

Introduction: Educational Policies Committee

Report for Faculty Senate 3 April 2006

Faculty Senate Executive Committee 2 March 2006

Joyce Kinkead-Chair, Stanley Allen-Agriculture, Scot Allgood-Education and Human Services, Todd Crowl-Natural Resources, Richard Cutler-Science, Steven Harris (interim replacement for Jennifer Duncan)-Libraries, Quinn Millet, ASUSU President, Spencer Watts, ASUSU Academic VP, Kathy Fitzgerald-HASS, David Luthy-DEED chair, Ronda Menlove-Extension, David Olsen-Business, Maure Smith-GSS President, Jeff Walters-ASC Chair, Darwin Sorensen-Engineering

Note: Richard Cutler chaired the March 2 meeting as Vice Provost Kinkead attended a statewide Retention Symposium at UVSC on that date.

Meeting Dates:

September 1, 2005, October 6, 2005, November 3, 2005, December 1, 2005, January 5, 2006, February 2, 2006, March 2, 2006, April 6, 2006—all at 3:00 p.m. in Champ Hall, following Curriculum Subcommittee, which commences at 2:00 p.m.

Curriculum Subcommittee

In the March meeting, the Curriculum Subcommittee approved the following proposals:

Action Items

The request by the Department of Engineering and Technology Education to offer a Master of Science Degree: Plan C Engineering and Technology Education Degree.

The request by the Department of Electrical and Computer Engineering to offer a Master of Science in Computer Engineering and a Master of Engineering in Computer Engineering. (Pending approval from the Graduate Council)

The request to change the name of the Liberal Arts and Sciences major offered through HASS to Liberal Arts.

Approval to suspend enrollment in the Two-year Certificate and Diploma Programs in the Department of Music.

From Academic Standards Subcommittee

USU Credits requirement for Associate degrees. The ASC was requested to review discrepancy in the minimum number of USU credits required for the two Associate's degree programs. Currently, this requirement is 15 USU credits for the Associate of Applied Science degree and 20 USU credits for the Associate of Science degree out of the total of 60 credits required for both degrees. The ASC felt that the USU credits requirement should be the same for both degrees. In light of the removal of the stipulation that 10 of the last 20 credits for each degree be earned from USU, which was approved by the EPC at its January 2006 meeting on recommendation from the ASC, the ASC feels that a minimum of 20 credits earned at USU would be the appropriate level for this requirement. Adoption of the recommendation would require an adjustment in the language relating to the Associate of Applied Science Degree and USU Courses as they appear on pages 55 and 56, respectively, in the 2005-2006 USU General Catalog.

Excused absence of students for jury duty. The ASC approved language to serve as the basis for a policy statement on this issue in the USU Academic Policies and Procedures manual that implements the intent of the resolution adopted by ASUSU in October,

2004. The ASC felt that it would be appropriate to expand the scope of this policy to cover a broader range of related circumstances in addition to jury duty.

Judicial Obligations

This policy pertains to students who are necessarily unable to participate in courses in which they are enrolled due to compliance with judicial obligations, including jury duty and response to subpoena to appear as a witness at a trial, deposition, or other official judicial proceeding.

Such students shall inform course instructors at least one week prior to reporting for jury duty or other judicial obligation that will interfere with course participation. If the reporting date is less than one week, documentation of such date shall be provided to the course instructor as soon as possible.

If students who are subject to judicial obligations are thereby unable to complete course requirements by the end of the semester of enrollment, the fulfillment of said judicial obligations shall be deemed to be an “extenuating circumstance” under the university’s Incomplete Grade policy, and completion of course requirements will be subject to its terms.

This policy covers only time lost while actually engaged in compliance with judicial obligations, including reasonable travel time required for their performance.

The DEED Committee submitted its final report. It is submitted to Faculty Senate without recommendations.

Distance Education and Electronic Delivery Subcommittee

TO: Education Policy Committee

FROM: David Luthy, Chair Distance Education and Electronic Delivery Subcommittee

SUBJECT: Recommendations for the Approval of Programs and Courses offered Distance Education

DATE: February 15, 2006

The attached recommendations are provided by the Distance Education and Electronic Delivery (DEED) Subcommittee of the Educational Policy Committee in response to the charge received from Derek Mason, President of the Faculty Senate, in his memorandum dated October 5, 2005. The specific charge given to the Subcommittee is to consider a process for approving the delivery of programs at distance education sites including definitions of terms. The recommendations dated January 11, 2005 were reviewed, revised with minor changes, and reaffirmed as indicated in the minutes of the DEED Committee in our meeting January 19, 2006.

Recommendations concerning both programs and courses are offered in recognition of the tight linkage among distance education locations, programs,

and courses. These recommendations are offered in the spirit of considering “best practice” as suggested in the overall charge given to the Subcommittee.

