EDUCATIONAL POLICIES COMMITTEE AGENDA

6 February 2020

A meeting of the Educational Policies Committee will be held on 6 February 2020 at 3:00 pm in Old Main 136 (Champ Hall Conference Room)

1. Approval of 9 January 2020 Minutes

2. Subcommittee Reports
   a. Curriculum Subcommittee (Nicholas Morrison)
      Course Approvals - 63
      
      Program Proposals
      Request from the Department of Aviation, Career and Technical Education to create a Cybersecurity emphasis in the Technology Systems Bachelor of Science degree.

   b. Academic Standards Subcommittee (Renee Galliher)
      Minutes – No January meeting. Nothing to report.

   c. General Education Subcommittee (Lee Rickords)
      Minutes – January 21, 2020

3. Other Business
   Course and Program Approval Timeline – Fran Hopkin

   EPC/Curriculum Subcommittee meetings held during Spring break

Adjourn:
EDUCATIONAL POLICIES COMMITTEE MINUTES

9 January 2020

A meeting of the Educational Policies Committee was held on 9 January 2020 at 3:00 pm in Old Main 136 (Champ Hall Conference Room)

Present: Paul Barr, Chair, Provost’s Office
        Nicholas Morrison, Caine College of the Arts and Curriculum Subcommittee Chair
        Timothy Taylor, College of Engineering
        Cathy Bullock, College of Humanities and Social Sciences
        Dan Coster, College of Science
        Michelle Fleck, USU Eastern
        Michele Hillard, Secretary
        Chenese Boyle, Academic and Instructional Services
        David Hole, College of Agriculture and Applied Sciences
        Lee Rickords, General Education Subcommittee Chair
        Robert Heaton, University Libraries
        Robyn Peterson, Catalog Editor
        Christa Haring-Biel, Emma Eccles Jones College of Education and Human Services
        Dexton Lake, USUSA Executive Vice President
        Sterling Bone, Jon M. Huntsman School of Business
        Renee Galliher, Academic Standards Chair
        Fran Hopkin, Registrar’s Office
        Adam Gleed, Registrar’s Office
        Richard Inouye, Graduate Council
        Sami Ahmed, President USUSA
        Karen Mock, S.J. & Jessie E. Quinney College of Natural Resources

Absent: Jared Fry, Graduate Studies Senator
        Shana Geffeney, Statewide Campuses

Guests: N/A

I. Approval of 5 December 2019 Minutes
    Motion to approve the 5 December 2019 minutes made by Sterling Bone. Seconded by David Hole. Minutes approved as distributed.

II. Subcommittee Reports
    a. Curriculum Subcommittee (Nicholas Morrison)
       Motion to approve the Curriculum Subcommittee report made by Nicholas Morrison. Seconded by Dan Coster. Report approved.

        Course Approvals - 154

        Program Proposals
        Request from the School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences requests approval to offer a Minor in Community-Based Education.
Request from the Department of Kinesiology and Health Science in the Emma Eccles Jones College of Education and Human Services to suspend the Sports Medicine Specialization in the Health and Human Movement Master of Science program.

Request from the Departments of History and Political Science in the College of Humanities and Social Sciences to create a Certificate of Proficiency in Global Peacebuilding.

Request from the Department of Biology in the College of Science requests approval to add a Human Biology Emphasis to the existing Bachelor of Arts degree in Biology.

b. **Academic Standards Subcommittee** (Renee Galliher)
   Minutes – No December meeting to report

c. **General Education Subcommittee** (Lee Rickords)
   Motion to approve the General Education Subcommittee made by Lee Rickords.
   Minutes – December 17, 2019

### III. Other Business
Curriculog shutdown will begin on March 18 and will be brought back online the first of July. We will look at ways to minimize the shutdown length or see what can be done to assist colleges/departments in moving their programs and courses forward.

From this point forward each R401 will need a curriculum complexity analysis. Will also be discussing CIP codes and R401 proposals. This can cause problems with student VISAs due to the incorrect codes. This also poses a problem for USU’s Carnegie Research status, since STEM PhDs are weighted more heavily than non-STEM degrees in the R-1 calculation. Adam Gleed would run report and get with the Academic Dean/Associate Dean and have them work on cleaning up the CIP codes for their programs.

