1-10-2019

Educational Policies Committee Minutes, January 10, 2019

Utah State University

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EDUCATIONAL POLICIES COMMITTEE MINUTES

10 January 2019

A meeting of the Educational Policies Committee was held on 10 January 2019 at 3:00 pm in Old Main 136 (Champ Hall Conference Room)

Present: Ed Reeve, Chair, College of Agriculture and Applied Sciences
Cathy Bullock, College of Humanities and Social Sciences
Karen Mock, S.J. & Jessie E. Quinney College of Natural Resources
Dan Coster, College of Science
Timothy Taylor, College of Engineering
Nicholas Flann, Graduate Council
Christa Haring Biel, Emma Eccles Jones College of Education and Human Services
Lee Rickords, General Education Subcommittee Chair
Sterling Bone, Jon M. Huntsman School of Business
Kristin Hall, Graduate Studies Senator
Scott Bates, Academic Standards Subcommittee Chair
Kacey Lundstrom, University Libraries
Fran Hopkin, Registrar’s Office
Michele Hillard, Secretary
Nicholas Morrison, Caine College of the Arts and Curriculum Subcommittee Chair
Chenese Boyle, Academic and Instructional Services

Excused: Allie Haas, USUSA Executive Vice President
David Hole, College of Agriculture and Applied Sciences
Jaren Hunsaker, USUSA President
Michelle Fleck, USU Eastern
Shana Geffeney, Regional Campuses
Erik Thalman, Catalog Editor

I. Approval of 6 December 2018 Minutes

Motion to approve the 5 December minutes made by Dan Coster. Seconded by Timothy Taylor. Minutes approved as distributed.

II. Subcommittee Reports

a. Curriculum Subcommittee (Nicholas Morrison)

Course Approvals – 75 approved

Program Proposals
Request from the Department of Applied Economics in the College of Agriculture and Applied Sciences to change the MS in International Food and Agribusiness to MS Agribusiness.

Request from the Department of Plants, Soils, and Climate in the College of Agriculture and Applied Sciences to change the name of the BS from Land, Plant, and Climate Systems to Soils and Sustainable Land Systems.
Request from the Department of Electrical and Computer Engineering in the College of Engineering to **offer a minor in Electrical Engineering.**

Request from the Department of Geology in the College of Science to **change department name from Geology to Earth Sciences.**

Tabled until next month pending further College of Science discussions.

Cross-Listed Courses Discussion (see attached) – Currently USU has 1225 cross-listed courses and there is no policy regarding these courses. Information is provided in the EPC handbook and it is recommended that we remove the term “multiple-list” and use “cross-list” instead. We should use guidelines that will keep everyone following the same process. Dual listed courses should be identical in both title description and credits. Also should require additional course work statement in the course description. Develop General Education language that covers “cross-listing” as well. Use the phrase, additional advanced work instead of “more”. Statement adding cross-listed courses must be taught each semester and must not be taught separate. Use the same guidelines for dual-listing. 

*Motion to approve the Curriculum Subcommittee report made by Timothy Taylor. Seconded by Karen Mock. Report approved.*

b. **Academic Standards Subcommittee (Scott Bates)**

Minutes – December 19, 2018 (attachment)

*Motion to approve the Academic Standards Subcommittee report made by Dan Coster. Seconded by Lee Rickords. Report approved.*

c. **General Education Subcommittee (Lee Rickords)**

Minutes – December 13, 2018

*Motion to approve the General Education report made by Nick Morrison. Seconded by Kacy Lundstrom. Report approved.*

III. **Other Business**

N/A

*Adjourn: 3:30 pm*
EDUCATIONAL POLICIES COMMITTEE MINUTES

6 December 2018

A meeting of the Educational Policies Committee was held on 6 December 2018 at 3:00 pm in Old Main 136 (Champ Hall Conference Room)

Present: Ed Reeve, Chair, College of Agriculture and Applied Sciences
Cathy Bullock, College of Humanities and Social Sciences
Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
Dan Coster, College of Science
Timothy Taylor, College of Engineering
Geneva Harline for Nicholas Flann, Graduate Council
Christa Haring Biel, Emma Eccles Jones College of Education and Human Services
Lee Rickords, General Education Subcommittee Chair
Michelle Fleck, USU Eastern
Adam Gleed for Fran Hopkin, Registrar’s Office
Michele Hillard, Secretary
Nicholas Morrison, Caine College of the Arts and Curriculum Subcommittee Chair
Shana Geffeney, Regional Campuses
Chenese Boyle, Academic and Instructional Services
Erik Thalman, Catalog Editor

Excused: Sterling Bone, Jon M. Huntsman School of Business
Kristin Hall, Graduate Studies Senator
Allie Haas, USUSA Executive Vice President
David Hole, College of Agriculture and Applied Sciences
Jaren Hunsaker, USUSA President
Scott Bates, Academic Standards Subcommittee Chair
Kacy Lundstrom, University Libraries

I. Approval of 1 November 2018 Minutes
Minutes approved as distributed.

II. Subcommittee Reports

a. Curriculum Subcommittee (Nicholas Morrison)
Motion to approve the Curriculum Subcommittee report made by Dan Coster. Seconded by Cathy Bullock. Report approved.

