

**EDUCATIONAL POLICIES COMMITTEE MINUTES**  
**6 October 2005**

A meeting of the Educational Policies Committee was held on 6 October 2005 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

Present: Joyce Kinkead, Chair  
Todd Crowl, Curriculum Subcommittee Chair, Natural Resources,  
Grad Council  
Jeff Walters, Academic Standards Subcommittee Chair  
Norm Jones, General Education Subcommittee Chair  
David Luthy, Distance and Electronic Education Subcommittee  
Chair  
Jeff Walters, Agriculture  
David Olsen, Business  
Scot Allgood, Education and Human Services  
Ed Reeve, Engineering  
Felix Tweraser, HASS  
Ronda Menlove, Continuing Education  
Jennifer Duncan, Library  
Spencer Watts, ASUSU Academic VP  
Cathy Gerber, Registrar's Office  
Brandy Reeves, University Advising and Transfer Services  
Cindy Moulton, Registrar's Office

Absent: Richard Cutler, Science  
Quinn Millet, ASUSU President  
Jason Pickup, Graduate Studies VP

Visitors: Derek Mason, Faculty Senate President  
Cliff Skousen, Business  
Richard Mueller, Science  
Mark Brunson, Natural Resources

**I. Minutes of the 1 September 2005 meeting**

Norm Jones moved to approve the minutes of the 1 September 2005 meeting. Scott Allgood seconded; motion carried.

## **II. Subcommittee Reports**

### **A. Curriculum Subcommittee**

Todd Crowl reviewed the Curriculum Subcommittee business. All course changes were approved with the exception of NFS 6620, 6640, 6660, 6670, 6680, 6800, 6810, 6820 and CS 6100 which were tabled until the 3 November 2005 meeting.

The proposal for a BS/BA in International Business within the Department of Business Administration was approved pending approval from the Budget and Faculty Welfare committee. The BFW has approved this proposal.

The proposal to offer an Agricultural Communication and Journalism Major in the Agricultural Systems Technology and Education Department and the Journalism and Communication Department leading to a Bachelor of Science degree was approved pending approval from the Budget and Faculty Welfare committee. The BFW has approved this proposal.

The request from the Department of Nutrition and Food Sciences to suspend the enrollment in the Culinary Arts/Food Service Management Emphasis was tabled until the 3 November 2005 meeting. A public hearing will be held on 24 October 2005 in the Merrill/Cazier Library, Room 154, from 3:00 pm – 4:00 pm.

The request for a General Studies Major (BA or BS) Degree was approved pending approval of the BFW committee.

The proposal to restructure the PhD Program in Disability Disciplines in the Department of Special Education and Rehabilitation was approved.

The request to move the Training and Development Emphasis from the Business Information Technology and Education Major and the Marketing Education Major to the Business Information Systems Major was approved.

The request to increase the GPA admission standards for pre-nursing students at Utah State University was approved.

The Art Department request to merge the current emphases of “Painting and Drawing” into a single emphasis area titled “Drawing and Painting” was approved.

The proposal to establish an interdisciplinary Undergraduate Minor in Latin American Studies housed in the College of Humanities, Arts, and Social Sciences was approved pending approval of the BFW committee.

The School of Graduate Studies approved degrees, specializations, and certificates were FYI items. There seems to be a discrepancy between this list and what is listed in the General Catalog. Committee members were advised to discuss this with their departments. An addition or deletion will require the R401. Heidi Beck can be contacted for further information. Revised lists are to be sent to Cathy Gerber in the Registrars Office.

The conflicting alphabetical sequence in the Schedule of Classes and the General Catalog has been resolved. The new General Catalog will be alphabetical by prefix.

Norm Jones moved to approve the business of the Curriculum Subcommittee. Scot Allgood seconded; motion carried.

## **B. Academic Standards Subcommittee**

The Academic Standards Subcommittee (ASC) held its first meeting of the 2005-6 academic year on September 16, 2005. The following issues received initial consideration by the ASC at this meeting:

**Foreign Language credits earned by examination and GPA.** The ASC needs to take this matter under consideration in light of the differing calculation capabilities of Banner as compared to SIS+.

**USU Courses requirement for graduation.** This policy (2005-6 USU General Catalog, p.56) requires that students receiving a bachelor's degree from USU must earn a minimum of 30 credits at USU, of which at least 10 of the last 40 credits presented for the degree must be USU credits. There is concern that as the number of modalities by which students may earn university credit proliferates, this latter requirement may be getting overlooked.

