EDUCATIONAL POLICIES COMMITTEE MINUTES

6 April 2017

A meeting of the Educational Policies Committee was held on 6 April 2017 at 3:00 pm in Old Main 136 (Champ Hall Conference Room)

Present:     Ed Reeve, Chair
Michele Hillard, Secretary
Dan Coster, College of Science
Kacy Lundstrom, Libraries
Vijay Kannan, Curriculum Subcommittee Chair, Huntsman School of Business
Eddy Berry, Humanities and Social Sciences
Brian Warnick, College of Agriculture and Applied Sciences
Nancy Mesner Claudia Radel, Quinney College of Natural Resources
Barbara Williams, Catalog Editor
Fran Hopkin, Registrar’s Office
Lee Rickords, General Education Subcommittee Chair
Leslie Brott, Caine College of the Arts
Scott Bates, Academic Standards Subcommittee Chair
Jessica Hansen, Academic and Instructional Services
Nathan Straight, Regional Campuses
Ty Aller, Graduate Studies Senator
Melanie Nelson, USU-Eastern
Ashley Waddoups, USUSA President
Ryan Bentall, USUSA Executive Vice President

Absent: Janet Anderson, Provost’s Office
Thomas Fronk, Engineering
Heidi Kesler, Registrar’s Office
Jared Schultz, Education and Human Services
Nick Flann, Graduate Council

Visitors: Keith Christensen, Associate Professor, Landscape, Architecture and Environmental Planning
Nicole Fuerst, Coordinator, Academic & Instructional Services

I. Approval of the minutes of the 2 March 2017 meeting
   Motion to approve the 2 March 2017 minutes made by Vijay Kannan. Seconded by Brian Warnick. Minutes approved.

II. Subcommittee Reports

   a. Curriculum Subcommittee (Vijay Kannan)
      Motion to approve the Curriculum Subcommittee report made by Ryan Bentall. Seconded by Eddy Berry. Report approved.
Course Approvals

Program Proposals
Request from the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences to offer an accelerated Masters of Landscape Architecture.

Request from the Department of Family, Consumer, and Human Development in the Emma Eccles Jones College of Education and Human Services to change the name to Human Development and Family Studies.

Request from the Departments of Family, Consumer, and Human Development and Psychology in the Emma Eccles Jones College of Education and Human Services to offer a Mental Health Advocacy and Awareness minor.

Request from the Department of Nursing and Health Professions in the Emma Eccles Jones College of Education and Human Services to offer a Surgical Technician Certificate of Completion.

Request from the Department of Nursing and Health Professions in the Emma Eccles Jones College of Education and Human Services to offer a Pharmacy Technician Certificate of Proficiency.

Request from the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services to restructure the MEd in Curriculum and Instruction.

Request from the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services to restructure the Master of Science in Curriculum and Instruction.

Request from the Department of Special Education and Rehabilitation in the Emma Eccles Jones College of Education and Human Services to restructure the Certificate of Proficiency in Rehabilitation.

b. Academic Standards Subcommittee (Scott Bates)
Motion to amend the report to approve each individual policy/item made by Eddy Berry. Seconded by Nancy Mesner.

Minutes – March 23, 2017
1. Review and modification of academic suspension appeals policy – passed unanimously
   Motion to approve made by Eddy Berry. Seconded by Nancy Mesner. Approved
2. Credit by examination policy – passed unanimously
   Motion to approve made by Eddy Berry. Seconded by Nancy Mesner. Approved

3. Complete withdrawal (updated version with track changes) – passed unanimously
   Motion to approve made by Eddy Berry. Seconded by Nancy Mesner. Approved

4. Dead week policy/no test week policy – Began discussion and questions were raised so this discussion was tabled. In the course of the discussion, however, a follow up policy came forward. The green markup is the second proposal – red is the initial student proposal. The students’ concerns were about having heavy schedules during dead week. Not all students/colleges were experiencing this. Approximately 4500 students were polled about this issue. Academic Standards (AS) subcommittee picked this up and agreed that this needs to be a collaborative effort with students and faculty members. The students and AS subcommittee have been working all year to draft (red) proposal and 20 Faculty Senate members agreed and think that this is a good process. There were some hesitations and concerns during the AS subcommittee meeting. Some were uncomfortable about the percentages, so a (green) version/second proposal was brought forward. Two motions were placed on the table and an electronic vote was taken on the red and green policy. The policy that passed was the green policy. 4-yes 2 –no 1 abstain.