Course Approvals – 107 Approved

Program Proposals
Request from the Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences to add an Associate of Science Degree in Veterinary Technology. Approved
Request from the Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences to offer a Certificate of Completion in Ranch Horse Science at the Blanding Regional Campus.

Approved

Request from the Department of Applied Economics in the College of Agriculture and Applied Sciences to change the name from Master of Science International Food and Agribusiness to MS Agribusiness.

Withdrawn pending Graduate Council review.

Request from the Department of Management in the Jon M. Huntsman School of Business to offer a BA/BS Degree in Business Administration with Emphases.

Approved

Request from the Department of Management in the Jon M. Huntsman School of Business to rename the BA/BS Degree in Business Administration to Management.

Approved

Request from the Department of Journalism and Communication in the College of Humanities and Social Sciences to add a Social Media Emphasis.

Approved

Request from the Department of Geology in the College of Science to change the department name from Geology to Earth Sciences.

Withdrawn per the College of Science Associate Dean.

Curriculum Subcommittee has moved their meeting date from January 3 to January. They are working on zero credit and cross-listed courses.

b. Academic Standards Subcommittee (Scott Bates)

Minutes – No meeting – nothing to report.

c. General Education Subcommittee (Lee Rickords)

Minutes –November 20, 2018

Motion to approve the General Education Subcommittee report made by Nick Morrison. Seconded by Geneva Harline. Report approved.

Four General Education designations were approved. Gen Ed committee would like input regarding departments trying to circumvent the Gen Ed system by requesting/providing in-house courses to meet the Gen Ed designations. What is the motivation for departments to do this? Some just want to make it easier for their students. All institutions have to abide by the R470. Most faculty are in favor of getting students out of their colleges/departments and proving a well-rounded education. All courses with designations will be reviewed on a regular basis and will be evaluated and approved/disapproved.

Committee discussed Depth Courses and Categorization of Majors and a motion to simplify the categorization from five to three categories passed.
III. **Other Business**

Zero Credit Course Discussion – Noted in Curriculum Handbook pg. 25 “Approval can be given for 0.5 credits; however, all other credit requests must in in increments of 1.” There are only a handful of zero credit courses on the book. The Curriculum Committee will continue with these discussions.

Cross-listing – looking at the use/overuse of this and does it meet the requirements. Do we need to change the definition? The committee will review the list of courses and develop a definition for cross-listing.

Changing January’s meeting date (January 3rd and 10th)

*Motion to move meeting to January 10 made by Nick Morrison. Seconded by Timothy Taylor. Moved to January 10.*

*Adjourn: 3:37 pm*
Institution Submitting Request: Utah State University

<table>
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<tr>
<th>Current</th>
<th>Proposed (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Title:</td>
<td>M.S. International Food and Agribusiness</td>
</tr>
<tr>
<td>Sponsoring School, College, or Division:</td>
<td>College of Agriculture and Applied Sciences</td>
</tr>
<tr>
<td>Sponsoring Academic Department(s) or Unit(s):</td>
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<tr>
<td>Classification of Instruction Program Code¹:</td>
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<tr>
<td>Min/Max Credit Hours for Full Program Required:</td>
<td>30 / Max Cr Hr</td>
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<tr>
<td>Proposed Effective Term for Program Change²:</td>
<td>Fall 2019</td>
</tr>
<tr>
<td>Institutional Board of Trustees' Approval Date:</td>
<td></td>
</tr>
</tbody>
</table>

Award Type: MS

Program Change Type (check all that apply):

- [x] Name Change of Existing Program
- [x] Program Restructure with or without Consolidation
- [ ] Program Transfer to a new academic department or unit
- [ ] Program Suspension
- [ ] Program Discontinuation
- [ ] Reinstatement of Previously Suspended Program
- [ ] Out of Service Area Delivery Program

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name ___________________________ Date: ___________________________

☐ I understand that checking this box constitutes my legal signature.


