

EDUCATIONAL POLICIES COMMITTEE MINUTES
5 October 2006

A meeting of the Educational Policies Committee was held on 5 October 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
Roberta Herzberg, HASS
Nancy Mesner, Natural Resources
Richard Cutler, Science
Jennifer Duncan, Libraries
Ronda Menlove, Regional Campuses and Distance Education
Michelle Lundberg, ASUSU Academic Vice President
Maure Smith, Graduate Studies VP
Cathy Gerber, Registrar's Office
Roland Squire, Registrar's Office

Absent: Ed Reeve, Engineering
Noah Riley, ASUSU President

Visitors: John Mortensen, Registrar's Office and General Catalog
Tom Bunch, ADVS
Pat Evans, ADVS
Andi McCabe, Provost Office

I. Minutes of the 7 September 2006 meeting

Scot Allgood moved to approve the minutes of the 7 September 2006 meeting. Stan Allen seconded; motion carried.

II. Subcommittee Reports

A. Curriculum Subcommittee

Richard Mueller reviewed the Curriculum Subcommittee business. All courses were approved with the following changes: SPCH 2250 and SPCH 4250 are new courses with 1-6 crs. each, effective Summer 2007 and MATH 1010 has the prerequisite of C- or better in MATH 0900 within the last year, Math ACT score of at least 18 within the last year, or satisfactory score on the math placement exam within the last year.

Cathy Gerber will submit all program proposals to the Graduate Council and the Budget and Faculty Welfare Committee before it is put on Curriculum Subcommittee agenda.

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 tabled until the November 2, 2006 meeting. Nancy Mesner will contact the department heads concerning the courses required.

The request from the Department of Business Information Systems to change the name of the department to Management Information Systems was approved.

The request from the Department of Animal, Dairy and Veterinary Sciences to offer an Equine Emphasis within its BS degree effective Fall 2007 was approved.

The request from the College of Engineering to change the minimum grade from D to C- in freshman and sophomore prerequisite courses effective Spring 2007 was approved.

The P/F Grading Option for Secondary Education Field Experience courses effective Fall 2006 was approved.

The Pass/Fail grading options presented by Roland Squire were approved.

Ronda Menlove submitted a draft of the Distance Education Course Delivery Approval Process, the Distance Education Delivery of an Existing Program Approval Process and the Distance Education Delivery of a New Program Approval Process. This will be submitted to the Distance Education and Electronic Delivery Subcommittee and then to the Educational Policies Committee.

The Curriculum Subcommittee Handbook is on the Web. It can be accessed at <http://www.usu.edu/fsenate/epc/curriculum/index.html> from a link at the bottom of the page.

Norm Jones moved to approve the business of the Curriculum Subcommittee. Maure Smith seconded; motion carried.

B. Academic Standards Subcommittee

The Academic Standards Subcommittee (ASC) met on September 28, 2006. The following actions were taken at this meeting:

Uniform policy for appealing grades

The uniform policy for appealing grades was not circulated to department heads, nor was a copy forwarded to the committee so the item was tabled.

Registrar Items:

Add form issues- students sometimes turn in add form weeks into the semester. Fees for late adds also discussed.

Incomplete grade policy- The issue was raised whether the Registrar needs a copy of the incomplete contract.

John Mortensen will bring back formal language for a vote at the next meeting.

Syllabi issues:

This issue was initially raised by the General Education Committee last Spring and this committee was asked to review USU policies.

- i. Policies relating to syllabi are not readily available. The issue was raised if there were even USU policies relating to syllabi- PRPC committee chair will be contacted for clarification
- ii. There were recollections from other committees that disability information and strongly held beliefs have been discussed, but no one was could recollect or find the policies. PRPC committee chair will be contacted.
- iii. Syllabi can be put on Banner for students to access as needed. John Mortensen will check on feasibility.
- iv. Syllabi are traditionally viewed as a contract and incomplete syllabi may imply promises that are not kept. PRPC will be contacted.
- v. There may be some guidelines for syllabi from Northwest Accreditation. Craig Peterson will be contacted for information.
- vi. Assess possibility of putting disability and other policies on Provost web page and all syllabi would reference that page. The above policies will be gathered and reviewed before this is pursued.

Other Issues for this Year:

Content area committees from around the state will meet and have recommendations for math placement policies and exams. The Language credits may also be problematic. John Mortensen will provide information as available to this committee. Future committee meetings will be held the second Thursday of the month in FL 113.

Academic Standards Web Page: This is not as functional as most committees. Scot will contact the Provost office to see if agenda and minutes can be put on line.

Report Submitted by:

Scot M. Allgood

Chair, Academic Standards Subcommittee

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

C. General Education Subcommittee

GENERAL EDUCATION SUBCOMMITTEE MINUTES

03 October 2006, 8:30 a.m.
Champ Hall Conference Room

Present: Norm Jones - Chair
Richard Cutler - Science, Math and Statistics
John Mortensen - Registrar's Office
Richard Mueller - Science, Biology
Christie Fox - Honors Program
Charlie Huenemann - HASS, LPSC
Mary Leavitt – Science/HASS Advising Center
Shelley Lindauer - Education & Human Services, FCHD
Vince Lafferty - Extension/Continuing Education
Ryan Dupont, Civil and Environmental Engineering, College of Engineering
Steven Hanks, Vice Provost
Rhonda Miller - Agriculture, ASTE
Jeff Smitten - HASS, English
Tom Peterson - HASS, Interior Design
Noah Riley - ASUSU President

Excused: Rob Barton, Tyler Bowles, Nancy Mesner, Ryan Dupont, Wendy Holliday, Jagath Kaluarachchi, Roland Squire, Michelle Lundberg

I. Approval of Minutes of April 2006

Moved, seconded and passed.

