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EDUCATIONAL POLICIES COMMITTEE AGENDA

1 September 2011

A meeting of the Educational Policies Committee will be held on 1 September 2011 at 3 p.m. in Old Main 136 (Champ Hall Conference Room)

I. Approval of the minutes of the 7 April 2011 meeting (see attachment)

II. Subcommittee Reports

A. Curriculum Subcommittee (Ed Reeve)

1. Course Approvals
2. Request from the Department of English to change the Plan B specialization to a Plan C specialization in the English Master's degree specialization in Technical Writing (see attachment)
3. In the October 7, 2010 meeting, suggestions were given on who should be allowed to override prerequisites. These suggestions were: Graduate students-instructor; Undergraduate students-department advisor. In keeping with the committee's recommendation, the Registrar's Office would like the following proposal considered: *Departmental advisors will override the prerequisites for the undergraduate courses and the instructors will override the prerequisites for the graduate courses.*
4. Proposal from David Hole:
I would encourage the provost's office and the curriculum subcommittee of the EPC to consider accepting course approval forms that have been signed electronically with Adobe Acrobat. This would allow a faster, more efficient routing of the documents through the approval process to Cathy Gerber's office. Cathy can already accept pdf files that have been signed traditionally and scanned to pdf, but this encourages printing the document at each stage of the approval process so it can be signed, scanned and emailed to the next person. This is not in keeping with becoming a green, sustainable campus. Utilizing the digital signing function Adobe Acrobat would allow the process of creation and approval to be completely paperless, quicker, and easier to track than the current system. As we consider the expansion of USU to distance campuses, utilizing a completely electronic submission process will

simplify submission of course approval forms from those campuses as well. Certainly colleges that wish to continue to send crumpled bits of paper through campus mail may continue to do so, but the hope is they will see immediate benefits in cutting down on the use of paper and speeding up the approval and routing process (not to mention the possibility of being lost in campus mail).

5. Attached is the file on inactive courses. If you wish to make any changes, such as deletions or activating them again, please fill out a course approval form. (see attachment)

| <u>EPC and Curriculum Subcommittee Meetings</u> | <u>Agenda Items Due</u> |
|---|-------------------------|
| September 1, 2011 | August 18, 2011 |
| October 6, 2011 | September 22, 2011 |
| November 3, 2011 | October 20, 2011 |
| December 1, 2011 | November 17, 2011 |
| January 12, 2012 | December 15, 2011 |
| February 2, 2012 | January 19, 2012 |
| March 1, 2012 | February 16, 2012 |
| April 5, 2012 | March 22, 2012 |

B. Academic Standards Subcommittee

C. General Education Subcommittee (Norm Jones)

III. Other Business

Request from the Caine College of the Arts to change the name of the Department of Art to the Department of Art and Design (see attachment)

Request to move the Department of Computer Science to the College of Engineering (see attachment)

Request from the Jon M. Huntsman School of Business to establish the Center for Entrepreneurial Excellence (see attachment)

Request from the College of Agriculture to create the School of Veterinary Medicine (see attachment)