

**Utah Valley University Board of Trustees Meeting**  
**September 20, 2018**  
**8:00am SC 213c**

Tab	Agenda	Notes
	<p><u>I. Information</u></p> <p>1. President's First Week Update, <i>President Astrid S. Tuminez</i></p> <p><u>II. Action</u></p> <p><u>A</u> 1. Aviation Requisition, <i>Jeff Olson, Senior VP, Academic Affairs</i></p> <p><u>B</u> 2. Academic Program Approval, <i>Jeff Olson, Senior VP Academic Affairs</i></p> <p style="padding-left: 40px;">a. BS/BA National Security Studies</p> <p style="padding-left: 40px;">b. Department Deletion &amp; Program Changes for Interdisciplinary Studies</p> <p style="padding-left: 40px;">c. BS Physical Education Teacher Education Move from College of Science to School of Education</p> <p><u>C</u> 3. Policy 710 Clery Act Compliance, <i>Val Peterson, VP Finance and Administration</i></p> <p><u>III. Executive Session</u>  <i>(To discuss character, professional competence, or physical or mental health of an individual.)</i></p> <p><u>II. Action (Continued)</u></p> <p>4. Naming Opportunities, <i>Scott Cooksey, VP Development &amp; Alumni Relations</i></p> <p style="padding-left: 40px;">a. Soccer Fields at Vineyard</p> <p style="padding-left: 40px;">b. Noorda Center for the Performing Arts</p> <p><u>D</u> <u>IV. Consent Calendar</u></p> <p>1. Minutes of August 16, 2018</p> <p>2. Minutes of September 7, 2018</p> <p>3. June and July 2018 Investment Reports</p> <p>4. 2017-18 Institutional Residence Expenditure Report</p> <p><u>I. Information (Continued)</u></p> <p><u>E</u> 2. Committee Charters and Trustee Feedback, <i>Elaine Dalton, Chair</i></p>	



**UVU BOARD OF TRUSTEES**  
**Agenda Item Coversheet**

<b>DATE:</b>	<b>September 20, 2018</b>
<b>TITLE:</b>	<b>Aviation Requisition</b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>Jeff Olson, Senior Vice President for Academic Affairs</b>
<b>SUBJECT:</b>	<b>Purchase of 9 DA40 Aircrafts</b>
<b>BACKGROUND:</b>	<p>The Board of Trustees is being asked to approve the purchase of 9 DA40 Aircrafts at \$432,480 per aircraft for a total purchase price of \$3,894,354.</p> <p>See attachments for additional explanatory information.</p>
<b>ALTERNATIVES:</b>	<ul style="list-style-type: none"><li>• <b>Approve</b> as presented, “I move to approve the expenditure of \$3,894,354 for the purchase of 9 DA40 Aircrafts by the School of Aviation Sciences.”</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>	\$3,894,354
<b>EXHIBITS:</b>	<p>a. Requisition Approval Request</p> <p>b. Memorandum of Understanding – Diamond Aircraft Industries</p> <p>c. Aircraft Replacement Fund Projections</p>

## Requisition Approval

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**Date:** Requisition Approval Request Submittal

**Issue:** The School of Aviation Sciences (Aviation) primary aircraft fleet, consisting of (13) Diamond DA20 C-1 aircraft, is approaching replacement criteria as established by the program. These aircraft have served the university well for 18+ years but are requiring more unscheduled maintenance due to their age and high airframe utilization, approaching 10,000 each, in a demanding flight-training environment. Although continuing to be airworthy, and safe, Aviation is requesting the necessary approvals to replace the existing primary aircraft training fleet, in-line with an established replacement plan, with another Diamond model, the DA40 that they also currently utilize for Instrument and Commercial training.

**Requisition Amount:** \$3,894,354 (9 DA40 aircrafts at \$432,480 each) *NOTE:* This procurement would qualify for a Sole Source as Aviation already operates (7) DA40 aircraft.

**Department Responsible for Funding:** The School of Aviation Sciences would be solely responsible for the entire costs associated with this 'Soft Funded' purchase proposal request.

**Background/Explanation of Purchase:** The current fleet of DA-20 aircraft have been anticipated to reach their replacement parameters in Q4 of 2019 as the airframes reach an average of 10,000 Hours. However, a reinvigorated aviation industry has made training aircraft more desirable, thus requiring longer pre-order arrangements than experienced in recent history. The upgrade of all Aviation single-engine trainers to the versatile DA40 aircraft would also allow the Aviation program to offer a more advanced training platform for all certification levels while the 'fleet commonality' affords additional benefits, such as scheduling, maintenance, line-service and curriculum advantages.

This aircraft replacement proposal is intended to proactively secure 2018 pricing, with an additional 5% fleet discount, and a favorable Q4 2019 delivery schedule. Although it is necessary to solidify a potential DA40 replacement plan with a 10% deposit, \*Diamond Aircraft Industries would allow a refundable deposit for (4) of the aircraft in the event that the program faces unforeseen circumstances. Due to the extended maintenance requirements of the existing primary fleet, it is anticipated that Aviation will only need (9) DA40 aircraft to fill the void of (11) DA20 models and still allow for enhanced dispatch availability and limited growth.

**Funding Source:** Aircraft Replacement Fund **S12138** (See attached PDF File, \*Aircraft Replacement Fund Projections, for supplemental information)

The current balance of the 'soft funded' aircraft replacement fund is in excess of \$1,700,000 and continues to build at approximately \$60,000/Month. The acquisition is proposed to be funded in its entirety from this account, recognizing that a projected August 2019 delivery schedule would allow the remaining funds to build. Aviation Contingency Fund utilization would also be implemented to span any shortfall until receiving the eventual supplemental income from liquidating the bulk of the existing fleet of (11) DA20 C-1 aircraft (2 of 13 to be retained for spin training as the airframe is uniquely certified), and the (4) DA42 Twin Stars (being replaced by a previous Piper Seminole order), valued at approximately \$2,040,000 (depending on used market trends).

### Memorandum of Understanding

This Memorandum of Understanding (“**MOU**”) is entered into by and between the parties listed below:

1. **Diamond Aircraft Industries, Inc.**, 1560 Crumlin Sideroad, London, Ontario, N5V 1S2, Canada (“**DAIC**”), represented by Scott McFadzean, CEO;
2. **Utah Valley University, 800 West University Parkway [800 West University Parkway, Orem, Utah, 84058] (UVU)**, represented by John Richards, [Associate Director – Purchasing Operations, Procurement Services]

each a “**Party**,” and collectively the “**Parties**”.

**Whereas** DAIC is the manufacturer and seller of the Diamond DA40 Lycoming aircraft and UVU is the purchaser and operator of the Diamond DA40 Lycoming aircraft, wish to enter into an agreement for the purchase and sale of a fleet of nine (9) Diamond DA40 Lycoming aircraft, five (5) firm and four (4) options, in the specification referred to below. The Parties have reached the following memorandum of understanding by way of amicable negotiations:

- 1) UVU wishes to secure the reservation order of nine (9) Diamond DA40 Lycoming aircraft, five (5) firm and four (4) options with a deposit of \$389,435 USD in the month of September 2018 to secure five (5) firm and four (4) optional 2019 delivery positions.
- 2) DAIC agrees to accept the initial deposit to secure the 2019 delivery positions and current pricing, which expires on September 30<sup>th</sup>, 2018, with a commitment by UVU to deposit the full 10% deposit condition for the five (5) firm DA40 aircraft orders no later than September 30<sup>th</sup>, 2018. Any deposits made for optional aircraft will be fully refundable, should the option not be exercised.
- 3) The list price for the Diamond DA40 Lycoming with Garmin G1000 NXi, Garmin GFC 700 Autopilot, Hartzell Aluminum propeller and Garmin GTX345 ADS-B (In & Out) transponder is \$455,480 USD per aircraft in 2018 pricing dollars. DAIC agrees to keep 2018 pricing for UVU and offer an additional 5% discount off list pricing, for a UVU fleet price of **\$432,706 USD** per aircraft assuming the initial deposit is received in the month of September 2018. The total fleet price for nine (9) aircraft would be **\$3,894,354**.

#### 4) **CONFIDENTIALITY**

- a. The Parties agree and acknowledge that this MOU and its terms and conditions are confidential and may not be disclosed to any third party save where such disclosure is required by law and cannot be avoided.

#### 5) **TERMINATION**

Any of the Parties to this MOU may terminate that Party’s rights and obligations hereunder by the provision of written notice of termination to each of the other Parties.

\* \* \*

- SIGNATURE PAGE OF THIS MOU -

**Diamond Aircraft Industries Inc.**

Authorised Representative: [Scott McFadzean]



**Utah Valley University**

Authorised Representative: [John Richards]

<b>Aircraft Replacement Fund Projections</b>	
<b>Current Balance:</b>	<b>\$ 1,746,759</b>
<b>Fiscal Year 2019 Projections:</b>	
Projected Fund Additions:	
Monthly reserve deposits	700,000
Transfer from Aviation Contingency Fund - currently available	1,088,000
Sale/trade-in of discontinued Diamond 42s (x4)	1,600,000
Sale/trade-in of Diamond 42 simulator	40,000
<b>Total Available Funds:</b>	<b>\$ 5,174,759</b>
Projected Fund Expenses:	
Piper Seminole multi-engine aircraft (x4) - Committed	(2,377,558)
Simulator (Piper Seminole Level 5 FTD)	(385,000)
<i>Deposit for new Diamond DA40 aircraft (x9) - \$173,082 refundable</i>	<i>(389,435)</i>
<b>Total Fund Expenses:</b>	<b>\$ (3,151,993)</b>
<b>Projected Aircraft Replacement Fund Balance (6/30/2019):</b>	<b>\$ 2,022,766</b>
<b>Fiscal Year 2020 Projections:</b>	
Projected Fund Additions:	
Monthly reserve deposits	710,000
Transfer from Aviation Contingency Fund	913,000
Sale/trade-in of old Diamond DA20s (x11)	440,000
<b>Total Available Funds:</b>	<b>\$ 4,085,766</b>
Projected Fund Expenses:	
<i>Final payment for new Diamond DA40 aircraft (x9)</i>	<i>(3,504,919)</i>
<b>Projected Aircraft Replacement Fund Balance (6/30/2020):</b>	<b>\$ 580,847</b>

<b>Projected Aviation Contingency Fund Balance (6/30/2020):</b>	<b>1,135,000</b>
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**UVU BOARD OF TRUSTEES  
Agenda Item Coversheet**

<b>DATE:</b>	<b>September 20, 2018</b>
<b>TITLE:</b>	<b>Academic Program Approval</b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>Jeff Olson, Senior Vice President for Academic Affairs</b>
<b>SUBJECT:</b>	<b>Academic Program Approval</b>
<b>BACKGROUND:</b>	<p>At the recommendation of the Academic Affairs Committee, the Board of Trustees is being asked to approve the Academic Program addition:</p> <ul style="list-style-type: none"><li>a. Addition of BS/BA National Security Studies</li><li>b. Department Deletion &amp; Program Changes for Interdisciplinary Studies</li><li>c. BS Physical Education Teacher Education Move from College of Science to School of Education</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 changes or modifications:<ul style="list-style-type: none"><li>a. Addition of BS/BA National Security Studies</li><li>b. Department Deletion and Program Changes for Interdisciplinary Studies</li><li>c. BS Physical Education Teacher Education Move from College of Science to School of Education.”</li></ul></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>	<ul style="list-style-type: none"><li>a. BS/BA National Security Studies</li><li>b. Department Deletion and Program Changes for Interdisciplinary Studies</li><li>c. BS Physical Education Teacher Education Move from College of Science to School of Education.</li></ul>

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

**Institution Submitting Request:** Utah Valley University

**Proposed Program Title:** Bachelor of Arts / Bachelor of Science in National Security Studies

**Sponsoring School, College, or Division:** College of Health and Public Service

**Sponsoring Academic Department(s) or Unit(s):** Criminal Justice

**Classification of Instructional Program Code:** 45.0902

**Min/Max Credit Hours Required to Earn Degree:** 120

**Proposed Beginning Term:** Fall 2019

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

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

<input 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)
X	Bachelor of Arts Degree (BA)
X	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 Department of Criminal Justice in the College of Health and Public Service at Utah Valley University requests approval to offer a Bachelor of Arts (BA) and Bachelor of Science (BS) in National Security Studies effective Fall 2019.

## **Section II: Program Proposal**

### **Program Description**

The BA/BS in National Security Studies (NSS) will provide an interdisciplinary program that prepares students for public and private sector national security careers through acquisition of subject matter expertise and analytical skills. This baccalaureate degree program will expose students to the wide variety of critically important security challenges and issues faced in the twenty-first century such as: terrorism and cyber security, nuclear proliferation and weapons of mass destruction, piracy and global pandemics, sovereignty and the use of force, and civil liberties and the rule of law. Students will also acquire skills such as critical thinking, writing, briefing, and analysis techniques specifically tailored for the national security field, but applicable in many others. Whether students are interested in counterterrorism, homeland security, intelligence gathering and analysis, foreign relations, law and politics, diplomacy, or international development, the NSS BA/BS will provide insight and skills needed to succeed in these professions.

### **Consistency with Institutional Mission**

The NSS BA/BS would be a perfect fit for UVU's mission, core values, and institutional role as a regional state university. The NSS BA/BS will focus on teaching excellence in the classroom and providing students with practical engaged learning and career opportunities. Because UVU hosts the state's only NSS center and academic program, and because Utah has a vibrant and growing national security sector, UVU will provide critical regional educational needs. The NSS BA/BS will prepare professionally competent people of integrity to serve and contribute to a vitally important field. In addition, the NSS BA/BS will serve UVU's core values by encouraging and preparing students to become contributing citizens and stewards of a globally interdependent community; supporting academic freedom and creative and critical thinking in the classroom and in all other program functions; instilling the values of integrity, honesty, creativity, and accountability; promoting diversity in all NSS functions; fostering an atmosphere of learning and leadership; preparing students to be professionally competent members of the workforce; offering numerous and diverse opportunities for engaged learning; producing cutting-edge scholarship by faculty and students; and providing quality classroom education.

## **Section III: Needs Assessment**

### **Program Rationale**

The NSS BA/BS fits perfectly with UVU's focus on teaching, engaged learning, and practical skills. The BA/BS will capitalize on the strengths of UVU's student body and the community to provide students with an understanding of the national security field and the skills and experience required to fill national security positions in government, the defense industry, the private sector, research institutions, and non-governmental and international organizations. The BA/BS will employ a multidisciplinary approach to examine both the theoretical and practical aspects of national security policy and will aim to serve new students interested in studying and preparing for careers in national security as well as returning professionals looking to specialize or re-tool. The BA/BS will provide students with extensive study, discussion, and engaged learning opportunities in the national security field. It will also assist students in

preparing for careers and advanced degree programs in fields with connections to national security studies, such as law, international relations, military, homeland security, criminal justice, public administration, and political science.

The NSS BA/BS will provide students with another degree option for NSS, along with the minor and certificate of proficiency, which became available Fall 2017, and the proposed Emphasis in NSS for the Integrated Studies BS. The NSS classes have been extremely popular and have regularly filled to capacity. Already, many students have declared NSS as their minor or certificate program. The NSS BA/BS aligns with UVU's strengths and mission and further positions UVU to become a regional hub for national security issues—particularly in coordination with UVU's existing NSS Center and academic program. The NSS BA/BS will produce graduates ready to take jobs in the growing national security sector in Utah<sup>1</sup> and across the country<sup>2</sup> and provide certificate opportunities for existing professionals.<sup>3</sup> The NSS center will also offer students in the BA/BS program an active and vibrant scholarly and academic environment on campus to engage with these complex issues.

### **Labor Market Demand**

Careers related to national security are among the fastest growing professions in the country, with opportunities in both the public and private sectors in Utah and across the country. The NSS BA/BS will equip students for a wide range of in-demand and high-paying employment opportunities, including analysts, policy-makers, diplomats, public servants, journalists, computer technicians, cyber specialists, military officers, scientists, advocates, intelligence analysts and agents, engineers, defense contractors, law enforcement officers, technicians, linguists, consultants, emergency management directors, information security analysts, geographers, historians, political scientists, social scientists, educators, public relations specialists, writers, and editors.

At the 2014 Utah aerospace and national defense industry conference it was reported that Utah's aerospace and defense economic cluster represents about 4.5% of all state wages, with an average wage in the industry at roughly 90% higher than Utah's average annual wage.<sup>4</sup> Using the Classification of Instructional Programs (CIP) Code (45.0902) and the Standard Occupational Classification (SOC) Codes, the national security subject area represents at least twenty-five unique occupational areas, and 2,540 jobs available from twenty-five different employers in Utah over the time period of November 1, 2016 to October 31, 2017. The average median salary over the SOC occupations that require a BA/BS degree or above in Utah is \$68,372. All but one of those twenty occupations are projected to experience significant increase in demand in Utah and across the country. Notably, because of the classified or sensitive nature of many of the jobs in this sector, a number of additional openings were not included in the SOC data – including jobs at the National Security Agency and a variety of national security sector companies, including L-3 Communications and Northrop Grumman.

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<sup>1</sup> Many public and private national security sector employers have a presence and do business in Utah, including the U.S. Department of Defense, the National Security Agency, the U.S. Air Force, Boeing Company, ATK, Northrop Grumman, L-3 Communications, Hebcro DESP3, Exelis, Janicki, Rockwell Collins, WestCom, and the Southwest Defense Alliance.

<sup>2</sup> The national security sector is diverse and large. Students in the NSS program could find jobs with U.S. federal agencies and departments, state governments and their security components, international and regional organizations, think tanks and academia, non-governmental organizations, and private companies.

<sup>3</sup> This would be useful for working professionals who needed additional skills or education for their current jobs or who needed additional education or credentials to be promoted.

<sup>4</sup> Id.

Nationwide, the national security sector is also very strong and growing. Thousands of public and private sector national security jobs are available in Washington, D.C. and the surrounding area, and in areas with a strong military or national security presence (e.g., Florida, Texas, Colorado, Nebraska, California, Hawaii, Virginia). Additional job opportunities in national security are available in other areas across the United States and in various locations abroad.

Utah's unique set of strengths has made the state a common destination and recruitment source for national security employers. Utah has the highest per capita foreign language literacy in the nation, a significantly high number of students and graduates with international experience, a commitment to technological enterprise and innovation, a population with proven devotion to civic service and concern about national security issues, and a reputation for integrity and work ethic.<sup>5</sup> In addition, Utah has developed a corridor of cyber business along the Wasatch Front, commonly referred to as the "Silicon Slopes," just twenty minutes north of UVU's main campus.

Combined, these advantages make Utah an ideal place to prepare students for successful careers in the burgeoning national security sector. Gary Harter, Executive Director of Veteran's Affairs with the Utah Governor's Office of Economic Development, comments that Utah is well known for its "rich history in defense, information technology, and in a lot of other business sectors, as well," and that "a number of companies tell us they like coming to Utah, and they like hiring in Utah, because they find good success with employees in Utah who can readily get security clearances. Those strong demographics include a large population of young people and a well-educated workforce."<sup>6</sup> Along with UVU's minor and certificate of proficiency in NSS, the BA/BS will allow UVU and the State of Utah to meet the demands of this growing field.

### **Student Demand**

UVU started offering national security courses in January 2016 and is the only institution of higher education in the State of Utah that offers a national security program of any kind. Over a dozen students have transferred to UVU from other institutions in the state or come to UVU once they have graduated from another institution because of UVU's national security program. The NSS program has been extremely popular and dozens of students have now declared their minor in NSS and are earning certificates of proficiency in NSS. Dozens of students have expressed interest in declaring NSS as their major once a BA/BS degree is established.

In two years, NSS class offerings have increased from one class to ten,<sup>7</sup> and from one class a semester to five. Class sizes have increased from five students in the first NSS class to 34 in this Fall's Intro to National Security class, with an average of 22 per class in Fall 2017 and an overall average of 16 students per class over the six semesters NSS classes have been taught. The program continues to grow every semester and almost 90 students are enrolled in five NSS classes this semester. Further support of interest in an NSS BA/BS is based on the number of students who have enrolled in classes from other disciplines that would constitute required courses and electives for an NSS bachelor degree. From 2009-2010 to 2017, more than

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<sup>5</sup> See e.g., Suzanne Struglinski, "Utahns' Language Skills Draw NSA," DESERET NEWS, Feb. 3, 2006, available at <http://www.deseretnews.com/article/635181316/Utahns-language-skills-draw-NSA.html?pg=all>.

