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## Educational Policies Committee Agenda, March 3, 2016

Utah State University

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# EDUCATIONAL POLICIES COMMITTEE AGENDA

**3 March 2016**

A meeting of the Educational Policies Committee will be held on 3 March 2016 at 3:00 pm in Old Main 136 (Champ Hall Conference Room)

1. **Approval of the minutes of the 4 February 2016 meeting**  
<https://usu.box.com/s/91ulyqbik6xbwaxbb7j12dei070y51yk>

2. **Subcommittee Reports**

- a. **Curriculum Subcommittee** (Ed Reeve)

*Course Approvals*

*Program Proposals*

Request from the Department of Electrical and Computer Engineering in the College of Engineering to remove all emphases in the Electrical Engineering PhD.

<https://usu.box.com/s/91ulyqbik6xbwaxbb7j12dei070y51yk>

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

<https://usu.box.com/s/91ulyqbik6xbwaxbb7j12dei070y51yk>

- c. **General Education Subcommittee** (Dawn Kirby)

<https://usu.box.com/s/91ulyqbik6xbwaxbb7j12dei070y51yk>

3. **Other Business**

N/A

# EDUCATIONAL POLICIES COMMITTEE MINUTES

**4 February 2016**

A meeting of the Educational Policies Committee was held on 4 February 2016 at 3:00 pm in Old Main 136 (Champ Hall Conference Room)

Present: Michele Hillard, Secretary  
Dick Mueller for Dan Coster, College of Science  
Heidi Kesler for Marci Smith, Registrar's Office  
Roland Squire, Registrar's Office  
Karen Mock, Quinney College of Natural Resources  
Melanie Nelson, USU-Eastern  
Mike Lyons for Dawn Kirby, General Education Subcommittee Chair  
Dean Adams for Thomas Fronk, Engineering  
Kacy Lundstrom, Libraries  
Jessica Hansen, Academic and Instructional Services  
Jeffrey Johnson for Kelly Fadel, Huntsman School of Business  
Trevor Olsen, USUSA President  
Ed Reeve, Curriculum Subcommittee Chair  
Nathan Straight, Regional Campuses  
Larry Smith, Chair  
Jared Schultz, Education and Human Services  
Eddy Berry, Humanities and Social Sciences

Absent: Nicholas Morrison, Caine College of the Arts  
Nick Flann, Graduate Council  
Scott Bates, Academic Standards Subcommittee Chair  
Ty Aller, Graduate Studies Senator  
Janet Anderson, Provost's Office

Visitors: N/A

**I. Approval of the minutes of the 14 January 2016 meeting**  
<https://usu.box.com/s/92danchwx2b8ggk7vdl8pfrs5skf6d9h>  
Minute approved.

## **II. Subcommittee Reports**

**a. Curriculum Subcommittee (Ed Reeve)**

*Motion to approve the business of the Curriculum Subcommittee made by Mike Lyons. Seconded by Dick Mueller. Business approved.*

Course Approvals

### Program Proposals

Request from the Department of Management in the Jon M. Huntsman School of business to transfer the minor in Business from the dean's office to the Management Department.

<https://usu.box.com/s/92danchwx2b8ggk7vdl8pfrs5skf6d9h>

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

*Chair for the Academic Standards Subcommittee not present. Business from the February meeting will be forwarded to the March agenda. Will also provide the text for the proposed excused absence.*

**c. General Education Subcommittee (Dawn Kirby)**

<https://usu.box.com/s/92danchwx2b8ggk7vdl8pfrs5skf6d9h>

*Motion to approve the business of the General Education Subcommittee made by Dick Mueller. Seconded by Eddy Berry. Business approved.*

### **III. Other Business**

Update on Connections – The common lit reading is “How We Got to Now” by Steven Johnson. Applications are now being accepted for 80 Connection instructors. This is a competitive process and the instructors can be staff, faculty and grad students. Interviews for instructors will take place in March and training will begin in April.

