

**EDUCATIONAL POLICIES COMMITTEE MINUTES**  
**7 February 2008**

A meeting of the Educational Policies Committee was held on 7 February 2008 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

Present: Steve Hanks, Chair  
Ed Reeve, Curriculum Subcommittee Chair and Engineering  
Scot Allgood, Academic Standards Subcommittee Chair and  
Education and Human Services  
David Hole, Agriculture  
David Olsen, Business  
Eddy Berry, HASS  
Richard Cutler, Science and Graduate Council  
Janet Alm, Libraries (representing Erin Davis)  
Vince Lafferty, Regional Campuses and Distance Education  
(representing Ronda Menlove)  
Norm Jones, General Education Subcommittee Chair  
Jeri Brunson, Graduate Studies VP  
Cathy Gerber, Registrar's Office  
Roland Squire, Registrar's Office

Absent: Nancy Mesner, Natural Resources  
Peter McChesney, ASUSU President  
Kevin Abernethy, ASUSU Academic Senate President

Visitor: Bonnie Pitblado, Sociology, Social Work and Anthropology

**I. Minutes of the 10 January 2008 meeting**

David Olsen moved to approve the minutes of the 10 January 2008 meeting. Richard Cutler seconded; motion carried.

**II. Subcommittee Reports**

**A. Curriculum Subcommittee**

Ed Reeve reviewed the Curriculum Subcommittee business. All courses were approved along with the addition of University Studies Designations for FCSE 3030 and 3080, and PORT 3570 and 3630.

The request from the College of HASS to offer a Latin Teaching Minor was approved.

The request from the College of HASS to offer a Plan A and Plan B Master of Science Degree in Anthropology with a specialization in Archaeology and Cultural Resource Management was approved.

David Olsen moved that the request for the prerequisite change for MIS 5800/6800 be removed. Motion carried.

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

## **B. Academic Standards Subcommittee**

January 17, 2008                      3-4 pm  
Snow Room                      Family Life 113

Attendance: Pam Dupin-Bryant (in Tooele), Scot Allgood, Janis Winkler, John Mortensen, Kathryn Turner, Stephanie Hamblin, Dwight Israelsen, David Hole

The minutes from the last meeting held on October 11, 2007 were approved.

### Business Items:

Kathryn Turner was chosen to be the Vice Chairman of the Academic Standards Committee. This person will conduct the meeting in the absence of the Chairman. The scheduled committee meeting in March falls during Spring Break. The meeting will be moved to Thursday, March 20, 2008.

### Agenda Items:

1. Incomplete Grade Policy and Probation Policy: This was sent back by EPC for revisions. The last paragraph was modified to address concerns. The following was approved.  
**Incomplete Grade Policy and Academic Probation Policy (Proposed Addition)**  
A student who is on academic probation and receives an incomplete grade in one or more classes may register for classes in the subsequent semester, provided the grades received from his or her other classes are high enough to prevent the student from being placed on academic suspension. A student in this situation, prior to making up the incomplete grade, may enroll in only one subsequent semester. A Registrar's Office hold will then be placed on the student's record, preventing him or her from registering for a second additional semester. Additional registration holds may be placed on a student's record by an academic advisor. The Registrar's Office hold will not be removed until the incomplete grade is changed to a letter grade. If the resulting grade does not cause the student to be placed on academic suspension, the Registrar's Office hold will be removed. Other registration holds, such as an advisor hold, will need to be removed by the office placing the hold.

Exceptions to the one subsequent semester limitation may be made (1) if receiving the grade that accompanies incomplete grade (e.g., a student who receives an IF grade would receive an F if no additional work was completed) would not cause the student to be placed on academic suspension for the semester in which the incomplete grade was originally received, or (2) by memo of justification of the course instructor who submitted the incomplete grade. Any exceptions need to be requested through the Registrar's Office.

2. Academic Renewal - term with Ws in the middle

The practice was reaffirmed that if a class shows up on a transcript, the student is enrolled.

3. Transcripts from all schools. University policy that transcripts from all previous institutions are required was reaffirmed.

4. Extensions in yearlong courses. This item was tabled until more information can be gathered.

5. Pass/Fail grade and Math

No action needed by this committee. The advisors will counsel the students to take Math 1010 for a grade, not as Pass/Fail.

6. Second Bachelor's Degree – Some students who graduated from colleges who were not regionally accredited sought to get a second bachelors degree at USU. To accept the first bachelors seemed inconsistent with existing policy. The motion was made and passed that “second degree bachelor's degrees would only be possible if the student had graduated from a regionally accredited program.”

