Educational Policies Committee Agenda, March 6, 2014

Utah State University

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EDUCATIONAL POLICIES COMMITTEE AGENDA

6 March 2014

A meeting of the Educational Policies Committee will be held on 6 March 2014 at 3 p.m. in Old Main 136 (Champ Hall Conference Room)

I. Approval of the minutes of the 6 February 2014 meeting (see below)

II. Subcommittee Reports

A. Curriculum Subcommittee (Ed Reeve)

   1. Course Approvals

   2. Request from the Department of English to change the name from Online M.S. in English with Specialization in Technical Writing to Master of Technical Communication (see below)

B. Academic Standards Subcommittee (Scott Bates)

C. General Education Subcommittee (Norm Jones)

GENERAL EDUCATION SUBCOMMITTEE MINUTES

February 18, 2014, 8:30 A.M.
Champ Hall Conference Room

Present: Charlie Huenemann, CHaSS; Bob Mueller, Regional Campuses; Kacy Lundstrom, Library; Dick Mueller, Science; Harrison Kleiner, Connections; Melanie Nelson, USU Eastern; Michele Hillard, Secretary; Kathy Chudoba, Business; Dean Adams, Engineering; Karen Mock, Natural Resources; Brian McCuskey, Humanities; Norm Jones, Chair; Larry Smith, Provost’s Office; Eddy Berry, Social Sciences; Laura Gelfand, Art; Nick Morrison, Honors; Shelley Lindauer, FCHD; Lee Rickords, Agriculture; Cindy Dewey, Creative Arts; Mary Leavitt, Advising;

Absent: Doug Fiefia, ASUSU President; Dan Coster, Quantitative Intensive; Dan McInerney, American Institutions; John Mortensen, Student Services; Stephanie Hamblin, University Advising; Lezlie Park, Writing Program; Rhonda Miller, Communications; Ryan Dupont, Life & Physical Sciences;
Call to Order – Norm Jones

Approval of Minutes – January 21, 2014
Motion to approve made by Shelley Lindauer; seconded by Kathy Chudoba

Course Approvals
HIST 3751 (DHA/CI) DHA Approved/CI Pending ......................... Brian McCuskey/Rhonda Miller
Motion to approve DHA made by Brian McCuskey; seconded by Kathy Chudoba

MUSC 3030 (DHA) Withdrawn ..................................................... Cindy Dewey

RELS 3050 (DHA/CI) DHA Approved – CI Pending ............... Brian McCuskey/Rhonda Miller

SW 4100 (CI) Pending ............................................................... Rhonda Miller

Course/Designation Removals
N/A

Syllabi Approvals
HONR 1300 (BAI) Cathy Bullock Pending .................................................. Dan McInerney

HONR 1320 (BHU) James Sanders Approved ............................... Brian McCuskey
Motion to approve made by Brian McCuskey; seconded by Eddy Berry

HONR 1330 (BCA) Laura Gelfand Approved ............................... Cindy Dewey
Motion to approve made by Cindy Dewey; seconded by Kathy Chudoba

HONR 1340 (BSS) Scott Hunsaker Approved .............................. Eddy Berry
Motion to approve made by Eddy Berry; seconded by Brian McCuskey

HONR 1350 (BLS) Abby Benninghoff Approved ............................. Ryan Dupont
Motion to approve made by Dick Mueller; seconded by Cindy Dewey

HONR 1350 (BLS) Robert Schmidt Approved ............................... Ryan Dupont
Motion to approve made by Eddy Berry; seconded by Brian McCuskey

HONR 1360 (BPS) David Peak Approved ................................. Ryan Dupont
Motion to approve made by Eddy Berry; seconded by Brian McCuskey

HONR 3020 (DHA) Withdrawn ..................................................... Cindy Dewey

USU 1320 (BHU) Steven Camicia Denied ................................. Brian McCuskey

USU 1340 (BSS) Jennifer Truschka Withdrawn .............................. Norm Jones
Business
Developing rubrics for depth course approvals. What is our process?
We need to begin a review of all depth courses and remove any that aren’t currently being taught. At the same time we need to rewrite the course criteria in the catalog and clarify the expectations for depth courses. It is also important that we maintain continuity in both the breadth and depth courses. We will start discussions with the existing designation subcommittees and then share with the other subcommittees.