<sup>6</sup> See Lindy Kizer, Top 5 Cities for Cyber Security Jobs, CLEARANCEJOBS.COM, May 23, 2013 available at <http://news.clearancejobs.com/2013/05/23/top-5-cities-for-cyber-security-jobs/>.

<sup>7</sup> NSS 2010 Intro to National Security, NSS 3050 US Intelligence Community, NSS 301R National Security Area Studies, NSS 4210 Law of War, NSS 4250 National Security Career Strategies, NSS 4600 National Security Law, NSS 475R Current Topics in National Security, NSS 4800 Intelligence Analysis and Tradecraft, NSS 481R National Security Internship, NSS 491R Directed Readings and Special Projects.

5,000 students were enrolled in 26 courses<sup>8</sup> from criminal justice, political science, emergency services, constitutional studies, history, legal studies, and peace and justice studies. If POLS 1100 is added, a course that will serve as pre-requisite and from which the NSS academic program will recruit for its program, that number jumps to almost 25,000 students. The interdisciplinary nature of the NSS program provides a large pool from which to draw for the NSS BA/BS degree program.

The National Security Studies BA/BS will likely draw most of its students from the much larger criminal justice and political science degree programs. But because national security has career opportunities in a wide range of fields, students from computer science, information technology, philosophy, other STEM majors, and business will also be attracted to the program.

In addition, student demand is also demonstrated by the thousands of students who have attended the many events and other functions hosted by the Center for National Security Studies on campus, including the thousand that attended General Michael Hayden's lecture in October 2017. Students have started a popular national security club on campus with many members and a new student-edited journal focused on national security. Already, many UVU students are earning prestigious and competitive internships and honors in this field and securing jobs with major public and private sector employers. The BA/BS will provide students with another degree option for NSS and will offer students academic versatility.

### **Similar Programs**

Outside of UVU, there are no National Security Studies programs or similar programs within USHE.

In the Intermountain Region, no institutions offer a BA/BS in National Security Studies.

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

There is no anticipated collaboration with or impact on other USHE institutions.

### **External Review and Accreditation**

N/A

## **Section IV: Program Details**

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

Students will be required to earn 120 credits in order to graduate with the BA/BS in National Security Studies. 42 of those credits are required classes, as described below. Students in the BA program must take 36 general education credits, 21 discipline elective credits, 12 credits in one language, and 9 non-discipline credits. Students in the BA program must also complete 36 credits of general education courses. Students in the BS program must complete 35 general education credits, 28 discipline elective credits, and 15 other non-discipline credits, as described below. Students must have an overall grade point average of 2.0 (C) or above

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<sup>8</sup> POLS 1100 American National Government, POLS 2100 Intro to International Relations, POLS 3100 Survey of International Terrorism, POLS 3400 American Foreign Policy, POLS 4500 International Conflict and Security, POLS 4610 International Law and Relations, POLS 1440 Intro to Middle East Politics, POLS 3210 World Diplomacy, POLS 3500 Int'l Relations of the Middle East, POLS 3600 International Relations of East Asia, POLS 3610 International Organizations, CNST 4795 Civil Rights and Civil Liberties, CJ 4160 Constitutional Criminal Rights, CJ 3340 Radical Fundamentalism & Terrorism Financing, EMSG 310G Intro to Homeland Security, HIST 4140 Genocide in the Twentieth Century, HIST 3440 The History of World War I, HIST 345G The History of World War II, HIST 3460 US Military History, HIST 430G Violence & Social Conflict in Latin America, IT 2700 Information Security Fundamentals, MILS 259R Current Topics in Military Science, MILS 4200 The Profession of Arms I, MILS 4210 The Profession of Arms II, PJST 3020 Ethics of War and Peace, PJST 3100 Intro to Human Security, PJST 3400 Conflict Transf: Resolution and Sust Peace.

and a grade of C- or higher in all required classes. A minimum of 30 credit hours must be earned through course attendance at UVU, with at least ten hours earned in the last 45 hours. Students must successfully complete at least one Global/Intercultural course. In addition, students earning the BA must complete 12 credit hours of course work from one language, to include the 1010, 1020, 2010, and 202G/2020 levels or transferred equivalents.

### Admission Requirements

Students in the BA/BS program must be admitted to UVU.

### Curriculum and Degree Map – B.A.

#### Program Curriculum:

Course Number	New Course	Course Title	Credit Hours
General Education Courses			
ENGL 1010		Introduction to Writing	3
ENGL 2010		Intermediate Writing	3
MAT 1030/35, STAT 1040/45, MATH 1050/55, or MATH 1090		Quantitative Reasoning or Introduction to Statistics or College Algebra or College Algebra for Business	3
HIST 1700, HIST 2700, or HIST 2710		American Institutions	3
PHIL 2050		Ethics and Values	3
HLTH 1100 or PES 1097		Personal Health & Wellness or Fitness for Life	2
		Biology	3
		Physical Science	3
		Additional Biology of Physical Science	3
		Foreign Language 202G	4
		Fine Arts	3
		Social/Behavioral Science	3
<b>General Education Subtotal:</b>			<b>36</b>
Required Courses			
POLS 1100		American National Government	3
NSS 2010		Introduction to National Security	3
POLS 2100		Introduction to International Relations	3
POLS 3100		Survey of International Terrorism	3
POLS 3400		American Foreign Policy	3
NSS 3050		U.S. Intelligence Community	3
NSS 301R		National Security Area Studies	3
NSS 4210		Law of War	3
NSS 4600		National Security Law	3
POLS 3680		International Political Economy	3
POLS 4500		International Conflict and Security	3

POLS 4610		International Law	3
NSS 475R		Current Topics in National Security	3
NSS 4990		National Security Capstone Seminar	3
<b>Required Course Credit Hour Sub Total:</b>			<b>42</b>
<b>Elective Courses</b>			
NSS 4250		National Security Career Strategies (3)	
NSS 4800		Intelligence Analysis and Tradecraft (3)	
NSS 481R		National Security Internship (3)	
NSS 491R		Directed Readings & Special Projects in Nat'l Security (3)	
CNST 4795		Civil Rights and Civil Liberties (3)	
CJ 4160		Constitutional Criminal Rights (3)	
CJ 3340		Radical Fundamentalism and Terrorist Financing (3)	
ESMG 310G		Introduction to Homeland Security (3)	
HIST 4140		Genocide in the Twentieth Century (3)	
HIST 3440		History of World War I (3)	
HIST 345G		History of World War II (3)	
HIST 3460		U.S. Military History (3)	
HIST 430G		Violence and Social Conflict in Latin America (3)	
IT 2700		Information Security Fundamentals (3)	
MILS 259R		Current Topics in Military Science (3)	
MILS 4200		The Profession of Arms I (3)	
MILS 4210		The Profession of Arms II (3)	
PJST 3020		Ethics of War and Peace (3)	
PJST 3100		Introduction to Human Security (3)	
PJST 3400		Conflict Transformation: Resolution and Sustainable Peace (3)	
POLS 3150		U.S. Presidency (3)	
POLS 3210		World Diplomacy (3)	
POLS 3500		International Relations of the Middle East (3)	
POLS 3600		International Relations of East Asia (3)	
POLS 3610		International Organizations (3)	
Any other course approved by the NSS Director or Academic Advisor		(3)	
<b>Discipline Elective Credit Hour Subtotal:</b>			<b>21</b>
<b>Language Requirement</b>			
One Foreign Language		(12)	
<b>Language Requirement Credit Hour Subtotal:</b>			<b>12</b>
<b>Non-Discipline Elective Courses</b>			
All other non-discipline electives		(9)	
<b>Non-Discipline Elective Credit Hour Subtotal:</b>			<b>9</b>

### Program Curriculum Narrative

Upon successful completion of this program, students should:

1. Discuss the U.S. national security system and process, including familiarity with the National Security Council, executive departments and agencies, presidential powers, congressional roles and powers, applicable international and domestic law, and current geographical and functional issues in the national security field.
2. Demonstrate analytical thinking and reasoning, professional writing, and public speaking and presenting skills.
3. Apply both theoretical and practical approaches to complex national security problems, employing appropriate context to a decision-making framework.

### Degree Map: B.A.

Fall of First Year (Course Prefix and Number)	Course Title	Credit Hours
ENGL 1010	Introduction to Writing	3
HIST 1700, HIST 2700, or HIST 2710	American Institutions	3
	Biology	3
HLTH 1100 or PES 1097	Personal Health & Wellness or Fitness for Life	2
	Lower Division Elective	3
Spring of First Year (Course Prefix and Number)	Course Title	Credit Hours
MAT 1030/35, STAT 1040/45, MATH 1050/55, or MATH 1090	Quantitative Reasoning or Introduction to Statistics or College Algebra or College Algebra for Business	3
ENGL 2010	Intermediate Writing	3
PHIL 2050	Ethics and Values	3
POLS 1100	American National Government	3
	Social/Behavioral Science	3
Fall of Second Year (Course Prefix and Number)	Course Title	Credit Hours
NSS 2010	Introduction to National Security	3
	Foreign Language	4
	Lower Division Elective	3
	Physical Science	3
	Fine Arts	3
Spring of Second Year (Course Prefix and Number)	Course Title	Credit Hours

	Additional Biology or Physical Science	3
POLS 2100	Introduction to International Relations	3
	Discipline Elective	3
	Language Course 202 G Fulfills Humanities	4
	Lower Division Elective	3
Fall of Third Year (Course Prefix and Number)	Course Title	Credit Hours
POLS 3100	Survey of International Terrorism	3
NSS 301R	National Security Area Studies	3
NSS 4210	Law of War	3
	Language Course	4
	Discipline Elective	3
Spring of Third Year (Course Prefix and Number)	Course Title	Credit Hours
POLS 3400	American Foreign Policy	3
NSS 3050	U.S. Intelligence Community	3
NSS 4600	National Security Law	3
	Language Course	4
	Discipline Elective	3
Fall of Fourth Year (Course Prefix and Number)	Course Title	Credit Hours
POLS 4500	International Conflict and Security	3
POLS 4610	International Law	3
POLS 3680	International Political Economy	3
	Elective	3
	Discipline Elective	3
Spring of Fourth Year (Course Prefix and Number)	Course Title	Credit Hours
NSS 475R	Current Topics in National Security	3
NSS 4990	National Security Capstone Seminar	3
	Discipline Elective	3
	Discipline Elective	3

**Curriculum and Degree Map – B.S.  
Program Curriculum:**

Course Number	New Course	Course Title	Credit Hours
General Education Courses			



ENGL 1010		Introduction to Writing	3
ENGL 2010		Intermediate Writing	3
MAT 1030/35, STAT 1040/45, MATH 1050/55, or MATH 1090		Quantitative Reasoning or Introduction to Statistics or College Algebra or College Algebra for Business	3
HIST 1700, HIST 2700, or HIST 2710		American Institutions	3
PHIL 2050		Ethics and Values	3
HLTH 1100 or PES 1097		Personal Health & Wellness or Fitness for Life	2
		Biology	3
		Physical Science	3
		Additional Biology of Physical Science	3
		Humanities	3
		Fine Arts	3
		Social/Behavioral Science	3
<b>General Education Subtotal:</b>			<b>35</b>
<b>Required Courses</b>			
POLS 1100		American National Government	3
NSS 2010		Introduction to National Security	3
POLS 2100		Introduction to International Relations	3
POLS 3100		Survey of International Terrorism	3
POLS 3400		American Foreign Policy	3
NSS 3050		U.S. Intelligence Community	3
NSS 301R		National Security Area Studies	3
NSS 4210		Law of War	3
NSS 4600		National Security Law	3
POLS 3680		International Political Economy	3
POLS 4500		International Conflict and Security	3
POLS 4610		International Law and Relations	3
NSS 475R		Current Topics in National Security	3
NSS 4990		National Security Capstone Seminar	3
<b>Required Course Credit Hour Sub Total:</b>			<b>42</b>
<b>Discipline Elective Courses</b>			
NSS 4250		National Security Career Strategies (3)	
NSS 4800		Intelligence Analysis and Tradecraft (3)	
NSS 481R		National Security Internship (3)	
NSS 491R		Directed Readings & Special Projects in Nat'l Security (3)	
CNST 4795		Civil Rights and Civil Liberties (3)	
CJ 4160		Constitutional Criminal Rights (3)	
CJ 3340		Radical Fundamentalism and Terrorist Financing (3)	
ESMG 310G		Introduction to Homeland Security (3)	

HIST 4140		Genocide in the Twentieth Century (3)	
HIST 3440		History of World War I (3)	
HIST 345G		History of World War II (3)	
HIST 3460		U.S. Military History (3)	
HIST 430G		Violence and Social Conflict in Latin America (3)	
IT 2700		Information Security Fundamentals (3)	
MILS 259R		Current Topics in Military Science (3)	
MILS 4200		The Profession of Arms I (3)	
MILS 4210		The Profession of Arms II (3)	
PJST 3020		Ethics of War and Peace (3)	
PJST 3100		Introduction to Human Security (3)	
PJST 3400		Conflict Transformation: Resolution and Sustainable Peace (3)	
POLS 3150		U.S. Presidency (3)	
POLS 3210		World Diplomacy (3)	
POLS 3500		International Relations of the Middle East (3)	
POLS 3600		International Relations of East Asia (3)	
POLS 3610		International Organizations (3)	
Any other course approved by the NSS Director or Academic Advisor		(3)	
<b>Discipline Elective Credit Hour Subtotal:</b>			<b>28</b>
<b>Non-Discipline Elective Courses</b>			
All other non-discipline electives		(15)	
<b>Non-Discipline Elective Credit Hour Subtotal:</b>			<b>15</b>
<b>Core Curriculum</b>			<b>120</b>

### Program Curriculum Narrative

Upon successful completion of this program, students should:

1. Discuss the U.S. national security system and process, including familiarity with the National Security Council, executive departments and agencies, presidential powers, congressional roles and powers, applicable international and domestic law, and current geographical and functional issues in the national security field.
2. Demonstrate analytical thinking and reasoning, professional writing, and public speaking and presenting skills.
3. Apply both theoretical and practical approaches to complex national security problems, employing appropriate context to a decision-making framework.

### Degree Map: B.S.

Fall of First Year (Course Prefix and	Course Title	Credit Hours
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Number)		
ENGL 1010	Introduction to Writing	3
HIST 1700, HIST 2700, or HIST 2710	American Institutions	3
	Biology	3
HLTH 1100 or PES 1097	Personal Health & Wellness or Fitness for Life	2
	Lower Division Elective	3
Spring of First Year (Course Prefix and Number)	Course Title	Credit Hours
MAT 1030, STAT 1040, MATH 1050, or MATH 1090	Quantitative Reasoning or Introduction to Statistics or College Algebra or College Algebra for Business	3
ENGL 2010	Intermediate Writing	3
PHIL 2050	Ethics and Values	3
POLS 1100	American National Government	3
	Social/Behavioral Science	3
Fall of Second Year (Course Prefix and Number)	Course Title	Credit Hours
NSS 2010	Introduction to National Security	3
	Humanities	3
	Lower Division Elective	3
	Physical Science	3
	Fine Arts	3
Spring of Second Year (Course Prefix and Number)	Course Title	Credit Hours
	Additional Biology or Physical Science	3
POLS 2100	Introduction to International Relations	3
	Discipline Elective	3
	Lower Division Elective	3
	Lower Division Elective	3
	Lower Division Elective	1
Fall of Third Year (Course Prefix and Number)	Course Title	Credit Hours
POLS 3100	Survey of International Terrorism	3
NSS 301R	National Security Area Studies	3
NSS 4210	Law of War	3
	Discipline Elective	3
	Discipline Elective	3
Spring of Third Year (Course Prefix and	Course Title	Credit Hours

Number)		
POLS 3400	American Foreign Policy	3
NSS 3050	U.S. Intelligence Community	3
NSS 4600	National Security Law	3
	Discipline Elective	3
	Discipline Elective	3
Fall of Fourth Year (Course Prefix and Number)	Course Title	Credit Hours
POLS 4500	International Conflict and Security	3
POLS 4610	International Law and Relations	3
POLS 3680	International Political Economy	3
	Discipline Elective	3
	Discipline Elective	3
Spring of Fourth Year (Course Prefix and Number)	Course Title	Credit Hours
NSS 475R	Current Topics in National Security	3
NSS 4990	National Security Capstone Seminar	3
	Discipline Elective	3
	Discipline Elective	3
	Discipline Elective	3

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

### Institutional Readiness

All required administrative and support structures for the proposed program already exist. The BA/BS in National Security Studies will be administered out of the Criminal Justice Department, within the College of Health and Public Service. Faculty members are already in place for this program and no new physical facilities or modifications to existing facilities are anticipated at this time. In addition, adding a BA/BS in National Security Studies will not require any expenses for new equipment. All courses will be covered by currently employed personnel, to include faculty from other departments.

	# Tenured	# Tenure -Track	# Non - Tenure
Faculty: Full Time with Doctorate	4	2	0
Faculty: Part Time with Doctorate	3	0	0
Faculty: Full Time with Masters	4	2	1
Faculty: Part Time with Masters	0	0	5
Faculty: Full Time with Baccalaureate	0	0	6
Faculty: Part Time with Baccalaureate	0	0	0
Teaching / Graduate Assistants	0	0	0

Staff: Full Time	0	0	5
Staff: Part Time	0	0	2

*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.
Full Time Faculty					
Ryan	Vogel	TT	JD/LLM	Georgetown	100
Greg	Jackson	TT	PhD	Utah	25
Michael	Smidt	TT	JD/LLM	Virginia	25
Geoffrey	Cockerham	T	PhD	Arizona	75
John	Macfarlane	Other	MPhil	Utah	50
Part Time Faculty					
Thomas	Hales	Other	JD	Baltimore	100

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

	# Tenured	# Tenure - Track	# Non - Tenure Track	Academic or Industry Credentials Needed	Est. % of time to be dedicated to proposed program.
Faculty: Full Time with <u>Doctorate</u>	0	0	0		
Faculty: Part Time with <u>Doctorate</u>	0	0	0		
Faculty: Full Time with <u>Masters</u>	0	0	0		
Faculty: Part Time with <u>Masters</u>	0	0	0		
Faculty: Full Time with <u>Baccalaureate</u>	0	0	0		

Faculty: Part Time with Baccalaureate	0	0	0		
Teaching / Graduate Assistants	0	0	0		
Staff: Full Time	0	0	0		
Staff: Part Time	0	0	0		

### **Staff**

No additional staff will be required for this program.

### **Student Advisement**

Students in the program will receive advisement from the Criminal Justice academic advisors.

### **Library and Information Resources**

#### Subject areas

National security studies is an area identified in the library as part of the broader criminal justice area and shares a budget with other public service subject areas. Collections are housed primarily in the HV5800-HV9960, KF27.5 – KF32, and KF4987 areas using the Library of Congress classification system, including resources in areas related to the specific subject area but are not limited to national security, national security – international, terrorism, law enforcement and intelligence, terrorism – prevention, civil defense, intelligence service homeland security, national security, homeland defense, drug habits, drug abuse, criminology, criminal anthropology, criminal classes, victims of crimes, victimology, crimes and offenses, crimes and criminal classes, criminal justice administration, delinquents, criminals, prevention of crime, gun control, police, detectives, constabulary, administration and organization, police duty, investigation of crimes, and so forth.

#### Databases Supporting the Program

Currently, the UVU Library provides access to over 145 periodical databases. Major databases in this subject area include:

- National Criminal Justice Reference Services (NCJRS) (free)
- Homeland Security Digital Library (free)
- SocINDEX
- PsycARTICLES
- PsycInfo
- Military & Government Collection
- West Law Campus Research
- Legal Collection
- Hein Online
- ABI/INFORM Complete
- JSTOR
- Science Direct Journals
- Academic Search Premier

Additional Databases Needed

The previously listed databases are free or cover a broad range of topics. It is recommended that the library obtain a national security studies or criminal justice database. The following databases are used the most by comparable institutions offering a master's degree in National Securities Studies. A 3-5% increase is expected in the soft quotes below.

1. Proquest Criminal Justice \$8,500
2. Ebsco Criminal Justice Abstracts with Full Text \$9,200

\*Note: There is overlap with these databases.