Strategic Management and Enrollment Plan – Looking at the retention of existing students. Developing ways of working with students to retain them up through graduation. One initiative is to look at curriculum complexity. We will now be requiring all R401s and R411s to include a curricular complexity map. Curricular complexity came from strategic enrollment planning. In developing the plan there was a steering committee and subcommittees that could present action plans to help enrollment management at USU. When identifying factors that placed stumbling blocks in the students’ way one big problem is the complexity of the curriculum. USU is utilizing a curriculum complexity shareware program that came out of the University of New Mexico. This is an open website that anyone can use.

*Adjourn: 3:48 pm*
College of Agriculture and Applied Sciences - Aviation, Career and Technical Education

4.1.a R401 Abbreviated Program Proposal

Proposal Information

Instructions for Completing R401:

Writing Guidelines/Suggestions

USHE R401 Policy

Contact Information

Edward Reeve: Interim Vice Provost (797-0718)

Step 1: Turn on "Help Tips" by clicking on the Show Help TextPrint icon (small blue circle with i inside) at the top right-hand side of your proposal.

Step 2: Select the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

<table>
<thead>
<tr>
<th>COLLEGE (include all cross listed colleges)*</th>
<th>College of Agriculture and Applied Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT (include all cross listed departments)*</td>
<td>Aviation, Career and Technical Education</td>
</tr>
<tr>
<td>Current Title (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Proposed Title</td>
<td>Cybersecurity Emphasis in Technology Systems BS degree</td>
</tr>
</tbody>
</table>

Step 3: Enter the Correct CIP Code Using the Following Website:

https://usu.curriculog.com/proposal:11191/print
# Classification Instructional Programs

<table>
<thead>
<tr>
<th>CIP Code (6-digits) *</th>
<th>111003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Number of Credits (if applicable)*</td>
<td>120</td>
</tr>
<tr>
<td>Maximum Number of Credits (if applicable)*</td>
<td>120</td>
</tr>
<tr>
<td>Type of Degree: (BA, BS, etc.)*</td>
<td>BS</td>
</tr>
</tbody>
</table>

## Request

### Step 4: Select the Type of Change Being Requested.

**New Programs:**
- New Certificates of Proficiency (except Institutional Certificates of Proficiency)
- New Certificates of Completion
- New Post-Baccalaureate and Post-Masters Certificates
- New Minors
- New Emphases within an Approved Degree
- New K-12 Endorsements
- Other

**Existing Program Changes:**
- Program Transfer
- Program Restructure
- Program Consolidation
- Program Suspension
- Program Discontinuation
- Program Name Change
- Out-of-Service Area Delivery of a Program
- Reinstatement of a Previously Suspended Program
- Other

**Administrative Unit Changes:**
- New Administrative Units
- Administrative Unit Transfer
- Administrative Unit Restructure
- Administrative Unit Consolidation
- Reinstatement of Previously Suspended Administrative Units
- Other

**Creation of Non-Administrative**
- New Center

https://usu.curriculog.com/proposal:11191/print
Additional Approvals (if applicable)

Graduate Council*  □ Yes  ■ No

Council on Teacher Education*  □ Yes  ■ No

Section I: The Request

R401 Purpose*  The purpose of this proposal is to create a Cybersecurity emphasis in the Technology Systems BS degree. The skills offered in this emphasis are needed for a relevant workforce that meets the demands of the department’s regional industry partners.

Section II: Program Proposal

Proposed Action & Rationale*  This proposal creates a Cybersecurity emphasis in the Technology Systems BS degree. Due to the growth in the field, as identified by the department’s industry partners and the Department of Workforce Service (DWS), this proposal includes the development of five three-credit courses that will provide a capstone for students seeking technical careers in this field.

Labor Market Demand (if applicable)  The industry and educational partners in the Technology Systems advisory council have indicated a strong need for providing this emphasis. The department of Workforce Services in Northern Utah reports that in the past six months 1,078 related jobs were posted. Workforce Services is also projecting a 4% (est. 5720 people) increase in the workforce demand in the area of quality and reliability by 2026.

Consistency with Institutional Mission & Institutional Impact*  As a land grant institution, the mission of Utah State University is to serve the public through learning, discovery, and engagement. This new emphasis will provide students with the opportunity to learn valuable skills relevant to the needs of industry throughout the region and state; thus, allowing the students to engage with the industry in preparation to enter the workforce.

Finances*  The courses for this emphasis will be taught using current faculty resources. A Strategic Workforce Initiative grant has laid the foundation for this current project.
Program integration and development will be provided through existing resources at USU. In the partnership with Bridgerland Technical College initiated through the previously mentioned SWI grant, these courses will be aligned with Bridgerland Technical College’s advanced Cybersecurity certificate program. Additionally, industry partners are committed to assist students by providing internship and work experience while pursuing the degree.