Students are worried that the dead week policy doesn’t have any teeth and will still not be followed. We need to pull numbers on how many tests are being given during no test week and how many major projects are due during dead week? Students are concerned that about how faculty will be affected if they break the policy and, from a compliance standpoint, is behavior going to change. They feel it will only change if the information of faculty and departments breaking the policy is provided to individuals who can hold them accountable.
   Green report – 2 yea – 7 nay. Not approved. Current policy remains in place. Students are encouraged to continue with this process.

c. General Education Subcommittee (Lee Rickords)
   Motion to approve the General Education Subcommittee report made by Ryan Bentall. Seconded by Ashley Waddoups. Report approved.

The discussion revolved around faculty members teaching courses within their discipline but asking for a General Education course designation. It was agreed that there seems to be crossovers in departments where they would have the ability to offer and teach courses, however, designating specific departments or disciplines is going to become highly problematic. The committee opposed the idea of designating
one group of people having the ability to do this and one not being able to. A better policy is to evaluate each course and not silo off. This item will be taken back to General Education and they will come back with wording that would be more clarified, specific and appropriate.

III. Other Business
Syllabus Tracker Update - Moving forward on switching over to a Canvas based syllabus tracking system.

R401s Moved to EPC Website | New Provost’s Office Website – The Library will be inserted into the R401 approval process once it is set up in Curriculog.

Curriculog Update – The system will be shut down during the summer for updates and yearly maintenance.

Adjourn: 4:40
Changes in Registration (Drop/Withdraw)

Complete Withdrawal from the University

Semester Withdrawal

Undergraduate students may drop or withdraw from all courses in a semester by initiating a Leave of Absence request for a change of enrollment at usu.edu/loa. For most undergraduate students, a semester withdrawal is initiated at a website for a change of enrollment: usu.edu/loa. Undergraduate international students must file a semester withdrawal offline and should go to International Education in request through the Office of Global Engagement, Military Science 415. Matriculated graduate students who wish to completely withdraw must present their case to the School of Graduate Studies Office, Main 164, should refer to the School of Graduate Studies Leave of Absence and Complete Withdrawal policy.

The date of the official withdrawal is the leave of absence is the date the leave of absence request form is submitted withdrawal form or letter is received. This date will indicate which of the following changes will be approved:

Early Semester Withdrawal

Dropping

Students who withdraw from a semester drop or cancel all classes before 20 percent of the semester is completed (check the Registration Calendar for exact dates), do not need to reapply for admission when they return, as long as they re-enroll within a year. Students' transcripts will not show any indication of participation during the semester and they may be eligible for a tuition refund.

Mid-Semester Withdrawal

Withdrawing

Students who withdraw from all courses on a date a semester between 20 percent and 60 percent of the semester is completed (check the Registration Calendar for exact dates), do not need to reapply for admission when they return, as long as they re-enroll within a year. A ‘W’ grade notation will permanently be affixed to the student's record for each of the course withdrawals. These students do not qualify for a tuition refund. These students do not qualify for a tuition refund except in cases of extenuating circumstances. Students with extenuating circumstances should file a request for Academic Record Adjustment as outlined in the Academic Record Adjustment policy.

Late Semester Withdrawal Request

After 60% of the semester is completed registration adjustments will not be approved (except for extenuating circumstances). Students will receive the grades earned in the courses and those
grades will be included on the transcript. These students do not qualify for a tuition refund except in cases of extenuating circumstances. Students with extenuating circumstances should file a request for Academic Record Adjustment as outlined in the Academic Record Adjustment policy.

Students who withdraw from a semester after 60 percent of the semester is completed (check the Registration Calendar for exact dates), will have W grades permanently affixed to their record for each of the course withdrawals. These students also do not qualify for a tuition refund. These students will be processed as follows:

▲ Students on academic probation or students who have previously been suspended will be suspended from the university. Not counting the semester for which students are withdrawing, students who have been suspended once may apply for readmission after an additional one semester layout at the USU Eastern or a two semester layout at USU. Students who have been suspended two times may apply for readmission to the university following a layout of one full calendar year.

▲ All other students who have a late semester withdrawal do not need to reapply for admission when they return, as long as they reenroll within a year.

▲ During their academic career, students may have a late semester withdrawal a maximum of two times.

