

**EDUCATIONAL POLICIES COMMITTEE MINUTES**  
**4 October 2007**

A meeting of the Educational Policies Committee was held on 4 October 2007 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
  - Norm Jones, General Education Subcommittee Chair
  - David Hole, Agriculture
  - Kelly Fadel, Business (representing David Olsen)
  - Eddy Berry, HASS
  - Nancy Mesner, Natural Resources
  - Richard Cutler, Science
  - Erin Davis, Libraries
  - Ronda Menlove, Regional Campuses and Distance Education
  - Jeri Brunson, Graduate Studies VP
  - Cathy Gerber, Registrar's Office
  - Roland Squire, Registrar's Office
- Absent:
- Peter McChesney, ASUSU President
  - Kevin Abernethy, ASUSU Academic Senate President
- Visitors:
- Jessica Hansen, Registrar's Office
  - Donal Sinex, Psychology
  - Will Popenorf, Faculty Senate Committee on Committees chair

**I. Minutes of the 6 September 2007 meeting**

Eddy Berry moved to approve the minutes of the 6 September 2007 meeting. Scot Allgood seconded; motion carried.

## **II. Subcommittee Reports**

### **A. Curriculum Subcommittee**

Ed Reeve reviewed the Curriculum Subcommittee business. All courses were approved.

The request from the Department of Psychology to change the name of the PhD specialization from “Research and Evaluation Methodology” to “Experimental and Applied Psychological Science” was approved.

The request from the College of Humanities, Arts, and Social Sciences to offer a Bachelor of Interior Design degree was approved.

In the September 6, 2007 Curriculum Subcommittee meeting, the subject of what needs to be submitted to the University Council on Teacher Education was discussed. Francine Johnson was contacted, and she suggested that the chairpersons from each of the college curriculum committees contact her if they have course approvals or programs involving a teacher education program, and then forward the paperwork to her office. After it has been approved by the CTE, it would then be forwarded to be put on the Curriculum Subcommittee agenda. She also recommended that courses required for the “major/minor content areas” not be required to be reviewed by CTE, since individual colleges are responsible to ensure that appropriate content coverage has occurred when they recommend their students to STEP. Courses that should be reviewed by CTE would be any courses within the colleges that focus upon pedagogy – e.g, content methods courses, classroom management, curriculum development and assessment, etc. This will be included in the Curriculum Subcommittee Handbook.

The approved EPC Course Curriculum Changes are now available at [www.usu.edu/fsenate/epc/curriculum/index.html](http://www.usu.edu/fsenate/epc/curriculum/index.html)

LAEP 3300 was approved to be deleted effective Fall 2007. The department still needs to use it for some students. They want to phase it out in the future. This course has been reactivated. A memo from LAEP will be requested when they decide to delete this course. The effective date on the course approval form will then be revised.

The Curriculum Subcommittee clarified that USU courses 1320-1360 may have special topic titles on individual sections of the courses.

The proposed change in the University policy concerning the articulation of the International Baccalaureate degree was approved. The revised policy is as follows:

The IBO is a nonprofit educational foundation based in Geneva, Switzerland. It grew out of international schools’ efforts to establish a common curriculum and university entry credential. The schools were also motivated by an idealistic vision. They hoped that critical thinking and exposure to a variety of points of view would encourage intercultural understanding by young people.

They concentrated on the last two years of school before university studies in order to build a curriculum that would lead to what they called a “Baccalaureate,” administered in any country and recognized by universities everywhere.

USU recognizes the International Baccalaureate program. Students who enter with International Baccalaureate credit are awarded admission to the Honors Program. Students who present an International Baccalaureate diploma will be awarded a maximum of 30 credits. These credits will waive the Breadth requirements, but students may be required to complete the Communications Literacy, Quantitative Literacy and Computer and Information Literacy requirements, unless their individual scores on IB exams waive those requirements. Each student’s transcript will be evaluated individually, based on the courses she/he completed.

Students who have not completed the International Baccalaureate diploma may receive 6 or more credits for scores of 4 or higher on higher-level exams, up to a maximum of 30 credits. Credit may be awarded for subsidiary-level exams, based on departmental articulations.

Individual departments and/or colleges may specify the exact courses required to fill their requirements and may require more than the minimum General Education requirements. Some departments and colleges require specific coursework for General Education, which the IBO exams may not satisfy.

If, prior to (or after) taking an IBO examination, a student receives credit (including AP credit) for any coursework equivalent to the subject matter of an IBO examination, the credits earned for the course will be deducted from the credits awarded for the examination.

Other institutions have policies differing from those of USU regarding IBO scores and credits granted for those scores. For transfer students with less than an associate degree, IBO credit posted to another institution’s transcript is reevaluated based on USU’s standard.