## Holdings

### Journals

Full text access to the thousands of journal articles is licensed to UVU library patrons including 260 criminal justice and national securities studies journals.

### Books

Books are selected in collaboration with faculty to best support current and future classes at UVU, and are updated with peer-recommended lists and other review sources. There are approximately 9,027 criminal justice and 5,800 security print and eBook titles in this area.

### Videos

The UVU Library houses many videos in the building and subscribes to several online video streaming services. Currently there are 275 criminal justice and 52 security videos available to UVU students with that number changing as demand dictates.

## Projected Enrollment and Finance

### Part I.

Three Year Projection: Program Participation and Department Budget						
	Year Preceding Implementation-Fall 2017	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
Student Data						
# of Majors in Department	336					
# of Majors in Proposed Program(s)		50	90	110		
# of Graduates from Department	88					
# Graduates in New Program(s)		10	20	25		

Three-Year Budget Projection				
	Departmental Budget			
		2019-20	2020-21	2021-22
Project additional expenses associated with offering new program(s). Account for New Faculty as stated in above in, "Faculty Projections."	Year Preceding Implementation (Base Budget) 2018-19	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)	Addition to Base Budget for New Program(s)
Expenses - nature of additional costs required for proposed program(s)				
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.				
Personnel (Faculty & Staff Salary & Benefits)	\$1,238,694	\$3,318	\$3,318	\$3,318
Operating Expenses (equipment, travel, resources)	\$28,373	\$0	\$0	\$0
Other		\$0	\$0	\$0
<b>TOTAL PROGRAM EXPENSES</b>	<b>\$1,267,067</b>	<b>\$3,318</b>	<b>\$3,318</b>	<b>\$3,318</b>
FUNDING-source of funding to cover additional costs generated by proposed program(s)				
Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.				
Internal Reallocation				
Appropriation	\$1,267,067			
Special Legislative Appropriation				
Grants and Contracts				
Special Fees				
Tuition		\$4,962	\$9,924	\$14,886
Differential Tuition (requires Regents approval)				
Total Revenue	\$1,267,067	\$4,962	\$9,924	\$14,886
PROPOSED PROGRAM FUNDING				
<b>TOTAL DEPARTMENT FUNDING</b>	<b>\$1,267,067</b>	<b>\$3,318</b>	<b>\$3,318</b>	<b>\$3,318</b>
Difference				
Funding - Expense	\$0	\$1,644	\$6,606	\$11,568

**Part II: Expense explanation**

**Expense Narrative**

N/A

**Part III: Describe funding sources**



**Revenue Narrative 1**

N/A

**Revenue Narrative 2**

N/A

**Section VI: Program Evaluation****Program Assessment**

It is anticipated that around 50 students will declare National Security Studies as their major in the first year and that 10 will graduate with a BA or BS in National Security Studies after the first year. The program hopes to achieve a completion rate of over 90%. Students will demonstrate acquisition of knowledge through standard assessment tools (quizzes, exams, papers, etc) used across sections. Students will also demonstrate acquisition of skills through non-standard assessment tools focused on professional writing, analytical thinking, and oral presentation, appropriate for the subject matter of each course (e.g., intelligence products, legal memoranda, policy white papers, etc.).

Students will be assisted in competing for internships and careers in national security as well as graduate programs in related fields. It is estimated that at least ten students will be placed in national security-related internships a year, ten students in national security-related graduate programs, and five to ten students in national security-related careers.

**Student Standards of Performance**

Students will discuss the U.S. national security system and process, including familiarity with the National Security Council, executive departments and agencies, presidential powers, congressional roles and powers, applicable international and domestic law, and current geographical and functional issues in the national security field. Students will demonstrate skills through class simulations and instruction in analytical thinking and reasoning, professional writing, and public speaking and presenting. Students will apply both theoretical and practical approaches to complex national security problems, employing appropriate context to a decision-making framework.

Upon successful completion, students should gain the following skills and traits: analytical thinking and reading, logical reasoning and speaking, and persuasive writing. Students should have a working knowledge of the national security field. And students should have practical and theoretical experiences that will allow them to compete for and succeed in national security jobs.

August 31, 2018

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:

- **Bachelor of Science and Bachelor of Arts in National Security Studies**

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 Tuminez, President – Utah Valley University  
Jeff Olson, Senior Vice President for Academic Affairs

## **Peer Review Report**

<b>Institution</b>	<b>Utah Valley University</b>
<b>Name of Proposal</b>	<b>Bachelor of Science and Bachelor of Arts in National Security Studies</b>
<b>Date of Peer Review Report</b>	<b>August 20, 2018</b>

Utah Valley University's proposal for a new Bachelor of Science and Bachelor of Arts in National Security Studies 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 and the Commissioner's office. Overall, comments demonstrated support for the program.

Weber State University commented on the linkage between labor market demand and student preparation for the positions described in the proposal, whether or not student demand estimates were supported by data, and curriculum suggestions to include more lower-division options for students and inclusion of statistics and/or research methodology in program requirements. Southern Utah University suggested inclusion of a quantitative methods requirement, linkage of languages for a BA degree with languages in demand by national security agencies, and inclusion of an internship as a program elective. Salt Lake Community College noted that the degree map included an upper-division course in the second year. The Commissioner's office inquired about the stackable credentials linked to the program and noted that student enrollment projections were made for only the first three years. Normally, new program proposals project student enrollment over a five-year period. Utah Valley University responded favorably and proactively to each of the comments and questions raised.

The proposal was discussed during a meeting with Chief Academic Officers on August 14, 2018. Discussion at the meeting revealed no significant issues or concerns. Overall, there appeared to be consensus that the program should move forward toward implementation.

Attachment: Transcript of Comments



## AUG IP Video - Utah Valley University - Bachelor of Arts/Science in National Security Studies

[Trina Weller](#)

[All Sections](#)

8

Please use this page for comments

### [UVU BABS National Security Studies](#)

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\_**

[James Sage](https://uen.instructure.com/courses/44955/users/1548922)

<https://uen.instructure.com/courses/44955/users/1548922>

Aug 9, 2018



Colleagues at SUU reviewed **Utah Valley University's** proposal to create a new **BA/BS in National Security Studies**. in the spirit of offering constructive feedback to support continuous improvement as it relates to the proposal, SUU offers the following input (with a 2-part structure of:

“here’s our *suggestion*” and “here’s our *justification* for offering that suggestion”). We hope this helps to prompt conversation at UVU and possible refinements of the proposal.

We reviewed the UVU proposal to add a BA/BS in National Security Studies. It looks like a great program and we see no reason it should not be approved (it should especially appeal to ROTC cadets, who will get degree credit for their ROTC-required courses). Having said that, we do wish to offer the following suggestions.

Data analysis: Add an introductory (quantitative) research methods class to the list of required courses, and maybe add some advanced data management and analysis courses to the list of electives.

Justification: our professional colleagues who work in federal agencies tell us that specialization in data science, for which there is increasing demand in the intelligence and homeland security fields, is a huge plus in getting hired as an analyst. All or most people working such fields should at least be conversant in the language, basic methods, and goals of data analysis.

Language emphasis: Rather than just require 12 credits of a foreign language for the BA, program guidance should emphasize proficiency in languages (including possible study abroad in countries speaking those languages) that are in demand by national security agencies.

Justification: Proficiency in high-demand languages makes graduates more likely to be hired as analysts, intelligence officers, international affairs officers, etc.

Internships: Add internships in relevant national security agencies to the list of elective courses/credits.

Justification: Being a known quantity in an agency that one is applying to greatly increases the likelihood of being hired by that agency after graduation. Students completing internships can build relationships with career officers in those agencies, who are likely to provide recommendations later. Students also get to “test drive” an agency they may be interested in working for, and build awareness of what professionals in other national security offices/agencies are doing, thus expanding their view of available careers and ways they might contribute. Post-internship students will also have a better feel for which elective credits will prepare them to succeed in their desired national security career.

Additional justification: Students should be advised that many national security internships require a security clearance, so they should begin the application process well over a year out so that background checks can be completed and a security clearance granted before reporting for the internship. Graduates with a security clearance in hand are also considerably more likely to be hired and start work immediately (by national security agencies or contractors supporting those agencies).

Again, this program has great potential and we hope it is approved.

As you can tell, my colleagues here at SUU offer their enthusiastic support for this proposal and we wish **Utah Valley University** the very best as they implement this new program.

--james

James Sage, Associate Provost  
Southern Utah University

☐ [Reply](#)



[Sabine Berlin](#)

<https://uen.instructure.com/courses/44955/users/454693>

Yesterday

Thank you for your feedback. In response, we offer the following answers.

Suggestion: Add a data analysis class.

Response: This is a fantastic idea and one that we will pursue in curriculum as soon as we identify the right faculty member/s to teach the course.

Suggestion: Additional language emphasis.

Response: Language will be emphasized in the program and we anticipate that many students will choose to minor in a language alongside their BA.

Suggestion: Emphasis on internships.

Response: Our BA/BS plan does have internship credit as an elective and we highly encourage it in the classes and in our advising. We also stress the timeline for national security employers and the importance of advanced planning. We are well aware of the value of internships and the role they have in giving our students advantage in applying for jobs.

☐ [Reply](#)



[Blair Carruth](#)

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

Aug 9, 2018

The Commissioner's office has reviewed UVU's proposal for a BS degree and a BA degree in National Security Studies. Overall, the proposal appears to be well thought out and reflective of UVU's mission.

We have one question and a comment.

Question: It is noted that the program is offered with other related programs at UVU including a National Security Studies minor, emphasis, and certificate of proficiency. Has the baccalaureate program been designed to receive stackable credentials along the degree path? For example, if a student earns the NSS certificate of proficiency, will that certificate fulfill requirements for the NSS baccalaureate program?

Comment: It is noted that student enrollment projections were made for the first three years, instead of the normal five year period. UVU may wish to consider doing enrollment projections for the fourth and fifth year, especially if it anticipates that this information might be helpful for program reviews conducted in subsequent years.

☐ [Reply](#)[Sabine Berlin](#)<https://uen.instructure.com/courses/44955/users/454693>

Yesterday

Thank you for your feedback. In response, we offer the following answers.

Question: Is the NSS BA/BS stackable?

Response: Yes. If students start in the minor or certificate program, they are well on their way to completing both core and elective requirements for the BA/BS degree.

Comment: Three-year student enrollment projections instead of the normal five-year period.

Response: UVU will conduct enrollment projections for the fourth and fifth year.

☐ [Reply](#)[Eric Amsel](#)<https://uen.instructure.com/courses/44955/users/719>

Friday

The proposal was sent to Dr. Brent Horn (Chair of CJ), Political Science and Philosophy (Dr. Thom Kuehls) and WSU's resident History of Warfare Professor (Dr. Brandon Little). There was broad

support for the proposal and anticipation that the program will be successful. There were a few concerns and suggestions that I summarize below:

1. There was a concern that the list of potential jobs in the labor market demand section may over-promise the careers for which graduates will be competitive. That is, it is not clear that there is a match between the training student receive which is largely in the social sciences, and some of the suggested STEMish (technical, engineering, computer science) jobs for which graduates may apply. We wonder whether some students may be more competitive for some of the jobs listed if they kept a CS, Business, Engineering, etc. major and pick up an NSS certificate or minor than that would be if they had the NSS BA/BS degree. This concern can be addressed by pruning the job list in the proposal.
2. It was not clear exactly where the estimates of student demand were derived. The 3-year estimate of 110 majors may underestimate (given "thousands" of students taking NSS courses) or overestimate (given "dozens" of interested majors) the actual demand for the program and our ability to assess the adequacy of the resources allocated to the program.
3. It was suggested that a statistical and/or research methodology course should be added. This would double down on the "analytical thinking" SLO of the program. NSS 4800 fits the advanced application of this concept, but it is and elective choice, and there is no place in the curriculum where these skills are introduced and developed.
4. It was noted that there are few lower-division options for students. Only 9 of 42 required hours are lower division, and only 2 lower division electives are available. It was suggested that perhaps some of the NSS courses could be lower-division to balance out the curriculum. For example, NSS 4250 (National Security Career Strategies as listed on the NSS website and but listed, we think incorrectly, in the electives courses as National Security Strategies) may be more useful to students as a lower-division course.

Edited by [Eric Amsel \(https://uen.instructure.com/courses/44955/users/719\)](https://uen.instructure.com/courses/44955/users/719) on Aug 10 at 10:38am

☐ [Reply](#)



[Sabine Berlin](#)

<https://uen.instructure.com/courses/44955/users/454693>

Yesterday

Thank you for your response. We offer the following answers to the questions posted.

Comment: Concern that the list of potential jobs in the labor market demand section may over-promise the careers for which graduates will be competitive.

Response: As an interdisciplinary program, students will be competing for a wide range of jobs depending on the classes they take, the emphases they pursue, the minors or certificates they complete, etc. The list of jobs should not be read as applicable to any NSS BA/BS graduate.



Rather, the list shows the kinds of jobs that a graduate might compete for with the degree, depending on their other credentials.

Comment: Not clear exactly where the estimates of student demand were derived.

Response: The estimates are derived from students currently in the minor and certificate program, the number of students who have expressed interest in the major to their academic advisors, the numbers of students in our introductory NSS courses, and the numbers of students in the other NSS courses. Estimates are imperfect, but we are confident that the numbers we came up with are accurate.

Comment: Add a statistical and/or research methodology course.

Response: We agree and will look to make this happen.

Comment: There are few lower-division options for students.

Response: We will look to add or change other courses to lower division courses.

☐ [Reply](#)

[https://](https://uen.instructure.com/courses/44955/users/697075)

[Rachel Lewis](#)

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

Monday

Salt Lake Community College reviewed and supports UVU's proposal for a BS/BA in National Security Studies. We are concerned that the Degree Map advises students to begin upper-division courses in their second year (i.e., EMSG 310G in the Spring of Second Year). We also look forward to creating an articulated pathway for students who complete an AS at SLCC to transfer successfully into this program.

☐ [Reply](#)

[http](http://uen.instructure.com/courses/44955/users/454693)

[Sabine Berlin](#)

<https://uen.instructure.com/courses/44955/users/454693>

Yesterday

Thank you for your feedback. In response we offer the following answers:

Comment: Concerned that the Degree Map advises students to begin upper-division courses in their second year.

Response: We have fixed the degree map to only show lower-division courses in the first two years.

Comment: We also look forward to creating an articulated pathway for students who complete an AS at SLCC to transfer successfully into this program.

Response: We welcome that and look forward to working with SLCC.

☐ [Reply](#) \_

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

**Institution Submitting Request: Utah Valley University**

**Current Program Title: Interdisciplinary Studies Department Restructure**

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

**Proposed Beginning Term: Fall 2019**

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

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

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

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

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

Name:

Date:

## Program Change Description—Abbreviated Template

### Section I: The Request

The College of Humanities and Social Sciences at Utah Valley University requests approval to dissolve the Department of Interdisciplinary Studies and transfer the current programs to the departments as seen in the table below. This change will be effective Fall 2019.

### Section II: Program Proposal

#### Program Change Description/Rationale

With the dispensing of the Interdisciplinary Studies Department, the former IDST minors will be moving to other departments within the College of Humanities and Social Sciences. Below is a list of the new departments as well as the three IDST courses and where they will be assigned.

<i><b>Program Type</b></i>	<i><b>Title</b></i>	<i><b>New Dept</b></i>
Minor	Chinese Studies	LANG
Minor	Russian Studies	LANG
Minor	Deaf Studies	LANG
Minor	Environmental Studies	PHIL
Minor	Religious Studies	PHIL
Minor	Classical Studies	PHIL
Minor	Gender Studies	PHIL
Minor	Peace and Justice Studies	HPS
Minor	Chinese Commerce	HPS
Minor	American Studies	HPS
Minor	American Indian Studies	HPS
Minor	Cinema Studies	ENGL

Courses to be reassigned from IDST to new department:

IDST	281R	PHIL
IDST	481R	PHIL
IDST	4900	PHIL

#### Finances

There are no costs to be associated with this change.

**Utah System of Higher Education  
Notification of Changes to Existing Academic Program**

**Institution Submitting Request:**

Utah Valley University

*Current*

*NEW (if applicable)*

**Program Title:**

Physical Education Teaching  
Education

**Sponsoring School, College, or Division:**

College of Science

School of Education

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

Exercise Science and Outdoor  
Recreation

Elementary Education

**Classification of Instruction Program Code<sup>1</sup>:**

13.1314

6 - Digit CIP

**Min/Max Credit Hours Required for Full Program:**

120 / 120

Min Cr Hr / Max Cr Hr

**Proposed Effective Term for Program Change<sup>2</sup>:**

Fall 2019

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

**Award Type:**

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

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

**Program Change Description/Narrative**

*Briefly describe program change. For program discontinuance or suspension, include teach out plan.*

The Physical Education Teaching Education (PETE) program will be transferred to the School of Education from the College of Science.

**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.

Please type your first and last name \_\_\_\_\_

Date:

☐

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

<sup>2</sup> "Proposed Effective Term" refers to term when change to program is published. **For Suspensions and Discontinuations**, "effective term" refers to the term the program will suspend admissions



**UVU BOARD OF TRUSTEES**  
**Agenda Item Coversheet**

<b>DATE:</b>	<b>September 20, 2018</b>
<b>TITLE:</b>	<b>UVU Policy 710 Clery Act Compliance (Temporary Emergency)</b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>Val Peterson, Vice President for Finance and Administration</b>
<b>SUBJECT:</b>	<b>UVU Policy 710 Clery Act Compliance (Temporary Emergency)</b>
<b>BACKGROUND:</b>	<p>Current policy needed additional sections addressing:</p> <ul style="list-style-type: none"><li>* Missing student notification</li><li>* Fire safety</li><li>* Reporting of fire statistics for on-campus housing</li></ul> <p>A temporary emergency policy action is required to ensure UVU policy is compliance with the law.</p>
<b>ALTERNATIVES:</b>	<ul style="list-style-type: none"><li>• <b>Approve</b> as presented, “I move to approve UVU Policy 710.”</li><li>• <b>Amend</b> and approve, “I move to approve, as amended Policy 710.”</li><li>• <b>No action</b>, “I move that we go to the next agenda item.”</li></ul>
<b>FINANCIAL IMPACT:</b>	None
<b>EXHIBITS:</b>	<b>UVU Policy 710 Clery Act Compliance (Temporary Emergency)</b>



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>Proposed Policy Number and Title:</b> 710 Clery Act Compliance (Temporary Emergency)		
Existing Policy Number and Title: 710 Clery Act Compliance		
<b>Approval Process*</b>		
<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input checked="" type="checkbox"/> Revision (Limited Scope)	<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> June 26, 2018, Stage 2, Temp Emergency		
<b>President's Council Sponsor:</b> Val Peterson	<b>Ext.</b>	
<b>Policy Steward:</b> Jeremy Knee & Matthew Pedersen	<b>Ext.</b>	8156

POLICY APPROVAL PROCESS DATES	
<b>Policy Drafting and Revision</b> Entrance Date: 6/28/2018	<b>POST APPROVAL PROCESS</b> Verify: <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update
<b>University Entities Review</b> Entrance Date: Not applicable Close Feedback: Not applicable	<b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b> <b>Name:</b> _____ <b>Date posted and verified:</b> _____
<b>University Community Review</b> Entrance Date: Not applicable Open Feedback: Not applicable Close Feedback: Not applicable	
<b>Board of Trustees Review</b> Entrance Date: 6/28/2018 Approval Date: _____	



## UTAH VALLEY UNIVERSITY

### Policies and Procedures

<b>POLICY TITLE</b>	Clery Act Compliance	<b>Policy Number</b>	710
<b>Section</b>	Facilities, Operations, and Information Technology	<b>Approval Date</b>	June 17, 2016
<b>Subsection</b>	Safety, Security, and Vehicles	<b>Effective Date</b>	June 17, 2016
<b>Responsible Office</b>	Office of the Vice President of Finance and Administration		

#### 1.0 PURPOSE

1.1 In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998* (the “Clery Act”), the purpose of this policy is to assist in creating a safe and secure environment for students, faculty, staff, and campus visitors and to provide guidance to all members of the University community regarding Clery Act requirements.