² “Proposed Effective Term” refers to term when change to program is published. For Suspensions and Discontinuations, “effective term” refers to the term the program will suspend admissions.
Program Change Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to change name from M.S. International Food and Agribusiness to M.S. Agribusiness and restructure M.S. Agribusiness effective Fall 2019. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Program Change Description/Rationale

Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.

The M.S. International Food and Agribusiness degree program was conducted jointly with the Royal Agriculture University (RAU) in Cirencester, UK. Students would attend the Spring Semester at the RAU and also part of a Summer term. Nine credits from the course work at RAU were transferred back to USU for our degree. The RAU has changed their MBA in International Food and Agribusiness in a manner that it is no longer compatible for USU students to be required to spend a Spring semester in that program. We are dropping "International Food" from the degree title and students will no longer be required to attend the RAU. Students will obtain the nine credits that they previously received from the RAU from course work in the Applied Economics department and/or courses from the USU Huntsman School of Business. One of those courses will be taught by a new Assistant Professor in Applied Economics on firm decision strategy. The other two courses could include 5-6000 level courses in management, marketing or finance.

Consistency with Institutional Mission/Institutional Impact

Explain how the action is consistent with the institution's Regent-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/. Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/. Will faculty or staff structures be impacted by the proposed change?

Utah State University is a student centered institution and this proposed change is designed with students in mind. Students will now be able to obtain the M.S. Agribusiness degree without the necessity of attending the RAU for one semester.

Finances

What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

No changes to costs or savings are anticipated from this change.
Institution Submitting Request: Utah State University

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<th>Proposed (if applicable)</th>
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<td>Land, Plant, &amp; Climate Systems</td>
<td>Soils &amp; Sustainable Land Systems</td>
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<td>Classification of Instruction Program Code(^1):</td>
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<td>Institutional Board of Trustees’ Approval Date:</td>
<td></td>
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<tr>
<td>Award Type:</td>
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</table>

Program Change Type (check all that apply):
- [x] Name Change of Existing Program
- [ ] Program Restructure with or without Consolidation
- [ ] Program Transfer to a new academic department or unit
- [ ] Program Suspension
- [ ] Program Discontinuation
- [ ] Reinstatement of Previously Suspended Program
- [ ] Out of Service Area Delivery Program

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

__________________________________________ Date:

I understand that checking this box constitutes my legal signature.


\(^2\) “Proposed Effective Term” refers to term when change to program is published. For **Suspensions and Discontinuations**, “effective term” refers to the term the program will suspend admissions.
Section I: The Request

Utah State University requests approval to change name from Land, Plant, & Climate Systems to Soils & Sustainable Land Systems effective Fall 2019. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Program Change Description/Rationale

Present a brief program change description. Describe the institutional procedures used to arrive at a decision for the change. Briefly indicate why such a change should be initiated. State how the institution and the USHE benefit by the change.

The Department of Plants, Soils, and Climate is proposing this name change to avoid confusion that students have had in finding our soil science program among the majors in the College of Agriculture and Applied Sciences and our department. The proposed name to "Soils and Sustainable Land Systems" better advertises what subjects the major was designed for and uses the names that students are often searching for, namely "soils". While Environmental Soil Science is an emphasis within the major, not having "Soil" in the name of the major was confusing. This we learned this from students and are acting to correct that confusion.

Our department discussed this change in our curriculum committee, discussed in our department advisory board, and finally discussed and voted in a recent faculty meeting to make the change to the new name. The faculty vote was unanimous in favor of the change to Soil and Sustainable Land Systems.

Consistency with Institutional Mission/Institutional Impact

Explain how the action is consistent with the institution's Regent-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/. Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/. Will faculty or staff structures be impacted by the proposed change?

The current program and proposed name change of the program supports Utah State University's mission to be one of the nation's premier student-centered land grant and space grant universities by fostering the principle that academics come first; by cultivating diversity of thought and culture; and by serving the public through learning, discovery, and engagement. The proposed name change will not impact faculty and staff, but will help students better find their career choice.

Finances

What costs or savings are anticipated from this change? If new funds are required to implement the change, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

No significant budgetary impacts are expected. Costs may be incurred to update recruiting materials and website updates. No additional costs are expected for the program itself.
Institution Submitting Request: Utah State University
Proposed or Current Program Title: Electrical Engineering
Sponsoring School, College, or Division: Engineering
Sponsoring Academic Department(s) or Unit(s): Electrical and Computer Engineering
Classification of Instructional Program Code\(^1\): 14.1001
Min/Max Credit Hours Required of Full Program: 17 / 19
Proposed Beginning Term\(^2\): Fall 2019

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<tr>
<td>NEW Emphasis for Regent-Approved Program</td>
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<tr>
<td>Out of Service Area Delivery Program</td>
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Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Please type your first and last name __________________________ Date: _______________________

☐ I understand that checking this box constitutes my legal signature.

