3.75%	8/8/2018	8/2/2021	8,670,000.00	170,000.00	5,012.96	8,675,012.96	8,500,000.00	76,865.39	(5,012.96)	71,852.43
Goldman Sachs Group Inc SRNT	3.79%	11/29/2018	11/15/2021	2,020,000.00	20,000.00	2,944.77	2,022,944.77	2,000,000.00	-	(2,944.77)	(2,944.77)
Santander UK PLC	3.28%	1/9/2019	11/15/2021	2,488,307.50	(11,692.50)	12,513.00	2,500,820.50	2,500,000.00	-	(12,513.00)	(12,513.00)
FHLB	1.75%	8/30/2017	8/23/2022	3,000,000.00	-	-	3,000,000.00	3,000,000.00	26,250.00	-	26,250.00
FHLB	2.00%	10/27/2017	10/27/2022	2,000,000.00	-	-	2,000,000.00	2,000,000.00	17,500.00	-	17,500.00
				106,164,122.01			106,347,754.59	104,726,000.00	1,702,965.16	(22,700.68)	1,680,264.48
		Matured/Sold		(14,314,563.09)			(14,324,323.97)	(14,250,000.00)			
		<b>Total</b>		<b>91,849,558.92</b>			<b>92,023,430.62</b>	<b>90,476,000.00</b>			



**Institutional Discretionary Funds**  
2018-19 Budget Revised and 17-18 Actual

**Institutional Investment Income**

	2017-18	
	Revised Revenue	Actual Revenue
Investment Revenue From Prior Year	\$2,087,677	\$2,087,677
Carry forward from Prior Year	\$485,461	\$485,461
Available Revenue	\$2,573,138	\$2,573,138

2018-19		
Original	Revision	Revised
\$2,600,000	\$366,932	\$2,966,932
\$135,006	\$1,367,244	\$1,502,250
\$2,735,006	\$1,734,176	\$4,469,182

Expenditure Category/Project	2017-18	
	Revised Budget	Actual Expenditures
Scholarships, Fellowships and Student Aid		
International Student Scholarships	\$145,556	\$145,556
Scholarship (President/Land)	\$15,000	\$8,778
CAL Lead Housing	\$219,495	\$211,602
Honors Housing	\$288,960	\$271,400
International Studies Student Aid	\$20,000	\$20,000
Internships	\$12,000	\$12,000
Government Internships	\$30,000	\$30,000
Fund Raising and Institutional Development		
Federal Funding Development	\$45,000	\$43,200
Development Support		
Development Events		
Enrichment of Institutional Cultural Programs		
Cultural Envoy Summer Bridge		
Campus Development/Capital Facilities		
Geneva Property	\$1,300,000	\$0
Other Education and General Operating Support		
Student Marketing (Recruitment)	\$101,121	\$100,871
Out Of State Recruiting	\$30,000	\$30,000
International Fair	\$16,500	\$15,981
University Campaign	\$214,500	\$181,500
Contingency	\$135,006	
<b>TOTAL</b>	<b>\$2,573,138</b>	<b>\$1,070,888</b>

2018-19		
Original Budget	Revision	Revised Budget
\$147,739		\$147,739
\$15,000		\$15,000
\$215,400		\$215,400
\$293,760		\$293,760
\$20,000		\$20,000
\$12,000	\$30,000	\$42,000
\$30,000	-\$30,000	\$0
\$45,000		\$45,000
\$142,251		\$142,251
\$130,000		\$130,000
\$15,000		\$15,000
\$1,300,000	\$1,300,000	\$2,600,000
\$80,000	\$250	\$80,250
\$30,000		\$30,000
\$16,500		\$16,500
\$99,000	\$33,000	\$132,000
\$143,356	\$400,926	\$544,282
\$2,735,006	\$1,734,176	\$4,469,182

**Unrestricted Gifts**

	2017-18	
	Revised Budget	Actual Revenue
Carry forward from Prior Year	\$113,204	\$113,204
Projected new revenue	\$11,000	\$11,136
Available Revenue	\$124,204	\$124,340

2018-19		
Original Budget	Revision	Revised
\$115,266	\$2,736	\$118,002
\$11,000	\$0	\$11,000
\$126,266	\$2,736	\$129,002

