Educational Policies Committee Agenda, September 5, 2013
Utah State University

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EDUCATIONAL POLICIES COMMITTEE AGENDA

5 September 2013

A meeting of the Educational Policies Committee will be held on 5 September 2013 at 3 p.m. in Old Main 136 (Champ Hall Conference Room)

I. Approval of the minutes of the 4 April 2013 meeting (see below)

II. Subcommittee Reports

A. Curriculum Subcommittee (Ed Reeve)

1. Course Approvals

2. Request from the School of Teacher Education and Leadership to offer a Literacy Teaching Minor

Just a reminder:
Minutes from past EPC and Curriculum Subcommittee meetings as well as information on courses can be found at: http://www.usu.edu/epc/

EPC and Curriculum Subcommittee Schedule for 2013-2014

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>August 22, 2013</td>
<td>September 5, 2013</td>
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<tr>
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<td>October 3, 2013</td>
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<td>March 6, 2014</td>
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<td>March 20, 2014</td>
<td>April 3, 2014</td>
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B. Academic Standards Subcommittee
GENERAL EDUCATION SUBCOMMITTEE MINUTES

April 16, 2013, 8:30 A.M.
Champ Hall Conference Room

Present: Kathy Chudoba, Business; Michele Hillard, Secretary; Charlie Huenemann, CHaSS; Brock Dethier, English; Vince Lafferty, Regional Campuses; Shelley Lindauer, FCHD; Dan Coster, Quantitative Intensive; Harrison Kleiner, Connections; Brian McCuskey, English; Wendy Holliday, Library; Norm Jones, Chair; Scott Henrie, USU Eastern; Karen Mock, Natural Resources; Christian Thrapp, ASUSU President; Dean Adams, Engineering;
Absent: Cindy Dewey, Creative Arts; Roberta Herzberg, Social Sciences; Mary Leavitt, Advising; Ryan Dupont, Life & Physical Sciences; Larry Smith, Provost’s Office; Dick Mueller, Science; Rhonda Miller, Communications; Lee Rickords, Agriculture; John Mortensen, Student Services; Laura Gelfand, Art; Nick Morrison, Honors; Stephanie Hamblin, University Advising; Craig Petersen, American Institutions;

Call to Order - Norm Jones

Approval of Minutes – March 19, 2013
Motion made by Wendy Holliday; seconded by Kathy Chudoba

Course Approvals
COMD 5100 (CI) Approved (electronic vote) ...................................................... Rhonda Miller
HIST 3483 (DHA/CI) Approved ................................................... Brian McCuskey/Rhonda Miller
Brian McCuskey approved Brock Dethier seconded
GEO 3250 (DSC) Pending ...................................................... Ryan Dupont
HIST 3560 (DHA/CI) Pending ..................................................... Brian McCuskey/Rhonda Miller
DHA approved – awaiting CI approval
THEA 2710 (BCA) Pending ...................................................... Laura Gelfand
WILD 4850 (CI) Pending (electronic vote) ...................................................... Rhonda Miller

Course Removals
N/A

Syllabi Approvals
USU 1360 (BPS) Blair Larsen Pending ...................................................... Ryan Dupont
USU 1320 (BHU) Wijitha Bandara Pending .................................................... Brian McCuskey

Business
USU 1360 Rubric Revisions – The USU 1360 group has been meeting since last spring working on rubric revisions. All 13 items of the current criteria have been included in the rubrics. Waiting to hear back from the subcommittee to agree upon and approve the rubrics. USU 1320 is going
through a similar exercise. Norm has met with all USU course groups and this effort will continue on into the next academic year.

**CHaSS and Science Gen Ed Pathways** – major’s requirements are being tied to gen ed courses that will ensure student success in the majors. Each department is displaying theirs in a different way. It would be nice to display these in a graphic format. Wendy Holliday has been asked to help with curriculum mapping. This should be mapped in a way where relationships can be seen and this will help with advising.

**Election of the Chair of the Gen Ed Subcommittee of the EPC for next year** – Norm Jones was nominated by Shelley Lindauer and seconded by Charlie Heineman. The vote was unanimous, Norm will continue as chair of the Gen Ed committee.

**Connections** – Harrison Kleiner is working with the connections group to make the course work better and follow along the Gen Ed path. The timeframe is too short this year to have all the syllabi come up for approval, but the committee will continue with Connections discussions and then give the Connections subcommittee approval to review and approve syllabi for the Connections course. Revising the course objectives: Students will engage the questions of Why are you here? How do you become an intentional learner? How do you become a fully engaged member of the campus community? By the end of Connections the students will have had an opportunity to learn more about the university and themselves. One positive effect would be that more faculty members may be enticed into teaching Connections. It also might be a good idea to have individuals team teach, i.e., English and Math faculty working together with the students.