#### 2.0 REFERENCES

- 2.1 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (the “Clery Act”) (20 USC § 1092(f))
- 2.2 *Crime Definitions in Accordance with the Federal Bureau of Investigations Crime Reporting Program* (34 CFR § 668)
- 2.3 Utah Code Ann. § 76-5-406
- 2.4 Utah Code Ann. § 78B-7-402
- 2.5 Utah Code Ann. § 77-36-1
- 2.6 Utah Code Ann. § 76-9-702.1
- 2.7 Utah Code Ann. § 76-5-106
- 2.8 UVU Policy 154 *Workplace Violence*
- 2.9 UVU Policy 162 *Sexual Misconduct*
- 2.10 UVU Policy 324 *Drug-free Workplace*
- 2.11 UVU Policy 704 *Minors on Campus and at University-Sponsored Events*





## UTAH VALLEY UNIVERSITY

### Policies and Procedures

#### 3.0 DEFINITIONS

**3.1 Alcohol law violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**3.2 Annual Security Report (ASR):** The annual report of crime statistics and other campus information that must be prepared and distributed in accordance with the *Clery Act*.

**3.3 Campus Security Authority (CSA):** Individuals serving in positions identified by the Vice President of Finance and Administration that have significant responsibility for student and campus activities. These individuals may not always be university employees. CSAs include but are not limited to:

**3.3.1** Members of UVU Police;

**3.3.2** Any individual responsible for security who is not a member of UVU Police (for example, individuals responsible for monitoring entrances to buildings or specified areas are responsible for security even on a temporary basis); and

**3.3.3** Any university official who has significant responsibility for student and campus activities, including but not limited to administrators, student resident leaders and assistant leaders, student and employee discipline and campus judicial proceedings, athletics administration and coaches and coaching staff, faculty or staff who lead or supervise travel groups, and academic advisors and advisors to recognized student organizations.

**3.4 Clery Act crimes:** Information about any incident that may constitute any of the following crimes must be reported by CSAs to UVU Police, and the University is required to maintain statistics of these crimes for its ASR:

**3.4.1** Murder/non-negligent manslaughter, negligent manslaughter, sexual assault offenses (forcible and non-forcible), domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, and arson;

**3.4.2** Hate crimes: Any of the above mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias based on race, ethnicity, national origin, religion, sex/gender, sexual orientation, gender identity, or disability; and

**3.4.3** Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc.), drug abuse violations, and alcohol law violations.



## UTAH VALLEY UNIVERSITY

### Policies and Procedures

**3.5 Clery geography:** Any location on which the University is required to report crime statistics for purposes of the Clery Act, including:

**3.5.1 Campus property:** Any building or property owned or controlled by the University within the same reasonably contiguous geographic area of the University and used by the University in direct support of, or in a manner related to, the University's educational purposes, including any building or property within the same reasonably contiguous geographic area of the University that is owned by the University but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor);

**3.5.2 Non-campus building or property:** Any building or property owned or controlled by an officially sponsored student organization recognized by the University and any building or property (other than a branch campus) owned or controlled by the University that is frequently used in direct support of, or in relation to, the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University; and

**3.5.3 On-campus student housing:** Any campus property, as defined above, intended and in fact used as student housing.

**3.5.4 Public property within or immediately adjacent to the campus:** The term "public property" means all public property that is within the same reasonably contiguous geographic area of the University, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the University if the facility is used by the University in direct support of, or in a manner related to, the University's educational purposes.

**3.6 Daily crime log:** A daily record maintained by UVU Police that records all reported alleged criminal activity in accordance with the *Clery Act*.

### **3.7 Dating violence:**

**3.7.1** As defined in the *Clery Act*, dating violence means violence committed by a person who is or has been in a relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party's statement and with consideration of the length of the relationship, type of relationship, and frequency of interaction between the parties. It includes, but is not limited, to sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for purposes of *Clery Act* reporting, though criminal prosecution of crimes must meet the definition of Utah law.

**3.7.2** Under Utah law, any criminal offense involving violence or physical harm, or threat of violence or physical harm, when committed by a person against his or her dating partner; or any attempt, conspiracy, or solicitation by a person to commit a criminal offense involving violence



## UTAH VALLEY UNIVERSITY

### Policies and Procedures

or physical harm against his or her dating partner. "Dating partner" means a person who: (a) is an emancipated person as defined by Utah statute; or (b) is 18 years of age or older; and is, or has been, in a dating relationship with the other party. "Dating partner" does not include an intimate partner, as defined in federal law (18 U.S.C. § 921). "Dating relationship" means a social relationship of a romantic or intimate nature, or a relationship that has romance or intimacy as a goal by one or both parties, regardless of whether the relationship involves sexual intimacy. "Dating relationship" does not mean casual fraternization in a business, educational, or social context. In determining, based on a totality of the circumstances, whether a dating relationship exists, all relevant factors shall be considered, including: (1) whether the parties developed interpersonal bonding above a mere casual fraternization; (2) the length of the parties' relationship; (3) the nature and the frequency of the parties' interactions, including communications indicating that the parties intended to begin a dating relationship; (4) the ongoing expectations of the parties, individual or jointly, with respect to the relationship; (5) whether, by statement or conduct, the parties demonstrated an affirmation of their relationship to others; and (6) whether other reasons exist that support or detract from a finding that a dating relationship exists. It is not necessary that all, or a particular number, of the factors described herein are found to support the existence of a dating relationship. (Utah Code Ann. § 78B-7-402.)

### 3.8 Domestic violence:

**3.8.1** As defined in the *Clery Act*, domestic violence means felony or misdemeanor crimes of violence committed (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Any incident meeting this definition is considered a crime for purposes of *Clery Act* reporting, though criminal prosecution of crimes must meet the definition of Utah law.

**3.8.2** Under Utah law, any criminal offense involving violence or physical harm or threat of violence or physical harm, or any attempt, conspiracy, or solicitation to commit a criminal offense involving violence or physical harm, when committed by one cohabitant against another. "Domestic violence" also means commission or attempt to commit, any of the following offenses by one cohabitant against another: aggravated assault, assault, criminal homicide, harassment, electronic communication harassment, kidnapping, child kidnapping, or aggravated kidnapping, mayhem, sexual offenses, stalking, unlawful detention, violation of protective order, any offense against property, possession of a deadly weapon with intent to assault, discharge of a firearm. (Utah Code Ann. § 77-36-1(4).)



## UTAH VALLEY UNIVERSITY

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**3.9 Drug abuse violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance is also a drug abuse violation. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs are also violations.

**3.10 Fire:** any instance of open flame or other burning (1) in a place not intended to contain the burning or (2) in an uncontrolled manner.

### **3.11 Sexual assault:**

**3.11.1** As defined in the *Clery Act*, sexual assault is an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation, including forcible or non-forcible sex offense or actual or attempted sexual contact with another person without that person's consent. Sexual assault includes but is not limited to involvement in any sexual contact when the victim is unable to consent or intentional and unwelcome touching, however slight, of any body part or object, by any person upon another person, that is without consent and/or by force or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast). Sexual intercourse without consent includes acts commonly referred to as rape, statutory rape, or incest. Intercourse includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth-to-genital contact or genital-to-mouth contact) no matter how slight the penetration or contact. Any incident meeting this definition is considered a crime for purposes of *Clery Act* reporting, though criminal prosecution of crimes must meet the definition of Utah law.

**3.11.2** Under Utah law, a person is guilty of rape if that person has sexual intercourse with the victim without the victim's consent. (Utah Code Ann. § 76-5-402.) A person is guilty of object rape if the actor, without the victim's consent, causes the penetration, however slight, of the genital or anal opening of another person who is 14 years of age or older, by any foreign object, substance, instrument, or device, including a part of the human body other than the mouth or genitals, with intent to cause substantial emotional or bodily pain to the victim or with the intent to arouse or gratify the sexual desire of any person. (Utah Code Ann. § 76-5-402.2.) A person is guilty of sexual battery if the person, under circumstances not amounting to rape, sodomy, forcible sex abuse, or aggravated sexual abuse, intentionally touches, whether or not through the clothing, the anus, buttocks, or any part of the genitals of another person, or the breast of a female person, and the person's conduct is under circumstances the person knows or should know will likely cause affront or alarm to the person touched. (Utah Code Ann. § 76-9-702.1.)

### **3.12 Stalking:**



## UTAH VALLEY UNIVERSITY

### Policies and Procedures

**3.12.1** As defined in the *Clery Act*, stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition, course of conduct means two or more acts that the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Any incident meeting this definition is considered a crime for purposes of *Clery Act* reporting, though criminal prosecution of crimes must meet the definition of Utah law.

**3.12.2** Under Utah law, a person is guilty of stalking who intentionally or knowingly engages in a course of conduct directed at a specific person and knows or should know that the course of conduct would cause a reasonable person to fear for the person's own safety or the safety of a third person, or to suffer other emotional distress. A person is guilty of stalking who intentionally or knowingly violates a stalking injunction issued pursuant to Utah Code Ann. § 77-3a, or a permanent criminal stalking injunction issued pursuant to Utah Code Ann. § 76-5-106.

## 4.0 POLICY

### 4.1 Policy Statement

**4.1.1** Utah Valley University is committed to providing a safe and secure environment for all members of the university community and visitors. The University adopts this policy to facilitate compliance with *Clery Act* disclosure, reporting, and crime statistic requirements.

### 4.2 Scope of this Policy

**4.2.1** This policy applies to all members of the university community and also provides information to university visitors, prospective students, and prospective employees.

**4.2.2** The obligation to meet *Clery Act* reporting requirements applies to all UVU community members who are responsible for campus security and those with a significant responsibility for student and campus activities. The *Clery Act* identifies these responsible persons as CSAs.

**4.2.3** UVU Police, which is fully accredited by the State of Utah, is charged with protecting lives and property on campus. UVU Police officers have the same police powers and responsibilities as officers in other Utah law enforcement agencies.

### 4.3 Reporting of Crimes and Other Emergencies

**4.3.1** The University encourages all members of the University community who become aware of criminal actions or other emergencies or suspicious or criminal activity to report such actions or activity to UVU Police as soon as possible. Crimes may be reported to UVU Police by calling



## UTAH VALLEY UNIVERSITY

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(801) 863-5555. In the event of a crime in progress or at any time there is a risk of harm to persons or property, call 911 or (801) 863-5555 on campus.

**4.3.2** Incidents reported to UVU Police will be investigated for the purpose of reducing crime, improving safety, making disciplinary referrals, and imposing criminal sanctions as appropriate. Additionally, incidents reported to UVU Police will be included in the statistical report contained in the ASR.

**4.3.3** Criminal actions may also be reported to CSAs, who have a legal obligation to file a report of suspected criminal activity with UVU Police to ensure statistical inclusion of all crimes specified by the Clery Act in the University's ASR when those crimes occur in the area defined as "Clery geography," including on or near University Property, including on-campus property, property immediately adjacent to the campus, and off-campus property owned or controlled by the University. Reports made to these persons or offices, and not also made to UVU Police, will be included in the statistical report in the ASR but generally will not be investigated by the police. Training regarding reporting responsibilities will be provided to all persons designated as CSAs.

**4.3.4** Although the University strongly encourages all members of the University community to report crime to law enforcement, it is the victim's choice whether or not to make such a report, and the victim has the right to decline involvement with the police. The University will assist victims with notifying the police if they so desire.

**4.4** Individuals who intentionally and knowingly make false accusations of criminal activity or provide false information to UVU Police or university officials in connection with an accusation and/or investigation of criminal activity are subject to discipline under university policy as well as criminal and/or civil penalties under applicable law.

#### **Missing Student Notification**

**4.4.1** This section applies only to students residing in on-campus student housing.

**4.4.2** Reporting a Missing Student. When a student has been missing for 24 hours, students, employees, and other individuals should make a report to the UVU Police Department (801-863-5555). Any campus security authority to whom a missing student report is made shall immediately refer the matter to the UVU Police.

**4.4.3** Emergency & Missing Persons Contact(s). Students who reside in on-campus student housing facilities have the option of identifying a contact person or persons whom the University will notify within 24 hours of a determination that the student is missing, if the student has been determined missing by UVU Police. Students residing in on-campus student housing may register this information on their student profile in the University's student information system, and may update this information any time. To learn more about registering a missing person contact, or to determine whether their housing is an on-campus student housing facility for purposes of this policy, students should call the UVU Office of Housing and Residence Life at



## UTAH VALLEY UNIVERSITY

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229 801-863-8682. Emergency and missing persons contact information will be registered  
230 confidentially and will be accessible only to authorized university officials. The information may  
231 not be disclosed outside the University except to law enforcement personnel in furtherance of a  
232 missing person investigation.

233 **4.4.4 Students Under 18.** If a student is under 18 years of age and is not emancipated as  
234 determined by a court of competent jurisdiction in the student's [state](#) of legal residence, the  
235 University is required by law to notify a custodial parent or guardian in addition to any student-  
236 designated contact within 24 hours of the determination that the student is missing.

237 **4.4.5 Notifying Local Law Enforcement Agency.** The University will notify the surrounding law  
238 enforcement agencies when any student who lives in on- campus student housing has been  
239 determined to be missing for 24 hours.

#### 240 **4.5 Fire Safety**

241 **4.5.1** This section applies only to students residing in on-campus student housing. Students shall  
242 abide by restrictions and guidance contained in their applicable handbooks and/or lease  
243 agreements concerning electrical appliances, smoking, and open flames.

244 **4.5.2** When a fire alarm sounds at any on-campus student housing facility, all residents, guests  
245 and staff should evacuate to a safe location. Many housing facilities have staff resident leaders  
246 on site, who will take roll to account for student residents' safety. Residents, guests, and staff  
247 should follow the direction of responding emergency crews.

248 **4.5.3** Each year the University provides resident leaders and property managers with training in  
249 fire prevention and emergency preparedness. After this training, resident leaders discuss with  
250 residents the need to evacuate when they hear a fire alarm.

251 **4.5.4** Students and employees who become aware of fire incidents at any on-campus student  
252 housing facility should report such incident to the university fire marshal at 801-863-8021. The  
253 UVU Fire Marshal will record the incident in the university's fire log.

#### 254 **4.6 Clery Act Compliance**

255 **4.6.1** To promote safety and security at the University and in compliance with the Clery Act, the  
256 University does all of the following:

257 **4.6.1.1** Submits crime and fire statistics to the United States Department of Education. Each  
258 year, the University submits (1) crime statistics for Clery Act crimes by type, location, and year  
259 and (2) fire statistics by location, cause, number of fire-related injuries and deaths, and value of  
260 property damage to the U.S. Department of Education.  
261



## UTAH VALLEY UNIVERSITY

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**4.6.1.2** Maintains a daily crime log of reported alleged criminal incidents that is open to public inspection.

**4.6.1.3** Maintains a daily fire log of reported fires in on-campus student housing that is open to the public.

**4.6.1.4** Issues timely warnings and campus alerts. UVU issues a timely warning to the University community when there is information that a Clery Act crime has occurred that represents a serious or ongoing threat to campus safety. Specifically, if a situation arises on campus or in an area surrounding campus that, in the judgment of the Chief of Police or designee, constitutes a serious or continuing threat to students, employees, or the UVU community, the Chief of Police shall initiate a timely warning using the University's emergency communications systems. Anyone with information warranting a timely warning should report the circumstances to UVU Police.

**4.6.1.5** Issues emergency notifications. The University issues an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The University tests the emergency notification procedure biannually.

**4.6.1.6** Publishes and maintains an Annual Security & Fire Report (ASR). UVU Police prepares the ASR, which contains safety- and security- related policy statements and statistics of Clery Act crimes occurring on Clery geography. To prepare the ASR, the University collects, classifies, and counts Clery Act crime reports and statistics. The University maintains contact with local police departments to collect crime statistics for off-campus locations.

**4.6.2** The full text of this report can be found on the UVU Police website at <https://www.uvu.edu/police/docs/clery.pdf>. Each year, notification about the ASR is sent by email or other means to all enrolled students, staff, and faculty. In addition, paper copies of the report may be obtained from UVU Police at 800 W. University Parkway MS 195, Orem, Utah, Gunther Trades Building Room 331, or by calling (801) 863-5555. Prospective students and employees may also obtain copies from the UVU website or UVU Police.

## **4.7 Requests for Anonymity/Referrals to Other UVU Departments**

**4.7.1** Individuals who witness or are the victim of crime, but who wish to remain anonymous, may report the crime to UVU Police on a confidential basis. To do so, individuals should specifically request that they remain anonymous. The report ensures that the occurrence of the crime will be included in the University's annual report; assists the police in determining if there is a pattern of crime with regard to a particular location, method, or suspect; and enables the police, in appropriate circumstances, to alert the campus community to potential dangers. Filing an anonymous report may limit the ability of UVU Police to provide specific assistance or to investigate or solve a crime.





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4.7.2 If a victim requests anonymity from the Title IX Coordinator or designee, the identity of the victim shall remain confidential except in instances when the victim is a minor or vulnerable adult, or there is imminent danger to the victim or others in the community. In such cases, identification to law enforcement is required for safety and protection. In instances when the University is notified of a request for information, personally identifiable information contained in university records shall remain protected and shall not be accessible to the public. UVU Policy 162 *Sexual Misconduct* and Policy 704 *Minors on Campus and at University-Sponsored Events* provide specific policy and procedure regarding minors.

4.7.3 Incidents involving student misconduct that are investigated by UVU Police may be referred to the Director of Student Conduct for disciplinary action. Examples of such referrals include consumption of alcohol by individuals under the age of 21. Students are subject to discipline for use, possession, or distribution of alcoholic beverages of any type on university premises except as expressly permitted by law and university regulations. Students are also subject to discipline for use, possession, or distribution of any narcotic or other controlled substance on university premises, at university activities, or on premises over which the University has supervisory responsibility pursuant to state statute or local ordinance, except as permitted by law and university policy.

4.7.4 Incidents involving staff misconduct may be referred to Human Resources for possible disciplinary action. Incidents involving faculty misconduct may be referred to Academic Affairs for possible disciplinary action. Under university policy, the University is a drug-free workplace. It is a violation of UVU Policy 324 *Drug-free Workplace for employees* to engage in the unlawful manufacture, distribution, dispensation, possession, and/or use of a controlled substance or alcohol at university workplace or while engaged in university business off campus. Employees are subject to discipline for violating this policy.

#### 4.8 Registered Sex Offenders

4.8.1 In accordance with the *Campus Crimes Prevention Act* (42 US Code § 14071), the *Utah Sex Offender Registration Act* (U.C.A. 77-27-21.5) requires notice to be given to institutions of higher education of persons required by the act to register who are affiliated with the institution. The Utah Department of Corrections Sex Offender Registration Program Office will inform UVU Police of registered sex offenders who are affiliated with UVU. This information will be available at UVU Police, 800 W. University Parkway MS 195, Orem, Utah, Gunther Trades Building Room 331, (801) 863-5555. Individuals seeking additional information about registered sex offenders may go to the Utah Department of Corrections Sex Offender Registry at <http://www.corrections.utah.gov/services/sonar.html>.

#### 4.9 Prevention, Education, and Training

4.9.1 The University conducts student and employee climate surveys to develop education and prevention programs that reflect comprehensive, intentional, and integrated programming.



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initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking. Training will be culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to university community needs, and informed by research. Training will also be assessed for value, effectiveness, and outcome. These programs are designed to consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

**4.9.2** The University shall monitor the effectiveness of its awareness, prevention, and risk reduction programs and services through campus climate surveys and other statistical data.

**4.9.3** The University's education and prevention programs include awareness programs, bystander interventions, ongoing prevention and awareness campaigns, primary prevention programs, and education on risk reduction.

## 5.0 PROCEDURES

### 5.1 Annual Security & Fire Report

**5.1.1** UVU Police is responsible for collecting reported *Clery Act* crimes made to UVU Police, local law enforcement agencies, school officials, CSAs, and all others associated with UVU who are responsible for student and campus activities. UVU Police will coordinate with the UVU Fire Marshal to obtain the required fire statistics for on-campus student housing.

**5.1.2** UVU Police is responsible for completing and submitting the ASR to the U.S. Department of Education, in accordance with *Clery Act* requirements. The report shall include statistics of *Clery Act* crimes and fires for the preceding three years and UVU's policy statements addressing campus security and safety. UVU Police shall compile and disclose:

**5.1.2.1** Statistics of reported *Clery Act* crimes on its campuses, immediately adjacent public areas, remote classroom facilities, and non-campus facilities that support educational services (*Clery* geography). Information about each crime shall include the date, location, and disposition (if known) of the crime.

