Educational Policies Committee Agenda, October 7, 2010

Utah State University

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EDUCATIONAL POLICIES COMMITTEE AGENDA

7 October 2010

A meeting of the Educational Policies Committee will be held on 7 October 2010 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

I. Approval of the minutes of the 2 September 2010 meeting (see attachment)

II. Subcommittee Reports

A. Curriculum Subcommittee (Ed Reeve)

1. Course Approvals

2. Request from the Department of Animal, Dairy and Veterinary Sciences to consolidate three graduate degree programs into a single Graduate Degree program (MS/PhD) with five specializations (Animal Management, Animal Health and Disease, Animal Molecular Genetics, Animal Nutrition and Reproduction and Development)

3. Request from Department of Health, Physical Education and Recreation to rename the Bachelor of Science, Health Education Specialist degree, to the Health Education and Promotion degree

4. Request from the School of Teacher Education and Leadership to eliminate two degrees: Education Specialist in Elementary Education and Education Specialist in Secondary Education and change the title to Education Specialist in Curriculum and Instruction

5. Request from the Department of Animal, Dairy and Veterinary Sciences to discontinue the Dairy Herdsman Program

Discussion Item
The General Catalog states that the permission of an instructor can be used to override prerequisites. Should this be the permission of an advisor instead?
**Information Item**

Thomas Bunch made a motion to approve the request from the College of Agriculture, Department of Animal, Dairy and Veterinary Science to offer, in partnership with Washington State University College of Veterinary Medicine, a Doctor of Veterinary Medicine degree. Shelley Lindauer seconded; motion was carried by electronic vote on September 22, 2010. The Graduate Council, the Budget, Faculty and Welfare Committee, the Curriculum Subcommittee and the Educational Policies Committee have approved this request.

**B. Academic Standards Subcommittee (David Hole)**

**Academic Standards Committee Meeting Minutes**
**08 April 2010 ESJC 245**
Convened 2:30 pm
Attendees: Chris Call (CNR), John Mortensen (Registrar), David Hole (Agriculture), John Barton (RCDE). Ed Glatfelter (retired faculty).
Agenda items:

**Certificates**
The committee discussed the certificate approval process and reviewed the policies at various other institutions. We reached a consensus that the policies and procedures regarding certificate development and approval of the University of Utah best meet the needs that USU has. That policy is attached. Since the R401 form and the procedure for Board of Regents approval is in a state of change, it was decided to pass the recommendation on to the EPC, but not write specific language until the new program approval process is in place.

**Latin scholastic distinctions**
Currently transfer students may graduate with a degree from USU with 30 hours of USU coursework but are only eligible for Latin scholastic distinctions after completing 40 hours of credit in residence at USU. After discussion, there was no motion to change the current policy.

**Incomplete policy**
The current USU policy does not explicitly state that any portion of the course must be completed by a student that is requesting an incomplete grade. After discussion and review of policies at other Utah institutions, USU’s current policy is the only policy that does not stipulate that at least a substantial portion of the course must be completed with a passing grade to be eligible for consideration of an incomplete grade. The approved suggested language is attached.

David Hole will chair the academic standards sub-committee for the 2010-2011 academic year.

The meeting was adjourned at 3:10 pm.

**Subject: FACULTY REGULATIONS – Chapter VIII –Section 21 (9-8.14)**
UNDERGRADUATE CERTIFICATES

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**POLICY**
Undergraduate certificates are given in recognition of a pattern of courses, often drawn from several departments, which, when taken together, produce an emphasis that is not the same as an academic major or minor but that gives a student a competence worthy of some formal recognition.

Undergraduate certificates shall require at least 20 semester hours of designated work. The Council is willing to consider appropriately supported requests for waiving the minimum hour requirement.

