

EDUCATIONAL POLICIES COMMITTEE MINUTES
2 October 2008

A meeting of the Educational Policies Committee was held on 2 October 2008 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

Present: Larry Smith, Chair
 Ed Reeve, Curriculum Subcommittee Chair and Engineering
 Scot Allgood, Academic Standards Subcommittee Chair and
 Emma Eccles Jones College of Education and Human Services
 Richard Mueller, General Education Subcommittee Chair and
 Science
 David Hole, Agriculture
 Jeff Johnson, Business (representing David Olsen)
 Ed Glatfelter, HASS
 Nancy Mesner, Natural Resources
 Jennifer Duncan, Libraries (representing Erin Davis)
 Robert Wagner, Regional Campuses and Distance Education
 (representing Ronda Menlove)
 Susan Crowley, Graduate Council
 Adam Fowles, Graduate Student Senate President
 Jeremy Jennings, ASUSU Academic Senate President
 Cathy Gerber, Registrar's Office
 Roland Squire, Registrar's Office

Absent: Grady Brimley, ASUSU President

I. Minutes of the 4 September 2008 meeting

Richard Mueller moved to approve the minutes of the 4 September 2008 meeting. Scot Allgood seconded; motion carried.

II. Subcommittee Reports

A. Curriculum Subcommittee

Ed Reeve reviewed the Curriculum Subcommittee business.

All courses were approved. The following was submitted as an information item:

Special Approvals such as Instructor Permission, Advisor Approval and Department Approval are done at the section level and not the course level like all other prerequisites and registration restriction items.

It is good to have such restrictions listed in the description of the course in the catalog, but it also needs to be understood that each semester these Special Approvals need to be checked on each of the sections.

The Registrar's Office works with the scheduling staff in each of the Departments to make sure we get the correct Special Approvals on the appropriate sections.

Richard Mueller submitted the General Education Subcommittee Course and Syllabus Approval Process.

GENERAL EDUCATION SUBCOMMITTEE COURSE AND SYLLABUS APPROVAL PROCESS

The following procedures apply for approval of, or changes to, General Education courses.

1. For a **new course** with general education designation, the following must be submitted:
 - a. General Education Course Approval Request form (<http://www.usu.edu/provost/forms/>).
 - b. EPC Semester Course Approval form (<http://www.usu.edu/provost/forms/>). Detailed instructions on how to complete the forms are found in the Handbook for the Curriculum Subcommittee, pages 21-25.
 - c. A complete and detailed syllabus.
 - d. An explanation of how the course meets the criteria for the University Studies designation being requested (see http://www.usu.edu/provost/academic_initiatives/geduc_univstud.cfm).
2. To make a **change** (adding or deleting a general education course designation) to an existing course, the following must be submitted:
 - a. General Education Course Approval Request form (<http://www.usu.edu/provost/forms/>).
 - b. EPC Semester Course Approval form (<http://www.usu.edu/provost/forms/>). Detailed instructions on how to complete the forms are found in the Handbook for the Curriculum Subcommittee, pages 21-25.
 - c. A complete and detailed syllabus.
 - d. An explanation of how the course meets (or no longer meets, for a deletion) the criteria for the University Studies designation being requested. (see http://www.usu.edu/provost/academic_initiatives/geduc_univstud.cfm).
3. For approval of a **new section of USU 1300-1360 breadth courses**, the following must be submitted:
 - a. General Education Course Approval Request form (<http://www.usu.edu/provost/forms/>).
 - b. A complete and detailed syllabus.
 - c. An explanation of how the course meets the criteria for the University Studies designation being requested (see http://www.usu.edu/provost/academic_initiatives/geduc_univstud.cfm).
4. A USU breadth course instructor or a department (in the case of other courses with a General Education designation), **wishing to make a significant change to their existing curriculum** must submit their syllabus for review. This action does **not** require the submittal of a *General Education Course Approval Request Form* or a *Semester Course Approval Form*.

All required information must be submitted electronically to the General Education Subcommittee Chair, [Richard Mueller](#) (2008-2009), and the General Education Subcommittee Staff Assistant, [Tammy Firth](#).

- i. The General Education Subcommittee Staff Assistant will forward the information to the appropriate designation (e.g. Humanities) subcommittee for review.

- ii. The designation subcommittee chair will email the General Education Subcommittee Chair and General Education Subcommittee Staff Assistant their findings, recommendation for approval or denial, and request that the item be placed on the next General Education Subcommittee Meeting agenda.
- iii. The designation subcommittee chair will verbally summarize their findings at the General Education Subcommittee Meeting and request approval. If the designation subcommittee chair is unable to attend the meeting, the General Education Subcommittee Chair will present their findings at the meeting.
- iv. The instructor/department will be notified that the request was approved or denied.
- v. All approved courses/designations will be signed by the General Education Subcommittee Chair and sent to the Educational Policies Committee (EPC) Staff Assistant, Cathy Gerber, for inclusion on the next Curriculum and EPC agendas.

All approved forms will be signed by the EPC Chair, Larry Smith, and will be filed with syllabi and supporting paperwork in the Provost's office for a period of three years. After that time, they will be archived in the library. The EPC Chair will prepare a report and request that all approved items be placed on the next agenda for the Faculty Senate Executive Committee and Faculty Senate.

Nancy Mesner moved to approve the business of the Curriculum Subcommittee. Jeff Johnson seconded; motion carried.

B. Academic Standards Subcommittee

September 11, 2008 3 p.m.
Snow Room, Family Life Building 113

The meeting was called to order by Scot Allgood at 3 p.m.