Today’s meeting was the last for Christian Thrapp. Doug Fiefia will be the incoming President and Gen Ed member for next year. Wendy Holliday will be leaving the University to go to Northern Arizona University.

**Next Meeting**
Tuesday, September 17, 2013
Champ Hall Conference Room
8:30 a.m.

**GENERAL EDUCATION SUBCOMMITTEE MINUTES**

August 20, 2013, 8:30 A.M.

**CHaSS Conference Room**

**Present:** Kathy Chudoba, Business; Michele Hillard, Secretary; Charlie Huenemann, CHaSS; Lezlie Park, Writing Program; Vince Lafferty, Regional Campuses; Dan Coster, Quantitative Intensive; Kacy Lundstrom, Library; Norm Jones, Chair; Melanie Nelson, USU Eastern; Dean Adams, Engineering; Dick Mueller, Science Dan McInerney, American Institutions; Nick Morrison, Honors; Mary Leavitt, Advising; Laura Gelfand, Art; John Mortensen, Student Services; Stephanie Hamblin, University Advising;

**Absent:** Shelley Lindauer, FCHD; Cindy Dewey, Creative Arts; Roberta Herzberg, Social Sciences; Ryan Dupont, Life & Physical Sciences; Larry Smith, Provost’s Office; Rhonda Miller, Communications; Lee Rickords, Agriculture; Harrison Kleiner, Connections; Brian McCuskey, Humanities; Karen Mock, Natural Resources; Christian Thrapp, ASUSU President;

**Call to Order** - Norm Jones

**Approval of Minutes** – April 16, 2013
Motion to approve made by Kathy Chudoba, seconded by Stephanie Hamblin

**Course Approvals**
FCHD 4230 (CI) Withdrawn ............................................................... Rhonda Miller

GEO 3250 (DSC) Pending ................................................................. Ryan Dupont

HIST 3560 (DHA/CI) Pending .......................................................... Brian McCuskey/Rhonda Miller

*DHA approved – awaiting CI approval*

THEA 2710 (BCA) Withdrawn .......................................................... Laura Gelfand

WILD 4850 (CI) Pending ................................................................. Rhonda Miller

**Course Removals**
GEOL 3550 (CI) Approved ............................................................. Rhonda Miller

**Syllabi Approvals**
USU 1300 (BAI) Marko DeManjo Pending ...................................... Dan McInerney

USU 1320 (BHU) Kim Maughan Pending ........................................ Brian McCuskey

USU 1320 (BHU) Wijitha Bandara Pending ...................................... Brian McCuskey

USU 1360 (BPS) Blair Larsen Approved .......................................... Ryan Dupont

Motion to approve made by Ryan Dupont (via e-mail), seconded by Stephanie Hamblin

**Business**
Within the CI designation criteria, is it the intent of the Committee that courses approved as CI

the intention include both “written and oral” or should the wording be changed to written or oral? It was decided to change the wording to “or”.

Motion to clarify the wording made by Dick Mueller, seconded by Dan Coster.

Catalog description of USU courses- We are revising the Gen Ed website and will be improving

the “course criteria” pages, as well as rewriting the catalog description of breadth courses (to

make them more informative). It was noted that the material in the catalog is not clear and that

the verbiage needs to be improved. We are also working on editing and updating the website to

provide clearer and more concise information. It was recommended that individual departments

should keep electronic versions of the syllabi pertaining to their courses and that those syllabi

should be posted on their departmental website, so that they can quickly be found. Posting of

syllabi is a serious issue that needs to be looked at and improved.

The Educated Person Conference will be held October 18 at the Zermatt Lodge in Midway. The

Provost’s Office will pay for 8-9 people to attend. Registration forms will be sent to the Gen Ed

Committee.

**Next Meeting**
Tuesday, September 17, 2013
Champ Hall Conference Room
8:30 am
III. Other Business

Request from the Department of Management to change the name of Master of Science in Human Resources to Master of Human Resources (see below)
A meeting of the Educational Policies Committee was held on 4 April 2013 at 3 p.m. in Old Main 136 (Champ Hall Conference Room)

Present: Ed Reeve, Chair (representing Larry Smith)  
Ed Reeve, Curriculum Subcommittee Chair  
David Hole, Agriculture, Academic Standards Subcommittee Chair  
Chris Terry, Caine College of the Arts (representing Nicholas Morrison)  
Scott Bates, Emma Eccles Jones College of Education and Human Services  
Thom Fronk, Engineering  
Patricia Gantt, College of Humanities and Social Sciences  
Karen Mock, Quinney College of Natural Resources  
Greg Podgorski, College of Science (representing Richard Mueller)  
Scott Henrie, USU-Eastern  
Scott DeBerard, Graduate Council  
Christian Thrapp, ASUSU President  
Roland Squire, Registrar’s Office  
Cathy Gerber, Registrar’s Office  