Information
USU Syllabus Tracking Tool - A meeting will be scheduled with Norm Jones, John Louviere, and Michele Hillard to discuss application and use of the tracking tool. The following link: https://elearn.usu.edu/canvasCustomTools/syllabus/ is for the USU Canvas Course Syllabus Tracker.

Next Meeting
Tuesday, March 18, 2014
Champ Hall Conference Room
8:30 a.m.

III. Other Business

Request from Utah State University to form a new Department of Nursing and Health Professions within the Emma Eccles Jones College of Education and Human Services (see below)
A meeting of the Educational Policies Committee was held on 6 February 2014 at 3 p.m. in Old Main 136 (Champ Hall Conference Room)

Present: Larry Smith, Chair
        Ed Reeve, Curriculum Subcommittee Chair
        Scott Bates, Academic Standards Subcommittee Chair
        Norm Jones, General Education Subcommittee Chair
        Ed Reeve, College of Agriculture and Applied Sciences
        Kevin Olson, Caine College of the Arts
        Kelly Fadel, Huntsman School of Business
        Scott Bates, Emma Eccles Jones College of Education and Human Services
        Paul Barr, Engineering (representing Thom Fronk)
        Richard Mueller, College of Science
        Travis Peterson, Regional Campuses and Distance Education
        Kacy Lundstrom, Libraries
        Melanie Nelson, USU-Eastern
        Trevor Olsen, ASUSU President (representing Doug Fiefia)
        Roland Squire, Registrar’s Office
        Cathy Gerber, Registrar’s Office

Absent: Scott DeBerard, Graduate Council
        Eddy Berry, College of Humanities and Social Sciences
        Karen Mock, Quinney College of Natural Resources
        Brittney Garbrick, Graduate Studies Senator

Visitor: Dawn Kirby, SR Associate Dean, College of Humanities and Social Sciences

I. Approval of the minutes of the 9 January 2014 meeting

The minutes of the 9 January 2014 meeting were approved.
II. Subcommittee Reports

A. Curriculum Subcommittee (Ed Reeve)

Ed Reeve reviewed the Curriculum Subcommittee business.

All courses were approved.

The request from the Department of English to change the name of the Online Master of Science in English with Specialization in Technical Writing to Master of Technical Communication was postponed.

The request from the Department of Mathematics and Statistics to discontinue the Plan C Options in the MS Degree in Mathematics and the MS Degree in Statistics was approved pending revisions. (see below)

The request from the Department of Mathematics and Statistics to restructure the PhD in Mathematical Sciences by reducing the number of credits required was approved pending revisions. (see below)

Dual Listed Courses:
Currently, the rule is no dual listing is permitted among the 1000-5000 courses. This creates a problem for the Emma Eccles Jones College of Education and Human Services. Professional Development courses taken by post bachelor’s teachers for recertification and endorsements are typically 5000 level courses. Can an exception be made to dual list the 3000 level and 5000 level courses that the Emma Eccles Jones College of Education and Human Services students take?

The Registrar’s Office will review the Curriculum Subcommittee Handbook and Regents Policy and gather data from Banner and the General Catalog and submit this information to Scott Hunsaker and Richard Mueller who will propose a policy concerning this matter.

Norm Jones moved to approve the business of the Curriculum Subcommittee. Richard Mueller seconded; motion approved.