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\(^2\) “Proposed Beginning Term” refers to first term after Regent approval that students may declare this program.
Utah System of Higher Education  
Program Description - Abbreviated Template

Section I: The Request

Utah State University requests approval to offer the following Minor: Electrical Engineering effective Fall 2019. This program was approved by the institutional Board of Trustees on.

Section II: Program Proposal/Needs Assessment

Program Description/Rationale

Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.

There is a strong demand from industry for mechanical engineers to have a better background in electrical engineering topics. To address this need, the Electrical and Computer Engineering Department developed the proposed requirements for a Minor in Electrical Engineering. The program consists of existing classes (no new classes needed).

This need was first noted to the department by USU’s Mechanical and Aerospace Engineering Department, based on the following article: https://www.asme.org/engineering-topics/articles/technology-and-society/does-silicon-valley-have-enough-engineers which outlines the need for cross disciplinary electrical engineers with a better background in mechanical engineering and similarly mechanical engineers with a better background in electrical engineering. The article states that "someone who has experience with industrial assets and mechanical engineering as well as IT skills will be the most sought after... Those people are not easy to find." Both the Mechanical and Electrical engineering departments at USU are developing minors to their BS degree programs to address this need. The department currently has Mechanical Engineering students taking classes from the Electrical Engineering department and Electrical Engineering students are taking Mechanical Engineering classes to make themselves more attractive to potential employers. What is lacking is formal recognition of these efforts on the students transcripts.

This minor would be appropriate for any students in the engineering or physics programs at USU.

Labor Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

According to https://jobs.utah.gov/jsp/utalmis/#/occupation/17-2141.00/report website, both mechanical and electrical engineers have a 5 star rating for Occupation Outlook. Current graduates of the programs do not have difficulty finding good paying jobs. As mentioned above, students with cross disciplinary backgrounds are highly sought after on both a state and national level. Putting forth this minor is a way for students to get that recognized for their cross disciplinary background.

In addition, one sub-discipline that is very much in demand today is the engineering necessary for driverless automobiles (autonomous vehicles). This hot area requires expertise in control systems and computer controllers, which is an area of electrical engineering that can be studied in the proposed minor.

Consistency with Institutional Mission/Impact on Other USHE Institutions

Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/. Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/.

This minor would only be available at Utah State University and would be consistent with the institution’s mission, roles, and goals. This is the first electrical engineering minor offered by a USHE institution, which will make USU unique in the system.
Finances

What costs or savings are anticipated in implementing the proposed program? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

No additional costs are anticipated with this change. The number of students anticipated to participate in the minor will be small enough to fit into the department's current class enrollments.
**Program Curriculum**

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to receive the award. For NEW Emphases, skip to emphases tables below.

For variable credits, please enter the minimum value in the table below for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box below.

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<thead>
<tr>
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<th>NEW Course</th>
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<td>+</td>
<td>ECE 1400</td>
<td>Computer Programming for Electrical and Computer Engineers I</td>
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<td>+</td>
<td>ECE 3620</td>
<td>Continuous-Time Systems and Signals</td>
<td>3</td>
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<td>+</td>
<td>ECE 3710</td>
<td>Microcontroller Hardware and Software</td>
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<td>3</td>
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<td>+</td>
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<td>+</td>
<td>ECE 3700</td>
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<td>+</td>
<td>ECE 3410</td>
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<td>4</td>
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<td>ECE 3640</td>
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<td>+</td>
<td>ECE 3870</td>
<td>Electromagnetics I</td>
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<td>Elective Credit Hour Sub-Total</td>
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</table>
Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information, as needed.

Some of the courses allowed as electives for the minor require 4 credit hours of effort instead of the nominal three credit hours. This could cause some students to take a maximum of 19 credit hours to complete the minor.

