

Utah State University

DigitalCommons@USU

---

Educational Policies Committee

Faculty Senate

---

9-2-2004

## Educational Policies Committee Minutes, September 2, 2004

Utah State University

Follow this and additional works at: [https://digitalcommons.usu.edu/fs\\_edpol](https://digitalcommons.usu.edu/fs_edpol)

---

### Recommended Citation

Utah State University, "Educational Policies Committee Minutes, September 2, 2004" (2004). *Educational Policies Committee*. Paper 1.

[https://digitalcommons.usu.edu/fs\\_edpol/1](https://digitalcommons.usu.edu/fs_edpol/1)

This Educational Policies Committee Minutes is brought to you for free and open access by the Faculty Senate at DigitalCommons@USU. It has been accepted for inclusion in Educational Policies Committee by an authorized administrator of DigitalCommons@USU. For more information, please contact [digitalcommons@usu.edu](mailto:digitalcommons@usu.edu).



**EDUCATIONAL POLICIES COMMITTEE MINUTES**  
**2 September 2004**

A meeting of the Educational Policies Committee was held on 2 September 2004 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

Present: Joyce Kinkead, Chair  
Todd Crowl, Curriculum Subcommittee Chair, Natural Resources  
and Graduate Council  
Jeff Walters, Academic Standards Subcommittee Chair  
Norm Jones, General Education Subcommittee Chair  
David Luthy, Distance and Electronic Education Subcommittee  
Chair  
Stan Allen, Agriculture  
David Olsen, Business  
Scot Allgood, Education and Human Services  
Paul Wheeler, Engineering  
Kathryn Fitzgerald, HASS, Budget and Faculty Welfare  
Committee representative  
Richard Cutler, Science  
Rhonda Menlove, Extension  
Jan Anderson, Library  
Heidi Evans, ASUSU Academic VP  
Cathy Gerber, Staff  
Cindy Moulton, Staff  
Sheri Peterson, Staff

Absent: Les Essig, ASUSU President

Visitor: Heidi Beck, Registrar's Office  
Gary Straquadine, Associate Vice Provost

**I. Minutes of the 1 April 2004 meeting**

Stan Allen moved to approve the minutes of the 1 April 2004 meeting. Richard Cutler seconded; motion carried.

## II. Subcommittee Reports

### A. Curriculum Subcommittee

Todd Crawl reviewed the Curriculum Subcommittee business. He reported that all the course changes were approved.

The Graduate Council is looking for suggestions as to which disciplinary journals should advertise the job description for the Dean of Graduate Studies and VP for Graduate Education. Suggestions should be submitted to the Graduate Council. The Graduate Council will meet on the Wednesday following the Thursday when the Curriculum Subcommittee and Educational Policies Committee meet.

The following is the Budget and Faculty Welfare committee routing procedure:

#### **March 4, 2004 minutes of the Curriculum Subcommittee**

**Any changes in programs and degrees must be approved by the Educational Policies Committee and the Budget and Faculty Welfare Committee before they go to Faculty Senate. Colleges are urged to submit new degree programs simultaneously to the Educational Policies Committee and the Budget and Faculty Welfare Committee. A routing page was recommended.**

The Budget and Faculty Welfare Committee will meet the last Monday or Tuesday of every month. Stephen Bialkowski is the chair.

It was unanimously approved to put the Curriculum Subcommittee agenda and minutes on the website. A reminder will be sent out each month after the agenda and minutes are online.

The Department of Industrial Technology and Education has changed its name to Engineering and Technology Education. The new department name will appear in the Spring 2005 and Summer 2005 Schedule of Classes. The new course prefixes will appear in the Fall 2005 Schedule of Classes. Maurice Thomas has sent a memo listing the new course prefixes.

Cindy Moulton provided a memo listing the 2005-06 deadlines for curriculum changes. Committee members should keep in mind that the Schedule of Classes goes to print several months prior to the semester start dates. Also, they should remember that, since fall semester registration takes place during the spring, Cindy works on the spring semester schedule during the summer; therefore, the deadlines for changes for these semesters are very early.

<b>Semester</b>	<b>Submission Date</b>	<b>Curriculum Subcommittee Date</b>
Summer 2005	November 18, 2004	December 2, 2004
Fall 2005	December 16, 2004	January 6, 2005
Spring 2006	March 24, 2005	April 7, 2005
Summer 2006	November 15, 2005	December 1, 2005
Fall 2006	December 15, 2005	January 5, 2006

Course Approval Forms are due each month two weeks prior to the meeting.