Attendance: David Hole, Scot Allgood, Chris Call, Janis Winkler, Megen Ralphs, John Mortensen, David Goetze, Jeremy Jennings

The minutes from the last meeting held on March 20, 2008 were approved.

Agenda Items:

1. Election of 2008-09 Chair of this committee. Scot Allgood was unanimously voted to continue being the committee chairman.
2. Audit Policy. John Mortensen presented information. The committee agrees with the Registrar's Office interpretation of this. The policy does not need to be changed. Approved.
3. Registration Calendar and Deadlines. John Mortensen presented information about adding, dropping, and refunds. Specific dates will be published in the on-line catalog.

4. *Excused Absences in the online Student Code.* Jeremy Jennings brought up this discussion. We will continue the discussion at the next meeting. Excused absences do not cover medical or law school interviews. While most faculty would excuse students for these interviews, other faculty will not because they are not specifically covered by code. The concern is that by expanding student code, it opens the door for job interviews and other career issues.

Annual Schedule discussed. Next meeting will be held the second Thursday of October (Oct. 9). Other meetings will be Nov. 13, no meeting in December, Jan. 8, Feb. 12, Mar. 19 (later because of spring break), April 9.

Scot Allgood adjourned the meeting at 4:01 p.m.

Next meeting: Thursday, October 9, 2008

Richard Mueller moved to approve the business of the Academic Standards Subcommittee. Ed Reeve seconded; motion carried.

C. General Education Subcommittee



GENERAL EDUCATION SUBCOMMITTEE

Meeting Minutes

September 16, 2008 - 8:30 a.m.

Champ Hall Conference Room #136

Present: Richard Mueller (Chair), Larry Smith, Wendy Holliday, Phebe Jensen, Wynn Walker, Vince Lafferty, Shelley Lindauer, Grady Brimley, Craig Petersen, Richard Cutler, Tom Peterson, Cathy Hartman, Brian McCuskey, Rob Barton, Christie Fox, Stephanie Hamblin, Mary Leavitt, John Mortensen

Absent: Nancy Mesner, Gary Straquadine, Ryan Dupont, Rhonda Miller

I. Approval of Minutes

Grady Brimley motioned that the minutes of April 1, 2008, be approved as submitted. The motion was seconded by Wendy Holliday and was unanimously approved.

II. Course Approvals

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|--|---------------------------------|
| a. HIST 4891 (DHA): Denise Conover | Approved |
| b. SPAN 3510 (CI): J.P. Spicer-Escalante | Pending review by Rhonda Miller |
| c. ID 3730 (QI): Darrin Brooks | Approved |

III. Syllabus Approval

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| a. Honors 3020 (DHA): Christie Fox
Current Events and the Humanities | Approved |
| b. USU 1320 (BHU): David Goetze
Rise and Collapse of Human Civilizations | Approved |
| c. USU 1330: Michael Ballam
Creative Arts | Pending review by Tom Peterson |
| d. USU 1350: Tim Graham
Integrated Life Science | Incomplete submittal |
| e. USU 1330: David Sidwell
Civilization: Creative Arts | Pending review by Tom Peterson |

IV. Other Business

- a. **Continue Requiring or Waive CIL Credits From All Non-Utah Schools.** John Mortensen reminded everyone of the discussion that took place at the April meeting regarding the lack of CIL completion for students with associates degrees from Utah vs. out-of-state institutions. They are treated differently due to Regents policy that requires USU to accept in state associates as meeting all Gen Ed requirements. It was decided that at the next EPC meeting Richard Mueller would propose that CIL be kept within the Gen Ed requirements (as opposed to making it a graduation requirement), but that it be a prerequisite for English 2010, for all depth courses, and possibly some majors. Students will also be encouraged to take it early. Brian McCuskey will talk to Jeff Smitten about possible consequences this change would have on the English Department.
(All options above were discussed by EPC. Richard will talk to Brian McCuskey once Brian has met with Jeff Smitten.)
- b. **Teaching Sustainability within the GE Curriculum.** Richard Mueller stated that the Sustainability Curriculum Subcommittee met over the summer and presented their recommendations for incorporation to the Sustainability Council last week, but they asked for more detail so there is nothing new to report to this committee today. The Gen Ed Subcommittee stated that they would like some recommendations for incorporation, but the committee shouldn't spend too much time on them because their ideas will be reworked by the Gen Ed Designation Subcommittees.
- c. **Review Application/Approval Process Information Sheet for Web.** There is a need to help clarify the application and approval process. Richard Mueller distributed a draft to everyone and asked them to review it and send their recommendations to him. He will discuss it at the next EPC meeting and seek their approval before it is posted online. (see Curriculum Subcommittee report)

- d. **Educated Person's Conference.** This annual statewide Gen Ed Conference will be held on November 7 at Snowbird. If anyone is interested in attending, contact Richard Mueller or Monica Ingold in History.

V. Next Meeting – October 21, 2008

Scot Allgood moved to approve the business of the General Education Subcommittee. Ed Reeve seconded; motion carried.

III. Other Business

Coding for the Academic Integrity Policy is still with Bob Barclay. Once we receive Bob's comments, we will return this policy to the Academic Standards Subcommittee for final review and then submit it to Faculty Senate Executive.

Larry Smith will research the status of the Distance Education and Electronic Delivery Subcommittee with Faculty Senate.

Meeting adjourned at 3:35 p.m.

Larry Smith conducted the meeting.

Cathy Gerber recorded the minutes.