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EDUCATIONAL POLICIES COMMITTEE AGENDA

4 February 2016

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

1. Approval of the minutes of the 14 January 2016 meeting

<https://usu.box.com/s/hrlvda0a251bvxxp0epfbh25txpu5fo>

2. Subcommittee Reports

a. Curriculum Subcommittee (Ed Reeve)

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/hrlvda0a251bvxxp0epfbh25txpu5fo>

b. Academic Standards Subcommittee (Scott Bates)

<https://usu.box.com/s/hrlvda0a251bvxxp0epfbh25txpu5fo>

c. General Education Subcommittee (Dawn Kirby)

<https://usu.box.com/s/hrlvda0a251bvxxp0epfbh25txpu5fo>

3. Other Business

N/A

EDUCATIONAL POLICIES COMMITTEE MINUTES

14 January 2016

A meeting of the Educational Policies Committee was held on 14 January 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
Eric Humphrey for Marci Smith, Registrar's Office
Nicholas Morrison, Caine College of the Arts
Karen Mock, Quinney College of Natural Resources
Melanie Nelson, USU-Eastern
Dawn Kirby, General Education Subcommittee Chair
Thomas Fronk, Engineering
Flora Schrode for Kacy Lundstrom, Libraries
Jessica Hansen, Academic and Instructional Services
Kelly Fadel, Huntsman School of Business
Trevor Olsen, USUSA President
Ed Reeve, Curriculum Subcommittee Chair

Absent:

Nathan Straight, Regional Campuses
Larry Smith, Chair
Nick Flann, Graduate Council
Scott Bates, Academic Standards Subcommittee Chair
Ty Aller, Graduate Studies Senator
Jared Schultz, Education and Human Services
Janet Anderson, Provost's Office
Eddy Berry, Humanities and Social Sciences

Visitors:

John Louviere, Director, Center for Innovative Design & Instruction (CIDI)
Kenneth Larsen, Programmer Analyst II, Center for Innovative Design & Instruction (CIDI)

I. Approval of the minutes of the 3 December 2015 meeting

<https://usu.box.com/s/a9lgigm6g6ylzhsj2ayk267hhawj3hke>

Motion to approve the minutes of the 3 December 2015 meeting made by Dawn Kirby. Seconded by Kelly Fadel. Minutes approved.

II. Subcommittee Reports

a. Curriculum Subcommittee (Ed Reeve)

Motion to approve the Curriculum Subcommittee report made by Nick Morrison. Seconded by Karen Mock. Report approved.

Course Approvals

Program Proposals

Request from the Department of Psychology in the Emma Eccles Jones College of Education and Human Services to restructure its current specialization within the Psychology PhD program in Professional Scientific Psychology to two separate specializations 1) combined Clinical/Counseling Psychology and 2) School Psychology.

<https://usu.box.com/s/a9lgigm6g6ylzhsj2ayk267hhawj3hke>

Request from the Department of Psychology in the Emma Eccles Jones College of Education and Human Services to utilize the existing MEd degree in Psychology but with a specialization as an en route degree for students in the School Psychology EdS program.

<https://usu.box.com/s/a9lgigm6g6ylzhsj2ayk267hhawj3hke>

Request from the Department of Environment and Society in the S.J. and Jessie E. Quinney College of Natural Resources to suspend admissions in the Master of Science in Bioregional Planning.

<https://usu.box.com/s/a9lgigm6g6ylzhsj2ayk267hhawj3hke>

Request from the Department of Environment and Society in the S.J. and Jessie E. Quinney College of Natural Resources to rename the Master of Science and PhD in Human Dimensions of Ecosystem Science and Management to Environment and Society.

<https://usu.box.com/s/a9lgigm6g6ylzhsj2ayk267hhawj3hke>

Request from the Department of Geography in the S.J. and Jessie E. Quinney College of Natural Resources to discontinue the Bachelor of Science degree in Geography Teaching.