All involved in curriculum development should be made aware of these dates. In cases where other committees must approve curriculum changes, those committee members should be made aware of the Curriculum Subcommittee and submission dates for each semester. All Semester Course Approval Forms must be sent to Cindy Moulton at UMC 1600 by the submission dates listed above. Cindy appreciates the committee members' willingness to meet these deadlines and to educate those they represent regarding the above submission dates. Questions or suggestions should be directed to Cindy at 7-1140 or [Cindy.Moulton@usu.edu](mailto:Cindy.Moulton@usu.edu).

Cindy Moulton led the discussion on prerequisites in the Banner system. Even though there will be more capabilities for prerequisites with Banner, please contact Cindy Moulton to see if the new system will accommodate any new changes with prerequisites. Cindy will be building prerequisites as they appear in the catalog. If departments wish to list requirements in the catalog, but don't want to enforce them as prerequisites, let Cindy know. Also, the question was raised concerning whether or not we should enforce prerequisites for dual-listed undergraduate and graduate courses. The committee decided not to enforce the prerequisites for dual-listed graduate courses.

Committee members should submit any changes for the Curriculum Subcommittee Handbook to Scott Hunsaker. Changes should be submitted in time for discussion at the October 7 meeting.

Richard Mueller reminded the committee to check with their departments regarding dual majors. If a department desires to drop a dual major, a letter from the department head must be submitted to the Curriculum Subcommittee. Departments that wish to grandfather in a composite major must submit a letter signed by both departments, stating what the composite major will consist of, to be presented to the Curriculum Subcommittee. The deadline for this submission is December 16, to Cindy Moulton for the January 6, 2005 Curriculum Subcommittee meeting. The composite majors should be listed on major requirement sheets and in the University General Catalog.

Norm Jones reported that the Board of Regents General Education Task Force will be sponsoring a conversation about MATH 1050 and its uses as a general education requirement on October 8, 2004 in Salt Lake City. Richard Cutler will be attending.

Norm Jones moved to approve the business of the Curriculum Subcommittee. David Olsen seconded; motion carried.

## **B. Academic Standards Subcommittee**

The Academic Standards Subcommittee (ASC) met on April 13, 2004. The following issues were considered at this meeting:

1. **Articulation of credit from nonaccredited sources.** The Subcommittee has had this issue under consideration since February. In response to a request from the Subcommittee to identify the administrative office that would be responsible for implementing any policy that was developed, Vice

Provost Kinkead informed the Subcommittee that it would be the responsibility of Advising and Transfer Services. On the suggestion of John Mortensen, a motion was adopted to suspend further consideration of this issue pending the drafting of a policy proposal by the Associate Deans.

2. **Definition of “Good Standing.”** While the University requires a minimum cumulative GPA of 2.0 for “good standing” and for graduation, there are currently no baccalaureate degree programs at USU from which a student may graduate with a 2.0 GPA except Geology, Interdisciplinary Studies, and Mathematics. It was suggested that either the minimum GPA required for “good standing” be raised or that more degree programs be made available from which students could graduate with a 2.0 GPA. It was decided to defer further consideration of this issue until complete information was available on the GPA required for graduation in all USU baccalaureate degree programs and the implications of Board of Regent’s policies on possible recommendations for resolving the perceived problem.
3. **Honors at Graduation for 2<sup>nd</sup> bachelor’s degree.** Currently, a USU student needs to complete at least 40 USU credits to qualify for honors at graduation. Students may earn a 2<sup>nd</sup> bachelor’s degree from USU with a minimum of 30 credits beyond their first degree. It was suggested that a lower number of USU credits be established as the criterion for awarding honors to 2<sup>nd</sup> bachelor’s degree candidates. The Subcommittee was not inclined to accept this suggestion, and it was withdrawn.
4. **Policy on IELI credits that can be counted for meeting graduation requirements.** The Intensive English Language Institute has a policy that a maximum of 18 IELI credits can be counted toward graduation. Enforcement of this policy is labor-intensive for the Registrar’s Office, and involves removing credits from the transcript that do not contribute to actual fulfillment of graduation requirements. The Subcommittee felt that there was not adequate justification for requiring the Registrar’s Office to enforce this IELI policy, and adopted a motion to that effect.
5. **Extended Add-Drop via QUAD.** The Registrar’s Office requested that students be allowed to add classes during the 2<sup>nd</sup> and 3<sup>rd</sup> weeks of the term via the QUAD system without receiving individual approval in each case from the course instructor. Several Subcommittee members felt that this would interfere with instructors’ ability to manage and control their courses. A motion to extend the time during which students could add classes without an instructor’s signature through the 2<sup>nd</sup> week of the term was rejected on a vote of 1 in favor to 9 against.