Two courses from the above elective course list need to be taken. No course may be applied toward a minor in Electrical Engineering with an earned grade of less than C-. No course may be repeated more than one time to improve the grade to a C- or better. Courses for Electrical Engineering Minors may not be taken on a Pass/ Fail Basis.
A typical degree map could be as follows:

Year 1
- Fall Semester - ECE 1400 (Computer Programming for Electrical and Computer Engineers I), 4 credits

Year 2
- Fall Semester - ECE 3620 (Continuous-Time Systems and Signals), 3 credits

Year 3
- Fall Semester - ECE 3710 (Microcontroller Hardware and Software), 4 credits
- ECE 5310 (Control Systems), 3 credits
- Spring Semester - ECE 5330 (Small Unmanned Aircraft Systems), 3 credits

It is noted that ECE 1400 is currently taught every semester giving flexibility.
Utah System of Higher Education
Administrative Unit Change Proposal
Cover/Signature Page - Abbreviated Template

Institution Submitting Request: Utah State University

Proposed Effective Date¹: July 1, 2019

Institutional Board of Trustees’ Approval Date:

Existing Unit Title: Department of Geology

Sponsoring School, College, or Division: College of Science

Sponsoring Academic Department(s) or Unit(s): Department of Geology

Proposal Type:

☐ Name Change of Existing Unit to Department of Earth Sciences

☐ Administrative Unit Transfer

☐ Administrative Unit Restructure (with or without Consolidation)

☐ Administrative Unit Suspension

☐ Administrative Unit Discontinuation

☐ Reinstatement of Previously Suspended Administrative Unit

☐ Reinstatement of Previously Discontinued Administrative Unit

Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

______________________________________________________________________________ Date:

☐ I understand that checking this box constitutes my legal signature.

¹“Proposed Effective Date” refers to date after Regent approval when change to unit is published.
Section I: The Request

Utah State University requests approval to change name of Department of Geology to Department of Earth Sciences effective July 1, 2019. This action was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Administrative Unit Description/Rationale

Present a brief description of the unit. Describe the institutional procedures used to arrive at the action being proposed. Briefly indicate why a change to the unit is justified. Are similar units offered elsewhere in the USHE or the State? State how the institution and the USHE benefit from the proposed unit change.

The current Department of Geology is a moderate-sized academic unit with a long history at USU. We typically have 50-70 undergraduate majors, a very successful MS program, a relatively new PhD program, and are known for our dedicated alumni.

Following our Regent’s Review process in the 2017-2018 academic year, and as we have subsequently developed a Strategic Plan, a central discussion among faculty has been a name change for our department. We started this process during a department retreat in August, 2018, and after repeated debate, it culminated in an survey conducted at the end of October, 2018. This included a vote on choices of names, and with 100% participation of faculty, Instructors and research staff, the definitive result is to change our name to the Department of Earth Sciences, with 78% of stakeholders expressing this name as their first or second choice.

The Geology faculty have multiple motivations for this name change:

- Geoscience is often the application of other sciences to Earth problems, and as such, its scope has broadened amazingly over the past decades through interdisciplinary advances. This broadening of what we do now, and especially in the near future as our department evolves and grows, is the primary reason our name needs to be changed.

- Unlike most other classical sciences, the basic definition of geology or geoscience is poorly communicated and understood by youth and the public. Thus, how we label ourselves is an integral part of communicating what we do.

- Across the U.S., undergraduate enrollments in geoscience programs are currently falling. To prevent this from happening at USU, we seek a name that may help in attracting majors - one that is broader and free of the antiquated associations people have with the word geology.

- A survey of nation-wide department names at peer and higher-level institutions confirms that Geology has become a rare moniker, whereas Earth Sciences and Geosciences are the most common names of the strongest and most forward-looking programs.

For these reasons, both our Department and the greater USHE system will benefit from an up-to-date, fittingly broader, and forward-looking unit name, which will position us better with peers and be more attractive to prospective students.
Consistency with Institutional Mission/Institutional Impact

Explain how the unit is consistent with the institution's Regents-approved mission, roles, and goals. Describe how the existing administrative structures support the proposed unit and identify new organizational structures that may be needed. What changes in faculty and staff will be required?

This name change to Department of Earth Sciences -- being broad, inclusive, up-to-date, and forward-thinking -- will only enhance our contribution to the mission of USU in academics which cultivates diversity of learning and culture, discovery through research, and engagement via clear and up-to-date communication of our science. With the name change, no new or changed administrative or organizational structures are necessary.

Finances

What costs or savings are anticipated with the actions proposed? What new facilities or modifications to existing facilities or equipment are needed? Describe any budgetary impact on other programs or units within the institution. If new funds are required, describe expected sources of funds.