There is a concern that the time required to process approvals will be detrimental when the situation calls for a very rapid process. Therefore, it is recommended that a mechanism be considered to provide a “fast-track” process, when needed, such as preliminary review and approval by committee chairpersons that would be subsequently ratified by the respective committees.

If changes are made in the processes for approving programs and courses offered at a distance, it is further recommended that the DEED Subcommittee be given the charge to monitor implementation and provide a report to EPC at the end of the first year after implementation concerning DEED’s assessment of the revised processes and areas for improvement.

Finally, in light of the rapid changes in technology and delivery methods, it is further recommended that the current framework of “delivery methods” be evaluated for its future usefulness. For example, a future framework based on asynchronous versus synchronous delivery or open-entry/open-exit versus fixed-entry/fixed-exit may be useful.

Recommendations for the APPROVAL OF PROGRAMS and COURSES OFFERED DISTANCE EDUCATION

Definitions

Class: student(s) studying a subject under the guidance of an instructor.

Course: a number of lectures, discussions, or other instructional activities dealing with a single subject commonly described by title, number, credits, and expected learning

outcomes in the college catalog or bulletin. (Patterned after the Northwest Commission on Colleges and Universities’ definition)

Curriculum: a series of courses.

Distance Education: a formal educational process in which the majority of the instruction occurs when a student and instructor are not in the same place. Instruction may be

synchronous or asynchronous. Distance education may employ correspondence study, audio, video or other electronic technologies. (Patterned after the Northwest Commission on Colleges and Universities’ definition)

Site: the place or point of delivery of a course.

Delivery Locations:

- On-campus
- In-State
- Out-of-State
- International

Delivery methods: (See Distance Education Catalog 2005-2006 and Utah State University Schedule of Classes, Spring 06.)

- In-person
- Interactive Broadcast
- Online (Semester Based)
- Online (Yearlong)
- Independent Study (Print Based)

Program: a curriculum offered at specific delivery location(s) and delivery method(s) where the intended outcome is the award of a certificate or degree by Utah State University.

Regional Campus: a physical location that offers lower division, upper division, and graduate programs including faculty, administration, and student service staff.

Center: a location that generally offers upper division and graduate programs including administration and student service staff.

Recommendations for Approval of **Programs** Offered Distance Education

- I. Use the existing Regents Policy R401 program approval process to approve new programs offered at a distance including the approval of delivery location(s) and delivery method(s). Add a form (for internal USU use only) to the Regents Policy R401 program approval process that indicates approval for Distance Education delivery by delivery location(s) and delivery method(s). The form would appear as a series of questions and a matrix of check-off boxes as indicated in the attached example form. Exceptions and special considerations would also be noted on the form or in an attached letter. (Regents approval is required of all programs being extended beyond Utah State University's service region as described in Regents Policy R315. Asynchronous online programs do not require Board of Regents approval. When Regents approval is not required, the attached example form would be used for internal USU use only, not to include other R401 forms.)
- II. Modify the internal Utah State University program approval process to include the following as appropriate.

Origination and Waypoints (as appropriate) in the Program Approval Process:

- Faculty
- Department
- College
- Graduate Council for Graduate Programs
- Curriculum Subcommittee of the Educational Policies Committee
- Educational Policies Committee
- Distance Education and Electronic Delivery Subcommittee
- Council on Teacher Education
- Budget and Faculty Welfare Committee
- Faculty Senate
- Board of Trustees
- Board of Regents
- Northwest Commission on Colleges and Universities

- III. "Grandfather" program approvals for all programs currently offered Distance Education.

Form for the Approval of Programs Offered Distance Education

Program:

Department:

College:

1. Is approval sought for delivery of this program Distance Education? Yes
No
If the answer to Item 1 is Yes, continue with Item 2.
If the answer to Item 1 is No, this form is complete.

2. Is approval sought for delivery of this program at ALL Distance Education Delivery Locations and Delivery Methods? (See below for Delivery Locations and Delivery Methods. Yes
No

If the answer to Item 2 is Yes, this form is complete.
If the answer to Item 2 is No, continue with Item 3.

3. Checking the appropriate box(s) below indicating the Distance Education Delivery Location(s) and Delivery Method(s) for which approval is sought for this program.

If more detail or clarification is required for the approval(s) sought for Distance Education delivery of this program, attach an explanation that references delivery methods and delivery locations as needed.