7. Dropping Courses: Existing policy lets a faculty member drop a student from class if they do not attend class. In some cases this has happened without the student's knowledge. The motion was made and passed:

If a student does not attend a class during the first week of the term or by the second class meeting, whichever comes first, the instructor may submit a request to have the student dropped from the course. Students who are dropped from courses will be notified by the Registrar's Office via e-mail.

8. Provisional Admission - Feedback from Athletic department is needed so the item was tabled for a future meeting

9. Foreign language question- Does American Sign Language meet the criteria for a foreign language? It is a common practice among universities for ASL to count as a foreign language. Policy language will be drafted for consideration at our next meeting.

10. Discussion of academic cheating code.

Scot Allgood gave us a handout for this. A draft will be brought before the committee for next month.

11. Do instructors have the freedom to make a C- be the Fail cutoff for classes earning a letter grade? University policy states that the grading for Pass/Fail is P, D+, D, D- or F. This item was tabled.

Chairman Scot Allgood adjourned the meeting at 4:25 p.m.

Next meeting: Thursday, February 14, 2008 3:00 p.m. FL 113

Please submit any feedback on the Academic Cheating Code to Scot Allgood or Jeri Brunson.

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

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

#### **General Education Subcommittee Meeting Minutes**

**Tuesday, January 8, 2008 - 8:30 a.m. Champ Hall Conference Room**

*Present:* Norm Jones (Chair), Steven Hanks, Richard Mueller, Cathy Hartman, Gary Straquadine Wendy Holliday, Vince Lafferty, Richard Cutler, Rhonda Miller, Tom Peterson, Christie Fox, John Mortensen, Megen Ralphs for Stephanie Hamblin, and Chris Leucke for Nancy Mesner

*Absent:* Wynn Walker, Shelley Lindauer, Nancy Mesner, Peter McChesney, Tyler Bowles, Ryan Dupont, Randy Simmons, Jeff Smitten, Rob Barton, Stephanie Hamblin, and Mary Leavitt

**I.** The minutes of October 2, November 6, and December 4, 2007 were approved.

#### **II. Course Approvals**

- a. ARTH 4510 – CI Pending further information
- b. ARTH 4610 – CI Pending further information
- c. ARTH 4620 – CI Pending further information
- d. ARTH 4630 – CI Pending further information
- e. ARTH 4720 – CI and DHA Pending further information
- f. SPAN 3510 – CI Pending further information
- g. FCSE 3080 – DHA Pending further information
- h. MUSC 3660 – DHA Pending further information
- i. PHIL 4610 – DHA Pending further information
- j. PORT 3570 – DHA Pending further information
- k. PORT 3630 – DHA Pending further information

#### **III. Syllabus Approvals**

- a. USU 1330: Civilizations: Creative Arts (Nolan Salix) Approved
- b. USU 1350: Integrated Life Science (Kimberly Sweeting) Approved
- c. USU 1360: Physics (Charley Langley) Denied
- d. USU 3330: Childhood in the Past (David Lancy) Pending further information
- e. FCSE 3030: Textile Science (Lu Oaks) Will review via email
- f. Honors 3030: Food and Culture (Sarah Gordon) Pending further information

#### **IV. Other Business**

John Mortensen stated that the EPC reviewed and approved their recommendation that students be required to take an additional 3-hour course from the list of designated General Education Courses to bring USU into compliance with the Regents' policy on general education. Dick pointed out that they had modified the wording suggested by the General Education Committee, but that the intent was the same. John stated that he had forwarded the new wording to Steve for review by the Board of Regents.

**V. Next Meeting.** Tuesday, February 5, 2008, at 8:30 a.m.

**VI. Adjournment.** The meeting adjourned at 8:45 a.m.

#### **General Education Subcommittee Meeting Minutes February 5, 2008 - 8:30 a.m. Champ Hall Conference Room**

*Present:* Norm Jones (Chair), Steven Hanks, Phebe Jensen, Richard Mueller, Cathy Hartman, Wendy Holliday, Vince Lafferty, Tyler Bowles, Richard Cutler, Tom Peterson, Jeff Smitten, Rob Barton, Christie Fox, Stephanie Hamblin, Mary Leavitt John Mortensen, and Joyce Kinhead  
*Absent:* Wynn Walker, Shelley Lindauer, Nancy Mesner, Gary Straquadine, Peter McChesney, Ryan Dupont, and Rhonda Miller

#### **I. Approval of Minutes of January 8, 2008.**

A motion was made to approve the minutes of January 8, 2008. The motion was seconded and carried unanimously.