Adjourned at 3:35 pm

**Institution Submitting Request:** Utah State University  
**Proposed Title:** Doctor of Philosophy in Electrical Engineering  
**Currently Approved Title:** Doctor of Philosophy in Electrical Engineering  
**School or Division or Location:** College of Engineering  
**Department(s) or Area(s) Location:** Department of Electrical and Computer Engineering  
**Recommended Classification of Instructional Programs (CIP) Code<sup>1</sup> (for new programs):** NA  
**Current Classification of Instructional Programs (CIP) Code (for existing programs):** 14.1001  
**Proposed Beginning Date (for new programs):** NA  
**Institutional Board of Trustees' Approval Date:** *MM/DD/YEAR*

**Proposal Type (check all that apply):**

Regents' General Consent Calendar Items		
<i>R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar</i>		
SECTION NO.		ITEM
5.1.1	<input type="checkbox"/>	Minor*
5.1.2	<input checked="" type="checkbox"/>	Emphasis*
5.2.1	<input type="checkbox"/>	(CER P) Certificate of Proficiency*
5.2.3	<input type="checkbox"/>	(GCR) Graduate Certificate*
5.4.1	<input type="checkbox"/>	New Administrative Unit
	<input type="checkbox"/>	Administrative Unit Transfer
	<input type="checkbox"/>	Administrative Unit Restructure
	<input type="checkbox"/>	Administrative Unit Consolidation
5.4.2	<input type="checkbox"/>	Conditional Three-Year Approval for New Centers, Institutes, or Bureaus
5.4.3	<input type="checkbox"/>	New Center
	<input type="checkbox"/>	New Institute
	<input type="checkbox"/>	New Bureau
5.5.1	<input type="checkbox"/>	Out-of-Service Area Delivery of Programs
5.5.2	<input type="checkbox"/>	Program Transfer
	<input type="checkbox"/>	Program Restructure
	<input type="checkbox"/>	Program Consolidation
5.5.3	<input type="checkbox"/>	Name Change of Existing Programs
5.5.4	<input type="checkbox"/>	Program Discontinuation
	<input type="checkbox"/>	Program Suspension
5.5.5	<input type="checkbox"/>	Reinstatement of Previously Suspended Program
	<input type="checkbox"/>	Reinstatement of Previously Suspended Administrative Unit

*\*Requires "Section V: Program Curriculum" of Abbreviated Template*

**Chief Academic Officer (or Designee) Signature:**

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

\_\_\_\_\_  
Signature

Date: *MM/DD/YEAR*

Printed Name: *Name of CAO or Designee*

<sup>1</sup> CIP codes must be recommended by the submitting institution. For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

**Utah State University**  
**Doctor of Philosophy in Electrical Engineering**  
*01/21/2016*

**Section I: Request**

The Department of Electrical and Computer Engineering requests that all of the Emphases in the current Doctor of Philosophy Degree in Electrical Engineering (PhDEE) be removed. Since Electrical Engineering is a discipline which is changing quickly, with new sub-disciplines added and obsoleted often, it is impractical to maintain a list of Emphases to which a student must be assigned. In addition, modern study in this field requires a knowledge of several sub-disciplines. The Department is currently adequately preparing students with existing course offerings, and no instructional activities in the Department will be affected.

**Section II: Need**

The current list of emphases require students to declare an area of study. Many of the students are taking classes in several sub-disciplines, and find it difficult to determine a single emphasis to formally select. Also, as the faculty are added to the Department, their research interests and expertise result in changes in curriculum and course offerings which are not reflected in a fixed set of emphases.

A review of the PhDEE programs in the State of Utah, located at the University of Utah and at Brigham Young University, indicate that both programs do not include formal emphases. In addition, feedback from the students indicate that employers are not influenced by a formal emphasis noted on the degree, but by the breadth and depth of classes the student has taken, and the topic of the dissertation research.

**Section III: Institutional Impact**

None.

**Section IV: Finances**

No costs are anticipated by this change.

**Section V: Program Curriculum**

No program curriculum will be changed.