Delivery Location

Delivery Method	On-Campus	In-State	Out-of-State	International
Face-to-Face				
Interactive Broadcast				
Online (Semester Based)				
Online (Yearlong)				
Independent Study (Print Based)				

Recommendations for Approval of Courses Offered Distance Education

- I. Modify the EPC Course Approval Form to include a section for Distance Education with appropriate check boxes that can be used to approve methods of delivery consistent with Distance Education codes such as those listed above.
- II. Use the existing course approval process (that uses the attached EPC Course Approval Form) to approve delivery methods for courses offered Distance Education. Include in the General Catalog's listing of courses an indication whether the course is offered for Distance Education along with information that is listed currently about credit hours and prerequisites. For example, the catalog listing for two accounting courses as they might appear with Distance Education codes are provided below. Distance Education codes may include:

IB = Interactive Broadcast
OS = Online Semester Based
OY = Online Yearlong
IS = Independent Study

Acct 2020. Survey of Accounting II. Survey of uses of accounting information by managers for decision making, including planning, budgeting, and controlling operations. Emphasizes accumulation, analysis, and control of product and service costs. Prerequisite: Acct 2010. (3 cr) (F,Sp,Su). Distance Education: IB, OS, IS.

Acct 3310. Strategic Cost Management. Contemporary theory and applications in the accumulation, analysis, and interpretation of accounting information for internal decision-making and control. Prerequisite: Acct 2020. (3 cr) (F,SpSu). Distance Education: IS.

- III. "Grandfather" Distance Education approvals/Catalog listings for courses that have been offered Distance Education during the prior six semesters. For efficiency, a listing of courses and delivery methods might be used rather than Course Approval Forms for each course.
- IV. Include in the General Catalog:
 - 1. Advice to students to consult the Distance Education Bulletin and Schedules for specific information about course offerings.
 - 2. A statement that there is no guarantee that courses will be offered because of exigencies such as low enrollments.
 - 3. An explanation that there may be a cost differential between on-campus courses and courses offered distance education.

Information Items

The courses in the College of Natural Resources, which are taught only on a Pass/D/F basis, were approved.

The College of Science Pass/Fail Only courses were approved.

The College of Education and Human Services Pass/Fail Only courses were approved.

The EPC received a request to discontinue College of Science participation in the Liberal Arts and Sciences major.

Foreign language Test Credits and Cumulative GPA. Following extended consideration of this issue over a series of meetings during the current academic year, which included consideration of designating credits posted to USU transcripts as ungraded "Credit by Exam", the ASC adopted a motion to recommend no changes in the current procedures by which foreign language test credits are recorded on students' transcripts.

The request for suspension of enrollment for the Business Information Technology and Education (BITE) and Marketing Education (MKED) is still with EPC.

Recommendations

EPC recommends approval of above changes by Faculty Senate.



SCHOOL OF ACCOUNTANCY
3540 Old Main Hill
Logan UT 84322-3540
(435) 797-2330
FAX: (435) 797-1475

MEMORANDUM

TO: Education Policy Committee

FROM: David Luthy, Chair
Distance Education and Electronic Delivery Subcommittee

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Offered Distance Education

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SEMESTER COURSE APPROVAL FORM
 Utah State University Curriculum Subcommittee of
 Educational Policies Committee

White--Provost's Office
 Yellow--Department
 Pink--Registrar's Office
 Gold--College

College _____ Department _____

Current Date _____ Semester Effective _____

Proposed Action

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Title Change | <input type="checkbox"/> Credit Hour Change | <input type="checkbox"/> Prerequisite Change | <input type="checkbox"/> Course No. Change |
| <input type="checkbox"/> Add Multiple List (Specify All) | <input type="checkbox"/> New Course | <input type="checkbox"/> Course Description Change | Enter Former Course Prefix and Course No. <input type="text"/> |
| <input type="checkbox"/> Change Multiple List | <input type="checkbox"/> Delete Course | <input type="checkbox"/> Dual List Change | |
| <input type="checkbox"/> Other (specify--dual list, etc.) _____ | | <input type="checkbox"/> Inactivate Course | <input type="checkbox"/> Reactivate Course |

Prefix and Course No. University Studies Designation

Semester Credit Hours Pass/Fail Only

Semesters course to be taught Fall Spring Summer Taught Alternate Years Odd Years Even Years

If course is multiple listed, fill in the following: College and Department of Administrative Responsibility

List additional College/Department course prefixes the course is to be multiple listed under (limit of 5). Department Head and Dean of multiple listed courses should sign below.

DEPARTMENT OR DIVISION	DEPARTMENT OR DIVISION	DEPARTMENT OR DIVISION

Course Title on Transcript (20 spaces or less) _____

Full Title _____

New Course Description and Prerequisites: (40 words or less) Repeatable for additional credit (e.g., seminars, practicums, etc.)

Justification

Approved by:		Multiple List Signatures:	
Dept. Head _____	Date _____	Dept. Head _____	Date _____
Dean _____	Date _____	Dean _____	Date _____
Dean _____	Date _____	Dean _____	Date _____
College Representative _____	Date _____	Honors Program Director _____	Date _____
Univ. Council on Teacher Ed. Chair _____	Date _____	Ed. Policies Committee Chair _____	Date _____
General Ed. Chair _____	Date _____		