

**EDUCATIONAL POLICIES COMMITTEE MINUTES**  
**2 November 2006**

A meeting of the Educational Policies Committee was held on 2 November 2006 at 3 p.m. in Old Main (Champ Hall Conference Room).

Present: Steven Hanks, Chair  
Richard Mueller, Curriculum Subcommittee Chair  
Scot Allgood, Academic Standards Subcommittee Chair and  
Education and Human Services  
Norm Jones, General Education Subcommittee Chair  
Bob Heal, Distance Education and Electronic Delivery  
Subcommittee Chair  
Stan Allen, Agriculture  
David Olsen, Business  
Ed Reeve, Engineering  
Roberta Herzberg, HASS  
Nancy Mesner, Natural Resources  
Richard Cutler, Science  
Jennifer Duncan, Libraries  
Noah Riley, ASUSU President  
Michelle Lundberg, ASUSU Academic Vice President  
Cathy Gerber, Registrar's Office  
Roland Squire, Registrar's Office

Absent: Ronda Menlove, Regional Campuses and Distance Education  
Maure Smith, Graduate Studies VP

Visitors: Andi McCabe, Provost Office  
Will Pendorf, Chair of the Committee on Committees

**I. Minutes of the 5 October 2006 meeting**

Richard Cutler moved to approve the minutes of the 5 October 2006 meeting. Scot Allgood seconded; motion carried.

## **II. Subcommittee Reports**

### **A. Curriculum Subcommittee**

Richard Mueller reviewed the Curriculum Subcommittee business. All courses were approved with the following change: HIST 4830, University Studies Designations: CI, DHA.

Cliff Skousen moved to approve that any editing (other than errors in spelling or punctuation) of course descriptions in the General Catalog need to be forwarded to the College Catalog representative who will determine if it is minor and can be done in consultation with the department or if it significantly changes the description of the course content and needs to go through EPC approval. Christine Hult seconded; motion carried.

The deadline for courses for the Summer 2007 and Fall 2007 semesters is November 16<sup>th</sup> for the December 7, 2006 Curriculum Subcommittee and EPC meetings. The deadline for changes to courses, for the General Catalog, is December 14<sup>th</sup> for the January 11, 2007 Curriculum Subcommittee and EPC meetings.

Updated deadlines for Curriculum changes will be submitted at the December 7, 2006 meeting.

The request from the Department of Environment and Society to create the following emphases: Environmental Stewardship, Business and Economics, Environmental Policy, Human Impacts on the Environment, Communications, an International emphasis, and Planning and Analysis within the BS degree in Environmental Studies; also Human Impacts on the Environment, Geographic Perspectives, Planning and Analysis, and Cultural/Social Geography within the BS degree in Geography was approved.

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

### **B. Academic Standards Subcommittee**

## **Academic Standards Committee Draft Minutes October 12, 2006**

Attendance: Stan Allen, Scot Allgood, Chris Call, Stephanie Hamblin, Michelle Lundberg, Peter McNamara, Ed Reeve, Maure Smith, Roland Squire, Kathryn Turner,

The meeting was called to order by Chairman Scot Allgood at 3 p.m. in FL 113.

1. Approval of minutes of September 28, 2006: It was moved and seconded to approve the minutes as corrected. The minutes were adopted.

2. Academic Standards Web Page. Scot Allgood reported that previously there was no agenda listed on the web page. The web page has been updated, including a link for questions that would go to the entire committee.
3. Grade Appeal proposal was discussed by Stan Allen. The proposal will not take place until Dallin Phillips contacts all department heads and associate deans.
4. Regarding a) Add Policy b) Incomplete Grade c) Syllabus

Roland Squire remarked about the progress he has made in each of the areas.

4a) Add and Late Registration Policies as outlined below.

