Educational Policies Committee Minutes, February 4, 2016

Utah State University

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A meeting of the Educational Policies Committee was held on 4 February 2016 at 3:00 pm in Old Main 136 (Champ Hall Conference Room)

Present: Michele Hillard, Secretary
Dick Mueller for Dan Coster, College of Science
Heidi Kesler for Marci Smith, Registrar’s Office
Roland Squire, Registrar’s Office
Karen Mock, Quinney College of Natural Resources
Melanie Nelson, USU-Eastern
Mike Lyons for Dawn Kirby, General Education Subcommittee Chair
Dean Adams for Thomas Fronk, Engineering
Kacy Lundstrom, Libraries
Jessica Hansen, Academic and Instructional Services
Jeffrey Johnson for Kelly Fadel, Huntsman School of Business
Trevor Olsen, USUSA President
Ed Reeve, Curriculum Subcommittee Chair
Nathan Straight, Regional Campuses
Larry Smith, Chair
Jared Schultz, Education and Human Services
Eddy Berry, Humanities and Social Sciences

Absent: Nicholas Morrison, Caine College of the Arts
Nick Flann, Graduate Council
Scott Bates, Academic Standards Subcommittee Chair
Ty Aller, Graduate Studies Senator
Janet Anderson, Provost’s Office

Visitors: N/A

I. Approval of the minutes of the 14 January 2016 meeting
https://usu.box.com/s/92danchwx2b8ggk7vd18pfrs5skf6d9h
Minute approved.

II. Subcommittee Reports

a. Curriculum Subcommittee (Ed Reeve)

Motion to approve the business of the Curriculum Subcommittee made by Mike Lyons. Seconded by Dick Mueller. Business approved.

Course Approvals
Program Proposals
Request from the Department of Management in the Jon M. Huntsman School of business to transfer the minor in Business from the dean’s office to the Management Department.
https://usu.box.com/s/92danchwx2b8ggk7vdl8pfrs5skf6d9h

b. Academic Standards Subcommittee (Scott Bates)
Chair for the Academic Standards Subcommittee not present. Business from the February meeting will be forwarded to the March agenda. Will also provide the text for the proposed excused absence.

c. General Education Subcommittee (Dawn Kirby)
https://usu.box.com/s/92danchwx2b8ggk7vdl8pfrs5skf6d9h
Motion to approve the business of the General Education Subcommittee made by Dick Mueller. Seconded by Eddy Berry. Business approved.

III. Other Business
Update on Connections – The common lit reading is “How We Got to Now” by Steven Johnson. Applications are now being accepted for 80 Connection instructors. This is a competitive process and the instructors can be staff, faculty and grad students. Interviews for instructors will take place in March and training will begin in April.

Adjourned at 3:35 pm
A meeting of the Educational Policies Committee was held on 14 January 2016 at 3:00 pm in Old Main 136 (Champ Hall Conference Room)

Present:
Michele Hillard, Secretary
Dick Mueller for Dan Coster, College of Science
Eric Humphrey for Marci Smith, Registrar’s Office
Nicholas Morrison, Caine College of the Arts
Karen Mock, Quinney College of Natural Resources
Melanie Nelson, USU-Eastern
Dawn Kirby, General Education Subcommittee Chair
Thomas Fronk, Engineering
Flora Schrode for Kacy Lundstrom, Libraries
Jessica Hansen, Academic and Instructional Services
Kelly Fadel, Huntsman School of Business
Trevor Olsen, USUSA President
Ed Reeve, Curriculum Subcommittee Chair

Absent:
Nathan Straight, Regional Campuses
Larry Smith, Chair
Nick Flann, Graduate Council
Scott Bates, Academic Standards Subcommittee Chair
Ty Aller, Graduate Studies Senator
Jared Schultz, Education and Human Services
Janet Anderson, Provost’s Office
Eddy Berry, Humanities and Social Sciences

Visitors:
John Louviere, Director, Center for Innovative Design & Instruction (CIDI)
Kenneth Larsen, Programmer Analyst II, Center for Innovative Design & Instruction (CIDI)

I. Approval of the minutes of the 3 December 2015 meeting
https://usu.box.com/s/a9lgigm6g6yizhsj2ayk267hhawj3hke
Motion to approve the minutes of the 3 December 2015 meeting made by Dawn Kirby. Seconded by Kelly Fadel. Minutes approved.