Jeffrey Walters was elected to serve as Chair of the Subcommittee for 2004-2005.

Report submitted by:

Jeffrey L. Walters  
Chair, Academic Standards Subcommittee

Norm Jones moved to approve the business of the Academic Standards Subcommittee. Stan Allen seconded; motion passed.

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

#### **GENERAL EDUCATION SUBCOMMITTEE**

24 August 2004 8:30 a.m.  
Champ Hall Conference Room

A meeting of the General Education Subcommittee was held on 24 August at 8:30 a.m. in the Champ Hall Conference Room.

Present: Norm Jones, Chair  
Mary Leavitt, Advising  
Jeffrey Smitten, English  
Jana Kay Lunstad for John Mortensen, Advising  
Dick Mueller, College of Science  
John Lackstrom, Languages  
Wendy Holliday, Library  
Tom Peterson, Interior Design  
Cindy Moulton, Registrar's Office  
Tyler Bowles, Economics  
Vince Lafferty, Continuing Education

Excused: Joyce Kinkead, Mark Brunson, Richard Cutler, Ryan Dupont, Stacie Gomm, Shelley Lindauer, Glenn Davis

### **I. Approval of Minutes of 13 April meeting**

Moved and approved.

Norm Jones introduced committee members.

#### **A. Course Approvals**

HIST 4300 for DHA – Under Review. Jeff Smitten contacted the department with questions on this course. He hasn't heard back from them.

SOIL 3600 for DSC – Under Review, Ryan Dupont and committee working on it with department.

PHYX 2220 for BPS – Under review. Ryan Dupont and committee working on it. Richard Mueller to follow up.

USU 1320 – to be taught by Nathan Straight in Brigham City. Vince has been working with Nathan to update information and follow posted criteria. Nathan will get more information to committee.

HIST 3150 – Remove DHA because History majors are unable to get into course.

Moved and approved.

CHEM 1110 – Under Review, committee working with department.

USU 1340 – Cindy Moulton has a request from Business Administration to teach a 1340 course. No syllabus or approval from committee. Norm suggested that we put a placeholder in spring schedule for USU 1340-Staff. Business Administration will need to send a syllabus through General Education to be approved.

#### **B. Update on common General Education course numbering**

Norm Jones gave an update on the common General Education course numbering. He advised that for now departments hold off on sending the numbering changes through.

The CAO's are looking for funding from the legislature to support this. If we make the changes now, articulation agreements will need to be done.

### **C. OTHER**

October 8 Math meeting –

On October 8 there will be a meeting in SLC to discuss the ways in which MATH 1030, STAT 1040, and MATH 1050 function in the curriculum. Teddi Saffman wants people from Mathematics and Statistics, Education and Human Services, and a spread of disciplines, including humanities, arts, social sciences and business, to attend.

This meeting is in part about the issue of the math required for elementary and secondary teachers. Must it be 1050? There seems to be a great deal of confusion on that subject out there.

Beyond that, the Regents want to establish whether 1050 functions as an essential skills course or a math appreciation course -- whether it is required for majors because they must build on it, or if it is a generic response to a general education expectation. USU already conforms to the Regents' expectations about general education math, offering as many sections of STAT 1040 as MATH 1050, but at some places this is not the case. Some members of the committee may be invited to attend.

Todd Cowl moved to approve the business of the General Education Subcommittee. Kathy Fitzgerald seconded; motion passed.

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

No report

Rhonda Menlove will report back to Distance Education and ask about the purpose of the Distance and Electronic Education Subcommittee. Does it need to continue? If so, what is their charge?