### **Adding Courses**

Courses may be added for credit or audit. An instructor's signature is required beginning the second week of the semester (sixth day of classes). **Students may not add into a full class at any time without an instructor's signature. An instructor should not sign a blank Add Form, but should ensure that the proper course information (e.g., CRN, course prefix, course number, etc.) is present before signing and dating the form. The Registrar's Office will not process any Add Form that is not dated, or for which the signature date is older than three business days. Advisors who have access to authorize students into full classes will follow the same guidelines as the Registrar's Office.** Classes may be added through the first 20 percent of the class meetings. (Check the *Semester at a Glance* in the current *Schedule of Classes* for the exact date.) ~~Following the add deadline, the Office of the Registrar must also approve any add request.~~ All requests for audit registration must be approved by the instructor and must be submitted to the Office of the Registrar, Student Center 246.

### **Late Registration**

A \$5 transaction fee for each course added will be assessed **to** all undergraduate students beginning the 6<sup>th</sup> day of classes, ~~and will be assessed all graduate students beginning the 16<sup>th</sup> day of classes.~~ **Following the published add deadline, a transaction fee of \$100 per course will be assessed for all undergraduate and graduate courses added. In circumstances where a student drops and adds a course in the same transaction (e.g., a student may drop one section of ENGL 1010 and add a different section of the course), no late fee will be assessed. Dissertation, thesis, directed study, continuing graduate advisement, and independent study courses added for graduate work are exempted from this late fee.** ~~This~~ These fees does *not* apply to courses taught at Continuing Education centers.

Dissemination of this information was discussed with the following recommendations: faculty email, place the information on appropriate forms, send email to students, and place a sign at the Registrar's Office

After discussion the Add Policy was moved and seconded and approved.

4b) Incomplete Grade. If a student takes an incomplete grade, the department needs to make a contract with the student without forwarding paperwork to the registrar.

The motion was moved and seconded and approved.

#### 4c) Syllabus

A rather lengthy discussion about the syllabi across campus took place. Here are the highlights:

The syllabus issue is an academic matter and the discussion focused on posting all syllabi on the web (PDF format?), post all syllabi policies (disability, academic honesty etc) on the Provost web page and put that address on all syllabi, and minimum syllabi requirements (objectives, requirements, etc). More information will be gathered, including recommendations from the faculty senate committee before drafting and voting on syllabus policies.

#### 5. Academic Standards Membership Committee Policy

The code says there should be four faculty and student representation. Do we have to make a formal request to change membership? Should there be a representative from the Provost's Office? One from each college; three from EPC; Registrar; Advising; Provost? Scot Allgood will craft language concerning the academic standards membership committee policy.

6. The meeting was adjourned at 4:10 p.m.

7. Next meeting Thursday, November 9.

Report submitted by Scot Allgood, Chair, Academic Standards Subcommittee

Richard Cutler moved to approve the business of the Academic Standards Subcommittee. Stan Allen seconded; motion carried.

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

No report.

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

Bob Heal submitted a draft of the Distance Education Course Delivery Approval Form, Delivery Location and the proposed charge for the Distance Education and Electronic Delivery Subcommittee.

Stan Allen moved to approve the business of the Distance Education and Electronic Delivery Subcommittee. Scot Allgood seconded; motion carried.

### **III. Other Items of Business**

Will Popendorf submitted a draft showing the members, their terms and the code of the Educational Policies Committee, the Curriculum Subcommittee of EPC, the General Education Subcommittee of EPC, the Distance Education and Electronic Delivery Subcommittee of EPC, and the Academic Standards Subcommittee of EPC. All corrections to this draft should be submitted to Will and or Andi McCabe. Norm Jones (General Education Subcommittee of EPC), Scot Allgood (Academic Standards Subcommittee of EPC), Richard Cutler (Educational Policies Committee) and Richard Mueller (Curriculum Subcommittee of EPC) will submit a list of the committee members, their terms and any modifications to the composition of the code to the December 7, 2006 meeting. Bob Heal (Distance Education and Electronic Delivery Subcommittee of EPC) submitted a revised list of current committee members and code.

Meeting adjourned at 4:15 p.m.  
Steve Hanks conducted the meeting.  
Cathy Gerber recorded the minutes.