<https://usu.box.com/s/a9lgigm6g6ylzhsj2ayk267hhawj3hke>

Approval Timeline

EPC/Curriculum	14 January 2016
Faculty Senate	1 February 2016
Board of Trustees	4 March 2016
Board of Regents	20 May 2016

b. Academic Standards Subcommittee (Scott Bates)

No meeting held in December. Nothing to report.

c. General Education Subcommittee (Dawn Kirby)

<https://usu.box.com/s/ppsnhhojdr9zx2go3eknprdrkafjzaoe>

Motion to approve the report of the General Education Subcommittee made by Tom Fronk. Seconded by Dick Mueller. Report approved.

III. Other Business

John Louviere and Kenneth Larsen provided a demonstration and answered questions regarding the Syllabus Tracker program. The Curriculum Subcommittee has established a syllabus working group to help streamline the process and standardize the form.

Adjourned: 3:40 pm

Cover/Signature Page - Abbreviated Template/Abbreviated Template with Curriculum

Institution Submitting Request: Jon M Huntsman School of Business, Utah State University

Proposed Title:

Currently Approved Title: Minor in Business

School or Division or Location: Jon M Huntsman School of Business

Department(s) or Area(s) Location: Dean's Office

Recommended Classification of Instructional Programs (CIP) Code¹ (for new programs):

Current Classification of Instructional Programs (CIP) Code (for existing programs): 52.0201

Proposed Beginning Date (for new programs): 07/01/2016

Institutional Board of Trustees' Approval Date:

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 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
	Administrative Unit Transfer
	Administrative Unit Restructure
	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
	New Institute
	New Bureau
5.5.1 <input type="checkbox"/>	Out-of-Service Area Delivery of Programs
5.5.2 <input checked="" type="checkbox"/>	Program Transfer
	Program Restructure
	Program Consolidation
5.5.3 <input type="checkbox"/>	Name Change of Existing Programs
5.5.4 <input type="checkbox"/>	Program Discontinuation
	Program Suspension
5.5.5 <input type="checkbox"/>	Reinstatement of Previously Suspended Program
	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:

Printed Name:

¹ 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>.

Program Request - Abbreviated Template
Utah State University
Jon M Huntsman School of Business
1.14.2016

Section I: Request

Utah State University's Jon M Huntsman School of Business has for many years offered a Minor in Business for students with majors outside the School. The School requests that the administrative home of the program be transferred from the Dean's Office to the Management Department, and that the curriculum be streamlined to better meet program objectives.

Section II: Need

The Minor in Business has historically been housed in the Dean's Office of the Jon M. Huntsman School of Business. However, by not having a home in an academic department, the program has lacked the academic ownership that other programs with homes in academic units in the school have. The goal of the program is to offer training in core business principles to students with majors outside the School of Business for whom this will enhance their career prospects. As such, program development and administration will be better served if the program is housed in the Management Department of the School.

Given the objective of giving non-business students a broad education in core business functions, the curriculum will also be streamlined. When it was last revised, the curriculum was expanded to give students flexibility. However, in doing so, the curriculum lacked focus on core business functions. Moreover, course prerequisites significantly expanded the number of credits actually needed to complete the minor.

Section III: Institutional Impact

The proposed changes will have no impact on staffing, course offerings, or course availability. All courses within the program are already offered and represent a subset of the existing curriculum. Ownership of the program by the Management Department and streamlining of the curriculum will make it easier to promote the program which may lead to increased enrolments. Any such increases can be absorbed by existing course offerings.

Section IV: Finances

No additional resources are required.

Section V: Program Curriculum

Course Prefix and Number	Title	Credit Hours	Semester
ACCT 2010	Financial Accounting Principles	3	Fall, Spring, Summer
FIN 3200	Financial Management	3	Fall, Spring, Summer
MGT 3500	Fundamentals of Marketing	3	Fall, Spring, Summer
MGT 3110 or MGT 3800	Managing Organizations and People or Leadership	3 2	Fall, Spring, Summer
MGT 3700	Operations Management	2	Fall, Spring, Summer
MIS 2100	Principles of Management Information Systems	3	Fall, Spring, Summer
STAT 2000 or STAT 2300	Statistical Methods or Business Statistics	4	Fall, Spring, Summer
Total Number of Credits		20/21	