No budgetary impact is expected. No changes to facilities, other than routine updates to graphic-design elements. No new funds necessary.
EPC Curriculum Sub-Committee

January 10, 2018

Course Multiple-List/Cross-Listing Discussion

Ed Reeve & Chenese Boyle

Problem

In the discussion of courses here at USU, the term “multiple-list” is often used. This term is confusing and very seldom used at other universities. Other universities do not use the term “multiple-list,” they use “cross-list”. Cross-list is a term that is used system-wide at USU except for in the EPC Curriculum Subcommittee Handbook.

Note: USU currently has 1225 cross-listed courses.

In the handbook, it notes the following:

Be aware of the difference between a Multiple List and a Dual List. A Multiple List course is one that is listed across departments (e.g., BIOL/SOIL 6200). A course may be Multiple Listed with up to 5 other courses (Curriculum Subcommittee, 9 January 1997). Note that all multiple listed courses have a single department as their administrative home and that all course approval forms must originate with this department. A Dual List course is one that is listed across levels within a department (e.g., ELED 4600/6600). No course below the 4000 level should be dual listed with a graduate course, and no dual listing is permitted among 1000-5000 level courses (EPC, 9 January 1997).

Proposed Solution

Update the handbook and eliminate using the term “multiple list” and use “cross-list.”

Note: The Academic Scheduling office has a screen in Banner that is called “Cross-List definitions” and this is how/where they will cross-list the courses together. When CIDI is setting the courses up in Canvas, they also refer to this as “cross-listing”. The general catalog refers to classes as being “cross-listed”
Proposed New Curriculum Subcommittee Handbook Policy Language:

Be aware of the difference between a Cross-List and a Dual List.

A cross-listed course is a course that is offered under more than one department (e.g. BIOL/SOIL 6200). Cross-listed courses should be identical in number, title, credits, level, prerequisites, and course description. A total of five cross-listed courses can be proposed. Cross-listed courses will have a single department as their administrative home and all semester cross-list course approval forms must originate with this department (Curriculum Subcommittee, 10 January 2019).

A Dual List course is one that is listed as an undergraduate and graduate level course within a department (e.g., WGS 4900/6900). No course below the 4000 level should be dual listed with a graduate course, and no dual listing is permitted among 1000-5000 level courses (EPC, 9 January 1997). In addition, a dual-listed course is identical in title, content, description, and credits. However, in a dual-listed course, additional work is required at the graduate level, (e.g., a graduate student may be responsible for teaching a part of the course content). Thus, the course description must include “additional course work is required for those enrolled in the graduate level course.” (Curriculum Subcommittee, 10 January 2019).

Guidelines for Cross-Listing Courses (Curriculum Subcommittee, 10 January 2019).

“All of the following criteria should be met for courses to be approved as cross-listed courses:

- All departments must have faculty members actively involved in the planning of the content and scheduling of the course. Exceptions will be granted only if adequate justification is provided.
- All departments must use the course as a requirement or an elective in their majors or minors.
- The cross-listing of the course is requested by, and approved by, all departments through the courses and curricula procedures applicable to the departments and colleges.
- The cross-listed courses are identical in title, content, description, credits, prerequisites, and course number.
- Cross-listed and dual-listed courses must be taught as cross-listed/dual-listed courses each semester. Cross-listed and dual-listed courses will not be taught as a standalone course.
- Student Learning Outcomes should be the same for all offerings of a cross-listed course.
- Whenever there is a change to a cross-listed course, the primary department must submit semester cross-list course approval forms reflecting the change for each cross-listed course.”
ACADEMIC STANDARDS SUBCOMMITTEE OF THE EDUCATION POLICIES COMMITTEE

Meeting December 19, 2018 from 3-4 p.m. in Champ Hall

Members

• Scott Bates, Chair, Emma Eccles Jones College of Education & Human Services
• Mykel Beorchia, Advising
• Fran Hopkins, Registrar’s Office
• Kacy Lundstrom, University Libraries
• Ed Reeve, EPC Chair (ex officio; not a voting member)
• Jensea Moore, subcommittee secretary (ex officio; not a voting member)

Absent

• Cathy Bullock, Dan Coster, Allie Haas, Christa Haring, Christa Haring

AGENDA

New business

• **USU Global Engagement Scholar Transcript Designation** (Guest: Dr. Boettinger). USU has piloted a Global Engagement Scholar transcript designation for honors. Global Engagement is proposing making it available for all students. The program would have 4 components: (1) Foreign language competence - student has to complete 2 years coursework or the equivalent competency testing. (2) Internationally focused coursework - Honors had something with Capstone project. For general 15 credits or coursework with an international focus. Needs to be approved by department offering course and with Global Engagement as viable course. 6 of 15 need to be taken in a study abroad. 6 credits could be met in one summer or two summers. (3) Pre and post experiences and reflections – thru study abroad or Huntsman Global Learning Program – Pre-departure orientation: visa, safety, travel, health, culture shock. Post experience: Unpacking international experience. Opportunity for reflection. Make resumes reflect experience. (4) Returning traveler presentation – In conjunction with post experience reflection.