B. Academic Standards Subcommittee (Scott Bates)

No Report
C. General Education Subcommittee (Norm Jones)

GENERAL EDUCATION SUBCOMMITTEE MINUTES

January 21, 2014, 8:30 A.M.
Champ Hall Conference Room

Present: Charlie Huenemann, CHaSS; Vince Lafferty, Regional Campuses; Kacy Lundstrom, Library; Dick Mueller, Science; Dan McInerney, American Institutions; John Mortensen, Student Services; Stephanie Hamblin, University Advising; Harrison Kleiner, Connections; Melanie Nelson, USU Eastern; Michele Hillard, Secretary; Kathy Chudoba, Business; Lezlie Park, Writing Program; Dean Adams, Engineering; Karen Mock, Natural Resources; Rhonda Miller, Communications; Brian McCuskey, Humanities; Norm Jones, Chair; Larry Smith, Provost’s Office; Eddy Berry, Social Sciences; Laura Gelfand, Art; Ryan Dupont, Life & Physical Sciences; Nick Morrison, Honors; Shelley Lindauer, FCHD

Absent: Doug Fiefia, ASUSU President; Lee Rickords, Agriculture; Cindy Dewey, Creative Arts; Mary Leavitt, Advising; Dan Coster, Quantitative Intensive;

Call to Order – Norm Jones

Approval of Minutes – December 10, 2013
Motion to approve made by Kathy Chudoba; seconded by Dean Adams

Course Approvals
ENGR 3080 (CI) Approved via Electronic Vote ................................. Rhonda Miller
Electronic vote 12/13/13
Motion made by Rhonda Miller; seconded by Richard Mueller

HIST/RELS/ARBC 3030 (DHA) Approved ................................................. Brian McCuskey
Motion made by Brian McCuskey; seconded by Ronda Miller

MUSC 3030 (DHA) Pending ................................................................. Cindy Dewey

RELS 3050 (DHA/CI) DHA Approved – CI Pending ....................... Brian McCuskey/Rhonda Miller

Course/Designation Removals
N/A

Syllabi Approvals
HONR 3020 (DHA) Pending ................................................................. Cindy Dewey

USU 1300 (BAI) Marko DeManjo Pending ........................................ Dan McInerney

USU 1340 (BSS) Jennifer Truschka Pending ...................................... Norm Jones
Business
Report on Rubrics: USU 1300 written and submitted; awaiting responses
USU 1320 completed
USU 1330 completed revising web component; now working rubric
USU 1340 rubric approved by committee; going to instructors
USU 1360 final approved

.....There was a discussion of continuing the work on rubrics to include the Depth courses, and it was agreed that we would take this up at our next meeting.

Information
John Mortensen reports that the Gen Ed committee will soon receive a request for a new course to be admitted as a Quantitative Literacy course, Stats 1045 – a new 5-hour course which unites statistics with algebra.

Connections – The Connections Subcommittee has rewritten the course objectives and is rewriting all assignments. The goal is to help students understand the following:

- What is college for?
- How do you be a successful student?
- How do you connect with campus?

The first year of this new curriculum went well and the committee is working on improvements. It held a meeting of all who taught the course last year and asked for help in improving and clarifying the curriculum.

Next Meeting
Tuesday, February 18, 2014
Champ Hall Conference Room
8:30 a.m.

Richard Mueller moved to approve the business of the General Education Subcommittee. Kelly Fadel seconded; motion approved.
III. Other Business

Effective immediately, all R401’s will need the approval of the Northwest Commission of Colleges and Universities after the Board of Regents has approved them. Departments will not be allowed to act on the proposals until Northwest has approved them.

Meeting adjourned 3:25 p.m.
Larry Smith conducted the meeting.
Cathy Gerber recorded the minutes.
Institution Submitting Request: Utah State University
Proposed Title: Change of Program Name from Master of Science in English with Specialization in Technical Writing to Master of Technical Communication.
Currently Approved Title: Master of Science in English with Specialization in Technical Writing
School or Division or Location: Department of English
Recommended Classification of Instructional Programs (CIP) Code (for new programs): 
Current Classification of Instructional Programs (CIP) Code (for existing programs): 00.0000
Proposed Beginning Date (for new programs): August, 2014
Institutional Board of Trustees’ Approval Date: 
Proposal Type (check all that apply):