**General Studies / Provisional Admission.** It is current USU policy that students who do not qualify for enrollment in one of the academic colleges may be considered for enrollment in General Studies. A problem with this policy is that in some cases such students may not be efficiently progressing toward admissibility to a program in an academic college. As an alternative it has been proposed that students who hitherto have been admitted to General Studies should in the future be admitted Provisionally. Provisional Admission would require the student to meet specific conditions, and include a tight time schedule for qualifying for admission to an academic program

**Bachelor of Arts (B.A.) Degree requirements.** The basic difference between the requirements for earning a B.A. vs. a B.S. degree at USU is that the B.A. degree includes specific foreign language requirements. A proposal has been presented to the ASC to change the foreign language requirements for the B.A. degree. The essential nature of the proposal is to base the requirements (for native English speakers) on attainment of foreign language proficiency measured by specific course levels rather than total number of foreign language credits. No change is contemplated in the requirements for non-native speakers of English to qualify for a B.A. degree.

In addition to the above items, The ASC was made aware that there are two ad hoc bodies initiated by the Faculty Senate that are considering issues that may have academic standards implications. These are the Academic Rights and Responsibilities Committee chaired by Lynn Dudley and the Senate Task Force authorized by the Faculty Senate Executive Committee at its meeting on September 6, 2005 to investigate the involvement of Continuing Education in the “University Studies Program” at Palmyra, NY.

Report submitted by:  
Jeffrey L. Walters  
Chair, Academic Standards Subcommittee

### **C. General Education Subcommittee**

No official report was given. The General Education Subcommittee is undergoing new membership at this time.

### **D. Distance Education and Electronic Delivery Subcommittee**

A meeting of the Distance Education and Electronic Delivery Subcommittee of the Education Policy Committee was held on September 15, 2005 at 3:30 p.m. in Old Main 136 (Champ Hall Conference Room).

Present: David Luthy, Chair (Business)  
Byron Burnham (Education)  
Winn Walker (Engineering)  
Bob Heal (Science)  
David Lancy (Humanities)  
Weldon Sleight (Continuing Education)  
Kevin Reeve (Instructional Support)  
Eddie Loo (Information Technology)  
Rob Morrison (University Libraries)  
Spencer Watts (ASUSU)

Absent/Excused: Lyle McNeal (Agriculture)  
Ronda Menlove (Continuing Education)  
Andy Shinkle (Continuing Education)  
Jason Pickup (GSS)  
A. Representative (Natural Resources)

Visitors: M. Kay Jeppesen (Vice President for Information Technology)

- I. M. Kay Jeppesen provided an overview of Information Technology at USU. An advisory board has been formed and they are in the process of developing a Strategic Plan for

Information Technology. He explained the process of cooperating with the Utah Education Network (UEN) on obtaining an on-line course delivery package that could be used by all units in the Utah System of Higher Education. WebCT and one other package are under consideration with the expectation that UEN will approach the legislature in their next session to fund a system-wide course delivery package. The cost of such packages is a major driver of this effort.

- II. Weldon Sleight presented an overview of Continuing Education at USU that depicted the scope, growth, and diverse nature of Continuing Education. A copy of his PowerPoint presentation is available on request.
- III. Committee members were invited to discuss issues in light of the Subcommittee's revised charge. The objective was to select and prioritize items for a program of work this year's committee. The following is a condensed list of suggestions/observations.

Review student course evaluation procedures and recent results for on-line courses and consider recommendations for improvement.

Consider standards for the development and delivery of on-line courses.

Survey Continuing Education Faculty to determine what issues are important to them and consider how we can help.

Study the relationship of on-campus courses and the same course delivered off-campus and on-line including such things as consistency of content, cost of delivery, faculty compensation, quality assurance, and cost to the students.

Provide a communication vehicle to keep all members of the faculty informed on issues related to Continuing Education.

- IV. Based on the above discussion, it was determined that the next meeting of the Committee would be devoted to Distance Education course evaluations; that is, review student course evaluation instruments, review recent student course evaluation results, and related issues.
- V. Adjournment: 4:55 p.m.
- VI. Next meeting: October 20, 2005 at 3:30 p.m. in Old Main 136 (Champ Hall Conference Room).

### III. Other Business

TO: Faculty Senate's Educational Policy Committee  
FROM: Derek Mason, President Faculty Senate  
SUBJECT: Charge to Committee

On September 19, 2005, Faculty Senate Executive Committee voted unanimously to charge the Educational Policy Committee with reviewing and updating curriculum policy and curriculum decision-making processes. Faculty Policy Code 401.9 (2) and 402.2 reserve authority for the curriculum to the faculty, and more specifically, to the Faculty Senate as the authoritative voice of the faculty. USU's Policy Code clearly specifies in 402.12.6 (1) that the faculty's "*authority in all matters of educational policy*" (*emphasis mine*) is embodied in the Senate's EPC committee.