• Motion to approve: Kacy Lundstrom, seconded by Mykel Beorchia. Discussion
  o University currently does not have a standard for transcription designations.
  o We want students to be able to show this on an official USU record.
  o As this grows, we don’t have room for this on the academic transcript.
  o Fran Hopkin in looking into an alternative transcript for things like this. (Badging) Should we be putting on academic transcript? Last 5-8 years on a national level, co-curricular transcripts (not academic based) have been the topic of conversation. USU has been hesitant to buy into co-curricular transcript. Looking for an alternative transcript. There are 3 designations now - Undergrad research, Community Engagement/Service Learning, Global Engagement Scholar.
  o Two competing perspectives: (1) we need to view transcript as what was done academically at university. (2) including these sorts of designations is student-centered and forward looking.
- Distinction from Certificate program, we have to be approved through board of regions, through 401 process like an academic program. Credit for something that isn’t set coursework, but is a valuable experience.
- How do employers view certificate vs. transcript? Shows up at top of transcript since it is honors. We need to redefine them all into something or proceed.
- Global Engagement had to make commitments for why they wanted to be in Generational Study Abroad, USU to double students by the end of the decade who are having a meaningful experience. Part of that is the transcript designation. Falls into USU mission statement. Experienced that will be tied to student’s academics, but not tied to the transcript.
- Motion to approve this to go forward as a transcript designation (other motions and conversations can come after that). Motion passes: 3 in favor, 1 opposed.

**Articulation of Credit for Credit by Examination (Guest: John Mortensen).** AP US Govt used to be articulated and Political Science 1100 with a BAI designation. AP English Literature – English 1010 CL1 designation. Several years ago, students were coming to USU with ACT score of 29 or higher, SAT score 640 or higher, CE 1010, AP English Language. Individual depts made distinct decisions about how they would articulate these courses. Now, if a student comes in with (example) AP English Literature, they get English 1XXX with CL1 designation, English 1XXX is repeatable, so you can now have a student who has AP English Lit, AP English Language, and English 1010 CE and they get 9 credits of English. Question: is this appropriate? There are other courses where departments equate them to a specific course. If they take through CE, they can’t double their credit by taking the AP class for the same thing. Problem: inconsistency across institution. Solution: a policy that clarifies the rules or codifies the lack of rules related to these articulations.

- Double counting credits - Other schools have articulated to a very specific course. PSY repeat. POLS is a double credit. Makes sense to follow PSY standards.
- Authority to give designations - Should there be stamp of approval by committees? What committees?
- A policy makes sense. If it doesn’t equate to a course, give them an elective credit. It seems like it’s not a critical point for the Gen Ed remodel. 38% of concurrent enrollment students come to USU. Market it ahead of time. Registrar’s Office needs to be better at not using 1XXX for courses if they meet most of the criteria for a course. Only use 1XXX if there isn’t a class that meets the requirements. We need fewer 1XXX.
- Dept heads or advisors who are making decision of what courses to articulate. Policy defers to department and then should registrar’s office question department?

John Mortensen will generate proposed language and it will return to the committee in the future.

**Old Business**
- None

**Other Business**

Adjourned 4:23 pm
GENERAL EDUCATION SUBCOMMITTEE MINUTES

December 13, 2018
8:30 a.m. – 9:30 a.m.
Champ Hall Conference Room – OM 136

Present: Lee Rickords, College of Agriculture and Applied Sciences (Chair)
Ed Reeve, Office of the Executive Vice President and Provost
Thom Fronk, College of Engineering
Harrison Kleiner, College of Humanities and Social Sciences
Vance Grange, Jon M. Huntsman School of Business
Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
Richard Mueller, College of Science
Robert Mueller, Regional Campus
Melanie Nelson, USU Eastern
Kacy Lundstrom, University Libraries
Lawrence Culver, American Institutions
Ryan Bosworth, Social Sciences
Charlie Huenemann, Humanities
Ryan Dupont, Life and Physical Sciences
David Brown, Quantitative Literacy/Intensive
Matt Sanders, Connections
John Mortensen, Academic and Instructional Services
Stephanie Hamblin, Exploratory Advising
Erik Thalman, Registrar’s Office
Jordan Pinkham for Mykel Beorchia, University Advising
Kristine Miller, University Honors Program
Amber Summers-Graham, Secretary

Excused: Shelley Lindauer, Emma Eccles Jones College of Education and Human Services
Christopher Scheer, Caine College of the Arts
Jaren Hunsaker, USUSA President

Call to Order – Lee Rickords

Approval of Minutes – November 20, 2018
Minutes approved as distributed.

