Board of Trustees Meeting Agenda

Friday, March 21, 2014

Jeffrey R. Holland Centennial Commons
Zion Room
Executive Session – 8:00 a.m.
General Session – 9:00 a.m.
DIXIE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
Zion Room, Jeffrey R. Holland Centennial Commons
Friday, March 21, 2014
Executive Session (for Trustees Only) – 8:00 AM
General Session (for All Meeting Attendees) – 9:00 AM

AGENDA

[*] = Handout Included

I. EXECUTIVE SESSION (8:00 to 9:00 AM – For Trustees Only)

II. GENERAL SESSION – WELCOME/INTRODUCTIONS (Vice Chair David Clark)
   - Newly-elected Student Body Officers
   - Jyl Hall, New Public Relations and Publications Coordinator
   - Representatives of the Press

III. REPORTS AND PRESENTATIONS (Vice Chair Clark)
   - Review of Legislative Session and Funding – Frank Lojko, Vice President of
     Student Services and Government Relations and Brad Last, Vice President
     of Development, and Member of the Utah House of Representatives
   - 2014-2015 DSU Catalog Presentation – Dr. David Wade, Academic Program
     and Curriculum Director
     ✓ *Catalog Updates
   - Accreditation Update – Dr. Debra Bryant, Accreditation Liaison Officer
     ✓ *Year One Report Approval Letter from NWCCU – 2/12/14
     ✓ *Accreditation Reaffirmation Letter from NWCCU – 3/17/14
     ✓ “Great Colleges to Work For” Survey
   - Report on Recruiting Trip to American Samoa – Dr. David Roos, Executive
     Director of Enrollment Services; Arlene Sewell, IT Operations Director;
     and Tevita Sekeni, Communication Department Intern

IV. PRESIDENT’S REPORT (President Stephen D. Nadauld)

V. ACTION ITEMS

   A. Approval of Minutes (Vice Chair Clark)
      ✓ *Friday, January 31, 2014

   B. Administrative Services (Paul Morris)
      ✓ *Investment Report (Scott Talbot/Cheri Capps)
      ✓ *Budget Report (Paul Morris/Bryant Flake)
      ✓ *Burns North Office Addition Construction Request
      ✓ *Dixie State University FY2014 Master Plan

   C. Student Services (Del Beatty)
      ✓ *Policy 5-37: Alcohol, Tobacco, and Other Drugs
V. ACTION ITEMS (CONTINUED)

D. Academic Services (Bill Christensen)
   ▪ *Early Retirement Requests – All Effective 7/1/14:
     ✓ Scott L. Mortensen – Associate Professor of Mathematics, and Math
       Department Chair
     ✓ Brent L. Hanson – Dean of the School of Visual and Performing Arts
     ✓ Dr. Philip B. Lee – Interim Dean of the School of Business and
       Communication
   ▪ *Policy 5-15: Extra-Institutional Credit

VI. BOARD OF TRUSTEES COMMITTEE REPORTS

A. Audit Committee – David Clark/Hal Hiatt/Max Rose/Scott Talbot
B. Finance/Investment Committee – Steve Caplin/David Clark/Jon Pike
C. Government Affairs Committee – Jon Pike/David Clark/Christina Durham/
   Hal Hiatt
D. Academic Programs Committee – Elisabeth Bingham/Julie Beck/Christina
   Durham/Carlos Morgan/Max Rose/Gail Smith
E. DXATC Board Liaison – Jon Pike
F. NAC Representatives – Gail Smith/Elisabeth Bingham/Steve Caplin

VII. DISCUSSION/INFORMATION ITEMS

A. Student Services (Frank Lojko)
   ▪ Student Services Annual Report of Accomplishments and Customer Services
   ▪ Student Services Updates re: Retention Initiatives, Enrollment, Career
     Center, etc.

B. Development (Brad Last/Rick Palmer)
   ▪ *Development Office Donation Report
   ▪ University Fund
   ▪ Fire & Ice Gala Report
   ▪ Sorenson Foundation
   ▪ Dixie State University Endowment Pool

C. Institutional Advancement and Cultural Arts (Christina Schultz)
   ▪ Commencement Information
     ✓ *Honorees
     ✓ *Convocation Schedule
   ▪ DOCUTAH Special Screenings
   ▪ *Cultural Arts Events and Community/International Outreach

D. General Updates
   ▪ DSU Student Association (Carlos Morgan)
   ▪ Alumni Association (Hal Hiatt)
   ▪ Athletic Services (Jason Boothe)
   ▪ Classified Staff Association (Kathleen Briggs)
   ▪ Exempt Staff Association (Ken Richmond)
   ▪ Faculty Senate (Robert Carlson/Nate Staheli)
VIII. CALENDAR OF UPCOMING MEETINGS AND EVENTS

- **Board of Trustees Meeting** – Friday, March 21 @ 8AM, Zion Room
- **Executive Staff Meeting** – Tuesday, March 25 @ 9AM, South Admin Conference Room
- **31st Annual Juanita Brooks Lecture featuring Richard E. Turley Jr. – “Clash of the Legal Titans: The First Trial of John D. Lee”** – Wednesday, March 26 @ 7PM, St. George Tabernacle
- **StepUP to Higher Education** – Thursday, March 27 @ 6-8PM, Gardner Ballroom
- **“Traveling Shoes: A One-woman Show Depicting 8 Women of History”** – Thursday, March 27 @ 7PM, Eccles Concert Hall
- **Board of Regents Meeting** – Friday, March 28 @ Dixie State University
- **Interfaith Program featuring Former Governor Michael Leavitt** – Sunday, March 30 @ 6PM, Cox Performing Arts Center
- **Sterling Scholar Competition and Banquet** – Thursday, April 3, 2014. Banquet at 5PM, Gardner Ballroom
- **D Week** – April 7-12, 2014
- **Storm Club Luncheon** – Tuesday, April 8 @ 12PM, Gardner Ballroom
- **Dedication of University Tower – TBA**
- **Dalian (China) Symphony Orchestra Concert** – Saturday Evening, April 12 @ Mainstage Theatre
- **University Council Meeting** – Thursday, April 17 @ 3PM, South Admin Conf Room
- **Presidential Society Banquet** – Saturday, April 19 @ 6PM, Zion Room – Reception @ 6PM; Banquet and Entertainment @ 7:30PM
- **Raging Red Concert/Tribute to President Nadauld** – Tuesday, April 22 @ 7:30PM, Cox Performing Arts Center
- **All Sports Banquet** – Wednesday, April 23 @ 6PM, Gardner Ballroom
- **Board of Trustees Meeting** – Monday, April 28 @ 8AM, Zion Room
- **Council of Presidents Meeting** – Tuesday, April 29 @ 12PM, The Gateway/SLC
- **Dixie Awards** – Thursday, May 1, 2014
- **Commencement Day** – Friday, May 2, 2014
- **Storm Club Golf Tournament** – Tuesday, May 13, 2014
- **Board of Regents Meeting** – Friday, May 16 @ Weber State University
- **Fall Semester Begins** – Monday, August 25, 2014
- **China Photo Retreat** – September 1-15, 2014
- **DOCUTAH Film Festival** – September 2-6, 2014
- **Back-to-School Convocation** – Sunday, September 14 @ 7PM, Cox Performing Arts Center

IX. 12:00 P.M. – LUNCHEON FOR ALL MEETING ATTENDEES IN THE GARDNER CENTER COTTAM ROOM IMMEDIATELY FOLLOWING THE MEETING

X. NEXT BOARD OF TRUSTEES MEETING – Monday, April 28, 2014
Catalog Update

- **On track to go-live Apr. 1st**
- 96 contributors, 310 pages, 500+ hours
- **Greater accuracy** through more eyes reviewing during approval workflow
- **Greater accessibility** through search, embedded links, integration to dixie.edu
- **More up-to-date**, while maintaining “catalog rights,” through addendums like other institutions
- **“One-time change”** through integration with curriculum (coming Aug), Banner, & Degree Works
- **Easier updates & leadership** using same processes & software as 100+ institutions including Stanford, UC Berkeley, & Carnegie Mellon
February 12, 2014

Dr. Stephen D. Nadauld
President
Dixie State University
225 South 700 East
St. George, UT 84770

Dear President Nadauld:

On behalf of the Northwest Commission on Colleges and Universities, I am pleased to inform you that at its January 8-9, 2014, meeting, the Board of Commissioners accepted Dixie State University's Year One Mission and Core Themes Report.

With regard to the two additional addenda, the Commission determined that its expectations concerning the University's improvement in the areas cited in Recommendations 1 and 2 of the Fall 2012 Comprehensive Peer-Evaluation Report addressed in the first addendum have been met.

In addition, with regard to the second addendum, the Commission determined that its expectations pertaining to the explication of the institution's move to university status in accordance with the Commission's Substantive Change Policy also have been met.

If you have questions, please do not hesitate to contact me.

Best wishes for a peaceful and fulfilling New Year.

Sincerely,

Sandra B. Elman
President

SEE: rb

cc: Dr. Debra Bryant, Assistant Professor/Workforce Development Specialist
March 17, 2014

Dr. Stephen D. Nadauld
President
Dixie State University
225 South 700 East
St. George, UT 84770

Dear President Nadauld:

I am writing at the request of Dr. Debra Bryant regarding the accreditation status of Dixie State University. On behalf of the Northwest Commission on Colleges and Universities, this is to inform you that at its January 8-9, 2014, meeting, the Board of Commissioners reaffirmed the accreditation of Dixie State University on the basis of the institution’s Year One Mission and Core Themes Report.

If you have any questions, please do not hesitate to contact me.

Best wishes for a good spring.

Sincerely,

[Signature]

Sandra E. Eiman
President

SEE: rb

cc: Dr. Debra Bryant, Assistant Professor/Workforce Development Specialist
MINUTES OF THE DIXIE STATE UNIVERSITY
BOARD OF TRUSTEES MEETING
Zion Room, Jeffrey R. Holland Centennial Commons
Friday, January 31, 2014
8:00 a.m. – Executive Session
9:00 a.m. – General Session

BOARD MEMBERS PRESENT:
Steven G. Caplin (Chair)
David Clark (Vice Chair)
Julie Beck
Elisabeth Bingham
Christina Durham
Hal Hiatt (Alumni Association President)
Carlos Morgan (DSUSA President)
Jon Pike
Max Rose
Gail Smith

ALSO PRESENT:
President Stephen D. Nadauld
Del Beatty – Dean of Students
Jason Boothe – Athletic Director
Kathleen Briggs – President of the Classified Staff Association
Debra Bryant – Accreditation Liaison Officer
Cheri Capps – Director of Accounting
Robert Carlson – President of the Faculty Senate
Bill Christensen – Executive Vice President/Chief Academic Officer
Wilford Clyde – Member of the Utah State Board of Regents, and Chair of the Presidential Search Committee
Bryant Flake – Institutional Director of Planning and Budget
Eric Grob – Representative of the DXATC
Brent Hanson – Dean of the School of Visual and Performing Arts
Don Hinton – Dean of the School of Humanities
Jeannine Holt – Former Member of the Board of Trustees
Kevin Jenkins – Reporter from The Spectrum
Steve Johnson – Director of Public Relations and Publications
Gary Koeven – Chief Information Officer
Marilyn Lamoreaux – Assistant to the President
Pamela Montrallo – Executive Director of Human Resources
Paul Morris – Vice President of Administrative Services
Rick Palmer – Senior Development Officer
Eric Pedersen – Dean of the School of Science and Technology
Sandy Petersen – Assistant Professor of Elementary Education, and Chair of the Teaching and Learning Committee
Lani Puriri – Cultural Affairs Community Outreach/DOCUTAH Operations Manager
Kathy Rose – Max Rose’s Wife
Marchelle Rose – Max Rose’s Daughter
Brenda Sabey – Dean of the School of Education
Daphne Selbert – Dean/Director of Library Services
Becky Smith – Dean of Academic and Community Outreach
Nate Staheli – President-elect of the Faculty Senate
Scott Talbot – Assistant Vice President for Business Services
David Wade – Academic Program and Curriculum Director
Several Teachers from the Teaching and Learning Excellence Program
Minutes of Board of Trustees Meeting  
Friday, January 31, 2014 – Page 2 of 13

I. WELCOME

At 8:02 a.m., Steven G. Caplin, Chair of the Dixie State University (DSU) Board of Trustees, welcomed everyone to the meeting today. Chair Caplin welcomed Regent Wilford Clyde, who is the chair of the Presidential Search Committee and is here for the search committee meetings. Chair Caplin called for a motion to move into Executive Session for the purpose of discussing personnel and/or real estate issues.

**MOTION BY ELISABETH BINGHAM, DULY SECONDED BY JON PIKE, TO MOVE INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL AND/OR REAL ESTATE ISSUES.**

Action: Approved unanimously, by a show of hands.

II. EXECUTIVE SESSION

At 9:15 a.m., Chair Caplin called for a motion to adjourn the Executive Session.

**MOTION BY CHRISTINA DURHAM, DULY SECONDED BY GAIL SMITH, TO ADJOURN THE EXECUTIVE SESSION.**

Action: Approved unanimously, by a show of hands.