Proposals for new undergraduate certificate programs are created by departments and colleges and submitted for approval to the Undergraduate Council, which will send approved proposals on to the Faculty Senate and the Board of Trustees for their review and approval. Proposals for new undergraduate certificates requiring 20-29 semester hours of designated work do not need be considered by the Board of Regents; they will be added to the annual list of certificates submitted to the Commissioner of Higher Education in December of each year.

Proposals for new undergraduate certificates requiring 30 or more semester hours of designated work need to be presented to the Board of Regents as an Information Item (see R401-4.1.1).

Students who fulfill the requirements of an undergraduate certificate that has been approved by the Board of Trustees will have the certificate recorded on their University of Utah transcript.

**GUIDELINES**

A. DEVELOPMENT OF NEW UNDERGRADUATE CERTIFICATE PROGRAMS

1. Proposals for new undergraduate certificate programs are created by departments and colleges and submitted for approval to the Undergraduate Council providing the information outlined in Section B. Proposals for undergraduate certificate programs that need to be presented to the Board of Regents as an Information Item shall be submitted using the template and providing the information in the Board of Regents Policy R401, Section 9.4.

2. Proposals must be accompanied by endorsement from the department heads and deans of the college in which the contributing coursework is housed, as well as from those academic units whose students or programs could be affected by the creation of the new undergraduate certificate.

3. Interdisciplinary undergraduate certificate programs are encouraged.

B. CRITERIA FOR PROGRAM SUBMISSION

Proposals for new undergraduate certificate programs shall include the following:
Need. A statement of the need for the proposed certificate and the basis for such a need, supported by either externally or internally derived data;

Educational Objectives. A statement of the educational objectives of the certificate.

Impact on Existing Programs. The certificate proposal will address the question of the impact of the program on any related programs.

Courses. A statement of the proposed course sequence associated with the certificate, including titles and course descriptions both for existing courses and any new courses that may be developed. The proposal will address the possibility of program delivery using distance education approaches.

Student Advisement. Identify the department/college office that will coordinate the certificate program, advise students, and communicate with administrative offices.

Budget. Describe the costs of the certificate program and how the program will be funded.

Library Resources. Confirmation from the appropriate University library, or libraries, that current resources are sufficient to meet the research needs of the certificate program.

Approved Language:

**Incomplete (I) Grade**

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student maybe unable to complete all of the coursework because of extenuating circumstances. The term “extenuating” circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter course schedule to secure employment, (4) change in work schedule as required by employer, (5) judicial obligations, or (6) other emergencies deemed appropriate by the instructor. The student may petition the instructor for time beyond the end of the semester to finish the work. If the instructor agrees, two grades will be given, an “I” and a letter grade for the course computed as if the missing work were zero. An Incomplete Grade Documentation Form must be filed by the instructor in the department or college office. Students may not be given an incomplete grade due to poor performance or in order to retain financial aid. An incomplete grade may be granted only if the student has completed the majority of the course and is passing the class at the time. The student is required to complete the work by the time agreed upon (which may not be longer than 12 months). If no change of grade is submitted by the instructor within the prescribed period, the “I” will be removed and the letter grade originally submitted with the “I” will remain as the permanent grade for the course. Arrangements to complete the missing coursework are to be made directly
with the instructor awarding the “I” grade, and in accordance with departmental and other USU policies. In the absence of the original instructor, special circumstances must be handled by the department head. Documentation of the reasons for granting an “I” grade and required work to be completed in order to remove the “I” grade must be recorded on the Incomplete Grade Documentation Form, which must be filed with the departmental office. Resolution of the “I” grade does not involve a complete repeat of the course, only the completion of missing coursework. A student does not reregister for the course. All “I” grades must be changed to letter grades prior to graduation, regardless of whether or not the course is required for the degree. Dissertation, thesis, directed study, and independent study courses taken for graduate work are exempted from this policy.