**5.1.2.2** Statistics of reported fires in on-campus student housing. Information about each fire shall include the location, cause, number of fire-related injuries and deaths, and value of property damage.

**5.1.2.3** The number of arrests related to *Clery Act* crimes. If an individual is both arrested and referred for disciplinary action, only the arrest will be reported.

**5.1.2.4** The number of students who are referred for disciplinary action due to *Clery Act* crimes. If an individual is both arrested and referred for disciplinary action, only the arrest will be



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reported. For weapons, drug, and/or liquor law violations, both the referral and the arrest must be reported in *Clery Act* crime statistics.

**5.1.3** In accordance with the *Clery Act* and this policy, the Title IX Coordinator or designee will provide UVU Police statistics about sexual misconduct for the ASR. This report provides those statistics to the U.S. Department of Education, but does so in a manner that does not include any identifying information about persons involved in an incident.

**5.1.4** UVU Police shall publish the ASR by October 1 of each year. The ASR shall be made available to all current and prospective students and employees by web, mail, and/or email.

**5.1.5** The University shall keep all records used in compiling the ASR for three years from the latest publication of the report and shall include the following: copies of crime reports; daily crime logs; records for arrests and/or referrals for disciplinary action; timely warning and emergency notification reports; documentation and/or correspondence regarding *Clery Act* compliance; and notices to students/employees regarding the availability of the ASR. All documentation shall be dated.

## **5.2 Timely Warnings and Emergency Notifications**

**5.2.1** Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the University shall notify the campus community using the procedures found at <https://www.uvu.edu/police/>. The University shall determine the appropriate segment or segments of the campus community to receive a notification, determine the content of the notification, and initiate the notification system. The University shall, without delay and considering the safety of the community, determine the content of the notification and initiate the notification system, unless responsible authorities determine that such notification will compromise efforts to contain, respond to, or otherwise mitigate the emergency.

**5.2.2** The University shall issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The University tests the emergency notification procedure bi-annually. University shall biannually test the University's emergency response and evacuation procedures, which can be found at <https://www.uvu.edu/police/> under emergency procedures.

POLICY HISTORY		
September 10, 2015	Temporary Emergency approved.	UVU Board of Regents
June 17, 2016	Regular policy approved.	UVU Board of Regents
March 22, 2018	Non-substantive changes approved: * Policy renumbered from 407 to 710. * References to Policy 115 updated to 704.	UVU Board of Regents
September 20, 2018	Temporary Emergency approved	UVU Board of Trustees



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<b>Proposed Policy Number and Title:</b> 710 Clery Act Compliance (Temporary Emergency)		
Existing Policy Number and Title: 710 Clery Act Compliance		
<b>Approval Process*</b>		
<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input checked="" type="checkbox"/> Revision (Limited Scope)	<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> June 26, 2018, Stage 2, Temp Emergency	
<b>President's Council Sponsor:</b> Val Peterson	<b>Ext.</b> _____
<b>Policy Steward:</b> Jeremy Knee & Matthew Pedersen	<b>Ext.</b> 8156

POLICY APPROVAL PROCESS DATES	
<b>Policy Drafting and Revision</b> Entrance Date: <u>6/28/2018</u>	<b>POST APPROVAL PROCESS</b> Verify: <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update
<b>University Entities Review</b> Entrance Date: <u>Not applicable</u> Close Feedback: <u>Not applicable</u>	
<b>University Community Review</b> Entrance Date: <u>Not applicable</u> Open Feedback: <u>Not applicable</u> Close Feedback: <u>Not applicable</u>	
<b>Board of Trustees Review</b> Entrance Date: <u>6/28/2018</u> Approval Date: _____	
<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> _____	

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<b>POLICY TITLE</b>	Clery Act Compliance	<b>Policy Number</b>	710
<b>Section</b>	Facilities, Operations, and Information Technology	<b>Approval Date</b>	June 17, 2016
<b>Subsection</b>	Safety, Security, and Vehicles	<b>Effective Date</b>	June 17, 2016
<b>Responsible Office</b>	Office of the Vice President of Finance and Administration		

#### 1.0 PURPOSE

**1.1** In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998* (the “Clery Act”), the purpose of this policy is to assist in creating a safe and secure environment for students, faculty, staff, and campus visitors and to provide guidance to all members of the University community regarding Clery Act requirements.

#### 2.0 REFERENCES

- 2.1** Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (the “Clery Act”) (20 USC § 1092(f))
- 2.2** *Crime Definitions in Accordance with the Federal Bureau of Investigations Crime Reporting Program* (34 CFR § 668)
- 2.3** Utah Code Ann. § 76-5-406
- 2.4** Utah Code Ann. § 78B-7-402
- 2.5** Utah Code Ann. § 77-36-1
- 2.6** Utah Code Ann. § 76-9-702.1
- 2.7** Utah Code Ann. § 76-5-106
- 2.8** UVU Policy 154 *Workplace Violence*
- 2.9** UVU Policy 162 *Sexual Misconduct*
- 2.10** UVU Policy 324 *Drug-free Workplace*
- 2.11** UVU Policy 704 *Minors on Campus and at University-Sponsored Events*

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### 3.0 DEFINITIONS

**3.1 Alcohol law violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**3.2 Annual Security Report (ASR):** The annual report of crime statistics and other campus information that must be prepared and distributed in accordance with the *Clery Act*.

**3.3 Campus Security Authority (CSA):** Individuals serving in positions identified by the Vice President of Finance and Administration that have significant responsibility for student and campus activities. These individuals may not always be university employees. CSAs include but are not limited to:

**3.3.1** Members of UVU Police;

**3.3.2** Any individual responsible for security who is not a member of UVU Police (for example, individuals responsible for monitoring entrances to buildings or specified areas are responsible for security even on a temporary basis); and

**3.3.3** Any university official who has significant responsibility for student and campus activities, including but not limited to administrators, student resident leaders and assistant leaders, student and employee discipline and campus judicial proceedings, athletics administration and coaches and coaching staff, faculty or staff who lead or supervise travel groups, and academic advisors and advisors to recognized student organizations.

**3.4 Clery Act crimes:** Information about any incident that may constitute any of the following crimes must be reported by CSAs to UVU Police, and the University is required to maintain statistics of these crimes for its ASR:

**3.4.1** Murder/non-negligent manslaughter, negligent manslaughter, sexual assault offenses (forcible and non-forcible), domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, and arson;

**3.4.2** Hate crimes: Any of the above mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias based on race, ethnicity, national origin, religion, sex/gender, sexual orientation, gender identity, or disability; and

**3.4.3** Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc.), drug abuse violations, and alcohol law violations.



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**3.5 Clery geography:** Any location on which the University is required to report crime statistics for purposes of the Clery Act, including:

**3.5.1 Campus property:** Any building or property owned or controlled by the University within the same reasonably contiguous geographic area of the University and used by the University in direct support of, or in a manner related to, the University's educational purposes, including any building or property within the same reasonably contiguous geographic area of the University that is owned by the University but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor);

**3.5.2 Non-campus building or property:** Any building or property owned or controlled by an officially sponsored student organization recognized by the University and any building or property (other than a branch campus) owned or controlled by the University that is frequently used in direct support of, or in relation to, the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University; and

**3.5.3 On-campus student housing:** Any campus property, as defined above, intended and in fact used as student housing.

**3.5.4 Public property within or immediately adjacent to the campus:** The term "public property" means all public property that is within the same reasonably contiguous geographic area of the University, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the University if the facility is used by the University in direct support of, or in a manner related to, the University's educational purposes.

**3.6 Daily crime log:** A daily record maintained by UVU Police that records all reported alleged criminal activity in accordance with the *Clery Act*.

**3.7 Dating violence:**

**3.7.1** As defined in the *Clery Act*, dating violence means violence committed by a person who is or has been in a relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party's statement and with consideration of the length of the relationship, type of relationship, and frequency of interaction between the parties. It includes, but is not limited, to sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for purposes of *Clery Act* reporting, though criminal prosecution of crimes must meet the definition of Utah law.

**3.7.2** Under Utah law, any criminal offense involving violence or physical harm, or threat of violence or physical harm, when committed by a person against his or her dating partner; or any attempt, conspiracy, or solicitation by a person to commit a criminal offense involving violence





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or physical harm against his or her dating partner. "Dating partner" means a person who: (a) is an emancipated person as defined by Utah statute; or (b) is 18 years of age or older; and is, or has been, in a dating relationship with the other party. "Dating partner" does not include an intimate partner, as defined in federal law (18 U.S.C. § 921). "Dating relationship" means a social relationship of a romantic or intimate nature, or a relationship that has romance or intimacy as a goal by one or both parties, regardless of whether the relationship involves sexual intimacy. "Dating relationship" does not mean casual fraternization in a business, educational, or social context. In determining, based on a totality of the circumstances, whether a dating relationship exists, all relevant factors shall be considered, including: (1) whether the parties developed interpersonal bonding above a mere casual fraternization; (2) the length of the parties' relationship; (3) the nature and the frequency of the parties' interactions, including communications indicating that the parties intended to begin a dating relationship; (4) the ongoing expectations of the parties, individual or jointly, with respect to the relationship; (5) whether, by statement or conduct, the parties demonstrated an affirmation of their relationship to others; and (6) whether other reasons exist that support or detract from a finding that a dating relationship exists. It is not necessary that all, or a particular number, of the factors described herein are found to support the existence of a dating relationship. (Utah Code Ann. § 78B-7-402.)

### 3.8 Domestic violence:

**3.8.1** As defined in the *Clery Act*, domestic violence means felony or misdemeanor crimes of violence committed (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Any incident meeting this definition is considered a crime for purposes of *Clery Act* reporting, though criminal prosecution of crimes must meet the definition of Utah law.

**3.8.2** Under Utah law, any criminal offense involving violence or physical harm or threat of violence or physical harm, or any attempt, conspiracy, or solicitation to commit a criminal offense involving violence or physical harm, when committed by one cohabitant against another. "Domestic violence" also means commission or attempt to commit, any of the following offenses by one cohabitant against another: aggravated assault, assault, criminal homicide, harassment, electronic communication harassment, kidnapping, child kidnapping, or aggravated kidnapping, mayhem, sexual offenses, stalking, unlawful detention, violation of protective order, any offense against property, possession of a deadly weapon with intent to assault, discharge of a firearm. (Utah Code Ann. § 77-36-1(4).)

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**3.9 Drug abuse violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance is also a drug abuse violation. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs are also violations.

**3.10 Fire:** any instance of open flame or other burning (1) in a place not intended to contain the burning or (2) in an uncontrolled manner.

**3.11 Sexual assault:**

**3.11.1** As defined in the *Clery Act*, sexual assault is an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation, including forcible or non-forcible sex offense or actual or attempted sexual contact with another person without that person's consent. Sexual assault includes but is not limited to involvement in any sexual contact when the victim is unable to consent or intentional and unwelcome touching, however slight, of any body part or object, by any person upon another person, that is without consent and/or by force or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast). Sexual intercourse without consent includes acts commonly referred to as rape, statutory rape, or incest. Intercourse includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth-to-genital contact or genital-to-mouth contact) no matter how slight the penetration or contact. Any incident meeting this definition is considered a crime for purposes of *Clery Act* reporting, though criminal prosecution of crimes must meet the definition of Utah law.

**3.11.2** Under Utah law, a person is guilty of rape if that person has sexual intercourse with the victim without the victim's consent. (Utah Code Ann. § 76-5-402.) A person is guilty of object rape if the actor, without the victim's consent, causes the penetration, however slight, of the genital or anal opening of another person who is 14 years of age or older, by any foreign object, substance, instrument, or device, including a part of the human body other than the mouth or genitals, with intent to cause substantial emotional or bodily pain to the victim or with the intent to arouse or gratify the sexual desire of any person. (Utah Code Ann. § 76-5-402.2.) A person is guilty of sexual battery if the person, under circumstances not amounting to rape, sodomy, forcible sex abuse, or aggravated sexual abuse, intentionally touches, whether or not through the clothing, the anus, buttocks, or any part of the genitals of another person, or the breast of a female person, and the person's conduct is under circumstances the person knows or should know will likely cause affront or alarm to the person touched. (Utah Code Ann. § 76-9-702.1.)

**3.12 Stalking:**

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**3.12.1** As defined in the *Clery Act*, stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition, course of conduct means two or more acts that the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Any incident meeting this definition is considered a crime for purposes of *Clery Act* reporting, though criminal prosecution of crimes must meet the definition of Utah law.

**3.12.2** Under Utah law, a person is guilty of stalking who intentionally or knowingly engages in a course of conduct directed at a specific person and knows or should know that the course of conduct would cause a reasonable person to fear for the person's own safety or the safety of a third person, or to suffer other emotional distress. A person is guilty of stalking who intentionally or knowingly violates a stalking injunction issued pursuant to Utah Code Ann. § 77-3a, or a permanent criminal stalking injunction issued pursuant to Utah Code Ann. § 76-5-106.

#### 4.0 POLICY

##### 4.1 Policy Statement

**4.1.1** Utah Valley University is committed to providing a safe and secure environment for all members of the university community and visitors. The University adopts this policy to facilitate compliance with *Clery Act* disclosure, reporting, and crime statistic requirements.

##### 4.2 Scope of this Policy

**4.2.1** This policy applies to all members of the university community and also provides information to university visitors, prospective students, and prospective employees.

**4.2.2** The obligation to meet Clery Act reporting requirements applies to all UVU community members who are responsible for campus security and those with a significant responsibility for student and campus activities. The Clery Act identifies these responsible persons as CSAs.

**4.2.3** UVU Police, which is fully accredited by the State of Utah, is charged with protecting lives and property on campus. UVU Police officers have the same police powers and responsibilities as officers in other Utah law enforcement agencies.

##### 4.3 Reporting of Crimes and Other Emergencies

**4.3.1** The University encourages all members of the University community who become aware of criminal actions or other emergencies or suspicious or criminal activity to report such actions or activity to UVU Police as soon as possible. Crimes may be reported to UVU Police by calling



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(801) 863-5555. In the event of a crime in progress or at any time there is a risk of harm to persons or property, call 911 or (801) 863-5555 on campus.

**4.3.2** Incidents reported to UVU Police will be investigated for the purpose of reducing crime, improving safety, making disciplinary referrals, and imposing criminal sanctions as appropriate. Additionally, incidents reported to UVU Police will be included in the statistical report contained in the ASR.

**4.3.3** Criminal actions may also be reported to CSAs, who have a legal obligation to file a report of suspected criminal activity with UVU Police to ensure statistical inclusion of all crimes specified by the Clery Act in the University's ASR when those crimes occur in the area defined as "Clery geography," including on or near University Property, including on-campus property, property immediately adjacent to the campus, and off-campus property owned or controlled by the University. Reports made to these persons or offices, and not also made to UVU Police, will be included in the statistical report in the ASR but generally will not be investigated by the police. Training regarding reporting responsibilities will be provided to all persons designated as CSAs.

**4.3.4** Although the University strongly encourages all members of the University community to report crime to law enforcement, it is the victim's choice whether or not to make such a report, and the victim has the right to decline involvement with the police. The University will assist victims with notifying the police if they so desire.

**4.4** Individuals who intentionally and knowingly make false accusations of criminal activity or provide false information to UVU Police or university officials in connection with an accusation and/or investigation of criminal activity are subject to discipline under university policy as well as criminal and/or civil penalties under applicable law. [Missing Student Notification](#)

**4.4.1** This section applies only to students residing in on-campus student housing.

**4.4.2** Reporting a Missing Student. When a student has been missing for 24 hours, students, employees, and other individuals should make a report to the UVU Police Department (801-863-5555). Any campus security authority to whom a missing student report is made shall immediately refer the matter to the UVU Police.

**4.4.3** Emergency & Missing Persons Contact(s). Students who reside in on-campus student housing facilities have the option of identifying a contact person or persons whom the University will notify within 24 hours of a determination that the student is missing, if the student has been determined missing by UVU Police. Students residing in on-campus student housing may register this information on their student profile in the University's student information system, and may update this information any time. To learn more about registering a missing person contact, or to determine whether their housing is an on-campus student housing facility for purposes of this policy, students should call the UVU Office of Housing and Residence Life at

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[801-863-8682. Emergency and missing persons contact information will be registered confidentially and will be accessible only to authorized university officials. The information may not be disclosed outside the University except to law enforcement personnel in furtherance of a missing person investigation.](#)

[4.4.4 Students Under 18. If a student is under 18 years of age and is not emancipated as determined by a court of competent jurisdiction in the student's state of legal residence, the University is required by law to notify a custodial parent or guardian in addition to any student-designated contact within 24 hours of the determination that the student is missing.](#)

[4.4.5 Notifying Local Law Enforcement Agency. The University will notify the surrounding law enforcement agencies when any student who lives in on-campus student housing has been determined to be missing for 24 hours.](#)

#### [4.5 Fire Safety](#)

[4.5.1 This section applies only to students residing in on-campus student housing. Students shall abide by restrictions and guidance contained in their applicable handbooks and/or lease agreements concerning electrical appliances, smoking, and open flames.](#)

[4.5.2 When a fire alarm sounds at any on-campus student housing facility, all residents, guests and staff should evacuate to a safe location. Many housing facilities have staff resident leaders on site, who will take roll to account for student residents' safety. Residents, guests, and staff should follow the direction of responding emergency crews.](#)

[4.5.3 Each year the University provides resident leaders and property managers with training in fire prevention and emergency preparedness. After this training, resident leaders discuss with residents the need to evacuate when they hear a fire alarm.](#)

[4.5.4 Students and employees who become aware of fire incidents at any on-campus student housing facility should report such incident to the university fire marshal at 801-863-8021. The UVU Fire Marshal will record the incident in the university's fire log.](#)

#### **4.6 Clery Act Compliance**

**4.6.1** To promote safety and security at the University and in compliance with the Clery Act, the University does all of the following:

**4.6.1.1** Submits crime [and fire](#) statistics to the United States Department of Education. Each year, the University submits [\(1\) crime statistics for Clery Act crimes by type, location, and year and \(2\) fire statistics by location, cause, number of fire-related injuries and deaths, and value of property damage](#) to the U.S. Department of Education.



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264 **4.6.1.2** Maintains a daily crime log of reported alleged criminal incidents that is open to public  
265 inspection.

266  
267 **4.6.1.3** Maintains a daily fire log of reported fires in on-campus student housing that is open to  
268 the public.

269 **4.6.1.4** Issues timely warnings and campus alerts. UVU issues a timely warning to the University  
270 community when there is information that a Clery Act crime has occurred that represents a  
271 serious or ongoing threat to campus safety. Specifically, if a situation arises on campus or in an  
272 area surrounding campus that, in the judgment of the Chief of Police or designee, constitutes a  
273 serious or continuing threat to students, employees, or the UVU community, the Chief of Police  
274 shall initiate a timely warning using the University's emergency communications systems.  
275 Anyone with information warranting a timely warning should report the circumstances to UVU  
276 Police.

277 **4.6.1.5** Issues emergency notifications. The University issues an emergency notification upon the  
278 confirmation of a significant emergency or dangerous situation involving an immediate threat to  
279 the health or safety of students or employees occurring on the campus. The University tests the  
280 emergency notification procedure biannually.

281 **4.6.1.6** Publishes and maintains an Annual Security & Fire Report (ASR). UVU Police prepares  
282 the ASR, which contains safety- and security- related policy statements and statistics of Clery  
283 Act crimes occurring on Clery geography. To prepare the ASR, the University collects,  
284 classifies, and counts Clery Act crime reports and statistics. The University maintains contact  
285 with local police departments to collect crime statistics for off-campus locations.

286 **4.6.2** The full text of this report can be found on the UVU Police website at  
287 <https://www.uvu.edu/police/docs/clery.pdf>. Each year, notification about the ASR is sent by  
288 email or other means to all enrolled students, staff, and faculty. In addition, paper copies of the  
289 report may be obtained from UVU Police at 800 W. University Parkway MS 195, Orem, Utah,  
290 Gunther Trades Building Room 331, or by calling (801) 863-5555. Prospective students and  
291 employees may also obtain copies from the UVU website or UVU Police.