Norm Jones moved to approve the business of the Curriculum Subcommittee. Richard Cutler seconded; motion carried.

Steve Hanks discussed the letter of intent and format issues regarding the R401. In the future we will submit the full R 401 along with a two page executive summary. A revised R 401 template will be coming. Until we receive the new format, a full R401 should be submitted.

## **B. Academic Standards Subcommittee**

Draft Minutes September 13, 2007

Attendance: Stephanie Hamblin, Chris Call, Scot Allgood, Pam Dupin-Bryant, John Mortensen, Kathryn Turner, David Goetze, Janis Winkler

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

March 2007 minutes were approved as written.

1. GPA issue. Page 39 of the online General Catalog under the GPA Hours and Quality Points, currently lists quality points being assigned to each letter grade earned, as follows: A 4.00, A- 3.67, B+ 3.33, etc. Discussion led by John Mortensen brought up that Banner calculates grade points to three decimals (has them listed to nine decimals) and has been doing so since we implemented Banner in 2005. Although there have been no complaints, John believes it would be in everyone's best interest if the catalog matched what has been taking place in practice. It was decided that in the future, the practice will be to equalize it manually. They will not go back and rework all previous transcripts.
2. Two related agenda items were discussed together. The first relates to semester conversion credits and the other deals with the 120-credit policy for graduation.

The problem of converting quarter hours to semester hours has raised some issues in Banner. An example is that a 6-quarter-hour class shows up in Banner as 4.02 credits. The following motion was made: The Registrar's Office will round to the nearest 1/3 semester credit, instead of rounding to the nearest 1/100 credit as Banner currently does. Motion passed unanimously.

Regarding the 120 credit hour problem, the motion was unanimous in reaffirming that 120 credits are needed for graduation.

3. The Incomplete Grade Policy (found on page 39 of the General Catalog) will be rewritten by John Mortensen, and it will be discussed next month.
4. The proposed changes to the Academic Probation Policy (found on page 40 of the General Catalog) will be rewritten by John Mortensen, and it will be discussed next month.
5. Provisional admissions are viewed as possibly not being in the student's best interest. John Mortensen proposed a plan that was agreeable to the committee and will be reviewed by other committees before being finalized next month. The problem is that provisionally admitted students are treated differently than other students in terms of academic probation and warning. The gist of the proposed plan is that students will sign a contract at admission, and there will be mandatory holds on their registration until there is evidence of satisfactory progress.

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

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



A motion was presented to approve all USU 1320 syllabi, with the exception of Karin de-Jonge-Kannan's syllabus. The motion was seconded and carried unanimously.

**III. International Baccalaureates by Christie Fox and John Mortensen**

Christie Fox and John Mortensen proposed changes to USU's International Baccalaureate Organization Credit Allocation. There are three changes they wish to make:

1. Give credit for subsidiary exams.
2. Change amount of credit from 8 to 6.
3. Allow credit for a lower score of 4.

John Mortensen will send an updated and reformatted proposal to members of the General Education Subcommittee and also to the associate deans.

This proposal will be carried over to October.

**IV. Articulation of General Education Designations by Norm Jones**

- a. There have been problems with USU departments articulating courses that carry General Education designations, giving transfer students credit in General Education areas for courses that may not meet the USU requirements. In addition, some departments have articulated their upper-division courses with lower-division courses elsewhere.
- b. John Mortensen will run a report on the General Education articulation, and see if the problem can be fixed between USU and the other campuses.

**V. Membership of the General Education Subcommittee**

- a. John Mortensen suggested that only one ex-officio member from the Registrar's Office needs to be present. If John can't be present, then Roland Squire will attend.
- b. All current members agreed to serve for another year.
- c. A motion was presented that Norm Jones continue to be the chair for another year. The motion was seconded and carried unanimously.

**VI. Other Business**

- a. Freshman enrollment increased by 6 to 7% over the last year. AAA lists the new freshman enrollment as 3,000, and the Admissions Office lists it as 2,750 students. The Provost's Office has successfully worked with Norm to find seats for these new students in General Education classes.
- b. Increase of section sizes that are causing shortages of good classrooms and flexibility for faculty and students.

**Adjournment**

Meeting adjourned at 9:25 a.m.