Absent: Zach Portman, Graduate Studies Vice-President  
Jordan Hunt, ASUSU Academic Senate President  
Norm Jones, General Education Subcommittee Chair  
Cliff Skousen, Huntsman School of Business  
Travis Peterson, Regional Campuses and Distance Education  
Wendy Holliday, Libraries  

Visitors: James M Bankhead, Department Head, Music  
Bruce Miller, Department Head, School of Applied Sciences, Technology and Education  
Dennis Dolny, Department Head, Health, Physical Education and Rehabilitation  
Doug Fiefa, ASUSU President 2013-14  

I. Approval of the minutes of the 7 March 2013 meeting  
Patricia Gantt move to approve the minutes of the 7 March 2013 meeting. Greg Podgorski seconded; motion 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 Music to add two additional specializations, Performance and Conducting, to its Master of Music program was approved. (see attached)

The request from the Department of Civil and Environmental Engineering to reduce the number of credits required for the Civil and Environmental Engineering PhD AND the Irrigation Engineering PhD was approved. (see attached)

The request from the Department of Environment and Society to reduce the number of credits required for the Human Dimensions of Ecosystem Science and Management PhD was approved. (see attached)

The request from the Department of School of Applied Sciences, Technology and Education to create two emphases options within the Aviation Technology-Professional Pilot BS was approved. (see attached)

The request from the Department of Health, Physical Education and Recreation to add a Pathokinesiology Specialization to the Disabilities Disciplines PhD program was approved. (see attached)

Ed Reeve was elected as the chair for the 2013-2014 Curriculum Subcommittee.

EPC and Curriculum Subcommittee Schedule for 2013-2014

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David Hole moved to approve the business of the Curriculum Subcommittee. Greg Podgorski seconded; motion approved.
B. Academic Standards Subcommittee (David Hole)

ACADEMIC STANDARDS SUBCOMMITTEE MINUTES

March 28, 2013
3:00 p.m. – 4:00 p.m.
AGRS - 409

Present: David Hole, Roland Squire, Stephanie Hamblin, John Mortensen, Michele Hillard, Scott Bates

Absent: Richard Mueller, Christian Thrapp, Jordan Hunt (ASUSU), John Barton

Call to Order – David Hole

Approval of Minutes – February 28, 2013

Business

Proposed Change to the Academic Standing Policy – Motion to approve policy wording change made by Stephanie Hamblin; seconded by Roland Squire.

John Mortensen stated that there are 2 pieces to this:

1. What can be done to increase enrollment due to the change in LDS missionary age?
   The provisional admission warning will become obsolete. Admit students into a 2-year program first and then move them into a 4-year program.

2. Semester GPA warning
   Good standing is based solely on GPA. Changes to the policy will become effective at the end of the summer term.

Motion carried.

Revisiting the Policy on “Most Recent Grade vs. Highest Grade” for Repeated Courses – Motion to remove the RED text made by Roland Squire; seconded by Stephanie Hamblin.

The idea that makes the most sense is to remove the language (RED) from the policy. There is a way to petition and remove a course if it is necessary.

Motion carried.

Adjourned: 3:25 pm

Next Meeting
Thursday, April 25, 2013
AGRS 409
3:00 pm
Academic Standing Policy

Continued enrollment at Utah State University is dependent upon an undergraduate student maintaining satisfactory academic progress toward attaining a degree. To assist students in maintaining satisfactory progress, Utah State University has adopted academic standards designed to provide early identification of students who are experiencing academic difficulty, and to provide timely intervention through academic advising and academic support programs. Academic standing at Utah State University is dependent upon the total number of credits a student has attempted, the student’s semester grade point average (GPA), and the student’s cumulative USU GPA.

Undergraduate students are placed on provisional admission, semester GPA warning, academic warning, or academic probation as a warning that their academic progress is not satisfactory, and that they should take steps to improve their academic performance to avoid suspension from the University. Students who are placed on semester GPA warning, academic warning, or academic probation should immediately seek assistance in academic improvement from such sources as academic advisors, instructors, and the Academic Resource Center.

Good Standing
An undergraduate student is considered by the University to be in good standing when his or her semester GPA is 2.0 or higher and USU cumulative GPA is 2.00 or higher. An undergraduate student whose semester GPA is below 2.0, but cumulative GPA is 2.0 or higher is placed on semester GPA warning, but is still considered to be in overall good standing. An undergraduate student whose USU cumulative GPA is less than a 2.0 is placed on academic warning or academic probation, based on the number of attempted hours, admission status, and the USU cumulative GPA. A student with less than 36 attempted hours and with a USU cumulative GPA of less than 2.00 is placed on academic warning. A student with 36 or more attempted hours, or any student with a standing of provisional admission warning, with a USU cumulative GPA of less than 2.0 is placed on academic probation.