## 292 **4.7 Requests for Anonymity/Referrals to Other UVU Departments**

293 **4.7.1** Individuals who witness or are the victim of crime, but who wish to remain anonymous,  
294 may report the crime to UVU Police on a confidential basis. To do so, individuals should  
295 specifically request that they remain anonymous. The report ensures that the occurrence of the  
296 crime will be included in the University's annual report; assists the police in determining if there  
297 is a pattern of crime with regard to a particular location, method, or suspect; and enables the  
298 police, in appropriate circumstances, to alert the campus community to potential dangers. Filing  
299 an anonymous report may limit the ability of UVU Police to provide specific assistance or to  
300 investigate or solve a crime.



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Policies and Procedures

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4.7.2 If a victim requests anonymity from the Title IX Coordinator or designee, the identity of the victim shall remain confidential except in instances when the victim is a minor or vulnerable adult, or there is imminent danger to the victim or others in the community. In such cases, identification to law enforcement is required for safety and protection. In instances when the University is notified of a request for information, personally identifiable information contained in university records shall remain protected and shall not be accessible to the public. UVU Policy 162 *Sexual Misconduct* and Policy 704 *Minors on Campus and at University-Sponsored Events* provide specific policy and procedure regarding minors.

4.7.3 Incidents involving student misconduct that are investigated by UVU Police may be referred to the Director of Student Conduct for disciplinary action. Examples of such referrals include consumption of alcohol by individuals under the age of 21. Students are subject to discipline for use, possession, or distribution of alcoholic beverages of any type on university premises except as expressly permitted by law and university regulations. Students are also subject to discipline for use, possession, or distribution of any narcotic or other controlled substance on university premises, at university activities, or on premises over which the University has supervisory responsibility pursuant to state statute or local ordinance, except as permitted by law and university policy.

4.7.4 Incidents involving staff misconduct may be referred to Human Resources for possible disciplinary action. Incidents involving faculty misconduct may be referred to Academic Affairs for possible disciplinary action. Under university policy, the University is a drug-free workplace. It is a violation of UVU Policy 324 *Drug-free Workplace for employees* to engage in the unlawful manufacture, distribution, dispensation, possession, and/or use of a controlled substance or alcohol at university workplace or while engaged in university business off campus. Employees are subject to discipline for violating this policy.

#### 4.8 Registered Sex Offenders

4.8.1 In accordance with the *Campus Crimes Prevention Act* (42 US Code § 14071), the *Utah Sex Offender Registration Act* (U.C.A. 77-27-21.5) requires notice to be given to institutions of higher education of persons required by the act to register who are affiliated with the institution. The Utah Department of Corrections Sex Offender Registration Program Office will inform UVU Police of registered sex offenders who are affiliated with UVU. This information will be available at UVU Police, 800 W. University Parkway MS 195, Orem, Utah, Gunther Trades Building Room 331, (801) 863-5555. Individuals seeking additional information about registered sex offenders may go to the Utah Department of Corrections Sex Offender Registry at <http://www.corrections.utah.gov/services/sonar.html>.

#### 4.9 Prevention, Education, and Training

4.9.1 The University conducts student and employee climate surveys to develop education and prevention programs that reflect comprehensive, intentional, and integrated programming,



## UTAH VALLEY UNIVERSITY

### Policies and Procedures

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initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking. Training will be culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to university community needs, and informed by research. Training will also be assessed for value, effectiveness, and outcome. These programs are designed to consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

**4.9.2** The University shall monitor the effectiveness of its awareness, prevention, and risk reduction programs and services through campus climate surveys and other statistical data.

**4.9.3** The University's education and prevention programs include awareness programs, bystander interventions, ongoing prevention and awareness campaigns, primary prevention programs, and education on risk reduction.

## 5.0 PROCEDURES

### 5.1 Annual Security & Fire Report

**5.1.1** UVU Police is responsible for collecting reported *Clery Act* crimes made to UVU Police, local law enforcement agencies, school officials, CSAs, and all others associated with UVU who are responsible for student and campus activities. [UVU Police will coordinate with the UVU Fire Marshal to obtain the required fire statistics for on-campus student housing.](#)

**5.1.2** UVU Police is responsible for completing and submitting the ASR to the U.S. Department of Education, in accordance with *Clery Act* requirements. The report shall include statistics of *Clery Act* crimes [and fires](#) for the preceding three years and UVU's policy statements addressing campus security and safety. UVU Police shall compile and disclose:

**5.1.2.1** Statistics of reported *Clery Act* crimes on its campuses, immediately adjacent public areas, remote classroom facilities, and non-campus facilities that support educational services (*Clery* geography). Information about each crime shall include the date, location, and disposition (if known) of the crime.

**5.1.2.2** [Statistics of reported fires in on-campus student housing. Information about each fire shall include the location, cause, number of fire-related injuries and deaths, and value of property damage.](#)

**5.1.2.3** The number of arrests related to *Clery Act* crimes. If an individual is both arrested and referred for disciplinary action, only the arrest will be reported.

**5.1.2.4** The number of students who are referred for disciplinary action due to *Clery Act* crimes. If an individual is both arrested and referred for disciplinary action, only the arrest will be





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reported. For weapons, drug, and/or liquor law violations, both the referral and the arrest must be reported in *Clery Act* crime statistics.

**5.1.3** In accordance with the *Clery Act* and this policy, the Title IX Coordinator or designee will provide UVU Police statistics about sexual misconduct for the ASR. This report provides those statistics to the U.S. Department of Education, but does so in a manner that does not include any identifying information about persons involved in an incident.

**5.1.4** UVU Police shall publish the ASR by October 1 of each year. The ASR shall be made available to all current and prospective students and employees by web, mail, and/or email.

**5.1.5** The University shall keep all records used in compiling the ASR for three years from the latest publication of the report and shall include the following: copies of crime reports; daily crime logs; records for arrests and/or referrals for disciplinary action; timely warning and emergency notification reports; documentation and/or correspondence regarding *Clery Act* compliance; and notices to students/employees regarding the availability of the ASR. All documentation shall be dated.

## 5.2 Timely Warnings and Emergency Notifications

**5.2.1** Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the University shall notify the campus community using the procedures found at <https://www.uvu.edu/police/>. The University shall determine the appropriate segment or segments of the campus community to receive a notification, determine the content of the notification, and initiate the notification system. The University shall, without delay and considering the safety of the community, determine the content of the notification and initiate the notification system, unless responsible authorities determine that such notification will compromise efforts to contain, respond to, or otherwise mitigate the emergency.

**5.2.2** The University shall issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The University tests the emergency notification procedure bi-annually. University shall biannually test the University's emergency response and evacuation procedures, which can be found at <https://www.uvu.edu/police/> under emergency procedures.

### POLICY HISTORY

September 10, 2015	Temporary Emergency approved.	UVU Board of Regents
June 17, 2016	Regular policy approved.	UVU Board of Regents
March 22, 2018	Non-substantive changes approved: * Policy renumbered from 407 to 710. * References to Policy 115 updated to 704.	UVU Board of Regents
September 20, 2018	Temporary Emergency approved	UVU Board of Trustees

Printed On:  
September 16, 2018



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

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Printed On:  
September 16, 2018



**UVU BOARD OF TRUSTEES**  
**Agenda Item Coversheet**

<b>DATE:</b>	<b>September 20, 2018</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 August 16, 2018</li><li>2. Minutes of September 7, 2018</li><li>3. June and July 2018 Investment Reports</li><li>4. 2017-18 Institutional Residence Expenditure Report</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 August 16, 2018</li><li>b. Minutes of September 7, 2018</li><li>c. June and July 2018 Investment Reports</li><li>d. 2017-18 Institutional Residence Expenditure Report</li></ol>

# UVU BOARD OF TRUSTEES

August 16, 2018

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

## Board of Trustee Members Present

Elaine Dalton, Chair  
James Clarke  
John Gappmayer  
Rick Nielsen  
Marc Reynolds  
Jack Sunderlage, Second Vice Chair  
Paul Thompson  
R. Duff Thompson, First Vice Chair

## Guests

Clark Collings  
Braley Dodson  
Glenda Gleeves  
Gordon Gleeves  
Barbara Smith  
Scott Trotter  
Stephen Whyte

## UVU Attendees

Kathren Brown, Interim Vice President, Academic Affairs  
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, Interim President  
Val Peterson, Vice President, Finance and Administration  
Kyle Reyes, Vice President, Student Affairs  
Craig Thulin, Faculty Senate President  
Katie Zabriskie, Executive Communication Officer

At the beginning of the meeting, Trustee Chair Elaine Dalton ceded time to Trustee Jack Sunderlage to speak about the new portrait of President Holland that had been painted by artist Glenda Gleeves. Trustee Sunderlage invited Ms. Gleeves to discuss her process and the vision behind the piece. The Trustees all expressed their delight with the portrait and their gratitude for her efforts.

Chair Dalton then noted that the Executive Committee had an engaging meeting with President-elect Astrid S. Tuminez the day before. Trustees Sunderlage and R. Duff Thompson agreed that it underscored how impressive President-elect Tuminez is and all noted how much they look forward to the start of her presidency in September. The Board was then shown a 12 minute documentary of President-elect Tuminez.

## I. ACTION

### **1. Mandatory Board Training**

General Counsel Karen Clemes and Associate General Counsel Clark Collings provided the Trustees with an annual training on the Utah Open and Public Meetings Act, GRAMA, Ethics, Compliance, Conflicts of Interest, UVU By-Laws, and Trustee Responsibilities. It was noted that these trainings ensure that the Trustees are kept abreast of their legal and fiduciary obligations as well as stay in compliance with state statutes and policy. The Trustees engaged in appropriate and thoughtful commentary and questioning throughout the training.

### **2. Academic Program Approval**

Trustee Paul Thompson indicated that the Academic Affairs Committee conducted an electronic vote to approve the recommendation of the addition of a Masters of Education emphasis for Education Leadership. The Trustees were then presented with the proposal to create a Masters of Education emphasis for Education Leadership, which is intended to provide individual school leaders with competencies in five areas, leading to the ability to apply for a USBE Leadership Area of Concentration License. Trustee P. Thompson motioned to approve the Masters of Education emphasis for Education Leadership. Trustee James Clarke seconded. The motion carried without opposition.

## II. EXECUTIVE SESSION

Trustee Marc Reynolds motioned to enter Executive Session to discuss character, professional competence, or physical or mental health of an individual, real estate transactions, and pending litigation. Trustee John Gappmayer seconded. The motion carried without opposition.

## I. ACTION ITEMS (CONTINUED)

### **3. Naming Opportunities**

Trustee D. Thompson motioned to approve the naming of the Entrepreneurship Institute as the Amy Rees Anderson Entrepreneurship Institute. Trustee P. Thompson seconded. The motion carried without opposition. Trustee Clarke motioned to approve the naming of the Michael and Kay Elton Classroom in the Cole Nellesen Building. Trustee Rick Nielsen seconded. The motion carried without opposition.

### **4. Property Purchase**

Trustee Nielsen motioned to approve the purchase of an additional 60 acres of property contiguous to the 225 acres currently owned by the university at \$5.00 per square foot for a purchase price of \$12.9 million, subject to approval of the contract by the Attorney General's Office and the Board of Regents. Trustee D. Thompson seconded. The motion carried without opposition.

### **5. Board Supported Public Statement**

Vice President Cameron Martin noted that a public statement affirming the support of the Board of Trustees for the facilities master plan was reviewed and edited by the Executive Committee. The statement will serve as the formal position of the Board on matters pertaining to the development of property contiguous to UVU, particularly that which was denoted as potential student housing. The statement acknowledges that the Board gives UVU the authority to proceed as appropriate (collaboration v. property purchase) given the outcome of pending ballot initiatives. Trustee D. Thompson read the following statement:

“The Utah Valley University Board of Trustees affirms its support of the University’s current state-approved facilities master plan, which identifies three properties contiguous to the Orem Campus as potential future sites for student housing. These have been chosen to meet student housing needs and limit the impact on the community. To this end, the Board directs and authorizes the University to pursue options to work collaboratively with land owners, developers, Orem City, and neighbors to develop student-housing complexes on these properties, or to buy and develop these properties into student housing. Based on the current master plan, neither the Board of Trustees nor UVU encourage the development of other properties around the Orem Campus beyond those currently identified in the plan.

The Board and the University affirm their commitment to meeting the education needs of UVU’s surrounding communities and emphasize that UVU’s current size and future growth reflect the region it serves. Furthermore, the Board directs the University to pursue reasonable and safe housing development options that build a positive sense of community, create efficient traffic flow, minimize other potential disruptions to the community, and serve the needs of UVU’s students, faculty, and staff – now and in the future.”

Trustee Nielsen motioned to approve the articulated statement as the official statement of the Board in affirmation of the master plan. Trustee Gappmayer seconded. The motion carried without opposition.

## III. COMMITTEE REPORTS

Trustee Sunderlage provided the Board with an update on the Finance and Facilities Committee. At the most recent meeting, the committee examined university expenses and revenue, viability and debt ratio, appropriations, tuition and fees, affordability efforts of the university, and the automatic issuing of college acceptance letters from USHE open admission institutions to high school graduates. Trustee Sunderlage asked Vice President Val Peterson to provide an update on facilities. VP Peterson noted the progress on the Noorda Center for the Performing Arts, the Student Center Bond renewal process, the state of the water purchase with CUP, as well as campus infrastructure improvements to parking both at the airport and West Campus.

#### IV. CONSENT CALENDAR

The Trustees were asked to review the Consent Calendar which consisted of the minutes of June 28, 2018, and the May 2018 Investment Report. Trustee D. Thompson motioned to approve the Consent Calendar. Trustee Clarke seconded. The motion carried without opposition.

#### V. INFORMATION

##### **1. Interim President's Report**

Interim President Jeff Olson provided the Trustees with a newsletter containing recent “good news” stories from the university. He further noted the positive meetings held in recent weeks about a new building to house the Woodbury School of Business. He reported that President Tuminez had been gracious enough to speak at several events on campus aimed at kicking off the school year, and she was warmly received by faculty and staff alike.

Chair Dalton adjourned the meeting and invited those present to a tour of the Noorda Center for the Performing Arts.

# **UVU BOARD OF TRUSTEES**

September 7, 2018  
9 a.m. – Conference Call

## **Board of Trustee Members Present**

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

## **Guests**

Janette Pugmire  
Stephen Whyte

## **UVU Attendees**

Kathren Brown, Interim Vice President, Academic Affairs  
Karen Clemes, General Counsel  
Scott Cooksey, Vice President, Development and Alumni  
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, Interim President  
Val Peterson, Vice President, Finance and Administration  
Kyle Reyes, Vice President, Student Affairs  
Craig Thulin, Faculty Senate President  
Katie Zabriskie, Executive Communication Officer

## **I. ACTION**

### **1. Board Supported Public Statement**

Vice President Cameron Martin presented the Trustees with a statement clarifying the university's position on Proposition 5 which will appear on the ballot in the November 2018 mid-term elections. He noted UVU's legal right to issue statements on propositions germane to higher education. The positions of both the property developers and a particular subset of the community were discussed. The Trustees initially requested formatting and spelling corrections. More substantive and critical conversation occurred around statements of costs, tax revenue, and service demands. The Trustees sought to provide clarity, easily digestible but factually accurate messaging, and a fair representation of the possible outcomes of a decision for or against the proposition. The Trustees noted their agreement with the principles and themes of the message, but wanted further refinement of individual points. VP Martin agreed to make amendments to the prepared statement as requested.

Trustee Karen Acerson motioned to approve the statement, with the requested changes, of UVU's position regarding the development of property for student housing. Trustee John Gappmayer seconded. The motion carried without opposition.



**CASH AND INVESTMENT  
REPORT  
June 2018**



# Monthly Composite Performance Review

## UTAH VALLEY UNIVERSITY

### June 2018

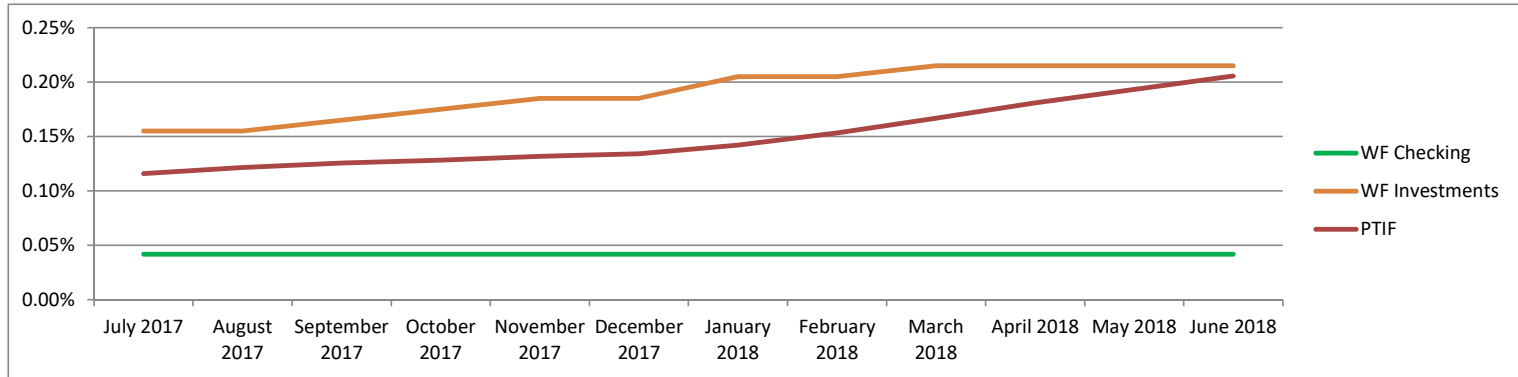


Account Activity	Checking/Sweep	Investments	PTIF	Total University Cash and Investments	Past Twelve Months of Activity
Beginning Balance	\$ 9,349,045	\$ 89,680,504	\$ 43,422,109	\$ 142,451,658	\$ 138,091,251
Interest/Earnings Credit	5,744	339,942	83,754	429,440	3,091,601
Acquisitions/Credits	4,040,872	1,500,000	11,372,190	16,913,062	287,738,308
Dispositions/Debits	-	-	(27,000,000)	(27,000,000)	(286,657,010)
Unrecognized Gain/Loss	-	(365,826)	-	(365,826)	(29,926)
Fees	(5,744)	-	-	(5,744)	(81,201)
Transfers *	-	(339,942)	11,782,229	11,442,287	1,711,854
Ending Balance	\$ 13,389,917	\$ 90,814,678	\$ 39,660,282	\$ 143,864,877	\$ 143,864,877

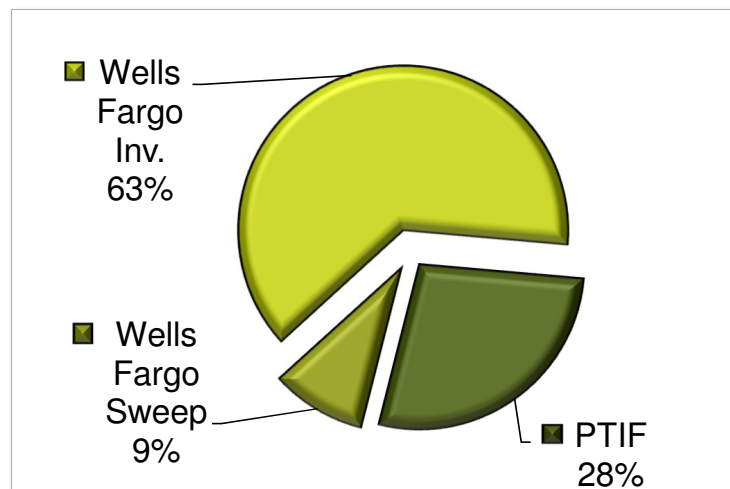
\* Transfers consist of activity between UVU and the Foundation and interest transferred to UVU.