# Academic Standards Subcommittee minutes

## 21 January 2016

A meeting of the Academic Standards Subcommittee was held on 21 January 2016 at 2:00 pm in Old Main 136 (Champ Hall Conference Room)

Present: Scott Bates, Chair, Emma Eccles Jones College of Education & Human Services  
Roland Squire, Registrar's Office  
Dawn Kirby, College of Humanities & Social Sciences  
Deidri Nielson, Secretary  
Thom Fronk, Engineering  
Marci Smith, Registrar's Office  
Karen Mock, Quinney College of Natural Resources  
Ben Vera (representing USUSA and Trevor Olson)  
Mykel Beorchia, Advising

Absent: Nathan Straight, Regional Campuses

### I. Old Business

#### A. Excused Absence Policy

A final (committee) version of the excused absence policy was presented. Changes included: re-organization of reasons for excused absence, for clarity. Scott Bates verified that Title IX inclusions were adequately covered and suggested that sexual assault/psychological issues were adequately covered in the Injury, Illness, Medical Conditions/Status section. Scott also addressed illness of an immediate family member requiring the student's assistance at home; also covered in the same section under #4.

**MOTION:** Dawn Kirby motioned to consider the Excused Absence Policy final, Thomas Fronk seconded the motion. Outcome: motion passed.

#### B. Family Member in Class Proposal

By request faculty senate president, the committee reviewed the report from the Academic Freedom and Tenure committee that addressed the potential conflict of interest when instructors teaching family members.

Several concerns were voiced regarding the potential conflict of interest if family members take a class from a related professor:

- The potential for bias exists, but it is small.
- The issue would rarely be a problem.
- If the class in "conflict" is rarely taught, or a pre-requisite for additional courses, the resultant delay to student progress would not be acceptable.

- In many cases, it is not practical--nor more fair--to ask a DH, colleague, nor TA to grade a family member's tests/quizzes. In some cases, such as a multiple-choice exam, it would not be difficult to grade fairly. In other cases, it would be very difficult (e.g., major writing assignment).

The committee discussed the ways in which the appearance of bias could be mitigated. Roland Squire mentioned that any student can appeal a grade, there is currently a path for remedy in the student code. He also suggested faculty be made aware of potential problems with teaching family members and cautioned.

**MOTION:** Karen Mock motioned to note that "the Academic Standards Subcommittee does not support a code-change restricting instructors from teaching family members." Dawn Kirby seconded the motion. Outcome: motion passed.

- C. Summer Credit-Hour Registration Cap was discussed. The committee decided there was not sufficient reason to implement a cap on summer credit hours. Scott will draft a formal response for review at the next meeting.

Next meeting is February 18, 2015 at 2PM in Champ Hall

# December 17, 2015

## Academic Standards Subcommittee of the EPC

### Attendance & Excused Absences

#### Introduction

Instructors set course content and structure and are responsible for determining if a student has met the minimum requirements for completion of the course. The university views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments in accordance with individual instructor and course policies.

The excused absence policy does not guarantee that a student's absences from a course will not negatively impact his or her success in the course. Furthermore, it is the student's responsibility to ensure that excused absences do not conflict with clearly established instructor policies on course attendance and participation.

There are multiple mechanisms that should be considered if absence from a class is necessary:

- Incomplete (I) Grade: If a student is unable to complete all of the coursework because of extenuating circumstances, a grade of "I" (Incomplete) may be submitted by the instructor. Refer to Incomplete policy for details.
- Withdrawal: Students may drop courses without notation on the permanent record through the first 20% of the class (i.e. 3 weeks of a 15-week term). If a student drops a course after that initial grace period, a "W" will be permanently affixed to the student's record. After 60% of the class is completed (i.e. 9 weeks of a 15-week term), the student's academic advisor must sign any drop request, and a "W" with a grade assigned by the instructor will be entered on the student's permanent record. Under normal circumstances, a student may not drop a course after 75% of the class is completed. (Check [General Catalog](#) for exact dates.)
- Excused Absence: An absence may be excused for the reasons and in accordance with the procedures outlined below. Students who are requesting an excused absence are expected to uphold the Student Code of Conduct.

#### Excused Absences

##### *Reasons*

A student requesting an excused absence is responsible for providing evidence to the instructor substantiating the reason for absence.