III. GENERAL SESSION – WELCOME/INTRODUCTIONS

At 9:21 a.m. Chair Caplin again welcomed everyone. He apologized for the Executive Session going over time. There were a lot of items on that agenda. Regent Wilford Clyde was in the Executive Session, but he had to leave for some other meetings up north. He chairs President Nadauld’s Research and Review Committee, and he also chairs the Presidential Search Committee and was here for the stakeholder meetings last night. Chair Caplin thanked everyone who participated in the feedback sessions.

Chair Caplin welcomed Dr. David Wade. Dr. Bill Christensen, DSU Executive Vice President and Chief Academic Officer, said David recently joined us as Academic Program and Curriculum Director, and he is helping us make the transition from a manual process. He will be showing us a little later some of the links he has set up on the website. Welcome, David, Chair Caplin said.

IV. REPORTS AND PRESENTATIONS

Chair Caplin thanked the faculty for these professional development presentations. We appreciate them. He welcomed Dr. Sandra Petersen, Assistant Professor of Elementary Education and Chair of the Teaching and Learning Committee. Following Dr. Petersen, Dr. Debra Bryant, DSU’s Accreditation Liaison Officer, will give an accreditation update.

**Professional Development Presentation by Dr. Sandra L. Petersen, Assistant Professor of Elementary Education and Chair of the Teaching and Learning Committee**

Dr. Petersen said it is a privilege to be here. She is representing the Teaching and Learning Committee initiated last August. The goal of this committee is to promote teaching excellence at DSU. Dr. Petersen presented a mini-proposal — she said the committee is suggesting that we develop a Center for Teaching Excellence right here on our campus. We have all had a professor who knows everything about their discipline, is a genius, but cannot teach. We know teaching is an art and a science and we must continue to learn. The proposal for teaching excellence has a dual design — it will have an online presence and a face-to-face presence to meet the needs of students. Dr. Petersen said before the Holland Centennial Commons Building was built, President Nadauld mentioned the St. George Temple as a symbol of religious excellence, and he wanted the Holland Building to be a symbol of educational excellence. We would start with a face-to-face presence; a place to 1) support teacher mentors, 2) share research, 3) showcase model classrooms, 4) house hands-on technology training, 5) oversee teaching awards, 6) coordinate collaborative learning projects, and 7) develop and conduct a yearly conference. DSU could become THE teaching university. The online presence would address other issues. Not everyone likes to get together in a social environment, but
Minutes of Board of Trustees Meeting
Friday, January 31, 2014 – Page 3 of 13

we would have a website that people could go to for: 1) an e-learning house for inservice, 2) teaching videos, 3) learning tutorials, 4) faculty/adjunct, 5) articles, 6) classroom technology, and 7) DSU faculty best practices. The implementation of best practices is an imperative for the Center for Faculty Excellence. “He who dares to teach must never cease to learn,” Bill Christensen said the committee that Dr. Petersen chairs recommended we have a full-time director. The University of Utah has agreed to pay for that position, and collaborate with us. Thank you for that wonderful presentation, Dr. Petersen, Chair Caplin said. We appreciate your enthusiasm and commitment.

Accreditation Update by Dr. Debra Bryant, Accreditation Liaison Officer
Dr. Bryant said she teaches halftime and that’s what keeps her going in accreditation. The Northwest Commission on Colleges and Universities (NWCCU) met in January, and we have not received our letter of affirmation yet. We should receive our letter in a couple of weeks. Because accreditation is an ongoing process now, we do reports regularly and we have already done a first year report. It is a seven-year process and we did the seven years in two years, which puts us ahead of other institutions. We had three commendations and one recommendation on our first-year report. The evaluation commission commended DSU for the concise report, but said it is not clear how the institution will know when the mission is fulfilled. President wanted to thank Dr. Bryant profusely for her efforts. Because of our rapid growth, we have put a lot of pressure on NWCCU. They have been changing their own processes during this time. Consequently, Professor Bryant has been up at night, but she has done a fantastic job through all this. We have become NWCCU’s poster child as to how to respond to this. Dr. Bryant said our University Capacity report was accepted and approved, indicating NWCCU accepts that we are ready when we get Board of Regents approval. We also received permission to provide fully-online classes. We offer blended courses now. Thank you so much, Dr. Bryant, Chair Caplin said. That is a lot of hard work!

Presentation of the Board of Trustees “Excellence in Education” Award
Chair Caplin said Trustee Elisabeth Bingham will do this presentation. Trustee Bingham said she feels very honored to present this award today. She said the Board of Trustees likes to present an Excellence in Education Award as often as they can. Today’s award recipient is an obvious choice to all of us. We are honoring Dr. Max Rose today.

- Trustee Bingham said she made some phone calls to some of Max’s students. He has an incredible mind for math, chemistry, and physics. A prominent doctor said, “Max is simply a genius who loves teaching and taught without alienating anyone.” Another former student said, “I was afraid and wasn’t into science, but he made me love it, too.” Another student said, “He made me feel smart.” Another said, “He never forgot a student’s name; he always remembered them.” Max has impacted thousands of students through the years; he has a tender heart and loves what he does. He has left a true legacy of excellence in education in our community.

- Trustee Bingham read a brief bio, and presented Max with his award plaque. Max received a standing ovation. Max said he has been associated with Dixie State for 43 years. He said thank you to his wife Kathy and his daughter Marchelle, and said this award is for them, too. Max said most people feel Kathy is his daughter and his son is his grandson.

- Max said this award means a lot to him, especially coming from this group. “When you wear your life out in education, it means so much,” he said. He does love the thousands of students he has taught. He said thank you so much – this award means the world to him.

- Chair Caplin said his father-in-law, Karl Brooks, told Toni and Steve that he first met Max in a classroom. A professor invited each student to state their name and facts about themselves. Max was the only person who was able to recite with exactness the facts and figures of every student. Yet with all of his genius, Max is the most humble man we know. Harvard recruited Max for decades, because he scored the highest marks west of the Mississippi on their exam. They pestered him to come there. Now he has a couple of projects going with Harvard. We love you very, very much, Max, Chair Caplin said. Max said he will try to be worthy of it.

- Vice Chair David Clark said over 40 years ago a couple of BYU students found themselves getting married. His wife Nan said she would put David through school if he would put her through school. They were able to fulfill this promise to each other. She finished her nursing degree. Chemistry was one of her challenges; she had never gotten less than an A in any class, and one of her major obstacles was overcome – and she still speaks fondly about having chemistry from Max. He touches deeply into many
of our lives. That is just one of unknown thousands of students who have been impacted by Max. To this day, they are so grateful for the impact he has had.

- Chair Caplin asked Trustee Julie Beck for the last word. She said she came to Dixie in the fall of 1972. It was her first time away from home, and she was being introduced for the first time to logarithms. It was Max’s first year of teaching. She stopped by his classroom every afternoon for an extra tutoring session. Max’s patience was a lifesaver to her. She thanked Max for that encouragement. She had been told by a high school counselor that she shouldn’t take higher education. She was always playing catch up, and she came here thinking she could succeed here. She didn’t want to be the only one of ten children in her family who didn’t make it through college. From here she went to BYU and graduated from there. She gives Max a lot of credit for being one of her cheerleaders in the early days.

- President Nadauld said he was thinking of the movie, Mr. Holland’s Opus. President said, “Max, your opi are around you here. You are loved!”

V. PRESIDENT’S REPORT

President Nadauld mentioned the following in his report:

- **Enrollment** last fall semester was down about 5% in Headcount and FTE, due almost entirely to the LDS missionary age change. But our out-of-state enrollment went up 30% and our international student enrollment was up 75%. President was pleased to say that we are only down about 2% this spring over last spring. We put great effort into recruiting out-of-state students, and into retention. We are going to highlight these in the University presentation we give to the Regents at their March 28th meeting here on our campus. It is quite remarkable what has happened.

- **Legislative Update.** In a recent presentation to the Higher Education Appropriations Subcommittee, we talked about the need for compensation funding so we can retain our outstanding faculty and staff. We talked about acute equity. We are less well funded on a per student basis than any other system. We hope to see some relief in that. We talked about mission-based funding for some things we do best. We have some constraints in certain classes to get students through to upper division. We also made a point about our capital facilities requests, and our points were well received. President said he looks forward to this legislative session. There will be some good things coming out of it. Our legislative delegation from southern Utah is some very well-placed representatives in the senate and the house who can help us significantly.

VI. ACTION ITEMS

**Approval of Minutes**
Chair Caplin called for a motion to approve the minutes of the Board of Trustees meeting held on Friday, November 22, 2013. Trustee Christina Durham pointed out a correction on page 4, second line from the bottom: medical should be changed to medical.

MOTION BY JON PIKE, DULY SECONDED BY ELISABETH BINGHAM, TO APPROVE THE MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON FRIDAY, NOVEMBER 22, 2013, WITH THE FOLLOWING CORRECTION: ON PAGE 4, SECOND LINE FROM THE BOTTOM, THE WORD MEDICAL SHOULD BE CHANGED TO MEDICAL.

Action: Approved unanimously.

**HUMAN RESOURCES**

**Early Retirement Request – Peter Van Valkenburg**
Pam Montrallo, Executive Director of Human Resources, said Peter Van Valkenburg is an Associate Professor in Geology, and he has been here at Dixie State for over 30 years. He has requested early retirement effective July 1, 2014. According to the early retirement policy, Peter will receive 20% of his base salary for five years or until full retirement age. He will receive medical and dental insurance until age 65. Max said Peter played in the Holiday Bowl. Chair Caplin called for a motion, and said to please give Peter the thanks of the Board.
MOTION BY JON PIKE, DULY SECONDED BY JULIE BECK, TO APPROVE THE EARLY RETIREMENT REQUEST OF PETER VAN VALKENBURG, EFFECTIVE JULY 1, 2014.
Action: Approved unanimously.

Policies to be Deleted
Pam said we would like to delete the following policies, which go back many years. The majority of this information can be found on our website or in other policies. Chair Caplin called for a motion to delete the policies listed.

MOTION BY JULIE BECK, DULY SECONDED BY ELISABETH BINGHAM, TO DELETE THE FOLLOWING POLICIES:
- Policy 101: History, General
- Policy 1-2: History, List of Presidents
- Policy 5-4: Advisement
- Policy 5-7: Career Information Center/Vocational Assessment
- Policy 5-8: Student Employment Services
- Policy 5-9: Cooperative Education
- Policy 5-26: Identification Cards
- Policy 5-27: Intramural/Interclub Sports
- Policy 5-43: Diversity/Multi-Cultural Programs
- Policy 5-45: Honors Program
Action: Above policy approved unanimously.

New or Revised Policies to be Considered for Approval
Pam said the following are new or revised policies:
- Policy 3-41: Curriculum Approval and Revision. Pam said this is a revised policy. The major changes are that there is a new process for curriculum that has been developed. Part of this is a school-level curriculum committee. The institutional curriculum committee could also approve courses and course changes. There is also the addition of credit hour standards for our accreditation program. Chair Caplin called for a motion.

MOTION BY CHRISTINA DURHAM, DULY SECONDED BY JULIE BECK, TO APPROVE POLICY 3-41: CURRICULUM APPROVAL AND REVISION, AS PRESENTED.
Action: Approved unanimously.

- Policy 3-47: Textbooks. Pam said this is a new policy, required by the Board of Regents to address the affordability and cost of textbook materials. Basically, it requires approval from an instructor who wants to use course materials. There are other guidelines in the policy that go along with the Regents guidelines.

MOTION BY CARLOS MORGAN, DULY SECONDED BY JULIE BECK, TO APPROVE POLICY 3-47: TEXTBOOKS, AS PRESENTED.
Action: Approved unanimously.

- Policy 5-20: Graduation. Pam said this is a revision. The basic changes are that it updates the catalog rights information, clarifies restrictions on double majors, and allows deans to name valedictorians, and also has our guidelines on the awarding of posthumous degrees. It also brings in line our current practices. Chair Caplin called for motion.

MOTION BY DAVID CLARK, DULY SECONDED BY GAIL SMITH, TO APPROVE POLICY 5-20: GRADUATION, AS PRESENTED.
Action: Approved unanimously.

Pam mentioned that we have a lot of policies coming forward. We have a draft copy of a Sexual Assault policy to bring us into compliance with the Clery Act. We hope to bring this forward in the April meeting. She said to check the website for policies we are working on. President Nadauld said you may recall that when these policies come to the Board of Trustees they have been vetted by numerous councils and committees. The Textbook policy has been reviewed ad-nauseum, Pam said. The policies are fully vetted to
give the Trustees comfort, President said. Chair Caplin said we can just imagine how much work goes into these. Thank you – it is so important.

**ADMINISTRATIVE SERVICES**

**Investment Report**
Scott Talbot, Assistant Vice President for Business Services, and Cheri Capps, Director of Accounting, presented this report. Cheri said we have reports for October and November 2013. We won’t have the quarterly information until February. These two reports represent the monthly reports we are required to submit to the Trustees and Regents. Scott said most of our investments are now in positive territory. He said that 2014 hasn’t started out very well, but we hope that will correct itself.