Once final examinations have begun for the semester, students may no longer apply for a semester withdrawal from the University. Students will receive the grades earned in the courses and those grades will be included on the transcript.
Dropping and Withdrawing from Courses

Students may drop courses without notation on the permanent record through the first 20 percent of the class. (Check the Registration Calendar for exact dates.) A student may not drop all of his or her classes without applying for a Semester Withdrawal.

Students may drop or cancel courses before 20 percent of the semester is completed (check the Registration Calendar for exact dates) without any notation on their transcript, and may qualify for a tuition refund.

Students who withdraw from a semester on a date when between 20 percent and 60 percent of the semester is completed (check the Registration Calendar for exact dates) will receive a ‘W’ notation indicating the registration status of ‘withdrawn,’ and do not qualify for a tuition refund, except in the case of extenuating circumstances. Students with extenuating circumstances should file a request for Academic Record Adjustment as outlined in the Academic Record Adjustment policy.

Students may not drop or withdraw from all courses without applying for a Leave of Absence.

Additional deadlines for registration changes may be viewed in the Registration Calendar.
Leave of Absence

Undergraduate

Undergraduate students who wish to discontinue their studies for one or more semesters (other than summer term) must file a Leave of Absence form online at http://www.usu.edu/loa. Students may file an admission deferral, a one-semester leave, a traditional leave of absence, or a complete withdrawal, online at http://www.usu.edu/loa. Requests may be granted in the following circumstances: for illness or health-related issues, military service, employment, humanitarian or church service, family responsibilities, and financial obligations.

- Leaves of absence are generally granted for reasons relating to illness or health, military service, employment, humanitarian or church service, family responsibilities, and financial obligations.

- The standard leave period is one year. Allowances will be made for military activation, church or humanitarian service, and those with extenuating circumstances.

Students must apply for leaves of absence for a current semester by the last day of classes for that semester.

With very few exceptions, students who are attending another institution may not take a leave of absence. They must completely withdraw and apply for readmission. Students are encouraged to discuss possible exceptions with an academic advisor.

A student must apply for a leave of absence for a current semester no later than the last day of classes for that semester. USU's dropping courses Changes in Registration policy explains how a leave of absence will affect a student's transcript.

Graduate

A graduate leave of absence, during which neither continuous registration or a $100 payment is required, may be granted under the following conditions:

1. Illness, required military service, or other extenuating circumstances acceptable to the department head and the graduate dean.

2. Lack of availability of courses in a planned Regional Campuses and Distance Education program.

3. Participation in a planned program based primarily on summer semester courses.

For either 2 or 3, the student must have an approved Program of Study on file in the School of Graduate Studies before a leave will be granted.

A leave of absence must be approved by the graduate dean, upon written recommendation of the department head. A leave of absence may be the basis for extending the time limit to complete a degree, but not to extend the time limit for course validity.
Final Examinations for Fall and Spring Semesters

Final examinations in full-semester classes are in compliance with University policy when they are administered during the Final Examination Week according to the Final Examination Schedule found in the General Catalog. Final examinations for 7-week session classes and Summer classes are to be administered on the day of the last class meeting and are not subject to the Final Examination Schedule nor to the No-Test Days Policy.

No-Test Days Policy for Fall and Spring Semesters

For classes that meet for a full semester, a five-day period designated as “no-test” days precedes final examinations. During this time, no major examinations, including final examinations, will be given in order that students may concentrate on classwork, the completion of special assignments, writing projects, and other preparation for duly scheduled final examinations. Approved exceptions include: final papers, weekly chapter quizzes, quizzes, projects, examinations associated with a lab that does not meet during final examinations, and final examinations for broadcast courses. This policy does not apply to classes that meet during the second 7-week session of the semester or to classes offered during the summer term.

Where possible, it is highly recommended that due dates for papers, projects, or assignments that are worth a significant portion of a student’s grade have deadlines that occur the week prior to No-Test Days and two weeks prior to final examinations. This not only will honor the spirit of no-test days, but will also allow faculty more flexibility to grade these assignments before final grades are due.
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Proposed Addition to No-Test Week Policy

A five-day period designated as "no-test" days precedes final examinations. During this time, no assignment, quiz, project, paper, or exam can be due that is worth more than 15 percent of a student's final grade for the class. The sole exception to this policy is if the professor does not give a final examination, assignment, quiz, project, or paper during finals week. If no final examination, assignment, quiz, project, or paper is given during finals week, any assignment, quiz, project, paper, or exam may be due during No-Test Week.

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