Expenditure Category	2017-18	
	Revised Budget	Actual Expenditures
Fund Raising and Institutional Development		
Presidential Impact	\$84,627	\$6,088
Community Outreach	\$39,577	\$249
Total Expenditures	\$124,204	\$6,337

2018-19		
Original Budget	Revision	Revised Budget
\$78,539		\$78,539
\$47,727	\$2,736	\$50,463
\$126,266	\$2,736	\$129,002



## 2018-19 OPERATING REVENUE

Revision Two, March 27, 2019

### EDUCATION AND GENERAL

Revenue Source	Initial Budget (Base Operating Budget)	Change	Revision One	Change	Revision Two
State Tax Funds					
General Fund	\$59,301,600		\$59,301,600	-\$59,000,000	\$301,600
Education Fund	\$57,771,100		\$57,771,100	\$59,019,200	\$116,790,300
Dedicated Credits					
Tuition & Fees	\$136,396,300		\$136,396,300	\$5,000,000	\$141,396,300
Other income	\$149,400		\$149,400		\$149,400
<b>Subtotal</b>	<b>\$253,618,400</b>	<b>\$0</b>	<b>\$253,618,400</b>	<b>\$5,019,200</b>	<b>\$258,637,600</b>
Transfers from USHE					
Math Teacher Prep				\$75,339	\$75,339
Library Consortium				\$26,966	\$26,966
Higher Education Technology Initiative				\$16,182	\$16,182
Hearing Impaired (Part 1)				\$100,300	\$100,300
Concurrent Enrollment				\$474,407	\$474,407
Performance Based Funding (ongoing)		\$314,300	\$314,300		\$314,300
<b>Subtotal</b>	<b>\$0</b>	<b>\$314,300</b>	<b>\$314,300</b>	<b>\$693,194</b>	<b>\$1,007,494</b>
<b>TOTAL Education and General</b>	<b>\$253,618,400</b>	<b>\$314,300</b>	<b>\$253,932,700</b>	<b>\$5,712,394</b>	<b>\$259,645,094</b>

This revision reflects one-time transfers from USHE, a one-time O&M appropriation, revision of tax fund revenue sources, and additional tuition revenue anticipated from 2018-19 enrollment growth



**UVU BOARD OF TRUSTEES  
Agenda Item Coversheet**

<b>DATE:</b>	<b>March 27, 2019</b>
<b>TITLE:</b>	<b>UVU Mission Statement</b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>President Astrid S. Tuminez</b>
<b>SUBJECT:</b>	<b>Revised university mission statement, values, action commitments, and objectives</b>
<b>BACKGROUND:</b>	<p>Based on a campus-wide development process led by President Tuminez, the University Executive Council proposes that UVU adopt a revised mission statement with supporting values, action commitments, and objectives. The UVU mission statement was last updated in 2007, anticipating then-UVSC's transition to a university. The current mission statement is difficult for many to understand and is dated in some respects. The proposed mission framework presents (1) a simplified mission statement that reflects UVU's commitment to student success through its dual-mission model and engaged learning, (2) core values that enhance UVU's culture of student success, and (3) action commitments implemented through objectives that lead to mission fulfillment.</p> <p>The process of approving this mission statement is on-going but it is anticipated that a newly approved statement will be presented to the Trustees at the June 2019 Board meeting. With the Trustees approval of the mission statement, UVU will request a revision to Regents policy R312 which includes each institution's mission statement.</p>
<b>ALTERNATIVES:</b>	<ul style="list-style-type: none"><li>• <b>No vote being taken</b></li></ul>
<b>FINANCIAL IMPACT:</b>	This proposal is not expected to have any fiscal impact on the university.

**EXHIBITS:**

- a. Proposed Mission Statement, Values, Action Commitments, and Objectives
- b. Proposed Mission Framework Case for Change
- c. Current Mission and Core Themes



## **Proposed Mission Statement, Values, Action Commitments, and Objectives: Case for Change**

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*March 21, 2019*

### **UVU'S MISSION**

UVU's general mission is defined by Utah Code and the policies of the Utah System of Higher Education (USHE). Mission statements for USHE colleges and universities are written statements of the general purposes and functions of institutions approved by the Board of Regents. UVU is defined as a regional university within the USHE system. Regional universities are primarily teaching institutions that integrate the roles of four-year universities and community colleges. Regional universities offer career and technical education, associate's degrees, bachelor's degrees, and master's degrees in select areas of regional need. They provide services "associated with a community college," such as student support services, developmental programs, and transfer-oriented programs. Regional universities in the USHE system are open admission institutions, unless otherwise excepted by the Board of Regents. The UVU mission statement must be consistent with this role.

