CURRICULUM SUBCOMMITTEE MINUTES
6 February 2020

A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 6 February 2020 at 2:00 pm in Old Main 136 (Champ Hall Conference Room).

Present: Nicholas Morrison, Chair, Caine College of the Arts
Brian Warnick, College of Agriculture and Applied Sciences
Nate Trauntvein for Scott Hunsaker, Emma Eccles Jones College of Education and Human Services
Scott Budge for Thomas Fronk, College of Engineering
Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
Greg Podgorski, College of Science
Rachel Wishkoski, University Libraries
Mark Chynoweth, Statewide Campuses
Paul Barr, Provost’s Office
Michele Hillard, Secretary
Adam Gleed, Registrar’s Office
Chenese Boyle, Program Coordinator
Toni Gibbons, DegreeWorks
Merideth Thompson, Jon M. Huntsman School of Business
Robyn Peterson, Catalog Editor

Absent: Sami Ahmed, President USUSA
Richard Inouye, Graduate Council
Matt Sanders, College of Humanities and Social Sciences
Jared Fry, Graduate Senator
Dexton Lake, Executive Vice President
Scott Henrie, USU Eastern

Visitors: Jessica Hansen, Academic and Instructional Services
Bruce Miller, Aviation and Technical Education
Fran Hopkin, Registrar’s Office
Grayson Layton, Registrar’s Office

1. **Approval of 9 January 2020 Minutes**
   Motion to approve the minutes made by Greg Podgorski. Seconded by Claudia Radel. Minutes approved as distributed.

2. **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.
   Motion to approve the R401 proposal made by Brian Warnick. Seconded by Merideth Thompson. Proposal approved.

3. **Semester Course Approval Reviews**
   [https://usu.curriculog.com/](https://usu.curriculog.com/)
College of Agriculture and Applied Sciences
Motion to approve the business of the College of Agriculture and Applied Sciences made by Brian Warnick. Seconded by Greg Podgorski. Business approved.
ADVS = 1
APEC =
APPR =
ASTE =
LAEP =
NDFS =
OPDD =
PSC =

Caine College of the Arts
Motion to approve the business of the Caine College of the Arts made by Merideth Thompson. Seconded by Rachel Wishkoski. Business approved.
ART = 2
MUSC =
THEA =
CCA =

Jon M. Huntsman School of Business
ACCT =
BUS =
ECN =
MGT =
MSLE =
MIS =

Emma Eccles Jones College of Education and Human Services
Motion to approve the business of the Emma Eccles Jones College of Education and Human Services made by Nate Trauntvein. Seconded by Greg Podgorski. Business approved.
COMD =
EDUC =
HDFS = 1
KHS =
ITLS =
NURS =
PSY =
SPER = 15
TEAL = 15

College of Engineering
BENG =
CEE =
ECE =
EED =
MAE =
ENGR =
College of Humanities and Social Sciences

Motion to approve the business of the College of Humanities and Social Sciences made by Brian Warnick. Seconded by Merideth Thompson. Business approved.

ENGL = 23 (6440 & 7440 listed as repeatable - dept. will manage requirements) (4400 and 5430 CI designations changed title and course description) (64XX, 7000 and 7400 does this restrict students?)

HIST =
JCOM =
LPCS =
POLS =
SSWA = 1
IELI =
CHSS =
WGS =

S.J. & Jessie E. Quinney College of Natural Resources

Motion to approve the updated CIP Codes for Natural Resources made by Claudia Radel. Seconded by Greg Podgorski. CIP codes approved for submission to the Registrar’s office.

Looked at all CIP codes for Natural Resources. Identified better fit for CIP codes. These have gone through the approval of the college curriculum committee as well as the department heads and dean.

ENVS =
WATS =
WILD =
NR =

College of Science

Motion to approve the business of the College of Science made by Greg Podgorski. Seconded by Rachel Wishkoski. Business approved.

BIOL = 2
CHEM =
CS = 1
GEOL =
MATH = 1
PHYS =
PUBH =
SCI =

HONR =
ISTU =
UN –CAS =
USU = 1

Motion to approve the business of USU made by Paul Barr. Seconded by Greg Podgorski. Business approved.

4. Other Business

Course and Program Approval Timeline and Background Information – Fran Hopkin

Confusion of deadlines has brought about this item for discussion. All deadlines have been looked at, not just certain requests. Align the input/deadlines for Banner and the catalog. Align the deadlines based on the different requirements from federal, state and university policies. See proposed approval timeline.
Changing Program Requirements, R401 Process and Accreditation – Paul Barr

Michael Torrens will attend the EPC meeting and discuss the issues with these types of changes. This should take affect now since it affects graduation and accreditation. Students would be grandfathered in on the catalog/courses they began with. Can we use the 2.1 Curriculog catalog change process instead of submitting new R401s?