Excused absences may not exceed 20% of the class meetings.

Among the reasons absences are considered excused by the university are the following. Note that in accordance with Title IX of the Educational Amendments of 1972, Utah State University shall treat pregnancy and related conditions as a justification for an excused absence for so long a

period of time as is deemed medically necessary by the student's physician. Questions about Title IX should be directed to the University Title IX Coordinator.

### **University Supported Participation**

1. Participation in a university-sponsored or sanctioned activity.
2. Mandatory participation as a student-athlete in NCAA-sanctioned competition.

### **Injury, Illness, Medical Condition/Status**

3. Injury, illness, or medical condition/status that is too severe or contagious for the student to attend class.
  - a. **Injury or illness of 3 or more days.** For injury or illness that requires a student to be absent from classes for three or more class meetings, the student should obtain a medical confirmation note from his or her medical provider. The Student Health & Wellness Center or an off-campus medical professional can provide a medical confirmation note only if medical professionals are involved in the medical care of the student. Medical documentation can be collected after the absence has occurred. The medical confirmation note must contain the date and time of the visit for the injury or illness and the medical professional's confirmation of needed absence.
  - b. **Injury or illness less than 3 days.** Faculty members may require confirmation of student injury or illness that is serious enough for a student to be absent from class for a period less than 3 or more class meetings. At the discretion of the faculty member, as outlined in the course syllabus, injury or illness confirmation may be obtained through a note from a health care professional affirming the date and time of visit. Medical documentation can be collected after the absence has occurred.
  - c. An absence for a non-acute (e.g., elective) medical service does not constitute an excused absence.
4. Major injury, illness, or medical condition/status in a student's immediate family (as defined in Policy 346.1 of the USU Policies Manual).
5. A death in a student's immediate family (as defined in Policy 346.1 of the USU Policies Manual).

### **Other Allowable Reasons**

6. Required participation in military duties, including mandatory medical appointments for veterans and military personnel.
7. Mandatory admissions interviews for professional or graduate school, or internships, that cannot be rescheduled.
8. Religious holy day.
9. Participation in legal proceedings or administrative procedures that require a student's presence.

### **Procedures**

Students may be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated above or for other reasons deemed appropriate by the student's instructor. For reason #1 (Participation in a university sponsored or sanctioned activity) or #2 (Mandatory participation as a student-athlete in NCAA-sanctioned

competition), a dean or vice president (or the designee) must provide a letter for the student to provide to instructors that verifies the student's absence as excused.

### Student

Excused absence notifications should be provided to instructors as soon as possible. In some cases, such as athletics or other university-sponsored and sanctioned events with known schedules, instructors should be informed during the first week of classes. Instructors have the right to deny any request that exceeds 20% of class sessions.

To be excused, the student must notify his or her instructor in writing (acknowledged e-mail message is acceptable) prior to the date of absence if such notification is feasible. In cases where advance notification is not feasible (e.g. accident or emergency), the student must provide notification by the end of the second working day after the absence. This notification should include an explanation of why notice could not be sent prior to the class. Accommodations sought for absences due to the observance of a religious holiday can be sought either prior to or after the absence, but not later than two working days after the absence. On request of the instructor, the student must provide additional documentation substantiating the reason for the absence, which is satisfactory to the instructor, within one week of the last date of the absence.

### Instructor

Instructors are under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

If the absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed on by the student and instructor. Students with an excused absence shall be "held harmless" and benefit from all classroom policies. In some cases, such as classes that include time-dependent group, field, lab, or studio work, instructors are not required to recreate a precisely equivalent experience, but should identify a suitable alternative that respects both their own and the student's time and meets educational goals.

Any make-up work must be completed within 14 calendar days of the last day of the initial absence.

### **Appeal Procedures**

A student may appeal an instructor's decision that an absence is unexcused if the student believes either that he or she has presented the instructor with adequate substantiating evidence for an excused absence (as outlined in this policy) or that the instructor's decision was arbitrary, capricious, or prejudicial. Any appeal must be initiated within three class days of the instructor's decision. In the appeal process, the burden of proof shall be on the student. Any student appeal must be submitted to the following persons or bodies in the sequence listed below:

1. The head of the academic department in which the course is offered;
2. The dean or designee of the college in which the course is offered;
3. The Provost (in the case of an appeal by an undergraduate student), or the Dean of the School of Graduate Studies (in the case of an appeal by a graduate student).