#### **II. Course Approvals**

- a. ARTH 4510 – CI Pending report from Rhonda's subcommittee
- b. ARTH 4610 – CI Pending report from Rhonda's subcommittee
- c. ARTH 4620 – CI Pending report from Rhonda's subcommittee
- d. ARTH 4630 – CI Pending report from Rhonda's subcommittee
- e. ARTH 4720 – CI and DHA Pending report from Rhonda's subcommittee
- f. SPAN 3510 – CI Pending report from Rhonda's subcommittee
- g. WILD 3300 – CI Pending report from Rhonda's subcommittee
- h. FCSE 3080 – DHA Approved pending receipt of additional language requiring Breadth Humanities prerequisite (Jeff will notify)
- i. MUSC 3660 – DHA Pending further information from Nick Morrison
- j. PHIL 4610 – DHA Already carries DHA designation
- k. PORT 3570 – DHA Approved pending submittal of the course outline
- l. PORT 3630 – DHA Approved
- m. COMD 3400 – DSC Pending report from subcommittee

### **III. Syllabus Approvals**

- a. USU 3330: Childhood in the Past (David Lancy) Approved
- b. USU 1300: US Institutions (Robert Wagner) Approved
- c. FCSE 3030: Textile Science (Lu Oaks) Approved Richard will ask for approval to post on the web as a model QI course
- d. HONORS 3030: Food & Culture (Sarah Gordon) Approved
- e. COMD 3400: Acoustics & Anatomy and Physiology of the Ear (D Laws) Pending Review

### **IV. Other Business: Review of Breadth Creative Arts Syllabi by Joyce Kinhead**

Joyce reported that at the request of the General Education Subcommittee, she, Ann Austin and Bruce Saperston reviewed the criteria for Breadth Creative Arts Syllabi. She provided a detailed summary of their findings. Appendix A includes suggestions on how to develop alternative criteria for BCA courses that do not apply to USU 1330 integrated courses (e.g. Music 1010). Appendix C includes BCA criteria to help make it clear that collaborative learning and information literacy are practiced in the course. The objectives may already be there, but it is often unclear in the way it is written. It was recommended that examples of exemplary syllabi should be shared with everyone teaching classes with BCA designation.

The committee also recommended that the BCA designation be removed from Music 1100 because it is a skills course. John stated that the course has not been offered on campus for the past three years. Norm will talk with the Music Department to see how they feel about having the designation removed. John will send Norm a list of classes that are not currently being offered. There are currently only five BCA options. There are also several typographical errors on the BCA designation that need to be corrected.

The Gen Ed Subcommittee needs to look at policies concerning syllabi content. It was suggested that someone review the website to make sure the policies listed on-line are updated so faculty can refer to the minimum standards for syllabi. Steve stated that he did not want it to look like it was being mandated by the Provost's Office, so it needed to be a faculty project. It was pointed out that it is currently linked to the Provost's webpage so Steve will talk to Ann Austin to see if it could be part of her webpage.

Every syllabus needs to include enough content in order to prove that Northwest Accreditation Standards are being met. It can be brief, but course goals and procedures must be addressed.

Norm has stopped enrollment on one USU course pending submittal of an appropriate syllabus.

Norm will send a memo to all 1330 faculty to see if they would like him to facilitate a forum for them to get together to talk about what is possible. He will also include a copy of the syllabi report and samples of exemplary syllabi from Christie Fox, Tom Peterson, and Eric Smigel.

It was suggested that the Depth classes be renumbered to include 3320 for Humanities courses. Everyone agreed that was a good idea. It will involve having a new Course Approval Form approved by the EPC, but it can be done and would help clarify things.

**Information Literacy** Wendy Holliday reported that the Library has recruited three Information Literacy Fellows: Charlie Huenemann, Vicki Rosen, and Jim Rogers. They met last week to begin working on scalable instruction to imbed information literacy in all USU courses. The Fellows will get \$500- and the pleasure of working with librarians in exchange for their work on this issue.

**Faculty Senate Approval** Yesterday-the Faculty Senate approved the change in General Education Requirements, raising the number of credits in General Education to 30, bringing USU into compliance with the Board of Regents' Policy R470, effective Summer 2008.

#### **V. Next Meeting – March 4, 2008**

**VI. Adjournment.** The meeting adjourned at 9:15 a.m.

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

#### **III. Other Business**

This request from the Registrar's Office to change the internal coding of the "Pass" grade to reflect C- is not needed. It can be coded in Banner to handle those requiring a C and not wanting to take a Pass grade and those requiring a C and wanting to accept a Pass grade. The Registrar's Office will ask the question if you want to accept the Pass grade when you are requiring a C as a prerequisite for a course.

Meeting adjourned at 4:00 p.m.  
Steve Hanks conducted the meeting.  
Cathy Gerber recorded the minutes.