II. Course Approvals

- a. THEA 3450 – DHA approved
- b. THEA 3400 – DHA approved
- c. HIST 4830 – CI approved
- d. HIST 3900 – DSC
Held over for subcommittee recommendation.

The syllabus for a USU 1320 section to be taught by Felix Tweraser was approved.

III. Articulation Issues – John Mortensen

John raised the issue of turn-around time on articulation of courses and questioned if it would be appropriate to ask for a two-week turn-around time from departments. If a response is not received within that two weeks, then he will articulate is as an elective credit so it will at least appear on the student's transcript, although they will accept amendments after the two weeks. Steve Hanks added that this has been an inhibitor for international students. He

suggested to talk to the deans to make sure they are articulated sooner. Charlie Huenemann recommended shortening the deadline to one week and to send a reminder warning to the dean if not responded to by then.

IV. Math Disabilities and General Education Policy – Norm Jones

There has been a sudden spike in the number of students who present a letter from a professional psychiatrist stating that the student has a true math disability. Under ADA, we have to take this seriously. The question is whether we just accept this and excuse the student from that course or do we require a substitution class; e.g., Logic. The concern is that the Regents policy in Gen Ed states that CI courses must have Algebra 1010 as a prerequisite. A few suggestions were to substitute the math requirement with a Logic or Family Finance class.

Richard Cutler moved and Mary Leavitt seconded that when a student is medically certified as having a math learning disability a course substitution will be made that honors the math literacy requirement. The motion carried unanimously.

V. Educated Persons Conference: November 10, SLC – Norm Jones

This conference, entitled *“The Role of the Federal Government in Higher Education”*, will be Nov. 10 in Salt Lake City. This is the annual conference on Utah general education sponsored by the Regents’ Task Force on General Education. The Provost’s office will pay for eight people to attend. Monica Ingold is handling the registration (71290). Andi will forward the conference flyer to the committee.

VI. Other Business

1. Wendy Holliday has completed the study on information literacy. Norm asked for a sub-committee to follow up on this. Jeff Smitten, Christi Fox, Rhonda Miller and Richard Cutler volunteered to serve on this committee.
2. John Mortensen asked about Gen Ed requirements equivalencies that seem obvious. Must they be approved by the Chair of the Gen Ed Committee? What authority do advisors have to make a substitution; e.g., from another school? The committee decided that the advisors would have this authority in cases in which there was an obvious correspondence.
3. Credit Requirements for DHA Courses to be discussed at next month’s meeting – Tom Peterson.

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

D. Distance Education and Electronic Delivery Subcommittee

No report.

III. Other Items of Business

Maure Smith moved to approve the continuance of the suspension of enrollment in the Business Information Technology and Education (BITE) and Marketing Education (ME) programs and the

discontinuance of the program until a formal decision is reached by the Board of Regents. Norm Jones seconded; motion carried.

Maure Smith moved to recommend the addition to the membership of the Educational Policies Committee, the vice provost of Regional Campuses or Distance Education or his or her designee as an ex officio non voting member. Scot Allgood seconded; motion carried.

Norm Jones moved to approve the following proposal which will be sent to the Faculty Senate Executive committee and then to PRPC. Richard Cutler seconded; motion carried.

**Proposal for Revision of EPC Curriculum Subcommittee
Membership (Voting Members)**

Proposed to and approved by EPC Oct. 5, 2006

Current code 402.12.6 (5): Curriculum Subcommittee

The Curriculum Subcommittee will formulate recommendations on curricular matters, such as course changes, and forward the same to the Educational Policies Committee. This subcommittee shall consist of the eight chairs of the college curriculum committees, three faculty members appointed from the elected membership of the Educational Policies Committee, one faculty representative from the Libraries, and two students, one from the ASUSU and one from the GSS. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. The term of office for student members shall be one year and shall coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually.

Proposed new code language

The Curriculum Subcommittee will formulate recommendations on curricular matters, such as course changes, and forward the same to the Educational Policies Committee (EPC). This subcommittee shall consist of: the chairs of each of the college curriculum committees; one faculty representative from the Libraries; two students, one from the ASUSU and one from the GSS; a faculty representative from the Grad Council; the Chair of the General Education Subcommittee; and a faculty representative (vice provost or designee) from Regional Campuses and Distance Education. It is the responsibility of the voting members to represent their unit to the subcommittee and to represent the subcommittee to their unit. This includes informing their unit of deadlines, procedures, and up-coming actions. The term of office for student members shall be one year and shall coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually.

The Curriculum Subcommittee should include at least three members from the elected membership of the Educational Policies Committee (EPC). If the Curriculum Subcommittee (as constituted above) has fewer than three members from the EPC, the EPC may appoint additional members to the Curriculum Subcommittee from its elected membership to correct this deficiency.

Ronda Menlove will submit a revised draft of the distance delivery of degree programs to the Distance Education and Electronic Delivery Subcommittee.

Meeting adjourned at 4:05 p.m.

Steve Hanks conducted the meeting.

Cathy Gerber recorded the minutes.