Concurrent Enrollment Credit
Students who are taking courses through USU concurrent enrollment will not have academic standing noted on their transcripts until they have attempted 9 or more credits.

Provisional Admission Warning
An undergraduate student who is admitted provisionally will be noted as such on his or her academic record. Provisional admission warning will carry the same weight as academic warning.

At the end of the first semester of enrollment, one of the following actions will be taken for students on provisional admission warning status:

- Students will be removed from provisional admission warning status and placed in good standing if they earn at least a 2.00 semester GPA, or
- Students will be placed on academic probation if they earn less than a 2.00 semester GPA.

Semester GPA Warning
An undergraduate student with a term GPA of less than 2.00, but whose USU cumulative GPA is 2.00 or higher, will be placed on semester GPA warning. Students on semester GPA warning will NOT have this status designated on the transcript, but the academic standing will appear blank, rather than indicating a good standing.

At the end of the next semester of enrollment, one of the following actions will be taken for students on semester GPA warning:

- Students will be placed in good standing if they earn at least a 2.00 semester GPA and the USU cumulative GPA is higher than 2.00, or
- Students who graduate at the end of the semester and have a semester GPA below 2.00, but maintain a USU cumulative GPA that is 2.00 or higher, will temporarily be placed on academic warning status. When the graduation is closed out, the academic standing will be changed to semester GPA warning, which will appear as a blank on the transcript, or
- Students who are not graduating will be placed on academic warning status if the semester GPA is below 2.00, regardless of the USU cumulative GPA, or
Students will be placed on academic probation if the semester GPA is below 2.00, the USU cumulative GPA falls below 2.00 and the cumulative attempted hours are 36 credits or greater.

**Consequences of Semester GPA Warning**
The academic unit associated with the student’s major has the authority to determine the consequences of semester GPA warning. These consequences may include one or more of the following, but are not limited to: placing a registration hold on a student’s record, requiring a meeting with an academic advisor, and requiring the student to sign a contract. A contract may require specific actions to be taken by the student, and an expected level of performance in the classroom, in order for the student to continue in his or her current degree program. A contract may include, but is not limited to, things such as: meeting with an advisor in the Academic Resource Center, participating in a workshop, attending tutoring sessions, participating in supplemental instruction, taking specific courses and achieving a specified minimum grade, and meeting regularly with an advisor. Failure to fulfill the contract may lead to dismissal from a program of study.

The consequences outlined here are also applicable to students placed on academic warning or academic probation.

**Academic Warning**
An undergraduate student with less than 36 attempted hours and with a USU cumulative GPA of less than 2.00 is placed on academic warning. An undergraduate student on semester GPA warning who has another consecutive semester with a GPA below 2.00, while retaining a USU cumulative GPA of 2.00 or higher, will be placed on academic warning, regardless of the number of credits attempted. Students on academic warning who complete all the graduation requirements (which includes a cumulative GPA of 2.00 or higher) will have the standing in the last term changed from academic warning to semester GPA warning, which appears as a blank on the transcript.

While academic warning is the least severe of the negative academic actions, it serves as a reminder that future semesters with a GPA below 2.00 could result in more serious consequences.

At the end of the next semester of enrollment, one of the following actions will be taken for students on academic warning status:

- Students will be removed from academic warning status and placed in good standing if they earn at least a 2.00 semester GPA and the USU cumulative GPA is higher than 2.00, or
- Students will remain on academic warning status if they earn at least a 2.00 semester GPA, but the USU cumulative GPA remains below 2.00, and the cumulative attempted hours are less than 36 credits, or
- Students will be placed on academic probation if the USU cumulative GPA remains below 2.00 and the cumulative attempted hours are 36 credits or more, or
- Students will be placed on academic probation if they earn less than a 2.00 semester GPA.

**Academic Probation**
An undergraduate student with 36 or more attempted hours, or any student with a standing of provisional admission warning, with a USU cumulative GPA of less than 2.00 is placed on academic probation. A student with who is on academic warning and has a semester GPA of less than 2.00 is also placed on academic probation. Academic probation serves as a warning to students that their academic progress is not satisfactory, and that they should take steps to improve their academic performance to avoid suspension from the University. Academic probation is an indication of very serious academic difficulty which may result in suspension from the University. Undergraduate students may be placed on academic probation as a result of either semester GPA, cumulative GPA, or both.

At the end of the next semester of enrollment, one of the following actions will be taken for students on academic probation status:

- Students will be removed from academic probation status and placed in good standing if they earn at least a 2.00 semester GPA and the USU cumulative GPA is higher than 2.00, or
- Students will remain on academic probation status if they earn at least a 2.00 semester GPA, but the USU cumulative GPA remains below 2.00, or
- Students will be placed on academic suspension if they fail to earn at least a 2.00 semester GPA.