Minutes submitted by: Amy Cook, 797-1840

**General Education Subcommittee  
Meeting Minutes  
October 2, 2007 - 8:30 a.m.  
Champ Hall Conference Room**

*Present:* Norm Jones (Chair), John Mortensen, Nancy Mesner, Charlie Huenemann, Mary Leavitt, Richard Cutler, Wendy Holliday, Tom Peterson, Richard Mueller, Rhonda Miller, Susan Haddock (standing in for Stephanie Hamblin), Vince Lafferty, Gary Straquadine, Steven Hanks, Randy Simmons, Cathy Hartman

*Absent:* Ryan Dupont, Tyler Bowles, Jagath Kaluarachchi, Shelly Lindauer, Christie Fox, Jeff Smitten, Rob Barton, Kevin Abernethy

**I. Approval of September 4, 2007 Minutes**

The motion was seconded and carried unanimously.

**II. Course Approvals**

l. ARTH 4610 – CI	Waiting for more course information
m. ARTH 4620 – CI	Waiting for more course information
n. ARTH 4630 – CI	Waiting for more course information
o. ARTH 4510 – CI	Waiting for more course information
p. ARTH 4720 – CI	Waiting for more course information
q. FCSE 3080 – DHA	Pending
r. MUSC 3660 – DHA	Pending
s. PHIL 3700 – DHA	Pending
t. PHIL 4610 – DHA	Pending

**III. Syllabi Approvals**

j. USU 1330: Civilizations: Creative Arts (Nolan Salix)	Pending
k. USU 1350: Integrated Life Science (Kimberly Sweeting)	Pending
l. USU 1360: Physics (Charley Langley)	Pending

**IV. International Baccalaureates Organization (IBO)**

Christie Fox and John Mortensen proposed a change in the University policy concerning the articulation of the International Baccalaureate degree as follows:

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They concentrated on the last two years of school before university studies in order to build a curriculum that would lead to what they called a “Baccalaureate,” administered in any country and recognized by universities everywhere.

USU recognizes the International Baccalaureate program. **Students who enter with International Baccalaureate credit are awarded admission to the Honors Program.** Students who present an International Baccalaureate diploma will be awarded a maximum of 30 credits. These credits will waive the Breadth requirements, but students ~~will still~~ **may** be required to complete the Communications Literacy, Quantitative Literacy and Computer and Information Literacy requirements, **unless their individual scores on IB exams waive those requirements. Each student’s transcript will be evaluated individually, based on the courses she/he completed.**

Students who have not completed the International Baccalaureate diploma may receive ~~up to 8~~ **6 or more** credits for scores of ~~5~~ **4** or higher on higher-level exams, up to a maximum of 30 credits. ~~No credits are~~ **Credit may be** awarded for subsidiary-level exams, based on departmental articulations.

Individual departments and/or colleges may specify the exact courses required to fill their requirements and may require more than the minimum General Education requirements. Some departments and colleges require specific coursework for General Education, which the IBO exams may not satisfy.

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Other institutions have policies differing from those of USU regarding IBO scores and credits granted for those scores. For transfer students with less than an associate degree, IBO credit posted to another institution’s transcript is reevaluated based on USU’s standard.

Motion to accept was made by by Richard Mueller. Rhonda Miller seconded and the motion was carried unanimously.

**V. Educated Person Conference Nov. 2, Snowbird. The conference will be discussing system wide goals and outcomes for general education.**

This conference will discuss general education used to make sure that articulate and transfer assessment in the Utah works well together. The conference will be addressing student mobility issues. Need to have an understanding of what GenEd curriculum means and have asked those to attend that are involved in the core GenEd areas. Redo of the GenEd standards because they wretched.

## **VI. Other Business**

CIL fellows – anyone interested should talk to Wendy Holliday by the 12th of October. It is for those interested in teaching or in the breadth courses. The librarians will be doing the majority of the work. There will be a small stipend of \$500 paid at the end of spring semester.

### **Adjournment**

Meeting adjourned at 8:47 a.m.

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

## **III. Other Business**

Richard Cutler was elected vice chair for EPC for 2007-2008.

Will Popendorf, chair of the Faculty Senate Committee on Committees, discussed the membership of the Curriculum Subcommittee, Educational Policies Committee, Academic Standards Subcommittee, General Education Subcommittee and the Distance Education and Electronic Delivery Subcommittee.

The following decisions were made:

The Educational Policies Committee needs a faculty representative from the Graduate Council. Byron Burnham will be contacted.

The Educational Policies Committee elected David Hole and Nancy Mesner to be members of the Academic Standards Subcommittee. Also, Scot Allgood moved to approve the appointment of Pam Dupin-Bryant, representing Regional Campuses and Distance Education, to the Academic Standards Subcommittee. Richard Cutler seconded; motion carried.

Bob Heal will work with Will Popendorf to form the Distance Education and Electronic Delivery Subcommittee.

Committee chairs will forward a current list of members to Will.

Meeting adjourned at 4:05 p.m.  
Steve Hanks conducted the meeting.  
Cathy Gerber recorded the minutes.