Institution Submitting Proposal:

College, School or Division in Which Program/Administrative Unit Will Be Located: Jon M. Huntsman School of Business

Department(s) or Area(s) in Which Program/Administrative Unit Will Be Located: Management Department

Program/Administrative Unit Title: Minor in Business

Recommended Classification of Instructional Programs (CIP) Code: 520201

Certificate, and/or Degree(s) to Be Awarded:

Proposed Beginning Date: 7/1/2016

Institutional Signatures (*as appropriate*):

Department Chair

Dean or Division Chair

Date: 1/28/2016

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



GENERAL EDUCATION SUBCOMMITTEE MINUTES

January 19, 2016

8:30 am – 9:30 am

Old Main - Champ Hall

Present: Dawn Kirby, Chair
Eddy Berry, Social Sciences
Harrison Kleiner, Connections
Mary Leavitt, Advising
Kacy Lundstrom, Library
Kris Miller, Honors
Melanie Nelson, USU Eastern
Barbara Williams for Michele Hillard, Secretary
Brock Dethier, Writing Program
John Mortensen, Student Services
Stephanie Hamblin, University Advising
Karen Mock, Natural Resources
Dean Adams, Engineering
Dick Mueller, Science
Brian McCuskey, Humanities
Bob Mueller, Regional Campus
Peggy Petrzelka, Humanities
Laura Gelfand, Arts
Larry Smith, Provost's Office
Cindy Dewey, Creative Arts
Dan Coster, Quantitative Intensive

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
Dan McInerney, American Institutions
Trevor Olsen, USUSA President

Call to Order - Dawn Kirby

Approval of Minutes – December 15, 2015

<https://usu.box.com/s/szf33l8cg5u3bdkuinmkno0wyltgfqa>

Motion to approve the December 15, 2015 minutes made by Dean Adams. Seconded by Brian McCuskey. Minutes Approved.

Course Approvals/Removals/Syllabi Approvals

<https://usu.curriculog.com/proposals>

ARTH 3340 – African Art (CI) **APPROVED**..... Brock Dethier
ARTH 3710 – Art, Culture & Crisis in Postwar Britain (CI) **APPROVED**..... Brock Dethier
ARTH 3910 – Introduction to Film Theory (CI) **APPROVED** Brock Dethier
Motion to approve all ARTH courses for CI designation made by Dan Coster. Seconded by Laura Gelfand. Designations approved.

Business

USU Course Prefixes and Funding (8:30 – 9:00 am Noelle Cockett)

The provost stated that funding from the Provost’s office will still be available for Gen Ed breadth courses that have changed from the USU prefix to a more specific prefix as long as additional seats are needed in that particular course. There were discussions about how departments have been and will continue to add seats and help predict the seats that will be needed in future semesters. The Provost’s new budget model will help fund additional seats as needed regardless of delivery mode (online, face-to-face, or broadcast.

The reduction of summer 2015 tuition resulted in a 25% increase in enrollment, most of which occurred in online classes. The “take more—save more” adjusted tuition plan will be in effect for summer 2016 courses, many of which will be general education courses. The first 7-weeks and full 14-week summer sessions are popular. Taking summer courses helps some students complete the 30 credits a year that are needed to remain on-track for on-time graduation. Another issue is that Logan and nearby areas provide only a limited pool of people who are qualified to teach these classes. USU is limited on instructors, classroom space, and getting enough TAs for summer because students continue as RAs to support faculty research rather than working as TAs. UTFs could potentially help with this concern.

This item will be discussed again at next month’s meeting.

Syllabus Tracking Tool

The Curriculum Subcommittee has established a working group look to help standardize a basic course syllabus template. John Louviere has met with the working group and showed them the syllabus tracking tool, which may also serve as a central repository for syllabi. There are certain accreditation items that need to be on all syllabi. This process will assist students, faculty, accreditation needs, and others who review syllabi. John Louviere will be invited to the next General Education Committee meeting to demonstrate the tracking tool.

Motion to adjourn made by Harrison Kleiner. Seconded by Dawn Kirby. Adjourned at 9:45 am.