**MOTION BY DAVID CLARK, DULY SECONDED BY CHRISTINA DURHAM, TO APPROVE THE INVESTMENT REPORTS FOR OCTOBER AND NOVEMBER 2013, AS PRESENTED.**

**Action:** Approve d unanimously.

Cheri said DSU had Jonathan Shear, Chief Investment Officer from the UofU, come here, and he gave a great presentation. Three Trustees came – thank you very much. President said David Clark was there with him. We have a wonderful relationship with the UofU, and as part of Jonathan Shear’s presentation, we were able to ask questions that will be beneficial to us. Vice Chair Clark said he had a couple of years in crafting the legislation on the hill. This is one of his “children” he can watch grow up.

**Budget Report**
Paul Morris, Vice President of Administrative Services, said Bryant Flake, Institutional Director of Planning and Budget, has been with us for about three months. He has met with many people and he created the Budget Report this time. Bryant said revenue-wise we would normally have collected 90% by now, and we have already exceeded that budget slightly. Things are looking very good. Expenditure-wise, with 56% of the year gone, we have expended 51% of this budget. The one outlier with expenditures is in the physical plant area. We have an unusual number of facility-related issues. Sherry Ruesch, Executive Director of Campus Services, and her team do a terrific job in managing their budgets. Chair Caplin called for a motion.

**MOTION BY DAVID CLARK, DULY SECONDED BY GAIL SMITH, TO APPROVE THE BUDGET REPORT FOR THE BUDGET REPORT YEAR-TO-DATE AS OF JANUARY 21, 2014, AS PRESENTED.**

Vice Chair Clark said he is curious about the 101% Tuition Collections. He appreciates going the extra mile. Paul Morris said enrollment had a huge part in that. We are in a good position. Collections were 101% against forecast revenues. President said one morning he got to work and was told the pipes had broken in the old Library. He rushed over and there were already 25-30 people there from all across campus and all departments. We all worked together. He said people on our campus from every area care about the campus and our assets. They don’t spend frivolously. Everyone jumps in and solves problems, and that ought to make you tickled, President said. We appreciate that, Chair Caplin said.

**Action:** Above motion approved unanimously.

**ACADEMIC SERVICES**

**Rank and Tenure Promotions**
Dr. Bill Christensen said it is the time of year when we do tenure and rank advancement reviews. He said the Intermediate Reviews give applicants the opportunity to document their experiences and accomplishments, and us the opportunity to document their progress. Associate professors typically have tenure, so they apply for rank advancement from associate to full professor. The applications are reviewed by the University Tenure and Promotion Committee, and then Bill takes their information and recommends approval or continued probation for the Intermediate Reviews. Chair Caplin called for a motion.
MOTION BY MAX ROSE, DULY SECONDED BY JON PIKE, TO APPROVE TENURE AND/OR RANK ADVANCEMENTS FOR THE FOLLOWING INDIVIDUALS:

- Dr. Florence Bacabac – Tenure and Promotion to Associate Professor
- Dr. Cari Buckner – Tenure and Promotion to Associate Professor
- Dr. Jennifer Ciaccio – Tenure and Promotion to Associate Professor
- Dr. Cheri Crenshaw – Tenure and Promotion to Associate Professor
- Nicolle Dickey – Tenure and Promotion to Assistant Professor
- Dr. Joe Francom – Tenure and Promotion to Associate Professor
- Dr. Andrea McCracken – Tenure and Promotion to Associate Professor
- Dr. Sandra Petersen – Tenure and Promotion to Associate Professor
- Dr. Ken Peterson – Rank Advancement to Full Professor
- Dr. Phyllis Swift – Rank Advancement to Full Professor

AND INTERMEDIATE REVIEWS ON THE PATH TOWARDS RANK ADVANCEMENT AND TENURE FOR THE FOLLOWING INDIVIDUALS:

- Dr. Gary Cantrell
- Dr. Christine E. Chew
- Dr. Sean M. George
- Dr. Paul E. Harris
- Dr. Joel Lewis
- Dr. Bob Nielson
- Dr. Kristine J. Olson
- Dr. Samuel Tobler

Action: Above motion approved unanimously.

Academic Services Updates
While Dr. Christensen had the floor, he mentioned the following information/discussion items:

- At a recent Institutional Curriculum Committee meeting, there were 197 changes proposed, and 28 new courses approved, to be included in the next catalog.
- Dr. David Wade joined Vice President Christensen at the table. David is working on providing access to the number of DSU degrees. He said he is to include the URL in the minutes of meetings. We currently have 25 bachelor’s degrees and 17 associate’s degrees, for a total of 42 degrees. We have 44 bachelor’s emphases, 12 certificates, and 14 minors. David would be happy to provide any information needed. President said separately we have 42 or 43 degree possibilities with BA and BS degrees. The difference between the BA and BS is typically a language. We have 25 content areas and about 42 or 43 separate baccalaureate degrees. Bill said we have three more minors in the works. Trustee Rose asked why every bachelor’s degree wouldn’t have an automatic minor. Bill said we have been converting a lot of emphases into minors. We have a bit of a difference of opinion with the Board of Regents. We look at a minor as a step to a major. Trustee Rose said Washington County School District’s philosophy is “the more minors the better.” Bill said we are moving toward that, but we have a bottleneck with anatomy and physiology. This is a unique situation – it turns out we have a huge capacity but the failure rate in physiology is huge. What if we create a preparatory course? Bill said Dr. Rhodes (Trustee Bingham’s brother) had already come to us with a request to teach this course. All the stars aligned and we alleviated the bottlenecks. It is exciting.

DSU STUDENT ASSOCIATION

DSU 2014-2015 Student Fee Recommendations
Trustee Carlos Morgan, President of the DSU Student Association, prepared and showed a fee allocation presentation for this meeting. The presentation provides background for the fee allocation process and how they have come to their recommendation.

- Background – every student pays a price/amount of money to attend the institution. The student fee amount is $321.50. Carlos referred to the Fee Allocation document. He mentioned Athletics, for instance. Fees are broken up into odds and evens (odd numbered fees are analyzed on odd numbered years, and even numbered fees are analyzed on even numbered years), and every year the Student Fee Review Council reviews the student fees. They ask how the fees are being used and if more funds are
needed, etc. It is a long process that stretches over a couple of months. Proposals had to be submitted by the end of fall semester, and the fee allocation is finalized by February 1st, then the committee’s recommendation goes to Executive Staff, then to the Board of Trustees, and then to the Regents. Carlos read the statement of student fees. One of the challenges they face is that the administration of some fees changes every year. There wasn’t actually a formal review process until 2009, so it has been a good process to see how valuable the fees are.

- Carlos brought up the fee list from the agenda books. Student fees go up and mirror increases in tuition. Del Beatty, Dean of Students, said they have to make their best guess and try to be on the low end of what they think tuition increases will be. This year the fee increase is slightly under 3%. We do it gradually and slowly each year, instead of waiting and doing a huge increase once in a while.

- Del said this year’s committee received many requests, and the committee does a great job in whittling them down. Student Center Operations increased by $5.35, Institutional Computers increased by $2.30. Trustee Bingham asked about the Road to Success program. Del said it isn’t accessible to all students, so it doesn’t fall under student fees. But they gave them $2.50 for this year to launch the program. They did have increased retention — not what they predicted but higher than they had before. It is hard for the student leaders to defend this program. The program is going to continue, but without our fees.

- Trustee Rose asked about the Unexpended Plant Fund. Del said it is a fund the students support over the years for miscellaneous services needs. They have been putting money into this fund for many years. Vice President Paul Morris said a good example of the use of this fund is that we used it to purchase the bleachers for the SAC. Bryant Flake said the balance in the account is about $100,000. Del said we might think the math doesn’t line up, but Carlene Holm said the bottom line amount needs to be an even number (without cents). So the rate is a flat $331. Chair Caplin thanked Student Government and Student Services for their good work regarding student fee allocation. He called for a motion.

**MOTION BY ELISABETH BINGHAM, DULY SECONDED BY DAVID CLARK, TO APPROVE THE 2014-2015 STUDENT FEE ALLOCATION RECOMMENDATION, AS PRESENTED.**

**Action:** Approved unanimously.

VII. BOARD OF TRUSTEES COMMITTEE REPORTS

Chair Caplin asked for reports from the following Trustees Committees:

**Audit Committee** - Committee Chair David Clark, with Committee Members Hal Hiatt, Max Rose, and Scott Talbot. Vice Chair David Clark said the audit process at the university is strong, in the spirit of helping to improve ourselves. We have the opportunity to meet with the State Board of Regents once a year with the auditor. It is a very vigorous process. We did this last week, and he is happy to report the direction is very positive in that area. Also, this meeting lets us see how other institutions solve problems, which is very beneficial. Also, the state of Utah has submitted their letter of engagement to Dixie State University — we are one of the last ones they do. It is an awkward situation for us to be the last institution to be visited. They will be coming in a few weeks. Trustee Rose said back in the day the state had almost full-time auditors and Regents overseeing Dixie State. He asked if they have stopped that nonsense. No; Scott said we still have a lot of auditors, but Chair Caplin said that with the new audit tools, travel becomes less. Scott said we don’t rely on the Board of Regents as much. President said that as a Board of Trustees, you have fiduciary responsibility, and you assign that to the audit committee to make sure all the protocols are being followed. They perform that function for the committee as a whole. He expressed appreciation for the audit committee — they perform a very serious function. Thank you, Chair Caplin said.

**Finance/Investment Committee** – Committee Chair Steve Caplin, with Committee Members David Clark, Jon Pike, and Scott Talbot. Chair Caplin said we have covered the visit of Jon Shear. Trustee Jon Pike said Jon Shear was very impressive.

**Government Affairs Committee** – Committee Chair Jon Pike, with Committee Members David Clark, Christina Durham, and Hal Hiatt. Trustee Pike said he saw Frank Lojko (DSU’s Vice President of Student Services and Government Relations) at the Capitol the other day. He will reach out to Frank if there is anything we can help with. Trustee Pike is at the Legislature every Monday, so please let him know if he can help. Vice Chair Clark said we have a very big contingency up there, and the other night before the Governor’s State of the State address, the contingency gathered. President Nadauld did an excellent job, and Frank also. But Vice Chair Clark said he is a little embarrassed, because we are the only institution in which
students cover the banner fee. President alluded to this, and said we do have Senator Steve Urquhart and Representative Don Ipson on the Higher Ed Appropriations Subcommittee, and also Jon Stanard. These people are in a good position to assist us. Vice Chair Clark said these are the inside people, and that is very significant. President said this is very key for us.

**Academic Programs Committee** – Committee Chair Elisabeth Bingham, and Committee Members Julie Beck, Christina Durham, Carlos Morgan, Max Rose, and Gail Smith. Trustee Bingham said they are happy to have David Wade on board. She said she has community people asking her all the time how many majors we have, what courses we offer, etc. She said her committee with work with David.

**DXATC Board Liaison.** Trustee Jon Pike is the DXATC Board Liaison. He said Kelle Stephens and Vic Hockett are in Salt Lake City today, so Eric Grob is here representing the DXATC. Eric, we appreciate you being here today. Trustee Pike said there was a DXATC meeting a couple of weeks ago, and things are going well. President Nadauld and WCSD Superintendent Larry Bergeson were both at the meeting. Trustee Pike said the DXATC has a $29 million project at their facility in the old airport (Ridge Top). There are good signs at DXATC – operations are going well. Students could get a high school diploma but actually move on into DXATC and get a certificate, and articulate and go to DSU if they choose to. These are difficult and sometimes scary, but good things are going on under President Kelle Stephens’ direction.

**NAC Representative.** Trustee Gail Smith is the official NAC representative, but Elisabeth Bingham and Steve Caplin also attend NAC meetings. There is a NAC meeting coming up on February 28th. That evening is Fire & Ice — Trustee Smith said to please attend Fire & Ice if your schedules permit.

**VIII. DISCUSSION/INFORMATION ITEMS**

**STUDENT SERVICES**

**Update on Tobacco-free Campus Implementation**

Del Beatty, Dean of Student Services, said Frank Lojko is at the Legislature but sends his greetings. Del said the original tobacco-free campus sign was designed by a student to place around campus. Another one just came today and we have changed it a little bit: “Welcome to our tobacco free campus. Breathe easy” will have cessation suggestions on the sign, as well as who to contact, etc. The Public Health Department is paying for all the signs, and they are so happy about this. These signs will be on all our properties (Hurricane, Taylor, etc.). Last week Del was at the UPSIL (Utah Professionals in Student Involvement and Leadership) Conference, and this was a hot topic. All the other schools were waiting for one public institution to go tobacco free. It was embarrassing that Utah was the last state to go tobacco free. This semester Weber State enacted smoke free zones on campus, but they are eventually going to this tobacco-free model. Utah State is also going to our model. The Utah schools are getting in line. We still have people smoking; the signs are not up yet, and it has not been advertised. We are taking all of 2014 to roll this out and warn people about being ticketed, about cessation programs, etc. Until the signs are up, we can just remind them. Del introduced Dr. Joel Lewis, who is an unofficial voice. He is a smoker who is supportive of this policy. However, he would like to make a point about a particular group – returning members of the military with PTSD. For a veteran with PTSD, their number one coping method is smoking. Joel said he didn’t have any recommendations or proposals, but he strongly urges that a task force would look into this and perhaps have one spot on campus to honor our troops and support them. He has students who have PTSD who carry handguns and that could be dangerous. Del said we will contact other campuses and see how they deal with returning veterans. They will follow up on this request.