## GENERAL EDUCATION SUBCOMMITTEE MINUTES

**February 16, 2016**

**8:30 am – 9:30 am**

**Old Main - Champ Hall**

**Present:** Dawn Kirby, Chair  
Harrison Kleiner, Connections  
Mary Leavitt, Advising  
Kacy Lundstrom, Library  
Kris Miller, Honors  
Melanie Nelson, USU Eastern  
Michele Hillard, Secretary  
Brock Dethier, Writing Program  
John Mortensen, Student Services  
Karen Mock, Natural Resources  
Dean Adams, Engineering  
Dick Mueller, Science  
Brian McCuskey, Humanities  
Bob Mueller, Regional Campus  
Laura Gelfand, Arts  
Larry Smith, Provost's Office  
Dan McInerney, American Institutions

**Absent:** Jessica Hansen, Academic and Instructional Services  
Lee Rickords, Agriculture and Applied Sciences  
Kathy Chudoba, Business  
Shelley Lindauer, Education and Human Services  
Ryan Dupont, Life and Physical Sciences

Trevor Olsen, USUSA President  
Eddy Berry, Social Sciences  
Stephanie Hamblin, University Advising  
Peggy Petrzelka, Social Sciences  
Cindy Dewey, Creative Arts  
Dan Coster, Quantitative Intensive

**Visitors:** John Louviere, Director, Academic and Instructional Services  
Robert Wagner, Dean, Academic and Instructional Services

**Approval of Minutes** – January 19, 2016

<https://usu.box.com/s/35yz18kfau0q9510pnouhvxwd7lrk3qt>

*Motion to approve the minutes made by Dean Adams. Seconded by Laura Gelfand. Minutes approved.*

**Course Approvals/Removals/Syllabi Approvals**

ARTH 3770 (CI) **APPROVED** .....Brock Dethier

*Motion to approve CI designation made by Laura Gelfand. Seconded by Dean Adams.*

*Designation approved.*

**Business**

*Recent Trends in General Education Design, Learning Outcomes, and Teaching Approaches*

[http://www.aacu.org/sites/default/files/files/LEAP/2015\\_Survey\\_Report2\\_GEtrends.pdf](http://www.aacu.org/sites/default/files/files/LEAP/2015_Survey_Report2_GEtrends.pdf)

Dan McInerney issued a caution regarding how the survey was done. He doesn't believe that the respondents teach students and is therefore concerned about the information. He also wonders if the programs exist in theory or in practice. Committee members agreed that the goals and learning outcomes are still not being understood by the students. A suggestion was made that we could measure this issue by conducting surveys with the sophomores. Gen Ed is a growing priority and employers are looking for skills and integration. Members discussed the practical uses of E-Portfolios, which are suggested in the report. They seem to be popular at SLCC and other universities statewide. Students seem to benefit from the critical thinking involved in compiling the portfolios, but other uses seem to be more for program assessment rather than demonstrating students' learning.

*Meeting Students' needs for Enrollment in Classes*

This subject will be moved to the March Gen Ed agenda.

*Syllabus Tracking Tool (John Louviere)*

John Louviere provide a demonstration of the Syllabus Tracking tool and explained how it can be customized for colleges and departments. The Syllabus Working Group formed by Ed Reeve, Chair of the USU Curriculum Committee and of which Dawn Kirby is a member, will continue working on this issue.

*USU Prefixes vs. College Prefixes*

Several colleges are looking at offering the USU courses with a departmental prefix. By making this change, we may be taking away the intended interdisciplinarity of the courses. Because USU courses are not required, USU courses may slowly fade away. Can we or should we mandate that departments continue teaching USU courses, or how do we propose new prefixes? These discussions will continue until a determination has been made on how and when to move forward.

Adjourned at 9:35 am.