UVU's mission statement works in conjunction with its core values, action commitments, objectives, and metrics to provide a compass for the overall direction of the university. The mission sets the overall direction, and is further articulated in the other elements. Values shape the way the university pursues its mission across all aspects of operations. Action commitments identify thematic areas of activity that lead toward fulfillment of the mission. Objectives are specific actions that UVU will take to achieve its mission. Success is defined by metrics that assess achievement of the objectives. This structure is *identical* to UVU's current framework and complies with the requirements of the Northwest Commission on Colleges and Universities (NWCCU), UVU's institutional accreditor.

### **CASE FOR CHANGE**

President Tuminez began articulating the case for revising the core themes and the mission statement in a series of engagements and discussions over the 2018–19 academic year. These included her 100-day listening tour, Talks with Tuminez, the State of the University Address, the All-Leadership Meeting, and a Cabinet offsite and Cabinet discussions.

Why revisit the mission statement now? UVU's current mission statement is from 2007. It is long and difficult to read, and hardly anyone remembers it. Parts of the statement are also time-bound and may not make much sense to those who are unfamiliar with UVU's institutional history (e.g., the phrase "stewards of place," which was coined under President Sederberg). This suggests the need to revise the mission statement for clarity and brevity, and to make it more outward-facing and easily understandable for potential students, their families, and other external constituencies.

The 2007 Mission Statement may be outdated. It was framed when then-UVSC was undergoing a major transformation into a university, circumstances under which a more complex mission statement was appropriate. The university has undergone considerable evolution since 2007. The majority of USHE institutions have updated their mission statements more recently than UVU; four revised their mission statements within the last three years.

Institutions within the NWCCU region are expected regularly to review and update their missions and to adapt mission statements to changing circumstances. The first report of the seven-year accreditation cycle requires institutions to identify and, as necessary, revise their missions, goals, and assessment processes. UVU is currently in this stage of the accreditation cycle.

The coincidence of the accreditation cycle, the increasing recognition on- and off-campus that the 2007 statement was proving more difficult, and the leadership transition make this an opportune moment to revise the mission statement. The mission statement was not revised during the previous presidential transition as USHE policy at the time required that missions remain in place for at least five years.

## **DEVELOPMENT PROCESS**

The process of developing the new mission statement and supporting framework began with President Tuminez's listening tour in fall 2018. The 58 meetings across campus discussed UVU's overall mission and the potential evolution of the 2011 core themes into core values and action commitments. The University Planning Advisory Committee (UPAC), which includes nine instructional faculty and six other Academic Affairs personnel among its 35 members, met with President Tuminez twice to help develop the foundational values and action commitments from which the mission statement derives. The University Executive Council (UEC, formerly PELC) began developing mission statement concepts for consideration in November. President Tuminez proposed publicly an initial draft mission statement, values, and action commitments in her State of the University Address on January 24, 2019. UPAC prepared draft objectives on January 31.

UEC approved the combined proposal for mission, values, action commitments, and objectives and communicated it to the UVU community on February 7. Review of the proposal has proceeded along two tracks. UVU's shared governance organizations—Faculty Senate, PACE, and UVUSA—provided formal documents commenting on the proposal. At the same time, the university's administrators held meetings across the university's organizational structure. The campus community submitted 82 distinct comments from individual faculty and staff members as well as formal responses from the Faculty Senate, PACE, UVUSA, Academic Affairs Council, four colleges, and two administrative offices. Institutional Effectiveness, Planning, and Accreditation (IEPA) participated in meetings with all shared governance organizations, three colleges, and one academic department. IEPA provided a summary of all faculty and staff comments to UEC, which approved changes to the mission statement and objectives based on those comments on March 7.