A student who is on academic probation and receives an incomplete grade in one or more classes may register for classes in the subsequent semester, provided the grades received from his or her other classes are high enough to prevent the student from being placed on academic suspension. A student in this situation, prior to making up the incomplete grade, may enroll in only one subsequent semester. A Registrar’s Office hold will then be placed on the
student’s record, preventing him or her from registering for a second additional semester. Additional registration holds may be placed on a student’s record by an academic advisor. The Registrar’s Office hold will not be removed until the incomplete grade is changed to a letter grade. If the resulting grade does not cause the student to be placed on academic suspension, the Registrar’s Office hold will be removed. Other registration holds, such as an advisor hold, will need to be removed by the office placing the hold.

Exceptions to the one subsequent semester limitation may be made (1) if receiving the grade that accompanies the incomplete grade (e.g., a student who receives an IF grade would receive an F if no additional work was completed) would not cause the student to be placed on academic suspension for the semester in which the incomplete grade was originally received, or (2) by memo of justification from the course instructor who submitted the incomplete grade. Any exceptions must be requested through the Registrar’s Office.

Academic Suspension
Undergraduate students who do not meet the requirements of their academic probation are suspended from the University. A student who is on probation and earns a semester GPA of less than 2.00 is subject to suspension. An undergraduate student placed on academic suspension shall be notified in writing of that action by the University Advising Center (or by the Academic Advising and Orientation Office at USU-Eastern). Since this notification will typically be sent by e-mail, it is the student’s responsibility to check his or her preferred e-mail account as designated in Banner (Access) (see E-mail Communication Policy). The notation Academic Suspension is placed on the student’s transcript. A student who is registered for classes in the semester immediately following the suspension will be dropped from those classes. Questions about the suspension should be directed to the student’s advisor.

Notifications, Transcript Notations, and Registration Holds
An undergraduate student placed on semester GPA warning, academic warning or academic probation shall be notified in writing of that action by his or her college dean, advisor, or other college or departmental representative. An undergraduate student placed on academic suspension shall be notified in writing of that action by the University Advising Center (or by the Academic Advising and Orientation Office at USU Eastern). Since these notifications will typically be sent by e-mail, it is the student’s responsibility to check his or her preferred e-mail account as designated in Banner (Access) (see E-mail Communication Policy). A notation Academic Warning, Academic Probation, or Academic Suspension is placed on the student’s transcript. Students on semester GPA warning, academic warning, or academic probation will have a hold placed on their registration and must meet with their academic advisor.

We had a student take a Yoga class several times and then registered for it again. Part way through the semester the student got a job that conflicted with the class and so they dropped out after the drop deadline. Based on the policy as it is the student is able to have even repeatable courses marked as excluded and only count the highest grade course. This brings up questions: Is the policy correct as it is? If a student takes a repeatable course 3 or more times and wants one excluded, do we exclude all of the courses but the highest or do we just exclude the ones the student wants excluded? It seems to me if a course is repeatable for credit then all of the times it is taken should count.

Repeating Courses
Students may repeat any course at USU for which they have previously registered. They may also retake a course originally taken at an institution where USU has an articulation agreement, if the agreement identifies a specific USU course as being equivalent to the one the student desires to replace. All other decisions dealing with retaking courses, including courses taken under the quarter system, will be determined by the department in which the course is offered.
The number of times a student can take the same class is limited to a total of three times (once, plus two repeats). Beyond three attempts, the student’s dean must approve additional registration for the class.

The total number of repeats allowed is limited to ten. Students who exceed this limit will have an academic hold placed on their registration. Beyond ten repeats, the student’s academic dean must approve additional registration.

**This policy does not apply to courses repeatable for credit.** When a course listed in the *General Catalog* is identified as repeatable, the course may be taken more than once for credit.

When a course not identified as repeatable for credit is repeated, **the highest grade and GPA hours are used to recalculate the student’s grade point average.** (Note: For courses taken prior to Summer 2011, the most recent grade and GPA hours were used to recalculate the student’s grade point average.) The lower grade and GPA hours for the same course will remain on the student’s academic record, but will not be calculated in the grade point average or total GPA hours completed, and will be designated on the student’s transcript with an E (exclude).

**With the approval of the college dean, a course designated as repeatable may be repeated to receive a higher grade, with only the most recent grade and GPA hours being used in recalculation of the student’s grade point average.**

Once a degree is posted, all grades for that degree are frozen and cannot be modified. The only exception may be when a student completes an associate degree and then continues on to pursue a bachelor’s degree. In this case, if a course is repeated, the highest grade will be used.

Greg Podgorski moved to approve the business of the Academic Standards Subcommittee. Patricia Gantt seconded; motion approved.