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<th>Section #</th>
<th>Item</th>
<th>R401-5</th>
<th>R401-6</th>
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<tr>
<td>4.1.5.2</td>
<td>Minor*</td>
<td>Items submitted will be reviewed by OCHE. If there are any issues, the proposal will be returned for clarification/correction. If no issues, the proposal will be returned with a note of approval and the request will be placed on the General Consent Calendar of the next Regents’ agenda.</td>
<td>Items submitted will be reviewed by OCHE. If there are any issues, the proposal will be returned for clarification/correction. If no issues, the proposal will be returned with a note of approval and the request will be placed on the General Consent Calendar of the next Regents’ agenda.</td>
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<tr>
<td>5.1.1.1</td>
<td>New Emphasis on an Existing Degree*</td>
<td>6.1.1 Reinstatement of Previously Suspended Program</td>
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<td>5.1.2</td>
<td>Certificate of Proficiency Not Eligible for Financial Aid</td>
<td>6.1.5 Reinstatement of Previously Suspended Unit</td>
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<td>5.1.3</td>
<td>Out-of-Service Area Delivery of Programs</td>
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<td>5.1.4 X</td>
<td>Name Change of Existing Programs</td>
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<td>5.1.5</td>
<td>Program Transfer</td>
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<td>Program Discontinuation</td>
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<td>5.1.7</td>
<td>Administrative Unit Creation</td>
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<td>Administrative Unit Consolidation</td>
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<td>5.1.8</td>
<td>New Center</td>
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<td>New Institute</td>
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<td>New Bureau</td>
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<tr>
<td>5.1.9</td>
<td>Graduate Certificate</td>
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</table>

*Requires “Section VI: 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: Dr. Larry Smith

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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.
Institution Submitting Proposal: Utah State University

College, School or Division in Which Program/Administrative Unit Will Be Located: CHaSS

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

Program/Administrative Unit Title: 

Recommended Classification of Instructional Programs (CIP) Code: __ __ · __ __ __ __

Certificate, and/or Degree(s) to Be Awarded: Master of Technical Communication

Proposed Beginning Date: July 1, 2014

Institutional Signatures (as appropriate):

Department Chair

Dean or Division Chair

Jeannie Thomas, Dept. Head, English

John C. Allen, Dean

Dean, College of Humanities and Social Sciences

Graduate School Dean

Mark R. McLellan, Vice President for Research
and Dean of the School of Graduate Studies
Change of Program Name from Online M. S. in English with Specialization in Technical Writing to Master of Technical Communication.

Section 1: Request

Currently, Utah State University is encouraging departments not to offer Plan C degrees with M.S. or M.A. designations. It is suggested that whenever a Plan C degree is offered, it should be identified as a professional degree. The online M.S. in English with specialization in Technical Writing has been a Plan C degree with no final project, paper, or thesis because such extended academic research projects are not useful to the lives or careers of the students, who are all working professionals and would universally prefer more class time. Attempting to design some sort of final experience, such as a thesis, only makes the program less relevant to the students and would deprive them of valuable classes. Therefore, the request is to change the degree name to reflect its existing professional nature. The specialization should be recognized as a professional degree with the name change to “Master of Technical Communication.” The new degree also uses the term “technical communication” instead of “technical writing” in order to better reflect the current professional and academic emphasis on both writing and communication skills in today’s digital world.

Section II: Need

This professional degree benefits students in that it caters exclusively to working professional writers, and offers a range of courses from applicable theory (e.g., editing, rhetorical theory) to highly technical skills (e.g., content management, user experience evaluation/design). A good number of the students find themselves promoted or moved to better and more interesting jobs because of this program. It also provides professional training opportunities for professionals in technical writing, which is a growth area.