On the advice of the president of the Faculty Senate, UEC determined that additional faculty input was appropriate. IEPA, in collaboration with the Faculty Senate president, conducted a survey of all faculty members from March 8-15. The survey found that 58.1% of faculty members supported the new mission statement while 32.9% were opposed. The survey identified several areas of concern common to both supporters and those opposed. UEC again revised the mission statement based on the findings of the faculty survey, and approved the final proposal to the Board of Trustees on March 21.



## **Utah Valley University Mission Statement, Values, Action Commitments, and Objectives**

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*March 21, 2019*

### **MISSION STATEMENT**

**Utah Valley University is an integrated university and community college that educates every student for success in work and life through excellence in engaged teaching, services, and scholarship.**

### **VALUES**

UVU's culture supports our mission of student success. Student success encompasses both terminal degrees and the holistic education of students, and we believe that we can fulfill this mission best in an environment that allows all individuals to thrive personally and professionally. To this end, UVU operates in accordance with three core values: exceptional care, exceptional accountability, and exceptional results.

#### **Exceptional Care**

We invite people to “come as you are” and let them know that “UVU has a place for you.” Care means that we strive always to “see” the person in front of us—their strengths and weaknesses, struggles and triumphs, past and potential, and inherent dignity and worth. This does not mean that we set low expectations or make excuses for poor efforts. Instead, our commitment to exceptional care means that we set the bar high and provide challenging, honest conversations and feedback because we are deeply invested in seeing every member of our community succeed.

## Exceptional Accountability

We are strongly committed to working ethically and effectively. We approach each situation from a position of integrity, knowing that everything we do can help or hinder a positive student experience. We honor the resources and mandates we have been entrusted with and strive always to do our best with what is under our control. We respect each member of our community, seek to understand and fulfill our responsibilities, and recognize both individual and collective successes.

## Exceptional Results

We are committed to creating opportunity systematically for as many people as possible. Our engaged curricula, programs, and partnerships address the intellectual and practical needs of our service area and the larger community. We seek to prepare our students to thrive in a rapidly changing economy and an interdependent, complex world. We aspire to greatness in all that we do, while also measuring progress against rigorous metrics that show our students are becoming competent and ethical professionals, lifelong learners, and engaged citizens.

## ACTION COMMITMENTS AND OBJECTIVES

Student Success is the essence of UVU's mission and the focus of the mission statement. Action commitments identify thematic areas of activity that lead toward fulfillment of the mission. Objectives are specific actions that UVU will take to achieve its mission. They are not themselves specific, actionable goals for the university, but will be implemented in operational and organizational plans. Success is defined by metrics that assess achievement of the objectives. This structure is identical to UVU's current framework and complies with the requirements of the Northwest Commission on Colleges and Universities (NWCCU), UVU's institutional accreditor.

### Include

**Objective 1:** UVU integrates educational opportunities appropriate to both community colleges and universities.

**Objective 2:** UVU provides accessible, equitable, and culturally diverse learning experiences and resources for students of all backgrounds, including those historically underrepresented in higher education.

**Objective 3:** UVU fosters an inviting, safe, and supportive environment in which students, faculty, and staff can succeed.

## Engage

**Objective 1:** UVU faculty, staff, and students practice excellent, engaged teaching and learning activities as a community of scholars, creators, and practitioners.

**Objective 2:** UVU develops relationships and outreach opportunities with students, alumni, and community stakeholders.

**Objective 3:** UVU employees demonstrate a commitment to student success, professionalism, ethics, and accountability.

## Achieve

**Objective 1:** UVU supports students in completing their educational goals.

**Objective 2:** UVU students master the learning outcomes of the university and their programs.

**Objective 3:** UVU prepares students for success in their subsequent learning, professional, and civic pursuits.

## Utah Valley University Mission Statement

Utah Valley University is a teaching institution which provides opportunity, promotes student success, and meets regional educational needs. UVU builds on a foundation of substantive scholarly and creative work to foster engaged learning. The university prepares professionally competent people of integrity who, as life-long learners and leaders, serve as stewards of a globally interdependent community.

## Core Themes

*“Collectively, the core themes represent the institution’s interpretation of its mission and translation of that interpretation into practice.”* (Northwest Commission on Colleges and Universities)

### Student Success

*UVU supports students in achieving their educational, professional, and personal goals.*

- SS.1 UVU supports students’ preparation for and achievement of academic success at the university.
- SS.2 UVU provides a meaningful and well-rounded university experience.
- SS.3 UVU prepares students for success in their subsequent academic, professional, and lifelong learning pursuits including serving as leaders, people of integrity, and stewards of their communities.