EPC/Curriculum Subcommittee meetings held during Spring break.

Motion to move the March 5 Curriculum Committee meeting to February 27 made by Merideth Thompson. Seconded by Greg Podgorski. Date of meeting changed.

Adjourn: 3:05 pm
A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 9 January 2020 at 2:00 pm in Old Main 136 (Champ Hall Conference Room).

Present: Nicholas Morrison, Chair, Caine College of the Arts
Brian Warnick, College of Agriculture and Applied Sciences
Scott Hunsaker, Emma Eccles Jones College of Education and Human Services
Thomas Fronk, College of Engineering
Matt Sanders, College of Humanities and Social Sciences
Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
Greg Podgorski, College of Science
Rachel Wishkoski, University Libra
Mark Chynoweth, Statewide Campuses
Paul Barr, Provost’s Office
Michele Hillard, Secretary
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Adam Gleed, Registrar’s Office
Chenese Boyle, Program Coordinator
Toni Gibbons, DegreeWorks
Merideth Thompson, Jon M. Huntsman School of Business
Robyn Peterson, Catalog Editor
Dexton Lake, Executive Vice President
Scott Henrie, USU Eastern

Absent: Sami Ahmed, President USUSA
Richard Inouye, Graduate Council

Visitors: Rose Judd-Murray, Collin Flint, Eadric Bressel

1. Approval of 5 December 2019 Minutes
   Minutes approved as distributed.

2. Program Proposals
   Request from the School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences to offer a Minor in Nonformal and Community Based Education.
   Motion to approve the proposal made by Brian Warnick. Seconded by Scott Hunsaker. Proposal approved pending slight revisions.

   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.
   Motion to approve the proposal made by Scott Hunsaker. Seconded by Brian Warnick. Proposal approved.

   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.
Motion to approve the proposal made by Matt Sanders. Seconded by Greg Podgorski. Proposal approved.

Request from the Department of Biology in the College of Sciences requests approval to add a Human Biology Emphasis to the existing Bachelor of Arts degree in Biology. Motion to approve the proposal made by Greg Podgorski. Seconded by Brian Warnick. Proposal approved.

3. **Semester Course Approval Reviews**
   
   [https://usu.curriculog.com/](https://usu.curriculog.com/)

   **College of Agriculture and Applied Sciences**
   Motion to approve the business of the College of Agriculture and Applied Sciences made by Brian Warnick. Seconded by Merideth Thompson. Business approved.
   
   ADVS =
   APEC =
   APPR =
   ASTE = 2
   AVTE = 1
   LAEP =
   NDFS =
   OPDD =
   PSC = 2

   **Caine College of the Arts**
   Motion to approve the business of the Caine College of the Arts made by Scott Hunsaker. Seconded by Matt Sanders. Business approved.
   
   ART = 2
   MUSC = 4
   THEA =
   CCA =

   **Jon M. Huntsman School of Business**
   Motion to approve the business of the Jon M. Huntsman School of Business made by Merideth Thompson. Seconded by Matt Sanders. Business approved.
   
   ACCT =
   BUS =
   ECN = 3
   MGT = 1
   MSLE = 1
   MIS = 3

   **Emma Eccles Jones College of Education and Human Services**
   Motion to approve the Emma Eccles Jones College of Education and Human Services made by Scott Hunsaker. Seconded by Greg Podgorski. Business approved.
   
   COMD = 4
   EDUC =
   HDFS = 8
   KHS = 16
   ITLS =
   NURS = 12
   PSY =
SPER = 38
TEAL = 25

College of Engineering

Motion to approve the business of the College of Engineering made by Thomas Fronk. Seconded by Jared Fry. Business approved.
BENG = 2
CEE = 5
ECE =
EED =
MAE =
ENGR =

College of Humanities and Social Sciences

Motion to approve the business of the College of Humanities and Social Sciences made by Matt Sanders. Seconded by Jared Fry. Business approved.
ENGL = 4
HIST = 10
JCOM =
LPCS = 3
POLS =
SSWA = 1
IELI =
CHSS =
WGS =

S.J. & Jessie E. Quinney College of Natural Resources

Motion to approve the business of the S.J. & Jessie E. Quinney College of Natural Resources made by Claudia Radel. Seconded by Scott Hunsaker. Business approved.

ENVS =
WATS = 3
WILD = 2
NR =

College of Science

Motion to approve the business of the College of Science made by Greg Podgorski. Seconded by Merideth Thompson. Business approved.

BIOL = 2
CHEM =
CS =
GEOL =
MATH =
PHYS =
PUBH =
SCI =

HONR =
ISTU =
UN–CAS =
USU =
4. Other Business
Curriculog will be shutting down on March 18 and will reopen the first part of July.