**C. General Education Subcommittee**

**GENERAL EDUCATION SUBCOMMITTEE MINUTES**

**March 19, 2013, 8:30 A.M.**
Champ Hall Conference Room
**Present:** Cathy Hartman, Business; Michele Hillard, Secretary; Charlie Huenemann, CHaSS; Brock Dethier, English; Vince Lafferty, Regional Campuses; Rhonda Miller, Communications; Shelley Lindauer, FCHD; Dan Coster, Quantitative Intensive; Lee Rickords, Agriculture; John Mortensen, Student Services; Laura Gelfand, Art; Stephanie Hamblin, University Advising; Harrison Kleiner, Connections; Brian McCuskey, English; Craig Petersen, American Institutions; Wendy Holliday, Library; Nick Morrison, Honors; Norm Jones, Chair
Absent: Scott Henrie, USU Eastern; Cindy Dewey, Creative Arts; Karen Mock, Natural Resources; Roberta Herzberg, Social Sciences; Christian Thrapp, ASUSU President; Dean Adams, Engineering; Mary Leavitt, Advising; Ryan Dupont, Life & Physical Sciences; Larry Smith, Provost’s Office; Dick Mueller, Science

Call to Order - Norm Jones

Approval of Minutes – February 19, 2013
Motion made by Shelley Lindauer; seconded by Wendy Holliday

Course Approvals
COMD 5100 (CI) Pending .......................................................... Rhonda Miller

COMD 5210 (CI) Withdrawn .......................................................... Rhonda Miller

HIST 3489 (DHA/CI) Withdrawn ................................................. Brian McCuskey/Rhonda Miller

HIST 3490 (DHA/CI) Withdrawn ................................................. Brian McCuskey/Rhonda Miller

HIST 3560 (DHA/CI) Moved as DHA only .................................. Brian McCuskey/Rhonda Miller

DHA approved – awaiting CI approval

HIST 4760 (DHA/CI) Approved as DHA ....................................... Brian McCuskey/Rhonda Miller

Withdrawn as CI

Motion to approve by Brian McCuskey; seconded Rhonda Miller

THEA 2710 (BCA) Pending ......................................................... Laura Gelfand

WILD 4850 (CI) Pending ............................................................ Rhonda Miller

Course Removals
N/A

Syllabi Approvals
USU 1320 (BHU) Lauren Fairbanks Rejected ......................... Brian McCuskey

USU 1340 (BSS) Lauren Fairbanks Approved .......................... Roberta Herzberg

Motion to approve by Rhonda Miller; seconded by Lee Rickords

Business
Harrison Klein was introduced as the newest member of the Gen Ed committee. He will chair the Gen Ed Connections subcommittee.

Proposed Certificate of General Education – Statewide conversations are taking place about the possibility of issuing a certificate in General Education. This idea came from and seems to be working for the Salt Lake Community College (SLCC). If a student arrives at an institution and has a certificate they do not have to take any further Gen Ed courses. Currently, students can get a letter from the Registrar saying they have completed the requirements, which is essentially the same as the certificate. However, the certificate would move with the student. The letter satisfies the requirement, but the certificate would be more formal. It is anticipated that this will bring in a lot of requests for the
Registrar’s Office, but it will be beneficial for those who are taking courses on the regional campuses. This may cause an extraordinary load on advising and the registrar’s office. This certificate may encourage students to transfer and might not actively promote them receiving their degree here. It may work well at SLCC but doesn’t seem to fit well at USU-Logan, which does not have the problem SLCC is trying to solve.

Interstate Pathways Project – The Commissioner’s Office is currently identifying certain Gen Ed courses with shared competencies across states. These would not be transferred course to course; they must be competence to competence. Norm will continue to update the Gen Ed committee on this issue. This does have the implication of an agreed upon competency. All institutions need to agree on what it means to pass the course with a demonstrated competency.

Adjourned at 9:05 am

Next Meeting
Tuesday, April 16, 2013
Champ Hall Conference Room
8:30 a.m.

David Hole moved to approve the business of the General Education Subcommittee. Chris Terry seconded; motion approved.

III. Other Business

Meeting adjourned 3:15 p.m.
Ed Reeve conducted the meeting.
Cathy Gerber recorded the minutes.
Institution Submitting Proposal: Utah State University

College, School or Division in Which Program/Administrative Unit Will Be Located: Emma Eccles Jones College of Education and Human Services

Department(s) or Area(s) in Which Program/Administrative Unit Will Be Located: School of Teacher Education and Leadership

Program/Administrative Unit Title: Secondary Education

Recommended Classification of Instructional Programs (CIP) Code: 13.1315

Certificate, and/or Degree(s) to Be Awarded: Literacy Teaching Minor or Endorsement

Proposed Beginning Date: Spring 2014

Institutional Signatures (as appropriate):
Department Chair

Dean or Division Chair

Career and Technical Education Director

Graduate School Dean

Council on Teacher Education

Date:
Program Request - Abbreviated Template  
Utah State University  
Teaching Minor/Endorsement for Secondary Education  
03/19/13

Section I: Request

Students completing secondary education licensure in the School of Teacher Education and Leadership (TEAL) are required to complete a teaching major and minor in addition to coursework in pedagogy. While the state requires only a teaching major, we have continued to require a major and minor at Utah State in response to needs of the school districts. This request is to add a teaching minor in literacy, also in response to needs of the school districts.