**GENERAL UPDATES**

**DSU Student Association**

Trustee Carlos Morgan mentioned the following in his Prezi presentation about student government:

- The title of his presentation is “Moving Forward.”
- They had a retreat at the DSU cabin in Pine Valley for student government, and it was a good time to bond. He showed a “family” photo of the group who attended the retreat.
- WOW Week (Week of Welcome) was held the first week of spring semester to welcome everyone back to campus. They had a pancake breakfast and a Casino Night. They invited mock casino people and had chips to redeem for tickets for a raffle; they gave away a TV, etc. He said it was a very successful event.
At a basketball game kids got in free if they were dressed in Dixie apparel.

Student Initiatives. Carlos said student government decided on three initiatives to work on: 1) Fix pot holes at the Testing Center. Carlos showed the video; James Seely is featured in it. It is a reality that there are pot holes and drivers do bottom out. The students are working on this with Paul Morris and the city. 2) Changes at Red Rock Café. The students want to remodel it. They are excited because it will totally change the atmosphere and give it a better feel and environment. 3) Wi-Fi – they don’t have a funding source for this, but they are working on it.

Concert update – they have contracted with American Authors Band, a group that is slowly getting more popular. DSUSA booked them for $10,000 a couple of months ago. Now they are charging $35-50,000. There will also be a paint fight after the concert.

Student Elections are coming up in February. By the next Board meeting there will be a new president and executive council.

Alumni Association
Trustee Hal Hiatt, Alumni Association Director, said the Alumni Association appreciates the opportunity to report. Trustee Hiatt mentioned the following:

- They have introduced a new alumni card, with a bar code for library usage. Thank you to athletics, the library, the bookstore, etc., for offering savings to people who obtain the card. Go to the website and click on alumni card for information. Hal said they are also approaching businesses in the Wasatch Front for services up there.

- The Alumni Association was approached by the Scholarship Associates to help with Dixie’s Got Talent. They helped with advertising, etc. In the Dixie Sun, Dave Patterson gave them a shout-out. There are many people to thank. The Alumni Association is very appreciative of the Student Alumni Association. Del said he has worked with the Scholarship Associates in producing Dixie’s Got Talent, and this year the SAA helped him so much. He is very grateful for their service.

Athletic Services
Jason Booth, Athletic Director, showed a video of an awesome slam dunk last night by DeQuan Thompson. It brought the house down. Jason’s report included the following:

- Jason said he really appreciates the student fees.
- Things are going great for athletics. They are having a lot of success.
- Currently our men’s basketball team is ranked 20th in the country; they are in third place in our conference.
- We achieved a 3.08 GPA; 3.21 in PacWest football. We are very proud of that. We got a 3.51 GPA in women’s cross country. Three of four sports were in season and the students still had high GPAs.
- We have an internal review underway for Title IX to be fully compliant. We are not quite there, but almost. In 30-45 days it will be wrapped up.
- Spring sports are getting underway. Softball is ranked 24th in the country in pre-season. Baseball starts on the road, but this week they are doing an alumni event. A softball team from years ago it being honored tomorrow at the alumni game.
- On March 1st, DSU’s women’s basketball will be featured on CBS College Sports and it will be advertised nationally. Admission to the game is free, and we want to pack the place. We could use your help to fill up the Burns Arena, Jason said. The men’s basketball game is still at 7:30 p.m. that night.

Vice Chair David Clark said every time you have a high school student get here that is an open door for a high school student to become a college student. He has a friend who said there is a void for championship events for Division II schools. Dixie is in a prime spot for providing this. Jason said the NCAA sends out requests for bids, and in Division II it is a festival type event. The issue we have in St. George for hosting basketball tournaments is that we would need 15 rooms for seven teams. We put in a bid to house them in Cedar City. They may not accept that, but they set the precedent. We are always looking into that. Thank you Jason, Chair Caplin said.

Classified Staff Association
Kathleen Briggs, President of the Classified Staff Association, said their biggest news is that they no longer have membership dues. They met with Paul Morris and Bryant Flake who are giving CSA the full year
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funding for 2013-2014. On January 15th they held a luncheon which was really nice. The told those in attendance that there are no more dues, but donations would be gratefully accepted. They filmed the business portion of the luncheon and it is on the website. We want the CSA members to know they are part of the family. The same thing goes for the Exempt Staff Association. As of 12:01 tomorrow morning, all will be members. We took advantage of the years of experience of those at the luncheon to communicate and become a cohesive group. We have the potential of involving two times as many people. To highlight good things on campus, we are implementing a “Caught-cha doing good!” We will take a picture and the person caught will wear the award for one day. They have created five new committees: scholarships, service, membership, communications, and specialists, as needed. Chair Caplin asked how many Classified Staff members there are. Kathleen said upwards of 300. Pam said 90 full time and about 70 part time employees will join the party at 12:01 a.m. tonight.

Exempt Staff Association
Mace Jacobsen, President-elect for the Exempt Staff Association, said Ken Richmond, ESA President, could not be at the meeting today.
- They are excited about the transition, which has been great going from dues paying to non-dues paying.
- On February 6, CSA and ESA representatives are going up to the State Capitol. They have concerns about funding coming from the pockets of students.
- On February 12 they are having a general ESA meeting to introduce the transition they have made. They too will ask for continued donations.

Faculty Senate
Dr. Robert Carlson, Faculty Senate President, presented the following:
- He said he hoped everyone appreciated the faculty who presented today. They are very concerned with excellence in teaching and student welfare. That is their primary focus.
- Right now the primary goals of the Faculty Senate involve looking forward as a university as opposed to a college. They are trying to craft and make changes to develop a clear sense of what it means to be a faculty member here at a university.
- Robert said they have workload issues and use of time issues, and faculty have expressed a great deal of interest in defining these points going forward. They are very grateful for all the efforts of everyone.
- Martha Talman, the policy person, has been great and provides so much information.
- They are also working closely with Bill Christensen on a variety of issues. They sense that faculty are feeling more a part of the shared governance of this institution. They had a recent faculty meeting which was as large as he has ever seen. They talked about defining faculty.
- Faculty is doing well, and they are progressing through the ranks and getting tenure, and more faculty will be applying for it.

Thank you, Chair Caplin said. We appreciate you very much, Dr. Carlson.

DEVELOPMENT

Development Office Donation Report
Rick Palmer, Senior Development Officer, said he put a handout in each packet from the office of Development. With the help of Kalynn (she has been their historian), they have gone through endowments and have combined many of them. She has fantastic historical knowledge. They have renamed a few of the endowments, which is quite a process because they have to get permission from the original donor families. The numbers represent what is in the endowment already, and then, after waiting one year, the numbers represent the amount that can be used for scholarships. It has been challenging, but fun. The one listed at the bottom is a “Make-a-Wish” Foundation and the Development Office. A man in Salt Lake City wants to give us a scholarship. Rick made a certificate for a woman in Rose Park to present to her in her son’s name. We gave her a big certificate. Her son died two or three months before. It was a very emotional moment. These are just a few of the things we are trying to do.

General Update
Rick showed the Development website. Notice several Give buttons on the website. People can give by credit card, as well as by other options. Go to Alumni and Friends, and then to the Development page.
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There are links to Giving, Support Dixie, a Hall of Fame page, NAC, etc., all from the Development page. Thank you so much to Rick and Brad (who is at the legislature), Chair Caplin said.

Events of Friday, February 28, 2014
- National Advisory Council Meeting @ 8AM, Zion Room
- 10th Annual Fire & Ice Dinner and Gala @ 5:30PM, Sun River Clubhouse

INSTITUTIONAL ADVANCEMENT AND CULTURAL ARTS

Sears Dixie Invitational Art Show – February 15 through March 30, 2014
Steve Johnson, Director of Public Relations and Publications, said he and Lani are substituting for Christina. In the packet is a post card with details about the Sears Dixie Invitational Art Show. We have over 200 works of art from more than 20 artists. Kathy Cieslewicz is working on getting the show hung before Valentine’s Day. Please get your tickets for the opening Gala.

International Outreach Update
Lani Puriri, Cultural Affairs Community Outreach/DOCUTAH Operations Manager, referred to some photographs and images in the agenda books. DOCUTAH is an international documentary film festival, so DOCUTAH gets a foot in the door and then Michael Thompson, Director of the International Student Office, can follow up. Christina sent some photos of meetings she has been in and people she has met. They are taking subtitled films from our students to China. She was in New Zealand and they are collaborating through "Pieces of the Soul" – which won two awards in our film festival in 2012. The film had great success at their gallery, and as a result the gallery wants to screen DOCUTAH films. They are also promoting DOCUTAH for us in New Zealand. Thank you, Chair Caplin said.

CONCLUDING REMARKS

Chair Steve Caplin asked for any concluding remarks.
- He referred everyone to the Calendar of Events.
- The next Board of Trustees meeting will be held on Friday, March 21st.
- The State Board of Regents will be meeting on our campus on Friday, March 28th.

Thank you, academic deans, for being here, Chair Caplin said. Thank you to everyone here. Is there anything else before lunch? Del said he failed to mention the Mother Daughter Conference being held on campus on Saturday, February 22nd. It will go from 9:00 a.m. to 2:00 p.m., and the cost is $15 per person. This event has been going on here at Dixie for decades. It is always on the last Saturday of February. Mia Love is the keynote speaker this year’s conference.

Chair Caplin thanked everyone for being here. President Nadauld thanked all faculty and staff and the Trustees. This is a great labor of love and a pleasant way to spend our time. Congratulations, Dr. Rose. The meeting is adjourned.

The meeting was adjourned at 11:51 a.m.

IX. CALENDAR OF UPCOMING MEETINGS AND EVENTS

- 2014 Legislative Session – January 27 through March 14, 2014
- Executive Staff Meeting – Tuesday, February 4, @ 9AM, South Admin Conference Room
- Lake Powell Pipeline Finance Model Presentation – Wednesday, February 5 @ 12PM, Water Conservancy District Office
- University Council Meeting – Thursday, February 6 @ 3PM, South Admin Conference Room
- Storm Club Luncheon – Tuesday, February 11 @ 12PM, Gardner Ballroom
- 27th Annual Sears Dixie Invitational Art Show Gala Dinner – Friday, February 14 @ 6PM, Eccles Foyer
- **27th Annual Sears Dixie Invitational Art Show** – February 15 through March 30 @ the Sears
  Gallery of the Eccles Fine Arts Center
- **Lincoln Day Breakfast** – Saturday, February 15 @ 7:30AM, Gardner Center Ballroom
- **Career Fair (Sponsored by the DSU Career Center)** – Wednesday, February 26
- **Summer Sales Fair (Sponsored by the DSU Career Center)** – Thursday, February 27
- **National Advisory Council (NAC) Meeting** – Friday, February 28 @ 8:30AM, Zion Room
- **Fire & Ice Gala** – Friday, February 28 @ SunRiver Clubhouse
  - 5:30 – 7PM: Hors d' Oeuvres and Silent Auction
  - 7PM: Dinner, Entertainment, and Live Auction
- **Utah Conference on Undergraduate Research** – Friday, February 28 @ BYU
- **Council of Presidents Meeting** – Tuesday, March 11 @ 12PM, The Gateway/SLC
- **Storm Club Luncheon** – Tuesday, March 11 @ 12PM, Gardner Ballroom
- **University Council Meeting** – Thursday, March 20 @ 3PM, South Admin Conference Room
- **Scholarship Associates Banquet** – Thursday, March 20 @ 6PM, Gardner Center Ballroom
- **Board of Trustees Meeting** – Friday, March 21 @ 8AM, Zion Room
- **Board of Regents Meeting** – Friday, March 28 @ Dixie State University
- **Interfaith Program featuring Former Governor Michael Leavitt** – Sunday, March 30 @ 6PM,
  Cox Performing Arts Center
- **Storm Club Luncheon** – Tuesday, April 8 @ 12PM, Gardner Ballroom
- **Dalian (China) Symphony Orchestra Concert** – Saturday Evening, April 12 @ Mainstage Theatre
- **University Council Meeting** – Thursday, April 17 @ 3PM, South Admin Conference Room
- **Raging Red Final Concert of the School Year: A Tribute to President Nadauld** – Thursday,
  April 17 @ 7:30PM, Cox Performing Arts Center
- **All Sports Banquet** – Wednesday, April 23 @ 6PM, Gardner Ballroom
- **Board of Trustees Meeting** – Monday, April 28 @ 8AM, Zion Room
- **Commencement Day** – Friday, May 2, 2014
- **Storm Club Golf Tournament** – Tuesday, May 13, 2014
- **Board of Regents Meeting** – Friday, May 16 @ Weber State University
- **Fall Semester Begins** – Monday, August 25, 2014
- **China Photo Retreat** – September 1-15, 2014
- **DOCUTAH Film Festival** – September 2-6, 2014