II. Subcommittee Reports

a. Curriculum Subcommittee (Ed Reeve)
Motion to approve the Curriculum Subcommittee report made by Nick Morrison. Seconded by Karen Mock. Report approved.
Course Approvals

Program Proposals

Request from the Department of Psychology in the Emma Eccles Jones College of Education and Human Services to restructure its current specialization within the Psychology PhD program in Professional Scientific Psychology to two separate specializations 1) combined Clinical/Counseling Psychology and 2) School Psychology.
https://usu.box.com/s/a9lgigm6g6ylzhsj2ayk267hhawj3hke

Request from the Department of Psychology in the Emma Eccles Jones College of Education and Human Services to utilize the existing MEd degree in Psychology but with a specialization as an en route degree for students in the School Psychology EdS program.
https://usu.box.com/s/a9lgigm6g6ylzhsj2ayk267hhawj3hke

Request from the Department of Environment and Society in the S.J. and Jessie E. Quinney College of Natural Resources to suspend admissions in the Master of Science in Bioregional Planning.
https://usu.box.com/s/a9lgigm6g6ylzhsj2ayk267hhawj3hke

Request from the Department of Environment and Society in the S.J. and Jessie E. Quinney College of Natural Resources to rename the Master of Science and PhD in Human Dimensions of Ecosystem Science and Management to Environment and Society.
https://usu.box.com/s/a9lgigm6g6ylzhsj2ayk267hhawj3hke

Request from the Department of Geography in the S.J. and Jessie E. Quinney College of Natural Resources to discontinue the Bachelor of Science degree in Geography Teaching.
https://usu.box.com/s/a9lgigm6g6ylzhsj2ayk267hhawj3hke

Approval Timeline

<table>
<thead>
<tr>
<th>EPC/Curriculum</th>
<th>14 January 2016</th>
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<tbody>
<tr>
<td>Faculty Senate</td>
<td>1 February 2016</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>4 March 2016</td>
</tr>
<tr>
<td>Board of Regents</td>
<td>20 May 2016</td>
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</table>

b. Academic Standards Subcommittee (Scott Bates)

No meeting held in December. Nothing to report.
c. **General Education Subcommittee** (Dawn Kirby)
   https://usu.box.com/s/ppsnhhojdr9zx2go3eknprdrkafjzaoe
   
   Motion to approve the report of the General Education Subcommittee made by Tom Fronk. Seconded by Dick Mueller. Report approved.

III. **Other Business**

John Louviere and Kenneth Larsen provided a demonstration and answered questions regarding the Syllabus Tracker program. The Curriculum Subcommittee has established a syllabus working group to help streamline the process and standardize the form.

Adjourned: 3:40 pm
Institution Submitting Request: Jon M Huntsman School of Business, Utah State University

Proposed Title: Minor in Business

School or Division or Location: Jon M Huntsman School of Business

Department(s) or Area(s) Location: Dean’s Office

Recommended Classification of Instructional Programs (CIP) Code¹ (for new programs):

Current Classification of Instructional Programs (CIP) Code (for existing programs): 52.0201

ProposedBeginning Date (for new programs): 07/01/2016

Institutional Board of Trustees’ Approval Date:

Proposal Type (check all that apply):