Section II: Need

A literacy teaching minor for secondary teachers is unique; no Utah institution of higher education offers one. A survey (unpublished data, 2011) of superintendents in Utah (75% response rate) conducted by the School of TEAL indicated that, when hiring teachers, reading is the most desirable endorsement, and content/pedagogical knowledge in reading and math are the most desirable skills they seek in candidates. Further, in the context of our Gear-Up grant which is designed to support academic achievement of under-achieving middle- and high-school students, districts identified working with struggling readers as one of their primary challenges. Anecdotally, superintendents note that they would be excited to have teachers in their secondary schools with the knowledge and skills to help struggling readers gain reading skills.

Section III: Institutional Impact

The literacy minor is being developed as an online program for which we will be hiring fully qualified faculty. Utah State has the infrastructure to offer full programs online including instructional designers and access to CANVAS teaching tools. Qualified faculty will be hired to deliver the program in online format.

Section IV: Finances

As an online program, the literacy minor will be self-funding with tuition dollars coming directly to the department at a rate of $121.18 per student credit hour (FY ’13 rate). Further, one-time course development funds are available to support program start-up.

Section V: Program Curriculum

All Program Courses (with New Courses in Bold)

The following table outlines the courses required for the Literacy Minor/Endorsement. These courses are all new in that they are 5000 level versions of the existing 6000 level literacy courses (designed for students to earn a level 1 reading endorsement at the graduate level).

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses for Literacy Minor/Endorsement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEAL 5310</td>
<td>Content Area Reading Writing</td>
<td>3</td>
</tr>
<tr>
<td>TEAL 5380</td>
<td>Effective Writing Instruction</td>
<td>3</td>
</tr>
<tr>
<td>TEAL 5350</td>
<td>Reading Assessment and Intervention</td>
<td>3</td>
</tr>
<tr>
<td>TEAL 5320</td>
<td>Theories and Models of Reading</td>
<td>3</td>
</tr>
<tr>
<td>Course Prefix and Number</td>
<td>Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>TEAL 5570 (prerequisite TEAL 5310)</td>
<td>Advanced Comprehension</td>
<td>3</td>
</tr>
<tr>
<td>TEAL 5390</td>
<td>Teaching with Trade books in EL or Mid Level</td>
<td>3</td>
</tr>
<tr>
<td>TEAL 5340</td>
<td>Adolescent Literacy Development (non-secondary students should take TEAL 5230, Evidence-Based Lit. Inst. K-6 Learners)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Number of Credits</strong></td>
<td>21</td>
</tr>
</tbody>
</table>

**Practicum Requirements for SCED minor**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCED 4300</td>
<td>Clinical Experience II (concurrent with TEAL 5310)</td>
<td>1</td>
</tr>
<tr>
<td><strong>SCED 5630 or Department Specific 5630</strong></td>
<td>Student Teaching</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Number of Credits</strong></td>
<td>22</td>
</tr>
</tbody>
</table>

** Teacher candidates in secondary education are required to complete student teaching in both their teaching majors and minors. They do not register for separate student teaching courses; rather they register for student teaching in the area of their teaching major but a portion of their teaching day is dedicated to teaching in the area of the minor. Teacher candidates completing this minor will be required to designate a minimum of 20% of the student teaching assignment to teaching literacy. This portion of student teaching can be completed in the reading clinic at Utah State University.

**Program Schedule**

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TEAL 5310, SCED 4300 (minor only)</td>
<td>TEAL 5390 and 5340 (non-secondary students should take TEAL 5230, Evidence-Based Lit. Inst. K-6 Learners in lieu of TEAL 5340)</td>
</tr>
<tr>
<td>2</td>
<td>TEAL 5380 and 5350</td>
<td>TEAL 5570 and 5320</td>
</tr>
<tr>
<td>3</td>
<td>SCED or Department Specific 5630 (minor only)</td>
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Institution Submitting Request: Utah State University
Proposed Title: Master of Human Resources
Currently Approved Title: Master of Science in Human Resources
School or Division or Location: Jon M. Huntsman School of Business
Department(s) or Area(s) Location: Management
Recommended Classification of Instructional Programs (CIP) Code¹ (for new programs): 52.1001
Current Classification of Instructional Programs (CIP) Code (for existing programs): 52.1001
Proposed Beginning Date (for new programs): August 2013 (Fall 2013)
Institutional Board of Trustees’ Approval Date:

Proposal Type (check all that apply):