X. **12:00 P.M. – LUNCHEON FOR ALL MEETING ATTENDEES IN THE GARDNER CENTER COTTAM ROOM IMMEDIATELY FOLLOWING THE MEETING**

XI. **NEXT BOARD OF TRUSTEES MEETING – FRIDAY, MARCH 21, 2014**
INVESTMENT REPORT
July 1, 2013 to December 31, 2013

Investment Allocation

<table>
<thead>
<tr>
<th>Investment Portfolio</th>
<th>Investment Allocation</th>
<th>Rate of Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utah State Inv Pool (PTIF)</td>
<td>$11,188,573</td>
<td>0.31%</td>
</tr>
<tr>
<td>Morgan Stanley / Merrill Lynch</td>
<td>1,095,057</td>
<td>1.31%</td>
</tr>
<tr>
<td>Soltis Investment Advisors</td>
<td>1,519,699</td>
<td>4.92%</td>
</tr>
<tr>
<td>University of Utah</td>
<td>7,202,057</td>
<td>4.79%</td>
</tr>
<tr>
<td>Restricted Investments</td>
<td>675,918</td>
<td>-1.37%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$21,681,274</strong></td>
<td><strong>1.50%</strong></td>
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</table>

Investment Earnings

<table>
<thead>
<tr>
<th>Investment Earnings</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest &amp; Dividends</td>
<td>$208,380</td>
</tr>
<tr>
<td>Realized Capital Gain (Loss)</td>
<td>$(28,516)</td>
</tr>
<tr>
<td>Unrealized Capital Gain (Loss)</td>
<td>289,527</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$465,392</strong></td>
</tr>
</tbody>
</table>

Unrealized Capital Gain (Loss) 55.0%
Realized Capital Gain (Loss) -5.4%
Interest & Dividends 39.6%

Comparison of Fiscal Year-To-Date Quarterly Earnings
### Cash or Cash Equivalents

<table>
<thead>
<tr>
<th></th>
<th>Market Value 07/01</th>
<th>Market Value Jan</th>
<th>YTD Realized Income</th>
<th>YTD Unrealized Income</th>
<th>YTD Total Income</th>
<th>YTD Rate of Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utah State Inv Pool (PTIF)</td>
<td>20,661,742</td>
<td>30,494,126</td>
<td>74,868</td>
<td>-</td>
<td>74,868</td>
<td>0.36%</td>
</tr>
<tr>
<td>PTIF - Endowment Pool</td>
<td>523,575</td>
<td>525,149</td>
<td>1,574</td>
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<td>1,574</td>
<td>0.30%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>21,185,317</strong></td>
<td><strong>31,019,275</strong></td>
<td><strong>76,442</strong></td>
<td>-</td>
<td><strong>76,442</strong></td>
<td><strong>0.36%</strong></td>
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</table>

### Money Managers

<table>
<thead>
<tr>
<th>Manager</th>
<th>Market Value 07/01</th>
<th>Market Value Jan</th>
<th>YTD Realized Income</th>
<th>YTD Unrealized Income</th>
<th>YTD Total Income</th>
<th>YTD Rate of Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morgan Stanley / Merrill Lynch</td>
<td>1,080,909</td>
<td>1,105,479</td>
<td>10,664</td>
<td>13,906</td>
<td>24,570</td>
<td>2.27%</td>
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<tr>
<td>Solit Investment Advisors</td>
<td>1,420,772</td>
<td>1,500,456</td>
<td>(17,263)</td>
<td>67,820</td>
<td>50,557</td>
<td>3.56%</td>
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<tr>
<td>University of Utah</td>
<td>6,872,573</td>
<td>7,352,208</td>
<td>121,778</td>
<td>357,857</td>
<td>479,635</td>
<td>6.98%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>9,374,254</strong></td>
<td><strong>9,958,143</strong></td>
<td><strong>115,179</strong></td>
<td><strong>439,584</strong></td>
<td><strong>554,762</strong></td>
<td><strong>5.92%</strong></td>
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</table>

### Restricted Investments

<table>
<thead>
<tr>
<th>Investment Fund</th>
<th>Market Value 07/01</th>
<th>Market Value Jan</th>
<th>YTD Realized Income</th>
<th>YTD Unrealized Income</th>
<th>YTD Total Income</th>
<th>YTD Rate of Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morgan Stanley - Bonds</td>
<td>563,800</td>
<td>564,454</td>
<td>12,487</td>
<td>(11,813)</td>
<td>654</td>
<td>0.12%</td>
</tr>
<tr>
<td>WF - Restricted Investments Fund</td>
<td>120,647</td>
<td>120,543</td>
<td>358</td>
<td>(124)</td>
<td>235</td>
<td>0.19%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>684,447</strong></td>
<td><strong>684,997</strong></td>
<td><strong>12,825</strong></td>
<td><strong>(11,936)</strong></td>
<td><strong>889</strong></td>
<td><strong>0.13%</strong></td>
</tr>
</tbody>
</table>

**Grand Total**                   | **31,244,018**     | **41,662,415**   | **204,446**         | **427,647**           | **632,093**      | **2.02%**          |
# INVESTMENT REPORT
July 1, 2013 to December 31, 2013

<table>
<thead>
<tr>
<th></th>
<th>Market Value 07/01</th>
<th>Market Value Dec</th>
<th>YTD Realized Income</th>
<th>YTD Unrealized Income</th>
<th>YTD Total Income</th>
<th>YTD Rate of Return</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash or Cash Equivalents</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utah State Inv Pool (PTIF)</td>
<td>20,661,742</td>
<td>10,663,651</td>
<td>63,869</td>
<td>-</td>
<td>63,869</td>
<td>0.31%</td>
</tr>
<tr>
<td>PTIF - Endowment Pool</td>
<td>523,575</td>
<td>524,923</td>
<td>1,347</td>
<td>-</td>
<td>1,347</td>
<td>0.26%</td>
</tr>
<tr>
<td>Total</td>
<td>21,185,317</td>
<td>11,188,573</td>
<td>65,216</td>
<td>-</td>
<td>65,216</td>
<td>0.31%</td>
</tr>
</tbody>
</table>

| **Money Managers**       |                    |                  |                     |                       |                  |                    |
| Morgan Stanley / Merrill Lynch | 1,080,909         | 1,095,057        | 5,659               | 8,489                 | 14,148           | 1.31%              |
| Soliris Investment Advisors | 1,420,772         | 1,519,669        | (25,587)            | 95,537                | 69,950           | 4.92%              |
| University of Utah       | 6,872,573          | 7,202,057        | 121,754             | 207,730               | 329,484          | 4.79%              |
| Total                    | 9,374,254          | 9,816,783        | 101,826             | 311,756               | 413,582          | 4.41%              |

| **Restricted Investments** |                    |                  |                     |                       |                  |                    |
| Morgan Stanley - Bonds   | 563,800            | 554,152          | 12,466              | (22,115)              | (9,648)          | -1.71%             |
| WF - Restricted Investments Fund | 120,647           | 121,766          | 355                 | (105)                 | 251              | 0.21%              |
| Total                    | 684,446            | 675,918          | 12,822              | (22,219)              | (9,397)          | -1.37%             |
| **Grand Total**          | 31,244,018         | 21,681,274       | 179,864             | 289,536               | 469,401          | 1.50%              |
DIXIE STATE UNIVERSITY
BUDGET REPORT
YEAR TO DATE AS OF MARCH 10TH, 2014

REVENUE SOURCES

- Board of Regents Transfers 0.4%
- Carryforward from Prior Year 5.9%
- Tuition & Fees 44.6%
- State Appropriations 49.1%

Total Budget - $50,724,247

TUITION & FEE COLLECTIONS

- Total Appropriated Tuition/Fees Budget $22,600,800
- Proportional Budget (YTD) $20,434,890 (90%)
- Actual Collections (YTD) $22,562,532 (100%)

EXPENDITURES

- Total Appropriated Expenditure Budget $50,724,247
- Proportional Budget (YTD) $35,159,547 (69%)
- Actual Expenditures (YTD) $31,856,448 (63%)
# DIXIE STATE UNIVERSITY

## STATEMENT OF REVENUES AND EXPENDITURES

March 10th, 2014

69% of Fiscal Year Lapsed - 31% Remaining

### REVENUE SUMMARY

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Total Collections</th>
<th>Collections Above/Below Budget</th>
<th>Percent of Budget Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>24,899,200</td>
<td>17,258,898</td>
<td>(7,640,302)</td>
<td>69%</td>
</tr>
<tr>
<td>Tuition, Fees &amp; Other</td>
<td>22,600,800</td>
<td>22,562,532</td>
<td>(38,268)</td>
<td>100%</td>
</tr>
<tr>
<td>Board of Regents Transfers</td>
<td>208,287</td>
<td>208,287</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Budget Carryover</td>
<td>3,015,960</td>
<td>3,015,960</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>50,724,247</td>
<td>43,045,677</td>
<td>(7,678,570)</td>
<td>85%</td>
</tr>
</tbody>
</table>

### EXPENDITURE SUMMARY

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Total Expended &amp; Encumbered</th>
<th>Remaining Budget Balance</th>
<th>Percent of Budget Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>2,703,699</td>
<td>1,968,241</td>
<td>735,457</td>
<td>73%</td>
</tr>
<tr>
<td>Public Service</td>
<td>170,705</td>
<td>69,374</td>
<td>101,331</td>
<td>41%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>2,064,199</td>
<td>939,993</td>
<td>1,124,206</td>
<td>46%</td>
</tr>
<tr>
<td>Student Services</td>
<td>1,531,660</td>
<td>699,217</td>
<td>832,443</td>
<td>46%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>2,924,374</td>
<td>1,382,755</td>
<td>1,541,619</td>
<td>47%</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>3,346,953</td>
<td>2,323,891</td>
<td>1,023,063</td>
<td>69%</td>
</tr>
<tr>
<td>Other General Fund</td>
<td>4,714,634</td>
<td>1,761,209</td>
<td>2,953,425</td>
<td>37%</td>
</tr>
<tr>
<td><strong>Total Operational Expenditures</strong></td>
<td>17,456,224</td>
<td>9,144,679</td>
<td>8,311,544</td>
<td>52%</td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>33,268,024</td>
<td>22,711,769</td>
<td>10,556,255</td>
<td>68%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>50,724,247</td>
<td>31,856,448</td>
<td>18,867,800</td>
<td>63%</td>
</tr>
</tbody>
</table>
February 4, 2013

Dr. Gregory Stauffer  
Utah System of Higher Education  
Board of Regents Building  
60 South 400 West  
Salt Lake City, Utah 84101

Dear Dr. Stauffer,

Purpose

Dixie State University (DSU) is requesting Regent approval to construct an office building addition to the North-end of the Burns Arena. The proposed addition will be a two-story design and will result in the addition of approximately 18,000 square feet of office space.

Background

The recent growth of the student body at DSU has resulted in the addition of a significant number of terminally qualified faculty and staff. In an attempt to provide offices for recent hires, the campuses’ existing office space has been over-subscribed and makeshift, temporary, offices have been created in the entryway of buildings, conference rooms, file rooms, and classrooms.

The Human Resources and Campus Security departments will be housed in the lower-level East quadrant of the Burns North Addition. Currently, the Human Resources offices are spread among the South Administration, North Administration, and Holland Buildings. The Campus Security offices are located in two old real estate sales trailers that were adjoined, placed on a wood foundation, and covered with a stucco exterior. This deteriorating building sits in front of the main entrance to the Holland Centennial Commons Building.

The Burns Arena North office addition will be an institutionally funded project. The estimated project cost to construct the shell of the building and finish the lower-level East quadrant (Phase I) is $2,070,000. DSU has institutional funds in-hand to fund phase I of the construction and to provide $35,000 in on-going funds for operations and maintenance. The completion of the remainder of the building will be funded by donations.

The Burns Arena North Office Addition offers the following advantages.

- 18,000 Square feet of office space
- Natural light, windows, in most offices
- Central location with street access and ample adjacent parking
- No loss of green or parking space
- Improved curb appeal of North entrance to Burns Arena
- Provides flexibility to relocate entire campus departments
- Demolition of Campus Security building
The MRW Design Associates Inc. preliminary drawings and a picture of the construction site are attached for your review.

Sincerely,

[Signature]
Paul C. Morris

cc: Steve Nadauld, Sherry Ruesch
March 17, 2014

Chair Steven G. Caplin
Chairman of the Board of Trustees
Dixie State University

Chair Caplin:

The Dixie State University Campus Planning Committee would like to present the new FY2014 Campus Master Plan to the Board of Trustees during the March 21st meeting held on the DSU campus. The Campus Master Plan was last presented in 2013, and the following changes have been made since that time:

1. Add Physical Education / Student Recreation Building to be shown as priority #1.
2. Show newly acquired street property as a new color on the plan.
3. Add the University Clock Tower to the plan.
4. Add the Burns Arena North Addition to the plan.
5. Add the proposed student housing sites to the plan.
6. Remove the request for a classroom building from the plan.
7. Remove the Gardner Center Addition from the plan.
8. Show the existing Taylor Health Science Building on the plan.

