

EDUCATIONAL POLICIES COMMITTEE MINUTES
6 September 2007

A meeting of the Educational Policies Committee was held on 6 September 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
- Bob Heal, Distance Education and Electronic Delivery
Subcommittee Chair
- David Hole, Agriculture
- Jeff Johnson, Business (representing David Olsen)
- Eddy Berry, HASS
- Robert Schmidt, Natural Resources (representing Nancy Mesner)
- Richard Cutler, Science
- Erin Davis, Libraries
- Ronda Menlove, Regional Campuses and Distance Education
- Peter McChesney, ASUSU President
- Jeri Brunson, Graduate Studies VP
- Kevin Abernethy, ASUSU Academic Vice President
- Cathy Gerber, Registrar's Office
- Roland Squire, Registrar's Office

Visitor:

- Jessica Hansen, Registrar's Office

I. Minutes of the 5 April 2007 meeting

Scot Allgood moved to approve the minutes of the 5 April 2007 meeting. Ed Reeve seconded; motion carried.

II. Subcommittee Reports

A. Curriculum Subcommittee

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

Overview of Curriculum Subcommittee

Complete Curriculum Subcommittee Handbook is available at:

<http://www.usu.edu/fsenate/epc/curriculum/>

Tips when completing the Semester Course Approval Form

The Semester Course Approval Form should always have the following information: college, department, current date, effective date, complete full title, and title that will go into Banner (20 characters including spaces), (whether you are changing the title or not), Prefix and Course Number, Semester Credit Hours, University Studies Designations, all required signatures (that includes signatures if the course is multiple listed with another department), administrative responsibility if the course is multiple listed with another department, grade mode and if the course is repeatable for credit.

When checking a box for a proposed action, please make sure you give the new complete information, such as a complete list of prerequisites, new title, complete course description, etc. When submitting a new course, a syllabus must be attached.

EPC Schedule for 2007-2008

<u>Agenda Items Due</u>	<u>EPC and Curriculum Subcommittee Meetings</u>
August 23, 2007	September 6, 2007
September 20, 2007	October 4, 2007
October 18, 2007	November 1, 2007
November 15, 2007	December 6, 2007
December 13, 2007	January 10, 2008
January 24, 2008	February 7, 2008
February 21, 2008	March 6, 2008
March 20, 2008	April 3, 2008

Christine Hult brought up for discussion departments offering a section of a course that requires students to have a laptop. It was decided that this was not a prerequisite. This is in the same category as courses that require a certain calculator or other more expensive equipment or supplies.

In the particular Journalism class that was discussed, it was decided that the students should be informed about the requirement for a laptop in the class before they register for the course. Students will be required to get authorization before registering for the course. The student will

also be informed that there are other sections of the course that could be selected that does not require them to have the laptop.

As a standard practice, situations similar to this one will be handled as follows:

- The Registrar's Office may be requested to place a Special Approval on the applicable section of a course. Some examples of the approvals are Instructor Approval, Advisor Approval or Department Approval. The student is then required to contact the appropriate person to get cleared to register for that section of a course. The person clearing the student for the course should ensure that the student knows the requirements and that the student can comply with them.
- The Registrar's Office may be requested to add a note to the printed Schedule of Classes notifying the student of the requirements for the course so they know about them prior to registering.
- The course requirement does not have to be submitted to the Curriculum Sub Committee for approval. It may be submitted for information and discussion if it is felt that there could be concerns raised because of the cost of the requirement or due to only one section of the course being offered. This step is optional but it might be useful to explore any negative repercussions that might result and to identify actions to take to minimize concerns.

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

B. Academic Standards Subcommittee

No Report

C. General Education Subcommittee

CS 3410	Computational Science: Java/Internet University Studies Designation: DSC/QI Remove University Studies Designation of CI Effective Spring 2008	3 cr.
CS 3430	Computational Science: Python and Perl Programming University Studies Designation: DSC/QI Effective Spring 2008	3 cr.

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

D. Distance Education and Electronic Delivery Subcommittee

Bob Heal presented the motion that all business of the Distance Education and Electronic Delivery Subcommittee move straight through to the Educational Policies Committee for this year. And in one year the Educational Policies Committee will reconsider the viability of the Distance Education and Electronic Delivery Subcommittee. Robert Schmidt seconded. Motion carried.

III. Other Business

There was a motion from the General Education Subcommittee on March 6, 2007, that the requirements for completion of high school core courses must be met as a prerequisite for taking USU General Education concurrent enrollment courses. This motion was amended to be implemented starting Fall 2008.

It was decided that Norm Jones will submit this motion from the General Education Subcommittee Educational Policies Committee to the State General Education Committee before the Educational Policies Committee takes further action on this motion.

It was also recommended that this motion be forwarded to the Chief Academic Officers and will not be implemented until we receive feedback from the Chief Academic Officers.

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