<table>
<thead>
<tr>
<th>Section #</th>
<th>Item</th>
<th>Section #</th>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td>4.1.5.2</td>
<td>☐ Minor*</td>
<td>6.1.1</td>
<td>☐ Reinstatement of Previously Suspended Program</td>
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<tr>
<td>5.1.1.1</td>
<td>☐ New Emphasis on an Existing Degree*</td>
<td>6.1.5</td>
<td>☐ Reinstatement of Previously Suspended Unit</td>
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<td>5.1.2</td>
<td>☐ Certificate of Proficiency Not Eligible for Financial Aid</td>
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<td></td>
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<td>5.1.3</td>
<td>☐ Out-of-Service Area Delivery of Programs</td>
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<tr>
<td>5.1.4</td>
<td>☐ Name Change of Existing Programs</td>
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<tr>
<td>5.1.5</td>
<td>☐ Program Transfer</td>
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<tr>
<td>5.1.6</td>
<td>☐ Program Restructure</td>
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<td></td>
<td>☐ Program Consolidation</td>
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<td>5.1.7</td>
<td>☐ Administrative Unit Creation</td>
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<tr>
<td></td>
<td>☐ Administrative Unit Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Administrative Unit Consolidation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1.8</td>
<td>☐ New Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ New Institute</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ New Bureau</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1.9</td>
<td>☐ Graduate Certificate</td>
<td></td>
<td></td>
</tr>
</tbody>
</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.

___________________________________________  Date:

Printed Name: Dr. Larry Smith

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: Jon M. Huntsman School of Business

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

Program/Administrative Unit Title:

Recommended Classification of Instructional Programs (CIP) Code: 52.1001

Certificate, and/or Degree(s) to Be Awarded: Master of Human Resources

Proposed Beginning Date: August 2013 (Fall 2014)

Institutional Signatures (as appropriate):

Department Chair

_________________________________

James H. Davis
Head, Department of Management

Dean or Division Chair

_________________________________

Douglas D. Anderson
Dean, Jon M. Huntsman School of Business

_________________________________

Mark R. McLellan, Vice President for Research and Dean of Graduate Studies

Date: January 14, 2013
Program Request - Abbreviated Template  
Utah State University  
Department of Management  

Discontinuation of the Master of Science in Human Resources  
and Creation of a Master of Human Resources  

Section I: Request  

The Department of Management in the Jon M. Huntsman School of Business at Utah State University seeks to change the name of its Master of Science in Human Resources to Master of Human Resources.  

Section II: Need  

In a recent review of graduate programs at Utah State University, it was recognized that there were a number of Master of Science (M.S.) degrees that might be more appropriately designated as professional degrees. The Master of Science in Human Resources was one of these. This 36 credit graduate program is designed to prepare students to take professional positions in human resources and organizational leadership. The degree requirements are fulfilled through completion of coursework approved by departmental faculty and related to the subject. The MSHR program is one of few across the country that meet the curricular guidelines specified by the Society for Human Resource Management.  

By and large, business degrees are professional degrees, and are designated as such. For instance, accountants receive a Master of Accounting, and business graduates receive a Master of Business Administration. In line with this logic, it is proposed that the name of the Master of Science in Human Resources be changed to “Master of Human Resources.”  

Section III: Institutional Impact  

Apart from changing the program webpage and promotional materials, the name change will have little institutional impact. The faculty, curriculum, and admission standards will remain the same.  

Section IV: Finances  

No significant costs or savings are anticipated to result from this name change.  

Section V: Program Curriculum  

Program Courses  
The program is comprised of 36 credits beyond the business core. Key courses include Talent Acquisition and Retention, Employment Law, Applied HR Research, Team and Interpersonal Effectiveness, Managing a Diverse Workforce, Training and Organization Development, Total Rewards and Employee Performance, Leadership and Organizational Effectiveness, Negotiation and Mediation, Employee Relations and the Labor Movement, Principles of Operational Excellence, and Global Strategic Thinking. No change in the curriculum is anticipated associated with the proposed name change.  

Program Schedule  
The program is available on the Logan Campus for face-to-face delivery. It is also available in an online format, for delivery throughout the State of Utah and beyond.
Faculty

The following faculty from the department of Management will be involved in delivering instruction in this program:

Ronda Callister, Professor, Ph.D.
Alison Cook, Associate Professor, Ph.D.
James Davis, Professor and Department Head, Ph.D.
Timothy Gardner, Associate Professor, Ph.D.
Steven Hanks, Associate Professor and Director of Graduate Studies in Human Resources, Ph.D.
Konrad Lee, Associate Professor, J.D.
Glenn McEvoy, Professor, Ph.D.
Lynne Pettit, Program Administrator, M.S.
David Stephens, Professor, Ph.D.
Alan Warnick, Associate Department Head, and Executive in Residence in HR, M.S.
Bradley Winn, Clinical Associate Professor, Director of the MSHR Executive Program, Ph.D.