Course Approvals/Removals/Syllabi Approvals

ENGL 2640 (BHU) APPROVED ................................................................. Charlie Huenemann
Motion to approve BHU designation made by Charlie Huenemann. Seconded by Dick Mueller.
Designation approved.

SOC 2650 (BSS) APPROVED ................................................................. Ryan Bosworth
Motion to approve BSS designation made by Ryan Bosworth. Seconded by Dick Mueller.
Designation approved.
ANTH 4330 (DSS) APPROVED.................................................................Ryan Bosworth
Motion to approve DSS designation made by Ryan Bosworth. Seconded by Dick Mueller. Designation approved.

ANTH 3225 (DSC) APPROVED..............................................................Ryan Dupont
Motion to approve DSC designation made by Ryan Dupont. Seconded by Dick Mueller. Designation approved.

Business

Multiple Syllabi Submitted for Gen Ed Designation – Robert Mueller
The CI subcommittee has recently received several proposals where instructors are submitting multiple syllabi for different sections of the same course. Most recently, they have received a proposal for a course that is being taught by three different faculty under three sections. One is an online course and two are being taught face-to-face. Of the three syllabi, only one is meeting the CI designation criteria. Because designations are assigned to course numbers and not to instructors or sections, the CI committee wondered how to handle the situation. If a CI designation is granted based on the one syllabus, the other two sections of the course will also receive designation. It was decided that as a workaround, the proposal will be denied and the CI subcommittee will direct the instructors to review the syllabus that clearly meets the CI criteria. When all three sections meet the criteria, the proposal will be approved.

The larger problem at hand is the fact that the only way the committee found out about this issue is because all three of the faculty submitted syllabi. If only one syllabus would have been submitted with the proposal, it is possible that the CI designation would have been granted. There is the potential of this problem growing with the development of more online sections of courses. The ultimate solution to this problem would be the frequent reviewing of syllabi but that would require more person power from the general education committee. It was brought up in discussion that another potential solution to this problem comes back to last year’s conversation about offering training to general education instructors.

John Mortensen suggested looking into the possibility of generating a report that would allow the General Education committee to reach out to faculty who are teaching an existing general education course for the first time. This could be an opportunity to communicate criteria requirements in advance.

It is likely that the Gen Ed Task Force will be able to address this problem in their discussions. They are already planning to offer training on the rubrics for faculty teaching general education courses sometime in the early spring semester.

It was also suggested that faculty should be encouraged to contact general education designation subcommittee chairs before submitting proposals in Curriculog to ensure that there is a good understanding of the criteria rubric and to address any concerns before submitting a proposal.
Updated Information for Students - Depth Courses and Categorization of Majors – John Mortensen

Last month the committee voted to reduce the depth categories listed in the catalog from five to three. John Mortensen brought to the committee two possible layouts for the catalog. The layout options were an alphabetized listing by college or by major. The committee decided that the best way to list the categorization of majors in the catalog is alphabetically by college.

Motion to list the categorization by majors in the catalog alphabetically by college made by Matt Sanders. Seconded by Dick Mueller. Designation approved.

There was discussion about the language used in the catalog. The current wording in the catalog states, “students are required to take at least two upper-division courses outside of their major.” The categorization by majors section of the catalog states, “students must satisfy at least one Depth course in each area outside of the area in which their major is classified”.

This wording does not clearly state that students should be forced outside of their major when taking their depth courses and does not reflect current general education policy. It instead reflects what DegreeWorks is actually enforcing in a student’s graduation plan. This topic will be brought up again on January’s agenda so that the catalog statement and general education policy can be discussed and addressed before the next year’s catalog comes out.

Updates to General Education Form in Curriculog – Lee Rickords

The General Education form in Curriculog has been updated to provide information and links to the general education designation criteria. As per the committee’s request, the form will also be updated to include contact information for the designation subcommittee chairs. Originators will be encouraged to contact chairs prior to submission with any questions or concerns. Please send any other changes you would like to see in the form to Amber Summers-Graham – amber.summers@usu.edu

Adjournment 9:19 a.m.

Next meeting will be Tuesday, January 15, 2019 at 8:30 am in Champ Hall conference room. General Education requests for this meeting are due January 5, 2019.