**Section III: Curriculum (if applicable)**

<table>
<thead>
<tr>
<th>Program Curriculum Narrative</th>
<th>This emphasis will follow the existing prescribed coursework for the Technology Systems degree, with this new emphasis requiring the following five courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TESY4810 - Kali Linux Essentials (3)</td>
</tr>
<tr>
<td></td>
<td>TESY4820 – Penetration Testing (3)</td>
</tr>
<tr>
<td></td>
<td>TESY4830 - Network Traffic Analysis (3)</td>
</tr>
<tr>
<td></td>
<td>TESY4840 – Cybersecurity Analysis and Forensics (3)</td>
</tr>
<tr>
<td></td>
<td>TESY4850 – Advanced Python (3)</td>
</tr>
</tbody>
</table>

**Step 5:** Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6:** Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
GENERAL EDUCATION COMMITTEE

December 17, 2019
8:30 a.m. – 9:30 a.m.
Champ Hall Conference Room – OM 136

Present: Lee Rickords, College of Agriculture and Applied Sciences (Chair)
Thom Fronk, College of Engineering
Harrison Kleiner, College of Humanities and Social Sciences
Karen Mock for Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
Greg Podgorski, College of Science
Matt Sanders, Connections
Paul Barr, Office of the Executive Vice President and Provost
Dory Rosenberg, University Libraries
Robert Mueller, Statewide Campuses/Communications Intensive
David Wall, Creative Arts
Charlie Huenemann, Humanities
Ryan Bosworth, Social Sciences
David Brown, Quantitative Literacy/Intensive
Robyn Peterson, Registrar’s Office
Mykel Beorchia, University Advising
Amber Summers-Graham, Secretary

Excused: Shelley Lindauer, Emma Eccles Jones College of Education and Human Services
Christopher Scheer, Caine College of the Arts
Daniel Holland, Jon M. Huntsman School of Business
Steve Nelson, USU Eastern
Sami Ahmed, USUSA President
Lawrence Culver, American Institutions
Ryan Dupont, Life and Physical Sciences
John Mortensen, Academic and Instructional Services
Kristine Miller, University Honors Program

Call to Order – Lee Rickords

Approval of Minutes – November 19, 2019
Minutes approved as distributed.

Course Approvals/Removals/Syllabi Approvals

WILD 4100 (CI) APPROVED ............................................................ Robert Mueller
Motion to approve CI designation made by Bob Mueller. Seconded by Karen Mock. Designation approved.
RELS 3456/HIST 3456 (DHA) APPROVED ................................................................. Charlie Huenemann
Motion to approve DHA designation made by Charlie Huenemann. Seconded by Matt Sanders. Designation approved.

ANTH 3240 (DSC) TABLED ...................................................................................... Ryan Dupont
Designation discussion tabled until January meeting.

ENGL 4230 (DSS) APPROVED ............................................................................. Ryan Bosworth
Motion to approve DSS designation made by Ryan Bosworth. Seconded by Matt Sanders. Designation approved.

POLS 4500 (DSS) APPROVED .............................................................................. Ryan Bosworth
Motion to approve DSS designation made by Ryan Bosworth. Seconded by Greg Podgorski. Designation approved.

Business

Reviewing and Approving General Education Designation Proposals

This discussion item was tabled at last month’s meeting. Some designation subcommittees are rejecting weak designation proposals and others are working from the syllabus and having off-line conversations with the faculty that might not be reflected in Curriculog. This is causing difficulties when the Gen Ed subcommittee as a whole is reviewing the proposals before a meeting, as they may not be getting all of the information that the designation subcommittees had when making their decisions.

After discussion, it was decided that when subcommittee chairs get a flimsy justification, the proposal needs to be returned to the Originator asking them to clearly define how courses are meeting the designation requirements. This is important for the work of this committee and for future assessment. The subcommittees may be able to read between the lines of the proposal, but the rest of the General Education committee will not be able to do this as they are not the subject matter experts in the field.

The committee decided that it would be helpful for Originators to have examples of exemplary proposals. Harrison Kleiner is working on a new General Education website that will have a student-facing page and a faculty-facing page. Right now, it’s hard for faculty to find information on General Education because it’s buried on the EPC website. Links to the criteria and exemplary proposals can be posted on the faculty-facing page of this new website. Additionally, updates were made to the Curriculog form that clarify how Originators should detail how each of the criteria are being met in their justification. Once the website is finished towards the end of February, the Curriculog form will direct Originators to the website for resources and examples which will hopefully be the first stop for faculty when proposing new General Education designations.