2.16%  
12 Month Return

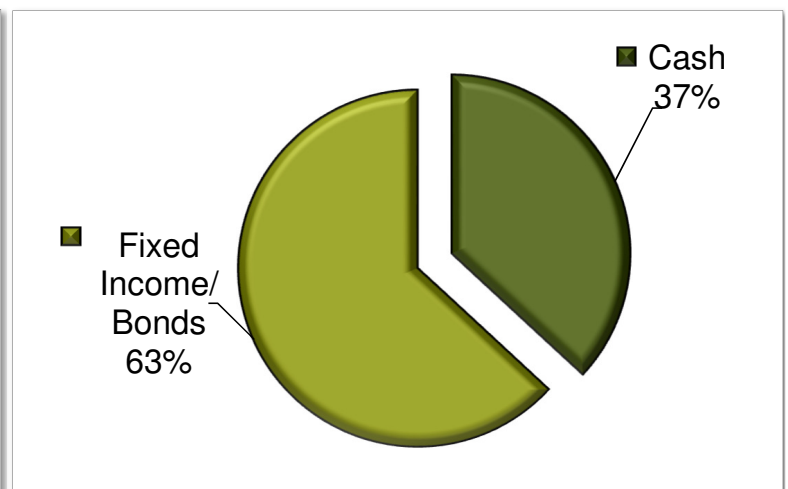
Performance Returns	Wells Fargo Checking/Sweep	Wells Fargo Investments	PTIF
July 2017	0.04%	0.16%	0.12%
August 2017	0.04%	0.16%	0.12%
September 2017	0.04%	0.17%	0.13%
October 2017	0.04%	0.18%	0.13%
November 2017	0.04%	0.19%	0.13%
December 2017	0.04%	0.19%	0.13%
January 2018	0.04%	0.21%	0.14%
February 2018	0.04%	0.21%	0.15%
March 2018	0.04%	0.22%	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%
Monthly Average	0.04%	0.19%	0.15%
12 Month Return	0.50%	2.29%	1.80%



UVU Cash and Investments  
as a Percent of Total



UVU Cash and Investments  
Investments by Type



# Monthly Composite Performance Review

## UVU Foundation

### June 2018



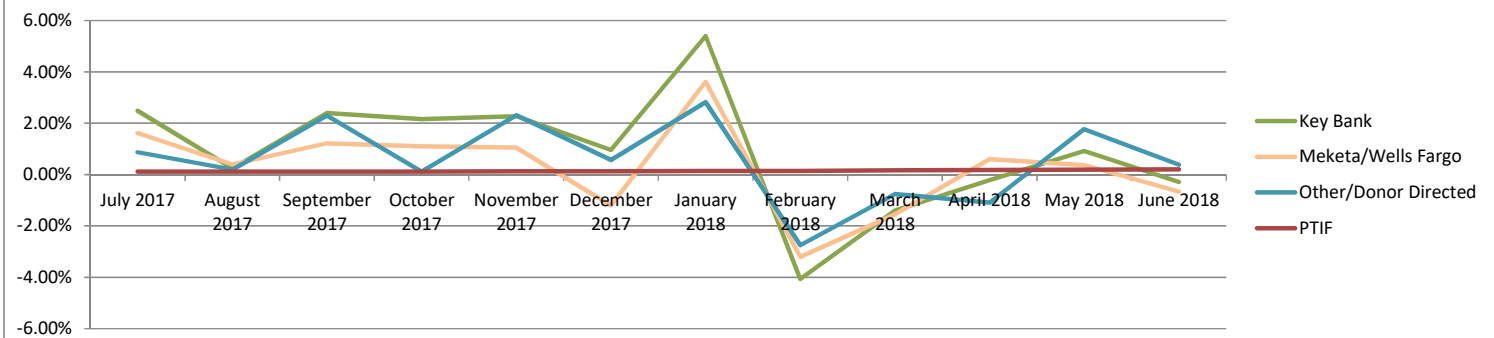
#### Account Activity

	Unrestricted	Temporarily Restricted	Permanently Restricted - Endowments	Total Foundation Investments	Past Twelve Months of Activity	Notes Due From University ^
Beginning Market Value	\$ 8,034,567	\$ 50,906,060	\$ 28,411,328	\$ 87,351,955	\$ 76,260,879	Beginning Balance \$ 8,585,565
Interest	13,511	100,044	58,040	171,595	1,222,859	Additional Notes -
Acquisitions	213,284	813,656	2,612,899	3,639,839	34,829,728	Principal Received (615,440)
Dispositions	(238,039)	(906,208)	(2,495,654)	(3,639,901)	(34,904,198)	Ending Balance \$ 7,970,125
Gain/Loss Rec & Unrec	(83,089)	(96,421)	(186,519)	(366,029)	1,589,693	Interest Received \$ 470,709
Fees	(109)	(181)	(718)	(1,008)	(121,765)	Rate 5.5%
Transfers *	(2,471,157)	(9,495,224)	184,152	(11,782,229)	(3,502,974)	^ Fiscal Year Activity
Ending Market Value	\$ 5,468,968	\$ 41,321,725	\$ 28,583,528	\$ 75,374,222	\$ 75,374,222	
Monthly Return	-0.87%	0.01%	-0.45%	-0.22%		
12 Month Return	2.29%	3.10%	4.70%		3.53%	

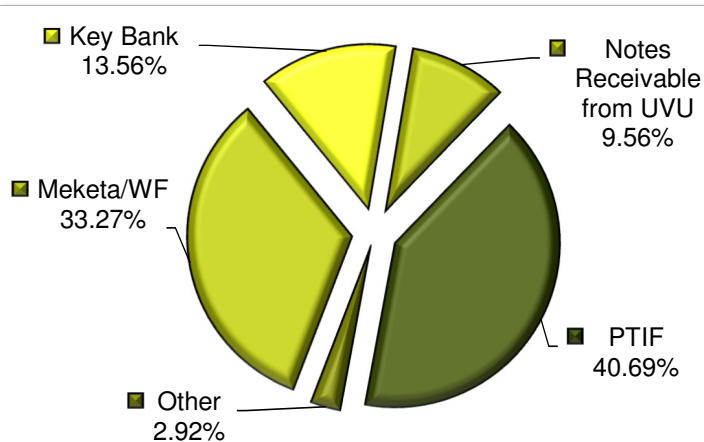
\* Transfers consist of activity between money market accounts and other investment accounts as well as activity between the University and the Foundation.

#### Performance Returns

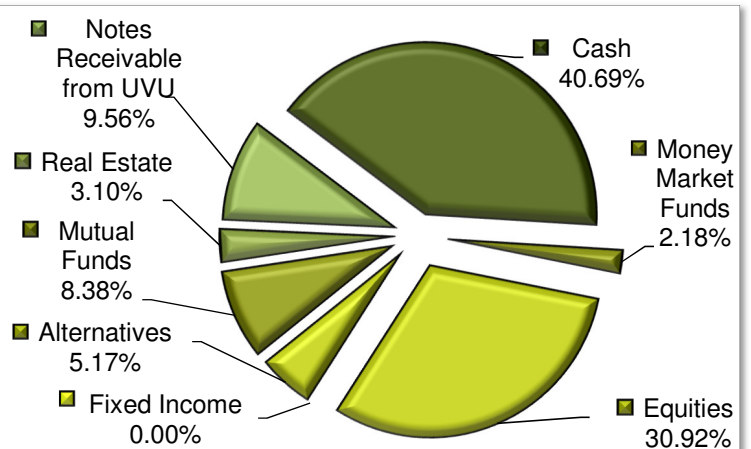
	Key Bank	Meketa/ Wells Fargo	Other - Donor Directed	PTIF
July 2017	2.49%	1.62%	0.87%	0.12%
August 2017	0.25%	0.39%	0.20%	0.12%
September 2017	2.40%	1.22%	2.30%	0.13%
October 2017	2.17%	1.11%	0.12%	0.13%
November 2017	2.27%	1.06%	2.31%	0.13%
December 2017	0.95%	-1.20%	0.57%	0.13%
January 2018	5.40%	3.61%	2.82%	0.14%
February 2018	-4.06%	-3.20%	-2.75%	0.15%
March 2018	-1.40%	-1.55%	-0.76%	0.17%
April 2018	-0.22%	0.61%	-1.09%	0.18%
May 2018	0.92%	0.37%	1.77%	0.19%
June 2018	-0.29%	-0.67%	0.38%	0.21%
Monthly Average	0.91%	0.28%	0.56%	0.15%
12 Month Return	10.30%	3.37%	6.75%	1.80%



UVU Foundation Investments as a Percent of Total



UVU Foundation Investments by Type





# **CASH AND INVESTMENT REPORT July 2018**

# Monthly Composite Performance Review

## UTAH VALLEY UNIVERSITY

### July 2018



#### Account Activity

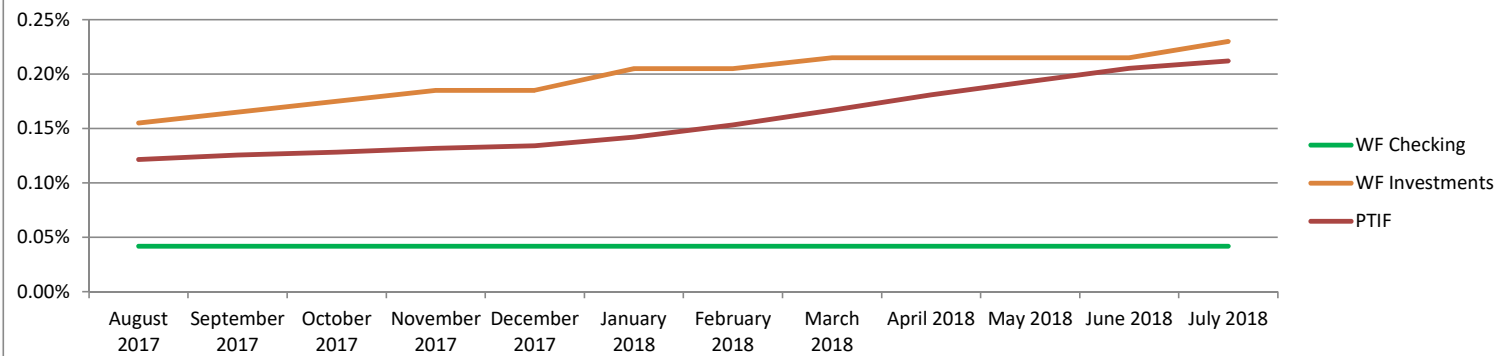
	Checking/Sweep	Investments	PTIF	Total University Cash and Investments	Past Twelve Months of Activity
Beginning Balance	\$ 13,389,917	\$ 90,814,678	\$ 39,660,282	\$ 143,864,877	\$ 136,332,422
Interest/Earnings Credit	5,804	289,732	90,552	386,088	3,308,262
Acquisitions/Credits	1,454,680	-	15,236,069	16,690,749	282,545,475
Dispositions/Debits	-	-	(15,000,000)	(15,000,000)	(277,657,010)
Unrecognized Gain/Loss	-	14,160	-	14,160	(18,671)
Fees	(5,804)	-	-	(5,804)	(81,927)
Transfers *	-	(289,732)	(800,309)	(1,090,041)	431,478
Ending Balance	\$ 14,844,597	\$ 90,828,838	\$ 39,186,594	\$ 144,860,029	\$ 144,860,029

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

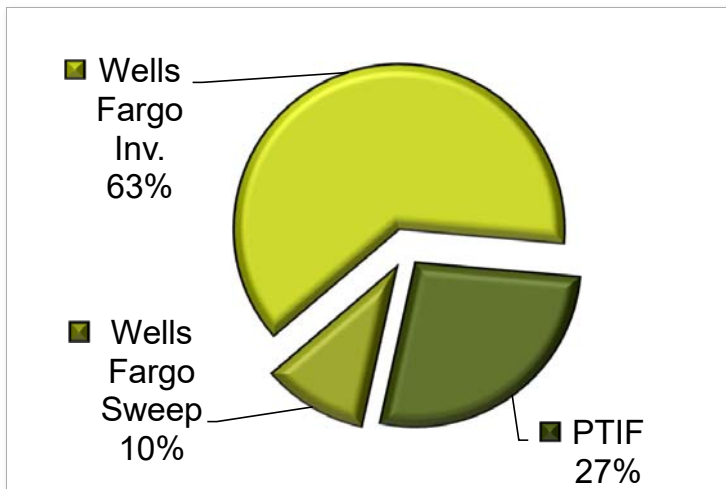
2.35%  
12 Month Return

#### Performance Returns

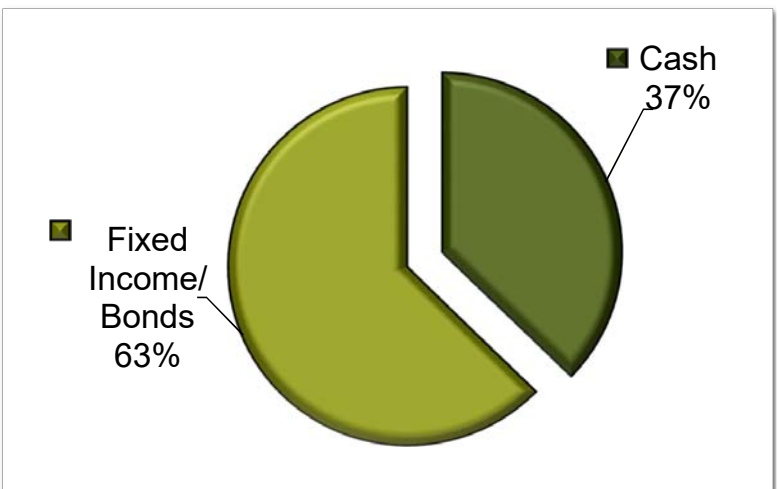
	Wells Fargo Checking/Sweep	Wells Fargo Investments	PTIF
August 2017	0.04%	0.16%	0.12%
September 2017	0.04%	0.17%	0.13%
October 2017	0.04%	0.18%	0.13%
November 2017	0.04%	0.19%	0.13%
December 2017	0.04%	0.19%	0.13%
January 2018	0.04%	0.21%	0.14%
February 2018	0.04%	0.21%	0.15%
March 2018	0.04%	0.22%	0.17%
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%
Monthly Average	0.04%	0.20%	0.16%
12 Month Return	0.50%	2.37%	1.90%



UVU Cash and Investments  
as a Percent of Total



UVU Cash and Investments  
Investments by Type



# Monthly Composite Performance Review

## UVU Foundation

### July 2018



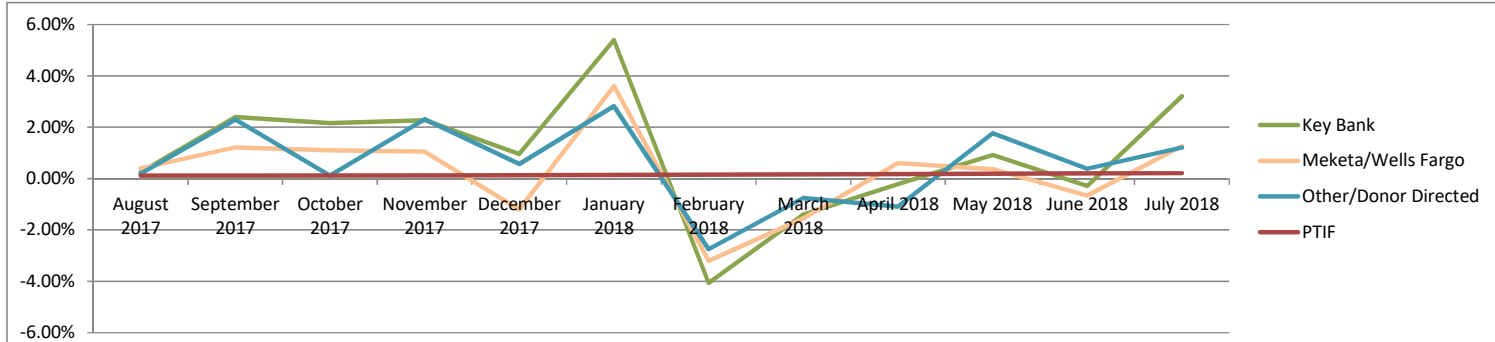
#### Account Activity

	Unrestricted	Temporarily Restricted	Permanently Restricted - Endowments	Total Foundation Investments	Past Twelve Months of Activity	Notes Due From University ^
Beginning Market Value	\$ 5,468,968	\$ 41,321,725	\$ 28,583,528	\$ 75,374,221	\$ 76,702,593	Beginning Balance \$ 7,970,125
Interest	8,255	73,204	8,181	89,640	1,256,337	Additional Notes -
Acquisitions	64,842	18,513	354,123	437,478	29,875,888	Principal Received -
Dispositions	(64,006)	(8,123)	(365,349)	(437,478)	(29,944,661)	Ending Balance \$ 7,970,125
Gain/Loss Rec & Unrec	39,570	142,773	529,337	711,680	1,619,766	Interest Received \$ -
Fees	-	(178)	(3,021)	(3,199)	(122,284)	Rate 5.5%
Transfers *	(695,379)	1,897,950	(402,262)	800,309	(2,414,988)	^ Fiscal Year Activity
Ending Market Value	\$ 4,822,250	\$ 43,445,864	\$ 28,704,537	\$ 76,972,651	\$ 76,972,651	
Monthly Return	0.87%	0.52%	1.87%	1.06%		
12 Month Return	2.24%	2.97%	5.11%		3.59%	

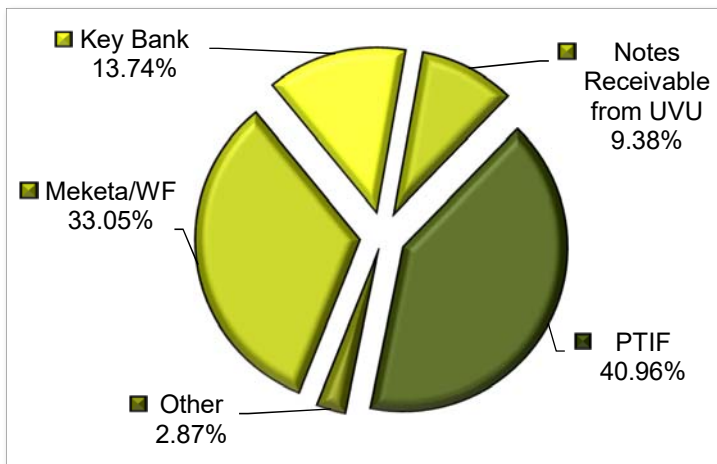
\* Transfers consist of activity between money market accounts and other investment accounts as well as activity between the University and the Foundation.