Profound changes have occurred in higher education over the last ten years. Many of these changes have had a direct impact on curriculum policies, and a re-assessment of these policies is long overdue. It is time for faculty to examine the strengths and weaknesses of our curriculum policies, the decision-making processes that yield those policies and how policies are practiced.

Most generally, the committee's charge is to enunciate the principles guiding curriculum policy and the policy decision-making process at U.S.U. and to develop and strengthen policy making-processes and the policies that institutionalize these principles into practice. The statement on guiding principles should be focused on a careful and thorough articulation of the general and practical meaning of faculty authority over the curriculum and the importance of that authority in providing students with a high quality education.

Given this context, the charges to the committee are as follows:

1. Review all curriculum policy and curriculum policy-making processes in U.S.U.'s Faculty Code.
2. Develop a statement of guiding principles for curriculum policy and curriculum decision-making processes. In collaboration with the Senate's P.R.P.C., recommend how a statement of guiding principles might be incorporated into existing code.
3. Analyze all curriculum policies to determine if they are consistent with your recommended statement of guiding principles. If policies are not consistent with these guiding principles, or are ambiguous or inconsistent with other curriculum policies, recommend how they might be reformulated so that they are consistent.
4. Review all curriculum practices for their congruence with curriculum code and the committee's proposed recommendations concerning guiding principles and

curriculum policies. If any curriculum practices are found at variance with the above, recommend curriculum practices that ensure congruence with curriculum code, the committee's recommendations, and best practice. Again, this should be done in collaboration with P.R.P.C.

Executive committee has established the following time-line:

- November 21, 2005 – Oral report of preliminary progress given to FSEC
- December 19, 2005 – Draft of report presented to FSEC
- January 17, 2006 – Final report presented to FSEC

The committee hopes to be able to forward the report to the full Senate for consideration and action at its February 21, 2006 meeting.

If the committee feels it needs additional resources to complete its task, please let me know. Thank you for agreeing to take on this important issue.

The following letter was submitted to Derek Mason from the Department Head Executive Committee:

September 13, 2005

Derek Mason  
Faculty Senate President  
UMC 1485

Dear Derek,

The purpose of this letter is to provide input from the Department Heads Executive Committee on the proposed faculty forum on the faculty's authority over educational policy and circulating your letter to the faculty. Importantly the code gives authority on educational policy to departments as you articulated clearly in your letter. However, what the code does not describe (nor should it) is the specific process by which that policy is implemented. That is, in most departments faculty design programs and those must be approved by the Department Head. The program proposal that includes the applicable classes is then reviewed by the appropriate college committees (in the College of Education and Human Services that is typically the College Curriculum Committee and the Council on Teacher Education). After college approval the proposal may be moved to the graduate school or directly to the EPC and the BFW committees. From there the proposal may be moved to other subcommittees or to the Faculty Senate and then to the Board of Trustees and finally, to the Regents.

For existing programs and courses that are going to be offered in a new location approval rests with the Department Head who consults with the faculty who are involved in program delivery (We believe that is the fundamental problem with the Palmyra courses – Department approval was never obtained for the courses delivered to that site.). The point here is that any

letter to the faculty should make clear that there is a process by which new programs are approved, and expanded to new locations. That is, there is a clear process by which “faculty exercise authority over educational policy.” We believe that this context will make it clear to faculty how the code is implemented and what is at stake with the CE courses being offered in Palmyra, N.Y.

Sincerely,

Department Head Executive Committee  
Benjamin Lignugaris/Kraft, Department of  
Special Education and Rehabilitation  
Larry Rupp, Department of Plant, Soils and  
Biometeorology  
Tamal Bose, Department of Electrical and  
Computer Engineering  
Bernie Hayes, Department of Elementary  
Education

John Neely, Art Department  
John Shervais, Geology Department  
Byron Burnham, Department of Instructional  
Technology  
Terry Sharik, Department of Environment and  
Society  
Alan Stephens, Department of Business  
Administration

The following charges were made:

Curriculum Subcommittee Handbook- Todd Crowl, Jeffrey Walters and Richard Mueller  
Guiding Principles-Gary Straquadine, Ed Reeves and Cindy Moulton.  
Approval Process of Sites- DEED subcommittee

A draft of the Curriculum Subcommittee Handbook and reports on guiding principles and approval processes are due at the 3 November 2005 EPC meeting.

Meeting adjourned 4:15 p.m.  
Joyce Kinhead conducted the meeting.  
Cathy Gerber recorded the minutes.