According to the most current Bureau of Labor Statistics’ Occupational Outlook Handbook, “The employment of technical writers is projected to grow 15 percent from 2012 to 2022, faster than the average for all occupations. Employment growth will be driven by the continuing expansion of scientific and technical products and by growth in Web-based product support. Job opportunities, especially for applicants with technical skills, are expected to be good. . . . The median annual wage for technical writers was $65,500 in May 2012.”

At the present time, no similar professional master’s degree programs offered online in the state of Utah. However, given the existing numbers of professional writers and the statistical projections of growth in the field, this program will continue to fill with interested professionals.

Section III: Institutional Impact

No impact will come from this change. The program is already in place; this is simply a name change.

Section IV: Finances

No additional costs will come from this change.

Section V: Program Curriculum

No changes will be made to the curriculum. The following table details the current curriculum, which will continue as is.
<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Courses—Section A</strong></td>
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<tr>
<td>ENGL 6400</td>
<td>Advanced Editing</td>
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<tr>
<td>ENGL 6410</td>
<td>Theory &amp; Research in Professional Communication</td>
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<td><strong>Sub-Total</strong></td>
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<td><strong>6</strong></td>
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<tr>
<td><strong>Elective Courses—Section B</strong></td>
<td>Issues in Professional Communication</td>
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<td>ENGL 6420</td>
<td>Usability and Human Factors in Professional Communication</td>
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<td>ENGL 6430</td>
<td>Publications Management</td>
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<td>ENGL 6450</td>
<td>Reading Theory &amp; Document Design</td>
<td>3</td>
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<tr>
<td>ENGL 6800</td>
<td>Theory and Practice of Online Education in Writing</td>
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<tr>
<td>ENGL 6830</td>
<td>Rhetorical Theory</td>
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<tr>
<td>ENGL 6890</td>
<td>Studies in Writing and Rhetoric (repeatable for up to 6 credits)</td>
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<td><strong>Sub-Total</strong></td>
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<td><strong>Elective Courses—Section C</strong></td>
<td>Specialized Publications</td>
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<tr>
<td>ENGL 6460</td>
<td>Studies in Digital Media (repeatable for up to 12 credits)</td>
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<td>ENGL 6470</td>
<td>Studies in Specialized Documents</td>
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<td><strong>Track/Options (if applicable)</strong></td>
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<td><strong>6-24</strong></td>
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<tr>
<td><strong>Students take core courses and select from Sections B &amp; C to complete 33 hours.</strong></td>
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<tr>
<td><strong>Total Number of Credits</strong></td>
<td></td>
<td><strong>33</strong></td>
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</table>

**Program Schedule**

The courses are offered during the fall, spring, and summer semesters. The program is designed so that students can complete it in two years.

**Faculty**

The following faculty from the Department of English will be available to instruct in this program:

- Keith Grant-Davie, Associate Professor, Ph.D., Technical Communication Rhetoric
- David Hailey, Associate Professor, Ph.D., Technical Communication Technologies
- John McLaughlin, Associate Professor, Ph.D., Linguistics
- Ryan Moeller, Associate Professor, Ph.D., Technical Communication Technologies and Rhetoric
- Ron Shook, Associate Professor, Ph.D., Technical Communication Design
- Rebecca Walton, Assistant Professor, Ph.D., Technical Communication Technologies and Rhetoric
Institution Submitting Request: Utah State University
Proposed Title: Establishment of a Department of Nursing and Health Professions
Currently Approved Title: NA
School or Division or Location: Utah State University
Department(s) or Area(s) Location: College of Science and Emma Eccles Jones College of Education and Human Services
Recommended Classification of Instructional Programs (CIP) Code¹ (for new programs): NA
Current Classification of Instructional Programs (CIP) Code (for existing programs): NA
Proposed Beginning Date (for new programs): 06/2014
Institutional Board of Trustees’ Approval Date: TBD

Proposal Type (check all that apply):

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<th>REGENTS’ GENERAL CONSENT CALENDAR ITEMS</th>
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<td>R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar</td>
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<td>5.2.1</td>
<td>(CER P) Certificate of Proficiency*</td>
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<td>5.2.3</td>
<td>(GCR) Graduate Certificate*</td>
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<td>5.4.1</td>
<td>New Administrative Unit</td>
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<td>5.4.2</td>
<td>Conditional Three-Year Approval for New Centers, Institutes, or Bureaus</td>
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<td>5.5.5</td>
<td>Reinstatement of Previously Suspended Program</td>
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<td></td>
<td>Reinstatement of Previously Suspended Administrative Unit</td>
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</tbody>
</table>

*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: Laurens H. Smith, Jr.