#### Performance Returns

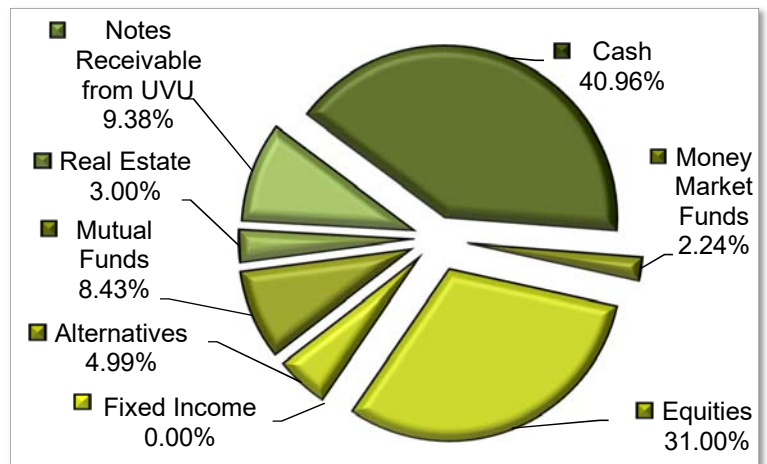
	Key Bank	Meketa/ Wells Fargo	Other - Donor Directed	PTIF
August 2017	0.25%	0.39%	0.20%	0.12%
September 2017	2.40%	1.22%	2.30%	0.13%
October 2017	2.17%	1.11%	0.12%	0.13%
November 2017	2.27%	1.06%	2.31%	0.13%
December 2017	0.95%	-1.20%	0.57%	0.13%
January 2018	5.40%	3.61%	2.82%	0.14%
February 2018	-4.06%	-3.20%	-2.75%	0.15%
March 2018	-1.40%	-1.55%	-0.76%	0.17%
April 2018	-0.22%	0.61%	-1.09%	0.18%
May 2018	0.92%	0.37%	1.77%	0.19%
June 2018	-0.29%	-0.67%	0.38%	0.21%
July 2018	3.22%	1.26%	1.21%	0.21%
Monthly Average	0.97%	0.25%	0.59%	0.16%
12 Month Return	10.97%	3.02%	7.09%	1.90%



UVU Foundation Investments as a Percent of Total



UVU Foundation Investments by Type



# UTAH VALLEY UNIVERSITY

## Institutional Residence

### 2017-18 Actual Expenditures

September 20, 2018

Category	2017-18 Appropriated Budget	DCFM Funding	Total 2017-18 Budget	2017-18 Actual Expenses
Utilities	\$8,800		\$8,800	\$7,068
Routine Care	\$2,500		\$2,500	\$1,252
Remodeling, Major Repairs	\$0		\$0	\$0
Repairs, Maintenance of Structure	\$0	\$75,000	\$75,000	\$0
Repairs, Maintenance, and Replacement of Furniture, Furnishings and Equipment	\$23,700		\$23,700	\$0
Miscellaneous Repairs, Maintenance, and Replacement of Furniture, Furnishings and Equipment	\$0		\$0	\$0
New Furniture, Furnishings, and Equipment	\$0		\$0	\$0
Remodel and Addition	\$0		\$0	\$0
Custodial and Domestic Assistance	\$6,500		\$6,500	\$11,504
Contingency	\$0		\$0	\$0
<b>TOTAL</b>	<b>\$41,500</b>	<b>\$75,000</b>	<b>\$116,500</b>	<b>\$19,824</b>



**UVU BOARD OF TRUSTEES**  
**Agenda Item Coversheet**

<b>DATE:</b>	<b>September 20, 2018</b>
<b>TITLE:</b>	<b>Committee Charters</b>
<b>EXECUTIVE/RESPONSIBLE STAFF MEMBER:</b>	<b>Justin Jones, Chief of Staff and Secretary to the Board of Trustees</b>
<b>SUBJECT:</b>	<b>Committee Charters Review</b>
<b>BACKGROUND:</b>	The Board of Trustees is being asked to review the Committee Charters and indicate necessary edits to better reflect operational realities.
<b>EXHIBITS:</b>	a. Memo of July 2018 from Elaine Dalton, Chair b. Academic Affairs Committee Charter c. Audit Committee Charter d. Finance and Facilities Committee Charter e. Honorary Awards Committee Charter



**To:** Board of Trustees, Utah Valley University

**From:** Elaine S. Dalton, Chair, Board of Trustees, Utah Valley University

**cc:** Duff Thompson, 1<sup>st</sup> Vice Chair, Board of Trustees, Utah Valley University  
 Jack W. Sunderlage, 2<sup>nd</sup> Vice Chair, Board of Trustees, Utah Valley University  
 Astrid S. Tuminez, President, Utah Valley University  
 Justin Jones, Chief of Staff, Board Secretary, Utah Valley University

**Date:** July 13, 2018

**Re:** Implementing Board Committees

Recent changes in board membership have precipitated adjustments in board committee membership. I have outlined the amended membership below:

Committee	Executive	Audit	Academic Affairs	Honorary Awards	Finance & Facilities	Foundation Board
<b>Chair</b>	<b>Elaine Dalton</b>	<b>Duff Thompson</b>	<b>Paul Thompson</b>	<b>*Karen Acerson</b>	<b>Jack Sunderlage</b>	<b>James Clarke</b>
Committee members	Duff Thompson	Paul Thompson	Karen Acerson	Jill Taylor	Jill Taylor	John Gappmayer
	Jack Sunderlage	Jack Sunderlage	Rick Nielsen	Rick Nielsen	John Gappmayer	Marc Reynolds
		John Gardner	Marc Reynolds		Duff Thompson	
<b>Staff Lead</b>	<b>Astrid S. Tuminez</b>	<b>Val Peterson</b>	<b>Jeff Olson</b>	<b>Cam Martin</b>	<b>Val Peterson</b>	<b>Scott Cooksey</b>
	Justin Jones	Astrid S. Tuminez	Kyle Reyes	Justin Jones	Linda Makin	Astrid S. Tuminez
		Peter VanderHeide	CIDO (Vacant)	Scott Cooksey	Karen Clemes	
		Karen Clemes	Justin Jones	Justin Jones	Scott Cooksey	
		Justin Jones			Justin Jones	

*\*Serves as Liaison for Mountainland Applied Technology College*

Each committee has been given specific responsibilities to advise the board on key topics. Committees of the Governing Board, with the exception of the Executive Committee, are advisory only. The UVU Foundation is also a separate organization from the board. I have outlined the responsibilities for each committee below and encourage board members to participate in this important shared governance work:



- **Audit:** The Audit Committee, in fulfilling its role of assisting the full Board of Trustees in the Board's oversight responsibilities for financial reporting processes, internal control, audit processes, and monitoring compliance with laws and regulations, shall obtain pertinent information, become knowledgeable, and provide advice and recommendations to the full Board of Trustees with regard to financial oversight of the institution. It is not the purpose of the committee to manage public employees.
- **Academic Affairs:** The Academic Affairs Committee, with the President of the University, the Senior Vice President for Academic Affairs and the Vice President for Student Affairs, serves as an advisory body on such matters as academic standards and requirements, degree programs, faculty appointments, faculty development, faculty policies and regulations, the organization of academic units within the larger institution, assessment and accreditation, enrollment, student affairs policies, and enrollment issues. A member of this committee should also serve as the liaison to Mountainland Applied Technology College.
- **Honorary Awards:** The purpose of the Honorary Awards Committee is to serve, in consultation with the President of the University, the Chief of Staff and the Vice President for University Relations, as an advisory body to the Board of Trustees on recommendations for honorary degrees, Trustee awards, other awards and honors as may appear appropriate under the discretion of the Committee. During the Spring semester of each year, nominations for honorary degrees shall be invited from the Board of Trustees as well as the University faculty, student body, staff, alumni and community at large. It is the function of the Committee to review all nominations for honors and to recommend selected individuals to the full Board for receipt of honors.
- **Finance and Facilities:** The Finance and Facilities Committee, in conjunction with the President of the University and the Vice President for Finance and Administration and the Vice President for Budget, Planning and HR and serves as an advisory committee on the oversight of policies and practices related to the University's financial affairs, performance, and investments related to the University's appropriated and non-appropriated funds as well as University issues related to real estate acquisitions and plans for development of University facilities.
- **Foundation:** The Utah Valley University Foundation is the duly established charitable, tax-exempt 501(c)(3) entity that accepts gifts, pledges and payments to benefit UVU. The Foundation serves as ambassadors for the University, manages the University's investment funds, and works to raise funds for University priorities. This support includes funding for scholarships, curriculum development, and institutional support. The UVU Foundation operates in support of UVU's current and future needs as a vital component in the community's economic and educational engines. The Foundation is a forward-thinking philanthropic body supporting the vision of the University by contributing expertise, experience, dedication and financial resources.

Should you have any questions regarding your assignment on these committees, feel free to contact me directly.



**Committee** Academic Affairs

**Chair** Paul Thompson, Committee Chair, Board of Trustees

**Members** Karen Acerson, Trustee  
Rick Nielsen, Trustee  
Marc Reynolds, President, UVUSA  
Astrid S. Tuminez, President

**Staff** Jeff Olson, Sr. Vice President, Academic Affairs  
Kyle Reyes, Vice President, Student Life  
Matthew S. Holland, President  
Justin Jones, Chief of Staff & Board Secretary

**Revisions** 07/12/18 1:12 PM – *Updated committee membership and Staff. Removed “draft” watermark*  
09/08/16 9:08 AM – *Draft of initial charter*

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## **BACKGROUND**

Since its inception in 1941, Utah Valley University has grown to become Utah’s largest institution of higher education providing students with a dynamic, robust spectrum of degrees and certificates to meet the ever-changing needs of Utah’s workforce. Recognizing the opportunities this growth affords the University, the Board of Trustees has decided to implement a comprehensive committee structure to provide greater leadership and insight as UVU matures as an institution.

The creation of this committee is in keeping with Article VII.1 of the UVU Board of Trustees Bylaws which states, “In addition to an Executive Committee, the Governing Board may establish and dissolve such other committees as the Board may determine appropriate, with members, powers, terms and responsibilities as seem necessary and convenient. Committees of the Governing Board, with the exception of the Executive Committee, are advisory only.”

## **PURPOSE**

The Governing Board will establish an Academic Affairs Committee. The purpose of the Academic Affairs Committee is to review:

1. Academic programs reflect the university’s mission, strategies, and priorities;
2. Academic programs are responsive to industry needs;
3. Academic programs fit student interests and needs and enhance their educational experience and;
4. Faculty receiving promotion and tenure are held to the highest standards of teaching, scholarship, and service, and strengthen the mission and priorities of the University.

## **COMPOSITION**

The Academic Affairs Committee is comprised of three voting members. The Chair of the Academic Affairs Committee and the remaining committee members shall be selected by the Chair of the Board of Trustees and the President of the University. Members of the Academic Affairs Committee shall serve two year terms or until their successors are chosen and qualified.

## **MEETINGS**

The Academic Affairs Committee will meet as needed throughout the year, with authority to convene additional meetings, as required. The Committee will invite members of the administration or others to attend meetings and provide pertinent information. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes of Committee meetings will be prepared and distributed to Committee members.

## **RESPONSIBILITIES**

The Academic Affairs Committee, with the President of the University, the Senior Vice President for Academic Affairs and the Vice President of Student Affairs, serves as an advisory body on such matters as retention, tenure and promotion of faculty members and faculty sabbaticals, academic programs, the organization of academic units and academic and student affairs policies.

A member of this committee should also serve as the liaison to Mountainland Applied Technology College.



**Committee**     Audit

**Chair**             Duff Thompson, 1<sup>st</sup> Vice Chair, Board of Trustees, Utah Valley University

**Members**        Jack W. Sunderlage, 2<sup>nd</sup> Vice Chair, Board of Trustees, Utah Valley University  
Paul Thompson, Trustee, Utah Valley University  
John Gardner, Ex-Officio community member, Committee member  
Astrid S. Tuminez, President, Utah Valley University

**Staff**              Val Peterson, Vice President, Finance and Facilities, Utah Valley University  
Peter VanderHeide, Director, Internal Audit  
Karen Clemes, General Counsel,  
Ray Walker, CIO, Utah Valley University  
Justin Jones, Chief of Staff & Board Secretary

**Revisions**        07/12/18 1:12 PM – *Updated committee membership and Staff. Removed “draft” watermark.*  
09/08/16 9:08 AM – *Draft of initial charter - Edited for consistent format with all committee charters and added, “Background” section*

## **BACKGROUND**

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Regarding the specific creation of an Audit Committee, the Utah System of Higher Education policy R565.3.2 says “Each Board of Trustees will create a standing Audit Committee to assist the full board in fulfilling its oversight responsibilities for financial matters.”

## **PURPOSE**

The Board of Trustees Audit Committee, in fulfilling its role of assisting the full Board of Trustees in the Board’s oversight responsibilities for financial reporting processes, internal control, audit processes, and monitoring compliance with laws and regulations, shall obtain pertinent information, become knowledgeable, and provide advice and recommendations to the full Board of Trustees with regard to financial oversight of the institution. The Trustee Audit

Committee is not vested with any decision making authority on behalf of the full Board of Trustees. It is not the purpose of the committee to manage public employees.

## **AUTHORITY**

The Audit Committee has authority to:

- Meet with institutional officers, external auditors, or legal counsel as considered necessary.
- Provide coordination and assistance to the principal external auditor(s) conducting the annual audit(s).
- Assist all parties in resolving any disagreements between the administration and the principal external auditor(s) regarding financial reporting.
- Seek any information from the administration, faculty, or staff, all of whom are directed to cooperate with committee requests, or external parties.
- Advise the Board of Trustees with regard to conducting or authorizing audit investigations.

## **COMPOSITION**

The Audit Committee will consist of at least three and no more than five members, at least three of whom are members of the Board of Trustees, each of whom shall be independent and free from any relationship that, in the opinion of the Board of Trustees, would interfere with the exercise of his or her independent judgment as a member of the Committee. The Audit Committee members will be appointed by the Chair of the Trustees. Unless an Audit Committee chair is appointed by the Board chair, the members of the Committee may designate a Chair by majority vote.

## **MEETINGS**

The Audit Committee will meet at least three times a year, with authority to convene additional meetings, as required. The Audit Committee will invite members of the administration, auditors, or others to attend meetings and provide pertinent information. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes of Committee meetings will be prepared and distributed to Audit Committee members.

## **RESPONSIBILITIES**

The Audit Committee will carry out the following responsibilities:

### External Audits and Financial Statements

- Ensure there is regular, independent communication and information flow between the Audit Committee and principal external auditor(s). The Audit Committee will schedule such meetings or correspondence necessary to accomplish this communication, whether irregularities or problems have been identified.
- Review the institution's financial statements as well as other significant accounting and reporting issues and understand their impact on the financial statements. This includes reviewing the administration's discussion and analysis of the financial statements, along with any analyses prepared by institutional administration and/or external auditors setting forth significant financial reporting issues and judgments made in connection with the preparation of the financial statements.
- Review with the administration and the principal external auditor(s) the results of the annual external audit, including any difficulties encountered. This review will include identification of any restrictions on the scope of the auditor's activities, access to requested information, and any significant disagreements with the administration

#### Internal Control

- Review the quality of the institution's system of internal control, as defined by the Committee of Sponsoring Organizations (COSO). This includes providing the Board of Trustees with information concerning the institution's control environment, means of communicating standards of conduct, and practices with respect to risk assessment and risk management.
- Receive and review reports from external and internal auditors regarding the quality of the institution's system internal control.
- Ensure that an appropriate process exists for the receipt, retention, and treatment of complaints, including anonymous complaints, regarding accounting, internal controls, and auditing matters.

#### Compliance

- Review the administration's system for monitoring compliance with laws and regulations.
- Obtain regular updates from the administration and/or institutional legal counsel regarding instances of noncompliance with material implications for the institution.

#### Internal Audit

- Review with administration and the chief internal auditor the charter, plans, activities, staffing, and organizational structure of the internal audit function.
- Ensure there are no unjustified restrictions or limitations on internal auditing programs.
- Review and advise the Board of Trustees regarding the appointment, replacement, or dismissal of the chief internal auditor. The chief internal auditor reports to the President for evaluation and supervision and has dual reporting responsibilities to the audit committee chair for issues of fraud and/or financial irregularities.
- Receive and review internal audit reports and/or periodic summaries of internal audit activities prepared by the chief internal auditor.
- Ensure there is regular, independent communication and information flow between the Committee, the President or the Commissioner of Higher Education, and the institution's chief internal auditor. Such meetings or correspondence shall be scheduled as necessary to accomplish this communication regardless of the identification of any irregularities or problems.

#### Reporting Responsibilities

- At least annually, the Audit Committee will provide a report or minutes of meetings to the full Board of Trustees detailing the Committee's activities and recommendations and forward this report to the Regents Audit Committee.

#### Other Responsibilities

- The Trustee Audit Committee may pursue other courses of action, as directed by the chair of the Board of Trustees.

Adopted by Audit Committee October 14, 2004, Amended March 19, 2009



**Committee** Finance and Facilities

**Chair** Jack W. Sunderlage, 2<sup>nd</sup> Vice Chair, Board of Trustees

**Members** Jill Taylor, Trustee  
John Gappmayer, President, Alumni Board of Directors  
Duff Thompson, 1<sup>st</sup> Vice Chair, Board of Trustees  
Astrid S. Tuminez, President

**Staff** Val Peterson, Vice President, Finance and Facilities  
Linda Makin, Vice President Planning Budget and HR  
Scott Cooksey, Vice President, UVU and CEO, UVU Foundation  
Astrid S. Tuminez, President

**Revisions** 07/12/18 1:12 PM – *Updated committee membership and Staff. Removed “draft” watermark.*  
09/08/16 9:08 AM – *Draft of initial charter*

## **BACKGROUND**

Since its inception in 1941, Utah Valley University has grown to become Utah’s largest institution of higher education providing students with a dynamic, robust spectrum of degrees and certificates to meet the ever-changing needs of Utah’s workforce. Recognizing the opportunities this growth affords the University, the Board of Trustees has decided to implement a comprehensive committee structure to provide greater leadership and insight as UVU matures as an institution.

The creation of this committee is in keeping with Article VII.1 of the UVU Board of Trustees Bylaws which states, “In addition to an Executive Committee, the Governing Board may establish and dissolve such other committees as the Board may determine appropriate, with members, powers, terms and responsibilities as seem necessary and convenient. Committees of the Governing Board, with the exception of the Executive Committee, are advisory only.”

## **PURPOSE**

The Governing Board will establish a Finance and Facilities Committee. The purpose of this committee is to provide oversight of policies and practices related to the financial affairs, performance, and investments related to the University’s appropriated and non-appropriated funds as well as University issues related to real estate acquisitions and plans for development of University facilities.

## **COMPOSITION**

The Governing Board will establish a Finance and Facilities Committee. The Finance and Facilities Committee is comprised of three voting members. The Chair of the Finance and Facilities Committee and the remaining committee members shall be selected by the Chair of the Board of Trustees and the President of the University. Members of the Finance and

Facilities Committee shall serve two year terms or until their successors are chosen and qualified.

## **MEETINGS**

The Finance and Facilities Committee will meet as needed throughout the year, with authority to convene additional meetings, as required. The Committee will invite members of the administration or others to attend meetings and provide pertinent information. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes of Committee meetings will be prepared and distributed to Committee members.

## **RESPONSIBILITIES**

The Finance and Facilities Committee works in conjunction with the President of the University, the Vice President of Planning, Budget and Human Resources and the Vice President of Finance and Administration. This committee will advise the board on policies and practices related to human resources and the University's financial management, planning, budgeting, performance, and investments including the University's appropriated, auxiliary, and other non-appropriated funds. Moreover, the committee will review and advise the board on University issues related to real estate sales, purchases, and leases and plans for development of University facilities and physical infrastructure, athletics report and strategic planning updates.





**Committee** Honorary Awards

**Chair** Karen Acerson, Committee Chair, Trustee, Utah Valley University

**Members** Rick Nielsen, Trustee  
Jill Taylor, Trustee  
Matthew S. Holland, President

**Staff** Justin Jones, Chief of Staff and Board Secretary  
Cam Martin, Vice President University Relations  
Scott Cooksey, Vice President and CEO, UVU Foundation Board  
Kyle Reyes, Vice President, Student Affairs  
Astrid S. Tuminez, President

**Revisions** 07/12/18 1:12 PM – *Updated committee membership and Staff. Removed “draft” watermark.*  
09/08/16 9:08 AM – *Established charter*

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## **BACKGROUND**

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## **PURPOSE**

The purpose of the Honorary Awards Committee is to serve, in consultation with the President of the University, the Chief of Staff and the Vice President of University Relations, as an advisory body to the Board of Trustees to make recommendations for honorary degrees, Trustee awards, and other awards and honors as may appear appropriate under the discretion of the Committee.

## **AUTHORITY**

During the Fall and Spring semesters of each year, nominations for honorary degrees and Trustee Awards shall be invited from the Board of Trustees as well as the University faculty, student body, staff, alumni and targeted community leaders. It is the function of the Committee to review all nominations and to recommend in consultation with the President selected

individuals to the full Board for receipt of honors. The Honorary Awards Committee shall be advisory only.

### **COMPOSITION**

The Governing Board will establish an Honorary Awards Committee. The Honorary Awards Committee is comprised of three voting members. The Chair of the Honorary Awards Committee and the remaining committee members shall be selected by the Chair of the Board of Trustees and the President of the University. Members of the Honorary Awards Committee shall serve two year terms or until their successors are chosen and qualified.

### **MEETINGS**

The Honorary Awards Committee will meet as needed throughout the year, with authority to convene additional meetings, as required. The Committee will invite members of the administration or others to attend meetings and provide pertinent information. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes of Committee meetings will be prepared and distributed to Committee members.

### **RESPONSIBILITIES**

The Honorary Awards Committee processes nominations by reading, reviewing, and ranking nominations in a time-frame based upon the criteria established for each awards. Recommends changes or improvements to Board of Trustees and staff on the awards selection process, awards criteria, nomination forms, etc. Suggests strategies to build and diversify the applicant pool for UVU sponsored awards.

The University Awards of Excellence program recognizes faculty and staff who dedicate their time and talents to students, scholarship and the advancement of higher education. The UVU Board of Trustees elects to recognize employees for their contributions to forwarding UVU's mission. The Presidential Awards of Excellence highlight faculty and staff for their efforts in key areas related to UVU's mission and core themes.