Will be discussing curriculum complexity in the EPC Committee today. 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.

Adjourn: 3:00 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>
</tbody>
</table>

Current Title (if applicable)

Proposed Title  Cybersecurity Emphasis in Technology Systems BS degree

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

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

CIP Code (6-digits) * 111003

Minimum Number of Credits (if applicable) * 120
Maximum Number of Credits (if applicable) * 120

Type of Degree: BS (BA, BS, etc.) *

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
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></th>
</tr>
</thead>
<tbody>
<tr>
<td>This emphasis will follow the existing prescribed coursework for the Technology Systems degree, with this new emphasis requiring the following five courses:</td>
<td></td>
</tr>
<tr>
<td>TESY4810 - Kali Linux Essentials (3)</td>
<td></td>
</tr>
<tr>
<td>TESY4820 – Penetration Testing (3)</td>
<td></td>
</tr>
<tr>
<td>TESY4830 - Network Traffic Analysis (3)</td>
<td></td>
</tr>
<tr>
<td>TESY4840 – Cybersecurity Analysis and Forensics (3)</td>
<td></td>
</tr>
<tr>
<td>TESY4850 – Advanced Python (3)</td>
<td></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.
Proposed CIP code corrections for programs of the Quinney College of Natural Resources
February 2020

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Current CIP Code</th>
<th>Title of current CIP code</th>
<th>Proposed CIP code</th>
<th>Title of Proposed CIP code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fisheries &amp; Aquatic Science BS</td>
<td>030301</td>
<td>Fishing &amp; Fisheries Sciences &amp; Management</td>
<td>261304</td>
<td>Aquatic Biology/Limnology</td>
</tr>
<tr>
<td>Natural Resources MNR</td>
<td>030201</td>
<td>Natural Resources Management &amp; Policy</td>
<td>030101</td>
<td>Natural Resources/Conservation, General</td>
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<tr>
<td>Environment and Society MS</td>
<td>030201</td>
<td>Natural Resources Management &amp; Policy</td>
<td>030103</td>
<td>Environmental Studies</td>
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<tr>
<td>Forestry MS</td>
<td>030501</td>
<td>Forestry, General</td>
<td>030502</td>
<td>Forest Sciences and Biology</td>
</tr>
<tr>
<td>Fisheries Biology MS</td>
<td>030301</td>
<td>Fishing &amp; Fisheries Sciences &amp; Management</td>
<td>261304</td>
<td>Aquatic Biology/Limnology</td>
</tr>
<tr>
<td>Environment and Society PHD</td>
<td>030201</td>
<td>Natural Resources Management &amp; Policy</td>
<td>030103</td>
<td>Environmental Studies</td>
</tr>
<tr>
<td>Forestry PHD</td>
<td>030501</td>
<td>Forestry, General</td>
<td>030502</td>
<td>Forest Sciences and Biology</td>
</tr>
<tr>
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<td>030301</td>
<td>Fishing &amp; Fisheries Sciences &amp; Management</td>
<td>261304</td>
<td>Aquatic Biology/Limnology</td>
</tr>
</tbody>
</table>
# COURSE AND PROGRAM APPROVAL TIMELINE

**PROPOSED**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONCE A YEAR</td>
<td>TWICE A YEAR</td>
</tr>
<tr>
<td>COURSE CHANGES THAT MAY BE MADE ONCE A YEAR WITH PUBLICATION OF THE NEW CATALOG</td>
<td>APPROVED BY OCTOBER EPC FOR SPRING UPDATES</td>
</tr>
<tr>
<td>APPROVED BY FEBRUARY EPC</td>
<td>APPROVED BY FEBRUARY EPC FOR SUMMER/FALL UPDATES</td>
</tr>
<tr>
<td>Course prefix change</td>
<td>Addition of new course</td>
</tr>
<tr>
<td>Course number change</td>
<td>Course description change</td>
</tr>
<tr>
<td>Addition/Deletion of a prerequisite or restriction</td>
<td>Repeatable for credit status</td>
</tr>
<tr>
<td>Credit hour change</td>
<td>Addition/Deletion of a dual/cross listed course</td>
</tr>
<tr>
<td>Course title change</td>
<td>Reactivation of a course</td>
</tr>
<tr>
<td>Inactivation/Deletion of a course</td>
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<tr>
<td>Addition/Deletion of a co-requisite</td>
<td></td>
</tr>
<tr>
<td>Pass/Fail designation change</td>
<td></td>
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<tr>
<td>Addition/Deletion of a General Education/University Studies designation</td>
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</table>