- Regents’ General Consent Calendar Items

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<th>SECTION NO.</th>
<th>ITEM</th>
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<td>5.1.1</td>
<td>Minor*</td>
</tr>
<tr>
<td>5.1.2</td>
<td>Emphasis*</td>
</tr>
<tr>
<td>5.2.1</td>
<td>(CER P) Certificate of Proficiency*</td>
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<tr>
<td>5.2.3</td>
<td>(GCR) Graduate Certificate*</td>
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<tr>
<td>5.4.1</td>
<td>Administrative Unit Transfer</td>
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<tr>
<td>5.4.1</td>
<td>Administrative Unit Restructure</td>
</tr>
<tr>
<td>5.4.1</td>
<td>Administrative Unit Consolidation</td>
</tr>
<tr>
<td>5.4.2</td>
<td>Conditional Three-Year Approval for New Centers, Institutes, or Bureaus</td>
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<tr>
<td>5.4.3</td>
<td>New Center</td>
</tr>
<tr>
<td>5.4.3</td>
<td>New Institute</td>
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<td>5.4.3</td>
<td>New Bureau</td>
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<tr>
<td>5.5.1</td>
<td>Out-of-Service Area Delivery of Programs</td>
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<tr>
<td>5.5.2</td>
<td>Program Restructure</td>
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<tr>
<td>5.5.2</td>
<td>Program Consolidation</td>
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<tr>
<td>5.5.3</td>
<td>Name Change of Existing Programs</td>
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<td>5.5.4</td>
<td>Program Discontinuation</td>
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<td>5.5.4</td>
<td>Program Suspension</td>
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<tr>
<td>5.5.5</td>
<td>Reinstatement of Previously Suspended Program</td>
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<tr>
<td>5.5.5</td>
<td>Reinstatement of Previously Suspended Administrative Unit</td>
</tr>
</tbody>
</table>

¹Requires “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:

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.
Section I: Request

Utah State University’s Jon M Huntsman School of Business has for many years offered a Minor in Business for students with majors outside the School. The School requests that the administrative home of the program be transferred from the Dean’s Office to the Management Department, and that the curriculum be streamlined to better meet program objectives.

Section II: Need

The Minor in Business has historically been housed in the Dean’s Office of the Jon M. Huntsman School of Business. However, by not having a home in an academic department, the program has lacked the academic ownership that other programs with homes in academic units in the school have. The goal of the program is to offer training in core business principles to students with majors outside the School of Business for whom this will enhance their career prospects. As such, program development and administration will be better served if the program is housed in the Management Department of the School.

Given the objective of giving non-business students a broad education in core business functions, the curriculum will also be streamlined. When it was last revised, the curriculum was expanded to give students flexibility. However, in doing so, the curriculum lacked focus on core business functions. Moreover, course prerequisites significantly expanded the number of credits actually needed to complete the minor.
Section III: Institutional Impact

The proposed changes will have no impact on staffing, course offerings, or course availability. All courses within the program are already offered and represent a subset of the existing curriculum. Ownership of the program by the Management Department and streamlining of the curriculum will make it easier to promote the program which may lead to increased enrolments. Any such increases can be absorbed by existing course offerings.

Section IV: Finances

No additional resources are required.

Section V: Program Curriculum

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Semester</th>
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<tbody>
<tr>
<td>ACCT 2010</td>
<td>Financial Accounting Principles</td>
<td>3</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>FIN 3200</td>
<td>Financial Management</td>
<td>3</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MGT 3500</td>
<td>Fundamentals of Marketing</td>
<td>3</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MGT 3110 or MGT 3800</td>
<td>Managing Organizations and People or Leadership</td>
<td>3 or 2</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MGT 3700</td>
<td>Operations Management</td>
<td>2</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MIS 2100</td>
<td>Principles of Management Information Systems</td>
<td>3</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>STAT 2000 or STAT 2300</td>
<td>Statistical Methods or Business Statistics</td>
<td>4</td>
<td>Fall, Spring, Summer</td>
</tr>
</tbody>
</table>

Total Number of Credits 20/21
Institution Submitting Proposal:

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: Management Department

Program/Administrative Unit Title: Minor in Business

Recommended Classification of Instructional Programs (CIP) Code: 520201

Certificate, and/or Degree(s) to Be Awarded:

Proposed Beginning Date: 7/1/2016

Institutional Signatures (as appropriate):
Department Chair
Dean or Division Chair

Date: 1/28/2016
GENERAL EDUCATION SUBCOMMITTEE MINUTES

January 19, 2016
8:30 am – 9:30 am
Old Main - Champ Hall

Present: Dawn Kirby, Chair
        Eddy Berry, Social Sciences
        Harrison Kleiner, Connections
        Mary Leavitt, Advising
        Kacy Lundstrom, Library
        Kris Miller, Honors
        Melanie Nelson, USU Eastern
        Barbara Williams for Michele Hillard, Secretary
        Brock Dethier, Writing Program
        John Mortensen, Student Services
        Stephanie Hamblin, University Advising
        Karen Mock, Natural Resources
        Dean Adams, Engineering
        Dick Mueller, Science
        Brian McCuskey, Humanities
        Bob Mueller, Regional Campus
        Peggy Petzelka, Humanities
        Laura Gelfand, Arts
        Larry Smith, Provost’s Office
        Cindy Dewey, Creative Arts
        Dan Coster, Quantitative Intensive

Absent: Jessica Hansen, Academic and Instructional Services
        Lee Rickords, Agriculture and Applied Sciences
        Kathy Chudoba, Business
        Shelley Lindauer, Education and Human Services
        Ryan Dupont, Life and Physical Sciences
        Dan McInerney, American Institutions
        Trevor Olsen, USUSA President

Call to Order - Dawn Kirby

Approval of Minutes – December 15, 2015
https://usu.box.com/s/szf33l8cq5u3bdkuinmko0wylytghfa
Motion to approve the December 15, 2015 minutes made by Dean Adams. Seconded by Brian McCuskey. Minutes Approved.
Course Approvals/Removals/Syllabi Approvals
https://usu.curriculog.com/proposals

ARTH 3340 – African Art (CI) APPROVED ...........................................Brock Dethier
ARTH 3710 – Art, Culture & Crisis in Postwar Britain (CI) APPROVED ............Brock Dethier
ARTH 3910 – Introduction to Film Theory (CI) APPROVED ...........................Brock Dethier

Motion to approve all ARTH courses for CI designation made by Dan Coster. Seconded by Laura Gelfand. Designations approved.

Business
USU Course Prefixes and Funding (8:30 – 9:00 am Noelle Cockett)
The provost stated that funding from the Provost’s office will still be available for Gen Ed breadth courses that have changed from the USU prefix to a more specific prefix as long as additional seats are needed in that particular course. There were discussions about how departments have been and will continue to add seats and help predict the seats that will be needed in future semesters. The Provost’s new budget model will help fund additional seats as needed regardless of delivery mode (online, face-to-face, or broadcast).

The reduction of summer 2015 tuition resulted in a 25% increase in enrollment, most of which occurred in online classes. The “take more—save more” adjusted tuition plan will be in effect for summer 2016 courses, many of which will be general education courses. The first 7-weeks and full 14-week summer sessions are popular. Taking summer courses helps some students complete the 30 credits a year that are needed to remain on-track for on-time graduation. Another issue is that Logan and nearby areas provide only a limited pool of people who are qualified to teach these classes. USU is limited on instructors, classroom space, and getting enough TAs for summer because students continue as RAs to support faculty research rather than working as TAs. UTFs could potentially help with this concern.

This item will be discussed again at next month’s meeting.

Syllabus Tracking Tool
The Curriculum Subcommittee has established a working group look to help standardize a basic course syllabus template. John Louviere has met with the working group and showed them the syllabus tracking tool, which may also serve as a central repository for syllabi. There are certain accreditation items that need to be on all syllabi. This process will assist students, faculty, accreditation needs, and others who review syllabi. John Louviere will be invited to the next General Education Committee meeting to demonstrate the tracking tool.

Motion to adjourn made by Harrison Kleiner. Seconded by Dawn Kirby. Adjourned at 9:45 am.