Program Request – Abbreviated Template
Utah State University  
Establishment of a Department of Nursing and Health Professions  
February 20, 2014

Section I: Request

Utah State University seeks approval for the formation of a new Department of Nursing and Health Professions within the Emma Eccles Jones College of Education and Human Services.

Section II: Need

Utah State University offers the practical nursing certificate, the Associate of Applied Sciences - Registered Nursing degree, an AAS degree in Medical Lab Technician, and a Medical Assistant Certificate. These nursing and health professions programs are currently delivered to students at USU Eastern (Price and Blanding) and the Uintah Basin Regional Campus through a combination of face to face and technologically-assisted instruction. When the College of Eastern Utah (CEU, now USU Eastern) and Utah State University merged in 2010, academic programs at CEU came under the administrative oversight of USU academic departments. The nursing, medical technology, and medical assistant programs were assigned to the Department of Biology in the College of Science. Since that time, it has become apparent that a better USU “administrative home” for the Nursing Program is the Emma Eccles Jones College of Education and Human Services (EEJCEHS). This is because EEJCEHS is the administrative home for most all other USU academic programs in human health-related and clinically-based programs including Special Education and Rehabilitation; Communicative Disorders and Deaf Education; Family, Consumer and Human Development; Health, Physical Education, and Recreation; Psychology; and the Center for Persons with Disabilities. The EEJCEHS is very enthusiastic about establishing a new department that collectively manages nursing and health professions programs which will make a positive contribute to their existing assemblage of health and clinical programs. The new Department of Nursing and Health Professions will benefit greatly from its official association with EEJCEHS’s health and clinical programs because of the mutual support, shared understanding, and collectively stronger voice that will better serve the new department’s students. EEJCEHS also has extensive experience in accreditation practices in health and clinical programs which the College of Science does not, thus making accreditation-driven program assessment of USU’s nursing and medical programs more effective.

Section III: Institutional Impact

The transfer of the USU nursing, medical lab technician, and medical assistant programs from the College of Science to the Emma Eccles Jones College of Education and Human Services will not have any adverse impact on Utah State University or EEJCEHS and the College of Science and the Department of Biology. All existing nursing education, medical lab technician, and medical assistant program offerings and their locations, facilities, faculty and funding will remain unchanged at the UBRC and USU Eastern. The new department will relieve the College of Science of an administrative responsibility and shift that to EEJCEHS which better understands the operations and support requirements of clinical and health-related programs. This new department will benefit the hundreds of students enrolled in these programs. Vice Provost Travis Peterson will serve as the first head of the Department of Nursing and Health Professions and he will report directly to Dean Beth Foley of EEJCEHS.
There will be a total of fifteen faculty in the new Department of Nursing and Health Professions; the sum of
the existing faculty who currently staff the current programs to be included in the new department.
Meetings have been held between the faculty of the inclusive programs, Dean Foley, and Dr. Peterson to
discuss this administrative change and they have expressed unanimous support for it.

Section IV: Finances

No significant financial impacts are anticipated as a result of formation of the new Department of Nursing
and Health Sciences in EEJCEHS. Ample funding is in place (including an ongoing $1M legislative
appropriation for USU nursing programs) to support all the programs in the new department. Dr. Peterson’s
salary will transfer from his current USU Vice Provost position to his department head position and
EEJCEHS will provide support for staff for the new department.

Section V: Program Curriculum

NA