Gary Straquadine submitted the following report on Curriculum Management:

## **Curriculum Management**

**Joyce Kinkead and Gary Straquadine  
Office of the Provost  
Utah State University**

Our office is developing a curriculum management plan that will guide the Evening School and Summer School transition from Continuing Education (CE) to the Provost's Office. Using limited resources in making data-driven decisions, it is our goal to bring all main campus course offerings under one administrative oversight. It is our plan to gather and analyze student and

program enrollment data and provide budget analysis and allocation recommendations to the Provost. This effort will also require work with students, instructors, and programs experiencing the opportunities and challenges of such a transition.

The first year will involve the transition of important CE programs to the Provost's Office. Students and instructional programs impacted by the transition will be our priority. As the responsibilities evolve, we will work toward a more robust design and management of the undergraduate curriculum. The Educational Policy Committee and the Faculty Senate will continue to be involved in the curriculum management process. We look forward to working with administrators across campus in conceptualizing the comprehensive curriculum model that will move USU forward in serving all students.

Evening School: Continuing Education began an Evening School (ES) concept in 1981. The purpose was to provide nontraditional students with courses to transition into a typical day-school program. Yet, 66% of the ES enrollment was traditional, day-school students. ES offered General Education and prerequisite courses for many majors. And we realize that many out-of-state students used ES to enroll at USU and pay in-state tuition.

We have identified the Evening School course schedule for Fall 2004 and have begun the process to pay departments on contracts previously established. Plans have begun for Spring 2005 courses needed to complete the transition of CE Evening School courses to the Provost's Office. Traditionally, there have been 15 departments from 5 colleges involved in the Evening School type courses.

Summer School: There have been multiple ways to offer summer school at USU: part of department load to meet a planned curriculum need, Summer Credit Workshops (SCW) on a cost-recovery basis, or ES summer courses not funded as part of load, yet more than the SCW model. Summer Credit Workshops (SCW) and Summer School courses will be defined, refined, and structured so that CE will manage conferences, seminars, or workshops and the less than one-week specialized courses. The summer offering of courses will be expanded to attract a larger student population, especially for general education and bottleneck courses. Approximately 11 departments from 5 colleges were involved in some sort of summer programming in 2004.

Continuing Education will continue: Continuing Education courses will be offered through the Center for Independent and Distance Learning (CIDL) and administered through USU-Brigham City, with some courses offered in the Logan area. CE will serve the nontraditional student, the time-bound and place-bound student, and provide off-campus programs. CE will continue to offer online and satellite courses.

Curriculum Management: Our concept of curriculum management begins with an assessment of the overarching curriculum design. We will utilize university committees (e.g., EPC, General Education, Faculty Senate) and work within the current budget model. We seek to identify spoken and unspoken curriculum agendas and set curriculum goals, such as

- Remove course/program bottlenecks.
- Establish a programmatic general education process.



- Work towards the expedition of graduation (*Graduation Guarantee*).
- Enhance new programming possibilities.
- Move program sustainability from stop-gap, reactionary funding to departmental programming.

College and departmental requests for resources to staff courses typically offered by Evening School or Summer School will come through the Provost's Office. The request will be reviewed based on the following suggested criteria:

1. Will this contribute to the elimination of lower-division, undergraduate course bottlenecks?
2. Is this course part of the general education selection of courses, either a breadth or depth course? Is the course a USU-prefix interdisciplinary offering?
3. Is the course required for an academic major, teacher licensure, or some other sort of licensure?
4. Will a state-initiative or quantifiable market demand be met in funding of this course?
5. Will the course provide a broader appeal, such as a service course for a college/department or support the University's agenda for reducing the time to graduate rate?
6. Does this course provide for the expansion of a current departmental program with potential for sustainability by the department?
7. Is the course request clearly identifiable as part of a department, college or University initiative as documented in the department's compact plan?
8. Who is the instructor for the course – adjunct, temporary, or a typical/traditional faculty member? What other courses will this instructor teach during the semester the request is made?

Contact information: Gary Straquadine, Associate Vice Provost, Room 111, Old Main Building  
[Gary.Straquadine@usu.edu](mailto:Gary.Straquadine@usu.edu) telephone: 797-3521

Departments that have offerings that meet the requirements need to contact Gary Straquadine.

EPC minutes and agenda will now be on the web. A reminder will be sent each month, after they are placed online, with a hot link to the website.

Meeting adjourned 3:50 p.m.  
 Joyce Kinkead conducted the meeting.  
 Cathy Gerber recorded the minutes.