Update from the Composition Assessment Working Group

Harrison Kleiner explained that Communications Literacy 1 (CL1) and Communications Literacy 2 (CL2) General Education courses, traditionally met by English 1010 and English 2010, are not being assessed in the General Education assessment this year because they did not have
rubrics of learning outcomes that were assessable. Quantitative Literacy (QL) was in the same situation, but the QL subcommittee acted quickly last spring and were able to put the rubrics together and so they are being assessed this year. The accreditors were promised that CL1 and CL2 would be brought into the assessment plan for next year, so given the accreditation demand, Provost Galey asked for a deep dive into writing at USU to see what is currently being done and where improvements need to be made.

Beth Buyserie, Matt Sanders, and Harrison Kleiner have been working with English Department Head Jeannie Thomas and four of the star English lecturers to engage in a listening tour. They invited everyone who teaches CL1 and CL2, Library faculty and staff, Writing Fellows, Writing Center staff, and the Associate Deans to be involved in this listening tour and got a very good sense of what the courses currently are. The path now is to figure out what the courses should be and to define outcomes. In the foreseeable future, General Education assessment is going to be pushed out to the depth level. Currently the CI designation does not have assessable learning outcome rubrics and so the working group recommends that as these outcomes are defined, this is a good opportunity to think about CL1, CL2, and the CIs as an intentional sequence of courses where students learn to write across the curriculum. What needs to be determined is how far students need to get in CL1 and CL2 and then what remains for the majors to accomplish in the CI courses. Harrison’s suggestion is that a larger ad-hoc group should be convened and should include the existing working group, Lee Rickords as the chair of the General Education committee, the CI sub subcommittee members, and then one CI instructor from every college. The goal of this group will be to find out what the colleges want students who are coming into their majors to know, understand, and be able to do as it pertains to written communication. Getting these courses to talk to each other so that there is an intentional sequence of “handing the ball off” at each level will make a lot of sense. One of the CI outcomes will be something like, “a student learns how to write to the audiences unique to their discipline and the kinds of vocations that will follow from that discipline”. CL1 and CL2 give the students some foundational writing skills that are portable across all majors and audiences but in the CI students will learn how to write to the audiences specific to their fields.

This ad-hoc working group will be producing outcomes rubrics for CL1, CL2 and CI. These rubrics will be presented for vote to the General Education subcommittee to adopt these outcomes on behalf of the Faculty. The goal is to produce these outcomes before the end of March so that they can go live in the fall 2020 semester. Harrison will be reaching out to the committee and others for volunteers for this working group.

Adjourn - 9:32 AM
# Course and Program Approval Timeline

Changes made in Banner, General Catalog, and Degree Works following EPC approval (or Board of Trustees if applicable)

## Courses Once a Year

Course changes that may be made once a year with publication of the new catalog approved by **February** EPC:

- Course prefix change
- Course number change
- Addition/Deletion of a prerequisite or restriction
- Credit hour change
- Course title change
- Inactivation/Deletion of a course
- Addition/Deletion of a co-requisite
- Pass/Fail designation change
- Addition/Deletion of a General Education/University Studies designation

## Courses Twice a Year

Approved by **October** EPC for Spring updates:

- Addition of new course
- Course description change
- Repeatable for credit status
- Addition/Deletion of a dual/cross listed course
- Reactivation of a course

## Programs

Changes made once a year with publication of the new catalog **Curriculog Proposal Due by March 1**:

- Existing program requirement changes
- Discontinue/Suspend program*
- Program Name changes*

*New Programs, New Emphases, and Program Name Changes must be approved by EPC and Board of Trustees, with Provost Office R401 Final Approval

## Upon Final Approval

Changes may be made to the Catalog and Degree Works upon Provost Office Final Approval **Curriculog Proposal Required**:

- New Programs and New Emphases*

## Changed as Needed

Catalog page changes that do not affect program requirements:

- Catalog faculty list updates

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*NEW PROGRAMS, NEW EMPHASES, AND PROGRAM NAME CHANGES MUST BE APPROVED BY EPC AND BOARD OF TRUSTEES, WITH PROVOST OFFICE R401 FINAL APPROVAL

January 2020