We will be happy to provide additional information during the presentation.

Thank you,

[Signature]
Sherry J. Ruesch
Executive Director of Campus Services
DY 2014 Campus Master Plan
Design Guidelines

1. New facilities will be more closely spaced
2. Increase verticality of structures to 4-5 stories
3. Utilize technology to reduce the need for more space
4. Use sustainable concepts campus-wide
5. Strengthen the academic core
6. Group academic communities around open spaces
7. Develop utility extensions to handle growth
8. Acquire properties near campus for land bank
9. Encourage alternate transportation on and off campus
10. Develop housing to promote student life
11. Design buildings and grounds that both enhance and fit in with the current campus building colors and materials.
Existing Main Campus
FY 2014 Main Campus Master Plan
Hurricane Center Site Plan

8.36 ACRES
5-37 Student Substance Abuse Prevention and Testing Alcohol, Tobacco, and Other Drugs

I. Introduction

A. In order to establish an effective, safe, and healthy learning and working environment in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Dixie State University (DSU) maintains its commitment to an educational program designed to prevent the illicit use and the abuse of drugs and alcohol by students and employees through a proactive, positive approach designed to provide professional help with minimal loss of integrity and interruption of academic pursuits. The University also offers tobacco cessation programs.

   i. In addition to numerous state, local, and federal laws and regulations governing the use, manufacture, and possession of alcohol, tobacco, and other drugs, Dixie State University has strict policies regarding these substances and their use.

37.3 The administration of Dixie State College supports and endorses all provisions of local, state, and federal law which would prohibit or restrict the use of alcohol or other illicit drugs, including use of tobacco by underage students, on the college campus or at any college function, and insists upon strict compliance with these statutes by every member of the campus community.

37.4 This administration is aware of the dangers of alcohol, underage tobacco use, or other illicit drug use and recognizes that health, safety, productivity, or legal problems can occur when campus members choose to use such substances. Therefore, they have created programs which discourage the use of alcohol, tobacco, or other illicit drugs by the campus community.

37.6 Provided in this set of policies and procedures for Dixie State College is a philosophy which reflects a positive solution to these problems. The proactive, positive approach is designed to provide the user with professional help based on minimal loss of integrity and interruption of academic pursuits.

   ii. Information about the University's standards of conduct related to alcohol and other drugs and the sanctions imposed for violations must be distributed annually to all students and employees. The information must include a description of various applicable laws regarding alcohol and other drugs, the various health risks of alcohol and drugs, and counseling and treatment programs that are available.

   iii. A student or employee charged with an alcohol or other drug violation as outlined herein will be subject to disciplinary action in accordance with University policies and
jurisdictional laws. A student who is also a University employee may be subject to both
student and employee disciplinary action for a single offense.

37.1 College code prohibits possession, consumption or distribution of hallucinatory, narcotic or other
illegal drugs, and possession, consumption or distribution of alcoholic beverages or use of tobacco by
underage students on campus, including athletic venues. Off-campus college functions are subject to
state and local laws. However, any student charged with a crime committed on or off campus is in
violation of college policy and may be subject to discipline.

37.2 Staff and students are encouraged to report violations of campus regulations. Charges of violations
of the code will be resolved through the office of the vice president of student services. The sanctions
taken may include, but are not limited to, referral [sic] for assessment to the Substance Abuse Program
administrator, appearance before the Student Affairs Committee, probation, suspension, or expulsion.
Disciplinary action is deemed necessary to maintain the college’s standards.

II. Alcohol and Other Drugs
See also: Code of Student Rights and Responsibilities (Student Code) 5-33, and
Drug-Free Workplace Policy (3-33 and 4-32)

A. All Dixie State University students, employees, and visitors are prohibited from engaging in the
following activities while on or in any University premises, defined as University owned or
controlled properties, building, facilities, or vehicles, including locations where a University-
sanction event is being held:

i. On-campus use, consumption, storage, possession, manufacture, distribution, or sale of any
alcoholic beverage, and being legally intoxicated on campus. Students under age 21 are also
prohibited from engaging in the use, consumption, storage, possession, manufacture,
distribution, or sale of alcohol off-campus. See Addendum 1.

ii. Use, consumption, storage, possession, manufacture, distribution, or sale of a controlled
substance and/or of drug paraphernalia, except for legal, personal use of medications
prescribed by a licensed health care provider in accordance with Utah laws. See Addenda 3
and 4.

a. Possession and use of a controlled substance is allowed only when a verifiable
prescription legal under Utah laws and bearing the valid signature of a licensed
health care practitioner has been issued to the individual in proprietary control of
and/or using the substance. Any other possession or use is a violation of this policy.

37.9.3 Students who are of legal age and choose to drink are expected to maintain responsible control
over their drinking and to conform to the laws of this state. Strictly prohibited are drinking alcoholic
beverages, being intoxicated, being in possession of or distributing alcohol on any property owned,
leased, or in use by the college or any unit or subdivision thereof.

37.20.3 Possession of a controlled substance will be allowed only when there is a verifiable prescription
bearing the name of the individual in proprietary control of the substance and the signature of the
treating physician.

B. The use of any University funds or the attempt to use University funds for the procurement of
alcohol or illegal drugs is prohibited.
37.9.2 The use of any college funds or monies, or any attempt to obtain such funds for the use, consumption, possession, distribution, or sale of alcoholic beverages is prohibited.

C. A DSU student convicted of an alcohol or other drug violation off-campus is considered in violation of the Student Code and may be subject to disciplinary action.

III. Tobacco See also: Tobacco-Free Campus Policy (5-52)

A. All Dixie State University students, employees, and visitors are prohibited from engaging in the following activities while on or in any University premises, defined as University owned or controlled properties, building, facilities, or vehicles, including locations where a University-sanction event is being held:

i. Smoking, including the use or electronic cigarettes and other vaporizing devices

ii. The use, sale, or distribution of:

1. Any regulated or unregulated item containing tobacco, tobacco products, or tobacco flavoring.

2. Products designed to mimic tobacco, containing tobacco flavoring, or intended to deliver nicotine, except for products that have been approved by the U.S. Food & Drug Administration for use in treating tobacco dependency.

37.18 Tobacco Abuse Policy

37.18.1 In accordance with Dixie State College policy, Dixie State College prohibits tobacco use inside campus buildings.

37.18.2 In accordance with Utah Indoor Clean Air Act, Dixie State College prohibits smoking within 25 feet of entrances, windows, and air intake vents (Utah Rule 392-510-9(2)).

37.18.3 Tobacco use is prohibited in partially enclosed areas such as walkways, courtyards, and covered buildings, areas immediately adjacent to building entrances, and exterior stairways and landings.

37.18.4 Tobacco use is prohibited at all college sponsored events including, but not limited to, outdoor venues such as football stadiums, baseball stadiums, and soccer fields.

37.18.5 The sale or distribution of tobacco products on campus is prohibited.

37.18.6 Campus organizations are prohibited from accepting money or gifts from tobacco companies.

37.18.7 Any advertising in support of tobacco is prohibited on campus grounds and in any campus publication.

37.18.8 The college will provide accessible tobacco treatment on campus to encourage tobacco users to quit.
IV. Reporting

A. All members of the campus community have a responsibility to report illegal and prohibited activity covered under this policy as follows:

i. Employee violations are to be reported to any supervisor, or to DSU Police when safety is involved. Employee sanctions can be found in the Drug-Free Workplace Policy (3-33 and 4-32).

ii. Student violations should be reported to DSU Police, or the Dean of Students or a designated representative. Student sanctions will be processed according to this policy, its addenda, and the Code of Student Rights and Responsibilities (“Student Code,” policy 5-33)

V. Student Sanctions

A. Students sanctions are covered in this policy and its addenda.

B. Student sanctions for violations of this policy may include but are not limited to:

i. Referral to specified DSU education and prevention programs.

ii. Referral to professional counseling or other treatment.

iii. Other sanctions that include but are not limited to disciplinary warning, probation, suspension, or expulsion as the outcome of a disciplinary action.

iv. Dismissal from an academic or athletic program that prohibits the unlawful use of alcohol or drugs, which could also impact scholarship eligibility for those programs.

C. Student disciplinary sanctions for violations of alcohol, tobacco, and other drugs standards of conduct and/or laws and regulations can only be processed according to the Student Code, including provisions for due process. Student conduct violations are handled by the Dean of Students or his/her designee, with the Student Conduct Committee being convened when necessary according to the process outlined in the Student Code. If a drug violation occurs in conjunction with other violation(s), the Dean of Students has the option of combining the offenses or resolving one of more of the offenses individually.

i. A student on disciplinary probation must comply with all sanctions, including completion of an Alcohol, Tobacco, or Other Drugs (ATOD) program as mandated, and any associated behavioral restrictions. Non-compliance and/or any further violation of the Student Code may result in further sanctions.

ii. A disciplinary hold on a student's academic record may be one of the sanctions for an alcohol violation or may result from non-compliance with another sanction. A disciplinary hold on a student's academic record prohibits the student from registering, receiving final course grades, graduating, or ordering transcripts without the permission of the Dean of Students.

37.7 The student should realize that violation of this policy may result in disciplinary action, probation, and/or dismissal from Dixie State College.
D. Being mandated or choosing to attend a non-DSU alcohol and other drugs prevention or intervention program does not fulfill DSU sanctions.

E. If a State or local court refers a student to the DSU ATOD program, the student will be placed in the appropriate program level based on the nature of the offense. Court referral does not preclude additional institutional sanctions.

37.14 Outside Agency Referrals: Requirements of civic alcohol/drug programs cannot be used to replace any sanctions imposed on a student by on-campus programs or departments which would restrict or discipline a student for violation of the above policies.

37.12 Alcohol Offenses – Court Referred: If the circuit court judge or a justice of the peace refers a student to the alcohol/drug prevention program, the student will be placed into the proper program according to offense criteria mentioned in the above policy.

37.12.1 Campus sanctions will NOT apply unless such restrictions are imposed by a decision of the Student Affairs Committee.

G. DSU will refer all appropriate violations to local law enforcement agencies. DSU disciplinary sanctions have no impact on the actions of local, state, or federal law enforcement agencies.

37.8 Conditions referred to in this policy have no bearing on the legal actions taken by local, state, or federal law enforcement agencies.

37.20.2 Students may be subject to prosecution by civil authorities for violation of these laws.

VI. Parental Notification of Student Violations

A. Utah Board of Regents Policy R261, Parental Notification Regarding Alcohol and Drug Violations, requires procedures for notification of the parent or legal guardian of a student younger than 21 years of age regarding a violation by the student of any Federal, State, or local law or any rule or policy of the University governing the use or possession of alcohol or a controlled substance, including illegal use of a controlled substance, reckless disregard for the safety of him/herself or other(s) while intoxicated, medical attention required as the result of the use of alcohol or a controlled substance, a repeat alcohol or controlled substance offense, non-compliance with University sanctions related to alcohol or a controlled substance, and other serious alcohol and controlled substance offenses. The University maintains the option of notifying the parent or legal guardian of an underage student of such violations.

i. No disciplinary hearing is required before alerting a parent or legal guardian that his/her child under 21 years of age has been cited by an institutional officer for a violation of University policy concerning alcohol or a controlled substance.

ii. The University is not required to alert the student when the parental notification option has been exercised. In cases where parental notification takes place, the University will make every effort, as possible and appropriate, to consult with the student and attempt to have the student make the first contact.

iii. The University will keep a record of parental notification and will upon request provide that information to a student whose parents have been notified.
VII. Student Alcohol, Tobacco, and Other Drugs (ATOD) Program

A. The Dixie State University Alcohol, Tobacco, and Other Drugs education and prevention program is administered by the DSU Health & Wellness Center and may include therapy sessions with licensed practitioners and/or licensed substance abuse disorder counselors, meetings with other students and/or peer counselors, cessation activities, other educational activities, and/or attendance at Alcoholics Anonymous, Narcotics Anonymous, or other meetings.

B. The DSU Health & Wellness Center will issue to the Dean of Students a report of non-compliance for a sanctioned student who fails to maintain standard progress in any of its ATOD education, prevention, and cessation programs. Sanctions for non-compliance are made at the discretion of the Dean of Students and/or the Student Conduct Committee.

37.17 Student Responsibility While on Probation: It will be the responsibility of the student, while on probation, to complete all requirements of a program, regardless of the level, and to comply with all restrictions imposed by the drug/alcohol prevention center or any other organization which would normally and reasonably impose restrictions.

C. The DSU Health & Wellness Center will maintain all records related to the ATOD Program, including but not limited to progress reports, non-compliance reports, surveys, and other forms, in compliance with Federal confidentiality regulations. DSU may be limited as to what information can be released to internal and external entities.

   i. Notification of a student’s performance in the program can only be made if the requesting agency submits to the Health & Wellness Center either a waiver of confidentiality or a “consent for information” form signed by the student. If a student declines to sign such a form, no information can be released.