## PROGRAMS

<table>
<thead>
<tr>
<th>ONCE A YEAR</th>
<th>UPON FINAL APPROVAL</th>
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<tbody>
<tr>
<td>CHANGES THAT MAY BE MADE ONCE A YEAR WITH PUBLICATION OF THE NEW CATALOG</td>
<td>CHANGES MAY BE MADE TO THE CATALOG AND DEGREE WORKS UPON PROVOST OFFICE FINAL APPROVAL</td>
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<tr>
<td>CURRICULUM PROPOSAL DUE BY MARCH 1</td>
<td>CURRICULUM PROPOSAL REQUIRED</td>
</tr>
<tr>
<td>Existing program requirement changes</td>
<td>New Programs and New Emphases*</td>
</tr>
<tr>
<td>Discontinue/Suspend program*</td>
<td></td>
</tr>
<tr>
<td>Program Name changes*</td>
<td></td>
</tr>
</tbody>
</table>

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

## CHANGED AS NEEDED

Catalog page changes that do not affect program requirements

Catalog faculty list updates

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January 2020
Background:

In May of 2019 there were discussions to adjust the deadlines associated with adding new programs to the catalog. Departments wanted greater flexibility for offering programs once all of the required approvals had been received, especially when that approval came later than anticipated. A temporary exception was granted by the Provost’s Office to add programs upon final approval, and the Registrar’s Office was asked to propose an updated timeline to EPC and Curriculum committees. As this was explored, it quickly became apparent that a comprehensive review of all timelines associated with curriculum changes was needed.

Challenge:

Currently, the distinctive units tasked with the implementation of curricular changes are guided by divergent deadlines. For example, title changes can be made according to the following schedule:

- Scheduling – up to three weeks prior to registration
- Catalog – four times a year
- Curriculog – submitted any time
- Degree Works – as needed based on effective semester
- Transfer articulation – upon EPC approval for effective semester

Each deadline exists for legitimate reasons and has been supported in an attempt to provide the greatest amount of flexibility for departments. Unfortunately, the variation in deadlines causes significant confusion and frustration for faculty, staff, and most concerning, students. We have found as time goes on that these discrepancies are causing an increasing number of systemic challenges.

Solution:

Following a thorough review of federal, state, and university policies; seeking guidance from academic departments, the Provost’s Office, and other campus stakeholders; and exploring the impact of curricular changes on student registration, transfer articulation, graduation, and official records, the Registrar’s Office proposes a change be made to better align all deadlines in an effort to reduce the confusion and eliminate the disparity between systems.

In comparison to current deadlines, the proposed timeline will offer academic departments additional time and greater flexibility for changes intended to be implemented in Summer and Fall semesters. It will condense the timeframe currently allowed for changes for Spring semester.
Concerning Changes to Program Requirements, the R401 Process, and Accreditation

It has come to my attention that there appears to be some uncertainty, or lack of consistency, with regard to the policy and practice of changing program requirements at Utah State University (USU). Of particular concern from an accreditation perspective (NWCCU) is current ambiguity that appears to exist regarding the process for changing graduation requirements for existing programs of study. USHE’s R401 policy outlines the specific details for creation, discontinuation, or modification of programs of study, with R401-5.1.8 detailing Existing Program Changes. USU’s implementation of this policy is managed by the Educational Policy Committee of the Faculty Senate.

Establishment, change, and discontinuation of programs of study at USU is a topic of particular concern for our regional accreditor, NWCCU, and has implications for USU’s legal receipt of Federal Title IV (financial aid) funds. The expectation of the federal government and NWCCU is that acceptance of a student into a degree program is a sort of “contract” that is governed by the terms and conditions in place at the time a student matriculates into that program. As such, it is extremely important that those terms and conditions are clearly communicated to each student prior to their acceptance, and that those terms and conditions are not changed without the affirmative assent of a student in that program. Generally speaking, accreditors consider the official University catalog that was published and in effect at the time the program of study was coded into the SIS to be the authoritative record of those terms and conditions.

My concern, as NWCCU Accreditation Liaison Officer, is that I have heard discussion of departments or colleges seeking to change “their” graduation requirements for all programs of study within an academic unit. This is not allowed under our regional accreditation guidelines. Changes would need to be made to the individual programs in each department and/or college, and students already enrolled in those programs would need to be given the opportunity to elect to follow the proposed changes, or to continue under the program requirements (terms and conditions) that were in effect at the time they were admitted into that program. This is a process that is governed by the EPC, but it is not clear to me from recent conversations that the EPC is exercising complete oversight over this process due to some confusion over what types of changes to programs must be submitted through the R401 process.

I would like to initiate a discussion on these concerns to hopefully avoid exposing the University to potential legal action (brought about through students’ complaints to NWCCU or the federal government).

Thank you,

Michael Torrens
Director | Analysis, Assessment & Accreditation