### Inclusive

*UVU provides opportunity for individuals from a wide variety of backgrounds and perspectives and meets regional educational needs.*

- I.1 UVU provides accessible and equitable opportunities and resources for all students.
- I.2 UVU provides opportunities to improve intercultural competence in an increasingly complex, diverse, and globalized society.
- I.3 UVU provides an inviting, safe, and supportive environment for people from diverse backgrounds and perspectives.
- I.4 UVU offers an array of courses, programs, and delivery methods designed to reflect students’ goals and the region’s educational needs.

### Engaged

*UVU engages its communities in mutually beneficial collaboration and emphasizes engaged learning.*

- E.1 UVU faculty and staff engage students using real-world contexts within the curriculum and activities outside the classroom to increase professional competence and confidence.
- E.2 UVU fosters partnerships and outreach opportunities that enhance the regional, national, and global communities.
- E.3 UVU serves as a portal of civic engagement and an engine of regional economic and business development.

## **Serious**

*UVU fosters a culture of academic rigor and professional excellence.*

- S.1 UVU champions learning through outstanding teaching in an academically rigorous environment.
- S.2 UVU supports a culture of scholarship and creative work and promotes accomplishment in cultural, academic, and co-curricular/extramural endeavors.
- S.3 UVU attracts, develops, and retains high achieving students and highly qualified faculty, staff, and administrators.
- S.4 UVU is recognized for high quality, efficient, and effective programs and services.

## **Administrative Imperatives**

*UVU's Administrative Imperatives—Operate Ethically and Effectively, Manage Growth, and Secure Resources—are key practices and principles critical for sustained fulfillment of its mission and core themes.*

### **Operate Ethically and Effectively**

*UVU operates responsibly through ethical conduct and best practices in planning, decision-making and resource management.*

- OE.1 UVU upholds an environment of ethical behavior and expects honesty, integrity, legal compliance, financial stewardship, and accountability in the performance of employees' UVU-related responsibilities
- OE.2 UVU fosters a culture of strategic planning, assessment, continuous improvement and accountability.
- OE.3 UVU strategically allocates resources to achieve institutional objectives.
- OE.4 UVU utilizes transparent and collaborative decision-making processes.

### **Manage Growth**

*UVU anticipates and appropriately responds to the region's higher education needs.*

- MG.1 UVU anticipates and plans for future regional educational needs.
- MG.2 UVU adapts to meet student and community needs consistent with its educational mission.

### **Secure Resources**

*UVU seeks and obtains public and private resources to fulfill its mission.*

- SR.1 UVU communicates its resource requirements and secures appropriate state tax fund support to fulfill of its role within the Utah System of Higher Education.
- SR.2 UVU establishes tuition and fees consistent with the economic environment and its mission.
- SR.3 UVU strategically pursues and acquires private and public resources beyond state appropriations.



## 2019 Utah Legislative Session Recap

The 2019 Utah Legislative Session concluded on Thursday, March 14. Utah Valley University had a number of budget request priorities, including funding for a new business building and student growth and capacity. The Higher Education Appropriations Subcommittee (HEAS) heard presentations from all eight presidents in the Utah System of Higher Education (USHE) about their institutional priorities. While some funding was appropriated for student growth and capacity needs, the majority of higher education ongoing funding was allocated to performance-based initiatives. Institutions were given latitude to apply their performance-based funds toward strategies that will help them most improve their key performance measures. The following are budget and bill highlights from the session as of March 15 (additional clarifying information is expected early next week).

### Budget Highlights

#### Capital facilities priorities

\$50 million appropriated for UVU's Business Building, as well as ongoing operations and maintenance (O&M) funding. (UVU will need to raise through private funds a total of \$25 million to complete the building — \$13 million has already been raised.)

#### Budget priorities

2.5 percent labor market increase for salaries/wages

4.35 percent medical premium increase

\$5 million to USHE for Student Growth (UVU will receive \$1,696,900)

\$5 million to USHE for Engineering Initiative (UVU should receive \$800,000)

\$31,500,000 to USHE for Performance-Based Funding (UVU should receive \$4,897,900)

In total, UVU anticipates a base budget tax fund increase of \$12,792,700 or 10.9 percent.