37.15 Confidential Records Management and Follow-up Procedures: The alcohol/drug prevention program will maintain all records of education and service hours:

   37.15.1 These records will consist of notices of non-compliance, progress reports, and other survey forms.

   37.15.2 This office must comply with federal confidentiality statutes and may, therefore, be limited to follow-up information which consists merely of a statement that the student is enrolled in an education program and is in compliance with requirements of the program.

   37.15.3 Notification of a student’s performance in the program will be made only if the requesting agency files a waiver of confidentiality or a ‘consent for information form’ from the student with the program coordinator.

   37.15.4 If a student refuses to sign such a form, the alcohol/drug prevention office shall comply with federal mandates concerning confidentiality.

D. The University’s ATOD program must be reviewed not less that every other year, and such review must include a determination of the number of alcohol and other drug violations that occur on the DSU campus or as part of DSU activities, the number and type of sanctions imposed by DSU as a
result of alcohol and other drug violations, and any alcohol and other drug fatalities that occur on the DSU campus or as part of the DSU activities. The record of the biennial review and other compliance documents must be retained for three years after the fiscal year in which the record was created.

37.5 The Dixie State College Alcohol, Tobacco, and Other Drug Prevention Program is responsible for providing programs which promote an awareness of problems related to substance abuse, offering a Level I and II alcohol, tobacco, and other drug programs.

VIII. Addenda

A. Addenda to this policy are considered part of this policy for enforcement and adjudication purposes.

B. Addenda.

i. Student Alcohol Violation Procedures.

ii. Student Tobacco Violation Procedures.

iii. Student Marijuana Violation Procedures.

iv. Student Other Unlawful Violation Drug Procedures.

v. Utah Laws Regarding Alcohol, Tobacco, and Other Drugs.

vi. Health Risks of Alcohol and Other Drug Abuse.

vii. Resources Available.
February 10, 2014

To Whom It May Concern:

I am requesting early retirement from Dixie State University, effective July 1, 2014.

Sincerely,
Scott L. Mortensen
Department of Mathematics
Dixie State University
mortense@dixie.edu
Pamela Montrallo  
Executive Director  
Human Resources  
Dixie State University  

February 28, 2014  

Good day:  

I’m writing to apply for early retirement, effective July 1, 2014.  

I consider myself extremely fortunate to have spent the bulk of my professional career to this point at Dixie. The work has been deeply satisfying; my colleagues over the years have been generous in their support of me, and I’ve been able to participate in the growth of fine arts programs and the institution. I’m particularly pleased to have been part of an open-access institution. Undoubtedly my most rewarding experience has been helping students succeed, especially students who might not have had the opportunity in other settings. The timing now seems right for me to pursue other interests.  

Cordially,  

Brent Hanson
March 17, 2014

Pamela Montrallo
Executive Director
Human Resources
Dixie State University

Dear Pamela:

It is with deep and mixed emotions that I am writing this letter to you today to formally request early retirement, effective July 1, 2014. This request comes only after much thought and deliberation, but I feel the time is right to make this change in my life.

The past 35 years at Dixie have been a wonderful experience for me in every way imaginable. I have truly enjoyed my association with the students and will greatly miss their enthusiasm and the joy that comes from “watching the lights come on” when they comprehend a principle. I feel that I have been blessed to work with some of the best and brightest people on earth and will miss their daily association. I would like to express my appreciation to the administration of DSU. They have always been encouraging and supportive in all that we have undertaken to do and have been a contributing factor in our great success with the DECA program.

Sincerely,

Philip B Lee
I. General

A. In compliance with State of Utah, Utah Board of Regents, and accreditation standards, guidelines, and regulations, Dixie State University (DSU) may award the following types of extra-institutional credit:

i. International Baccalaureate (IB) Credit.
ii. Advanced Placement (AP) Credit.
iii. College Level Exam Program (CLEP) Credit.
iv. DANTES Subject Standardized Test (DSST) Credit.
v. Vertical Foreign Language Credit.
vii. American Council on Education (ACE)-Evaluated Military Training Credit.
viii. Prior Experiential Learning Credit.

15.2.1 Dixie State College will award no more than a combined maximum of 32 credits for the following types of extra-institutional credit:
   15.2.1.1 Advanced Placement Credit
   15.2.1.2 Test-Out Credit
   15.2.1.3 CLEP Credit
   15.2.1.4 Vertical Credit
   15.2.1.5 Foreign Language Credit
   15.2.1.6 ACE-Evaluated Military Training Credit

B. Only matriculated DSU students are eligible to receive credit by examination or for prior experiential learning. All credit by examination or for prior experiential learning is graded “Pass” and will not count in the calculation of a student’s grade point average. A fee may be required to post credit to a student’s transcript.

15.12 Credit by Examination or Petition on Transcript: A student may request that credit approved by Dixie State College be placed on their official student record indicating the title of the test taken or the type of petition, the credit received and the official score for the test. There is a fee charged for this service.

15.1 A student must be currently enrolled at Dixie State College to receive any extra-institutional credit by examination, prior experiential learning or petition.

C. In compliance with accreditation standards, credit by examination and prior experiential learning
can comprise no more than 25% of the total credits required for a degree.

i. No more than 15 extra-institutional credits can be applied toward the requirements of any associate’s degree.

ii. No more than 30 extra-institutional credits can be applied toward the requirements of any bachelor’s degree.

iii. In no case shall more than 30 extra-institutional credits be posted to an individual student’s transcript.

D. Annually, the Registrar’s Office will submit tables of the type and amount of credit given for examinations to Academic Council for approval prior to publication in the University catalog.

E. Transfer credit by examination will be accepted from regionally accredited institutions under the following circumstances:

i. Transfer credit by examination will be accepted and posted to the DSU transcript only when DSU accepts the specific exam and score. Other tests, scores, and credits will not be posted.

ii. If the transfer institution awarded credit for specific courses based on exam scores, those courses will be articulated according to the current DSU standards and procedures if the same exam and score are awarded credit at DSU.

iii. If specific courses were not posted to the transcript, the exam score will be evaluated based on the current DSU standards. A posting fee may be required.

iv. If the test score does not appear on an official transcript, the Registrar’s Office must receive official verification of the exam date and score. The specific exam and score will be evaluated according to current DSU standards and procedures and credit will be awarded accordingly. A posting fee may be required.

15.4.1 Transfer credit by examination will be evaluated and awarded by Dixie State College according to the standards and benchmarks that the college has established, and not according to the standards and benchmarks of an institution at which the student may have received credit elsewhere. When students transfer credit by examination, that credit will be evaluated and awarded by Dixie State College’s standards.

15.4.2 To receive transfer credit by examination, the student brings original documentation of examination results to the Admissions and Records Office. This documentation may be from the examination company or, if the high school or college transcript records the student’s score, that transcript may be used as documentation.

15.4.3 The student pays a posting fee at the Cashier’s Office for TOEFL, foreign language exam and vertical credit. There is no posting fee for Advanced Placement, CLEP, or ACE military credit.

15.4.4 The Admissions and Records Office will evaluate examination results and post appropriate credit on the student’s record.

15.4.5 Students can verify what credits have been posted by contacting the Advisement and Counseling
Office:

F. Duplication of Credit

i. Once a student receives a grade in a course (A - F, AU, WF, etc.), no extra-institutional credit can be applied to that course.

ii. Credit for coursework earned through a single mechanism cannot be duplicated through any other mechanism for earning credit.

iii. Credit will be awarded based on the following hierarchy:

1. Actual college-level courses taken at DSU or transferred in from a regionally accredited institution according to articulation standards.
2. International Baccalaureate (IB).
3. Advanced Placement (AP).
4. College Level Examination Program (CLEP).
5. DANTES Subject Standardized Test (DSST) Credit
6. BYU Foreign Language FLATS Credit.
7. Vertical Foreign Language Credit.
8. American Council on Education (ACE)-Evaluated Military Training Credit
9. Prior Experiential Learning Credit

15.3 Duplicate Credit: Duplicate credit cannot be awarded for any combination of exams, courses, or petitions, meaning that credit that fills the same general education requirement will not be posted to the student's transcript more than once:
15.3.1 Related coursework recorded on the college transcript prior to an examination: If a student has taken courses that fill requirements, and later takes the CLEP test, the credit earned in courses will be deducted from the CLEP credits allowed. This means, for example, that if a student already has passed the beginning composition general education course, the student may not receive duplicate CLEP credit for that portion of the general education requirements.
15.3.2 Related advanced placement or exam credit recorded on the college transcript prior to an examination: This credit will be deducted from the credits allowed. This means, for example, that if a student has already received advanced placement credit for the general education beginning composition course, the student may not receive CLEP credit for that portion of the same general education requirements.
15.3.3 Related coursework recorded on the college transcript after an examination: This means, for example, that if a student has already taken the CLEP or Advanced Placement test and received credit filling the beginning general education composition requirement and then takes the beginning general education composition course, the duplicate credit will be removed.

II. Accepted Examinations

A. The specific examinations accepted for credit and the scores required to receive credit will be submitted by the Registrar's Office for annual review by Academic Council before publication in the University catalog.

B. International Baccalaureate (IB) Credit

i. Students completing International Baccalaureate examinations may receive credit in
accordance with the table published in the current University catalog.

ii. Students completing the International Baccalaureate diploma will receive 30 semester credits and an automatic waiver of General Education requirements except for Mathematics, English Composition, and American Institutions.

1. Those three (3) areas of General Education may be fulfilled dependent on the individual scores received in those areas, at the discretion of the departments housing those courses.

iii. Students must submit official documentation to the Registrar's Office and request that the credit be recorded on the DSU transcript.

iv. A posting fee may be required.

C. Advanced Placement (AP) Credit

i. Students completing Advanced Placement examinations may receive credit in accordance with the table published in the current University catalog.

ii. Students must submit official documentation to the Registrar’s Office and request that the credit be recorded on the DSU transcript.

iii. A posting fee may be required.

15.5 Advanced Placement Credit: Students completing the Advanced Placement (AP) tests and earning a score of 3, 4, or 5 after a year of high school instruction can receive 8 semester hours of credit for each full-year area tested and 4 semester hours of credit for each half-year area tested.

15.5.1 Students qualifying for this credit under the policy of the college should submit test results to the registrar’s office.

15.5.2 Duplicate credit will not be awarded.

15.5.3 The student must bring documentation to the registrar’s office and request that the AP credit be recorded on the transcript.

15.5.4 Cutoff scores and course requirements fulfilled are determined by Academic Council and will be published in the college catalog.

D. College Level Examination Program (CLEP) Credit

i. Students completing CLEP examinations may receive credit in accordance with the table published in the current University catalog.

ii. Students must submit official documentation to the Registrar’s Office and request that the credit be recorded on the DSU transcript.

iii. A posting fee may be required.

15.7 College Level Examination Program (CLEP) Credit

15.7.1 Credit can be given for non-traditional education through testing. These tests substitute for the requirements of general education courses.

15.7.2 If a student has already completed a particular general education course, that course's credit will
be subtracted from the CLEP credit allowed.
15.7.3 Upon passing a CLEP test, a student must present documentation to the registrar's office for credit to appear on the transcript.
15.7.4 Cutoff Scores and Credits Allowed: The minimum level of CLEP test proficiency for any credit at Dixie State College will be published in the college catalog.

E. DANTES Subject Standardized Test (DSST)

i. Students completing DSST examinations may receive credit in accordance with the table published in the current University catalog.

ii. Students must submit official documentation to the Registrar's Office and request that the credit be recorded on the DSU transcript.

iii. A posting fee may be required.

F. BYU Foreign Language Achievement Testing Services (FLATS) Credit

i. Students passing FLATS tests in an approved language may receive credit in accordance with the table published in the current University catalog.

ii. Students must submit official documentation to the Registrar's Office and request that the credit be recorded on the DSU transcript.

iii. A posting fee may be required.

15.9 Foreign Language Credit and English as a Second Language Policy: This type of credit is for students who have learned a second language. Student demonstrates proficiency by taking an examination, using the following procedures and guidelines:
15.9.1 Students who learn English as a second language may receive eight credits of ungraded foreign language credit for their ability to speak English. The student must pass the TOEFL or approved equivalent exam at a level of 500 or higher at Dixie State College or another university or college testing center.
15.9.2 English-speaking students who learn an approved second language may receive up to sixteen credits of foreign language credit for their knowledge of the foreign language. The student passes a foreign language examination at Dixie State College or a university or college testing center. If tested at a university or college testing center, the student would pay for the credit at the institution and then request that the test results be sent to Dixie State College.
15.9.3 Students may receive credit for English or for an approved second language, but not both.
15.9.4 After the student takes an exam to verify proficiency in a second language, whether English or another approved language, the Testing Center evaluates the results, and the student pays appropriate testing and recording fees to the college cashier before the end of the third week of classes during the semester in which the student is registered.
15.9.5 The student presents the receipt and test results to the registrar's office.

III. Credit Awarded for Competency

A. Foreign Language Vertical Credit is only awarded to foreign language students who have advanced past the introductory level.
i. After receiving a grade of “C” or higher in a foreign language class numbered 1020, 2010, 2020, or 3060, students may receive credit for the preparatory coursework in that language.

ii. A maximum of 16 lower-division credits will be awarded.

iii. A Vertical Credit Request form signed by the instructor and the department chair must be submitted to the Registrar’s Office.

iv. A posting fee may be required.