Academic Standards Committee Meeting Minutes
16 September 2010 FL 113
Convened 3:30 pm
Attendees: John Barton (RCDE), John Mortensen (Registrar), Stephanie Hamblin (Advising), David Hole (Agriculture), Richard Mueller (Science), Michael Lyons (CHSS).
Agenda items:
John Mortensen provided an overview of the process for combining the academic policies of USU and CEU. Some of the policies most likely to come up soon for approval or as information items were briefly discussed. Included were discussions on grade points earned for different grades, GPA calculation, posting transferred courses to transcripts, incomplete policy, and academic standing policies of USU and CEU. A student member from EPC is still needed to complete the roster for this academic year.
The meeting was adjourned at 4:20 pm.

C. General Education Subcommittee (Norm Jones)

GENERAL EDUCATION COMMITTEE MINUTES
September 21, 2010, 8:30 A.M.
Champ Hall Conference Room

Present: Norm Jones, Chair; Larry Smith, Provost’s Office; Charlie Huenemann, HASS; Kathy Chudoba, Business; Dan Coster, Quantitative Intensive; Don Cooley, CIL; Christie Fox, Honors; Mary Leavitt, HASS Advising; Carolyn Cárdenas, Creative Arts; David Hole for Janet Anderson, Agriculture; Layne Coppock, Natural Resources; Rhonda Miller, Communications Literacy/Intensive; Wendy Holliday, Library; Alex Potter, CIL; Tyler Tolson, ASUSU President; Vince Lafferty, RCDE; John Mortensen, Registrar’s Office; Brock Dethier, HASS; Stephanie Hamblin, University Advising; Dick Mueller, Science; and Bruce Saperston, Arts

Absent: Brian McCuskey, Humanities; Ryan Dupont, Life & Physical Sciences, Shelley Lindauer, Education; Craig Petersen, American Institutions; Roberta Herzberg, Social Sciences; Wynn Walker, Engineering.
Norm Jones called the meeting to order at 8:30 a.m.

Approval of Minutes
Charlie Huenemann moved to approve the minutes of April 20, 2010. Motion was seconded by Dan Coster and the motion was passed unanimously.

Course Approvals
APEC 5015 (CI) – Pending.
PSC 3420 (QI) – Approved. Dan Coster moved to approve. Motion was seconded by Tyler Tolson. Motion was passed unanimously.
IELI 2470/2475 (BSS) – Approved. Bobbi Herzberg has moved to approve. Motion was seconded by Charlie Huenemann. Motion was passed unanimously. (Online voting)
RELS 4560 (HU) – Approved. Charlie Huenemann moved to approve. Motion was seconded by Wendy Holliday. Motion was passed unanimously.
SOC 3010 (DSS) - Approved. Bobbi Herzberg has moved to approve. Motion was seconded by Charlie Huenemann. Motion was passed unanimously. (Online voting)
SOC 3600 (DSS) - Approved. Bobbi Herzberg has moved to approve. Motion was seconded by Charlie Huenemann. Motion was passed unanimously. (Online voting)
TEAL 1010 (BSS) – Denied.

Syllabi Approvals
USU 1320 (BHU) for Kristi Krumnow - Approved
USU 1350 (BLS) for Phillip Bertoch - Pending

Other Business
1. John Mortensen: ENGL 2010 has requested the removal of CIL requirement.
2. A motion was made by Tyler Tolson to take the discussion of CIL requirements off the table. This was seconded by Kathy Chudoba and passed unanimously by the committee. Further discussion will resume next month.
3. Richard Mueller suggested sending the link regarding the Gen Ed Approval process to all Department Heads:
   http://www.usu.edu/provost/academic_programs/geduc_univstud/approval_process.cfm
4. Norm Jones discussed Gen Ed issues including:
   • The current and future enrollment picture, and how that will affect Gen Ed offerings.
   • The disconnect between Gen Ed and Major requirements.
   • The merger of CEU and the curricular differences between the institutions.

Next Meeting – Tuesday, October 19, 2010 @ 8:30 a.m. in Champ Hall

III. Other Business

Provost, Ray Coward would like to discuss the Summer School Schedule proposal.