### Bill Highlights

#### Passed legislation

**SB 102 (1<sup>st</sup> Sub.), Higher Education Capital Facilities** by Sen. Ann Millner, creates capital development project funds for state colleges and universities and another for technical colleges. It also establishes criteria for project funding. Currently, colleges and universities submit building proposals to the Board of Regents. The regents prioritize the requests, and their list is proposed to the State Building Board, then to the legislature's Infrastructure and General Government Appropriations Subcommittee (IGG), and ultimately to the full legislature. The goal of the bill is to

appropriate funding to colleges and universities for cost-effective building, planning, and design, while maintaining oversight for final approval of state-funded construction.

**SB 09, Revenue Bonds and Capital Facilities Authorizations** by Sen. Cullimore, authorizes UVU to bond for \$24.5M to remodel the Sorensen Student Center. The bond repayment will be paid through student fees.

**HB 188 (1<sup>st</sup> sub), T.H. Bell Program Amendments** by Rep. Lowry Snow, transitions the T.H. Bell Teaching Incentive Loan Program into a scholarship with a goal to increase the number of students entering education-related college programs. The Utah Council of Education Deans (comprised of deans who oversee teacher preparation programs in Utah's colleges and universities) has worked closely with Rep. Snow over the interim and endorsed this legislation.

**HB 260 (3<sup>rd</sup> Sub.), Access Utah Promise Scholarship** by Rep. Derrin Owens creates a statewide scholarship program patterned after Dream Weber and SLCC Promise. These innovative programs, which pay the remaining college costs for qualifying students when federal grants fall short, are showing compelling results: Dream Weber students graduate from Weber State University at significantly higher rates than do non-Dream Weber students (73 to 44 percent, respectively). The scholarship will be available not only for students right out of high school, but adult learners as well at both USHE and UTECH institutions. Modifications were made to this bill, leaving intact the regents' and New Century Scholarships.

**HB 291, Concurrent Enrollment Modifications** by Rep. Mike Winder, clarifies legislation from the 2018 legislative session requiring the Board of Regents to establish policy, in coordination with higher education concurrent enrollment directors, that defines the qualifications to be an eligible concurrent enrollment instructor. Current instructors for the 2017-18 academic year will continue to be eligible regardless of qualifications.

**HB 346, Higher Education Responses to Allegations** by Rep. Kim Coleman, outlines circumstances when an institution turns information over to law enforcement in instances considered an articulable and significant threat to campus safety. The bill also mandates that colleges offer amnesty from conduct code violations for students, which USHE institutions already have in policy. The sponsor has worked during the interim with advocacy groups and USHE.

**SB 164, Student Data Privacy Amendments** by Sen. Jacob Anderegg, eliminates the requirement for individual parental consent for student information to be shared from K-12 schools to the Utah State Board of Regents for purposes of outreach and access. This barrier has led to significant challenges in student recruiting and outreach due to legislative action adopted three years ago. These barriers are recognized frustrations by both higher education and K-12 leaders.

#### Failed legislation

**HB 158, Higher Education Student Speech Rights** by Rep. Kim Coleman, wanted to establish a specific threshold that determines when student-on-student speech becomes harassment as opposed to protected speech. The U.S. Department of Education is considering similar provisions in the coming months.

**HB 248, Education Fund Designation Ratio** by Rep. Marsha Judkins, proposed a limit to the portion of revenue in the Education Fund (income tax revenues) to be designated for higher education at 15 percent (amended in committee to 20 percent). In the most recent year, higher education (including USHE, UETN, UTECH, and buildings) received 17.6 percent from the Education Fund in FY19. This bill would have restricted the legislature's flexibility and potentially made it more difficult to fund higher education in the future.

**HB 442, Family Leave Amendments** by Rep. Elizabeth Weight, would have required public higher education institutions, along with state agencies, to offer paid parental leave to eligible employees. The University of Utah and Utah Valley University have already adopted such family leave policies.

**HB 454, Tuition Waiver and Scholarship Study** by Rep. Melissa Ballard, would have required the Board of Regents to study and report on outcomes of state scholarship and waiver programs, including student retention, completion, and participation in Utah's workforce.