15.9 Foreign Language Credit and English as a Second Language Policy: This type of credit is for students who have learned a second language. Student demonstrates proficiency by taking an examination, using the following procedures and guidelines:

15.9.1 Students who learn English as a second language may receive eight credits of ungraded foreign language credit for their ability to speak English. The student must pass the TOEFL or approved equivalent exam at a level of 500 or higher at Dixie State College or another university or college testing center.

15.9.2 English-speaking students who learn an approved second language may receive up to sixteen credits of foreign language credit for their knowledge of the foreign language. The student passes a foreign language examination at Dixie State College or a university or college testing center. If tested at a university or college testing center, the student would pay for the credit at the institution and then request that the test results be sent to Dixie State College.

15.9.3 Students may receive credit for English or for an approved second language, but not both.

15.9.4 After the student takes an exam to verify proficiency in a second language, whether English or another approved language, the Testing Center evaluates the results, and the student pays appropriate testing and recording fees to the college cashier before the end of the third week of classes during the semester in which the student is registered.

15.9.5 The student presents the receipt and test results to the registrar’s office.

B. ACE-Evaluated Military Credit

i. Students who have completed basic training as evidenced by the DD 214 form may receive three (3) credits of Military Physical Education credit.

ii. Pursuant to Utah Code Annotated § 53B-16-107, students who have completed specific military service and training may receive credit based on the American Council on Education (ACE) recommendations found in the “Guide to the Evaluation of Education Experiences in the Armed Services” or by other means designated by DSU or the Utah Board of Regents.

iii. Students must submit military transcripts to the Veteran’s Coordinator in order to have the courses and credit evaluated. Students must discuss with an advisor the applicability of such credit to program requirements and any potential financial aid implications.

iv. A posting fee may be required.

15.10 ACE-Evaluated Military Training Credit

15.10.1 Physical Education Credit: A student at Dixie State College who has completed basic training
may request physical education credits, using the DD214 military form.
15.10.1.1 The student must present documentation to the registrar's office.
15.10.1.2 A total of 3 semester hours will be awarded.
15.10.1.3 The transcript will read "military credit."
15.10.1.4 No grade will be recorded.
15.10.2 Other Ace-Evaluated Military Credit: A student at Dixie State College who has completed specific military training may request credits based on the ACE (American Council on Education) guide's recommendations. The following procedures apply:
15.10.2.1 The student must document appropriate military training with military transcripts or other documentation, and the student requests that the experiential learning be evaluated for credit.
15.10.2.2 The ACE guide's recommendations will be copied, along with the military transcripts or documentation, and these documents will be sent to the department chair in the discipline in which the credits are petitioned.
15.10.2.3 The department chair will make recommendation for the number of credits to be granted.
15.10.2.4 The credits will be posted on the transcript as fulfilling electives, not requirements.

15.11 Credit for Professional Licensure
15.11.1 Credit will not be given for work experience alone. Students who have achieved learning in a work setting have the opportunity to either challenge or test out of course work according to policies and procedures described above.
15.11.2 In special situations, credit may be offered for work experience that can be validated by a nationally recognized test. Examples might be pilots who receive credit for training validated by Federal Aviation Exams (FAA), or automotive students who have passed Auto Service Excellence (ASE) exams sponsored by the National Automotive Technicians Education Foundation, Inc. (NATEF).
15.11.2.1 The satisfactory scores for knowledge-based or professional examination are determined by the appropriate department and the dean of the school involved.
15.11.3 A maximum of 16 semester credits will be allowed for this type of validated work experience. Credit awarded for this type of work experience, as well as any exceptions to the 16-credit maximum, must be approved by the division dean and the academic vice president.

C. Credit for Prior Experiential Learning

i. Prior experiential learning refers to learning that is equal to college-level learning but was acquired outside of a traditional educational setting.

ii. Prior experiential learning credit may only be granted for the following reasons and in the following circumstances:

1. Students desiring experiential learning credit must be matriculated into a baccalaureate program that accepts prior experiential learning credit.

2. Credit is awarded for learning that can be demonstrated, not for experience alone.

3. Credit for prior experiential learning may be granted only at the undergraduate level.

4. Credit may be granted only for documented learning which ties the prior experience to the theories and data of the relevant academic fields.
5. Credit may be granted only for documented learning which falls within the scope of the regular curricular offerings of the University.

6. Credit for prior experiential learning will be graded “Pass,” will not count in the calculation of a student’s grade point average, and will be clearly identified as prior experiential learning on the transcript.

7. No General Education requirement may be fulfilled using prior experiential learning credits.

8. Prior experiential learning credit may not fulfill major or degree requirements outside of the program that awarded such credit.

iii. Students desiring assessment of prior experiential learning to determine credit must prepare a portfolio that will be evaluated by full-time teaching faculty who are appropriately qualified in the specific area of study. Such submissions and evaluation will take place according to the standards and procedures approved by Academic Council.

iv. Evaluation and posting fees may be required.

v. Students may not seek credit for prior experiential learning for any subject covered in a college-level course for which they have previously received a grade.

vi. DSU makes no guarantee regarding the transferability of prior experiential learning credits to other institutions.

vii. DSU reserves the right not to accept prior experiential learning credit from other institutions in fulfillment of requirements or as electives.

D. Credit Awarded for Applied Technology Instruction Programs

i. In accordance with Utah Board of Regents policy R473, students enrolled in an Associate of Applied Science in General Technology degree program may be awarded 30 credits toward that degree dependent upon a specific articulation agreement approved by Academic Council.

ii. DSU’s General Education and all other program requirements must be successfully completed before any credit will be awarded.

iii. Such credit will be graded “Pass” and will not count in the calculation of a student’s grade point average.

iv. A posting fee may be required.

15.13 Credit for Experiential Learning
15.13.1 The purpose of this policy is to outline the process for awarding credit for experiential learning.
15.13.2 Definition of Terms
15.13.2.1 Experiential Learning refers to learning that is acquired outside of a traditional classroom. This can be a co-curricular activity linked to a traditional classroom or professional standards in a particular field of study such as practice, internships, student teaching, service learning or cooperative
education.
15.13.2.2 Prior Experiential Learning is learning that is equal to college-level learning and has been gained outside of a traditional classroom prior to a student’s enrollment in a college accelerated-degree program, e.g. work, military experience, self-study, volunteerism, training, or travel.
15.13.2.3 Experiential Learning Assessment is a method of evaluating and recognizing learning that is equal to college-level learning that has been gained outside of a traditional classroom prior to a student’s enrollment in a college accelerated-degree program.
15.13.2.4 Portfolio is an organized collection of materials documenting prior learning achievements and relating them to learning outcomes of college courses. Usually the portfolio is developed to capture study for which there are no specific examinations.
15.13.3 Criteria for Application for Experiential Learning Credit
15.13.3.1 Students must be accepted into an approved accelerated-degree completion program and must request experiential learning credit as early as possible upon admission to degree status.
15.13.3.2 Students must have a degree completion plan prepared in cooperation with a program advisor.
15.13.4 The over-arching principle guiding this policy is that college-level learning must be the basis for any award of credit.
15.13.4.1 Credit is awarded for learning that can be demonstrated, not for experience.
15.13.4.2 Credit is awarded for learning which is college-level and meets the standards of Dixie State College.
15.13.4.3 The experiential learning must be relevant to actual course competencies.
15.13.4.4 Assessment of experiential learning is the responsibility of faculty experts in the relevant subject area. Credit will be granted upon the written recommendation of the department faculty having jurisdiction over the courses involved and with the dean’s approval.
15.13.4.5 A committee will be formed for each student applying for experiential credit and will be assigned the task of reviewing the portfolio and making decisions using uniform guidelines as established by the College.
15.13.4.6 Each committee will consist of the student’s department chair, faculty advisor, the representative of the department from which the course originates, and the portfolio course instructor.
15.13.4.7 Credit will be awarded when the applicant’s faculty committee determines that the portfolio provides sufficient evidence that the knowledge and skills a student has acquired are equivalent to what a student would acquire in a college-level class at either the lower or upper-division level.
15.13.4.8 Credit earned through an assessment of experiential learning cannot be duplicated through other mechanisms for earning credit. For example, if a student is granted experiential credit equivalent to ACCT 2150, she may not then take ACCT 2150 for credit. Similarly, a student may not enroll in a course for credit or audit at Dixie State College and subsequently seek credit through an experiential learning option.
15.13.4.9 If a student fails a course at Dixie State College, he must wait five years before petitioning to receive credit for the same course through an experiential learning option.
15.13.4.10 Experiential Learning Credit is not guaranteed with the exception a few pre-assessed licenses such as a CNA, teaching licensure, or CPA certification.
15.13.4.11 Experiential Learning Credit cannot substitute for basic general education requirements. It can be awarded as elective credit only in subjects that contribute to a Dixie State College accelerated degree program.
15.13.4.12 The amount of credit awarded for experiential learning will never exceed the guidelines of the Northwest Commission on Colleges and Universities.
15.13.5 An Experiential Learning Policy Committee will be created to periodically review the
procedures and practices of awarding experiential learning credit to ensure academic integrity.
15.13.5.1 The committee will be appointed annually and will be comprised of 5 members.
15.13.5.2 Each school Dean will appoint one representative.
15.13.5.3 The following persons will also serve on the committee:
   1. Vice President of Academies or designee
   2. Registrar
   3. Faculty Senate-President or Past-President

IV. Challenging Courses for Credit

A. A matriculated student in good standing who is able to provide evidence of prior learning that fulfills the student learning outcomes of a course may request to challenge that course for credit by successfully completing a comprehensive assessment or examination under the following circumstances:

   i. The student must be enrolled in the course and may only challenge during the first two weeks of the semester.

      a. If a student has ever received a grade in a course (A – F, AU,WF, etc.), s/he may not challenge that course.

   ii. The instructor and the department chair agree that a challenge is appropriate for the course and that the assessment or examination is an acceptable measure of the course’s student learning outcomes.

      a. If the department chair is the instructor, the approval of the dean is required.

   iii. An examination fee may be required.

   v. A student who successfully challenges a course will receive the grade indicated by the assessment or examination score. Final grades will be entered according to the semester schedule.

V. Testing Out of Courses with No Credit

A. A limited number of competency-based courses that fulfill institutional requirements offer students the option of passing a test to fulfill the requirement in lieu of enrolling in the course.

   i. If the student fails the examination, nothing is posted to the transcript.

   ii. If the student earns a passing score on the examination, fulfillment of the requirement is noted on the transcript but no credit or grade is awarded.

   iii. There may be a fee to take the examination, but no posting fee will be applied since no credit is awarded.

   iv. Courses currently offering this option are listed in the University catalog.
# DONATION REPORT

**Development Office**

<table>
<thead>
<tr>
<th>Month</th>
<th>Cash Donations</th>
<th>Gifts-In-Kind</th>
<th>Total</th>
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## January-February CASH DONATION SUMMARY

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**TOTAL CASH DONATIONS** $136,814.14
Dixie State University
103rd Annual Commencement Exercises
Friday, May 2, 2014

Commencement Honorees

Commencement Speaker
Carolyn Tanner Irish

Honorary Doctor of Humanities
Degree Recipients
Carolyn Tanner Irish
Cheri Atkin

Distinguished Citizen
Award Recipients
Gail Bunker
Frank Habibian
Terri Kane
All venues: podium with microphone; table for diploma tubes

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<thead>
<tr>
<th>Time</th>
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<tr>
<td>10:00AM</td>
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<td>11:45AM</td>
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<td># Grads 993</td>
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<td></td>
<td># Stage 50 – Flat</td>
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<td></td>
<td># Stage 150 - Flat</td>
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<td></td>
<td>*Education</td>
<td>*Student Activities Center/Piano (Capacity 1,404)</td>
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<td>*Student Activities Center/Piano (Capacity 1,404)</td>
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<td># Stage 80 - Flat</td>
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Picnic lunch will be served from 11:30AM to 1:30PM at two locations: Fountain Area and Cox Plaza Tent

*Student Activities Center (Old Gym)
North Bleachers 530 seats
Audience and Floor Chairs 500
Grad Chairs on floor 175
Stage 30
Maximum capacity allowed in this configuration is 1,404
Traveling Shoes
A One-woman Show Depicting 8 Women of History

Creatively designed and performed by Janice Brooks

Produced by Chase Nichter

Thursday
March 27, 2014
7:00 p.m.
Eccles Concert Hall
Dixie State University

Tickets $7
On sale NOW at
www.dsutix.com
DSU
DIXIE STATE UNIVERSITY
Music and Cultural Arts Departments
Present

A CHINESE SYMPHONY ORCHESTRA
performance featuring traditional Chinese instruments

Saturday
April 12, 2014
7:30pm
Eccles Concert Hall

Tickets can be purchased at the DSU Box Office
dsutix.com | 435.652.7800 | Adults $5 Children $1
Enjoy an evening of traditional Chinese music performed by students from Dalian and Changzhi Universities.