Educational Policies Committee Minutes, March 6, 2014

Utah State University
EDUCATIONAL POLICIES COMMITTEE MINUTES
6 March 2014

A meeting of the Educational Policies Committee was held on 6 March 2014 at 3 p.m. in Old Main 136 (Champ Hall Conference Room)

Present: Larry Smith, Chair
Ed Reeve, Curriculum Subcommittee Chair
Scott Bates, Academic Standards Subcommittee Chair
Richard Mueller, General Education Subcommittee Chair (representing Norm Jones)
Ed Reeve, College of Agriculture and Applied Sciences
Kevin Olson, Caine College of the Arts
Scott Bates, Emma Eccles Jones College of Education and Human Services
Thom Fronk, Engineering
Eddy Berry, College of Humanities and Social Sciences
Karen Mock, Quinney College of Natural Resources
Richard Mueller, College of Science
Travis Peterson, Regional Campuses and Distance Education
Melanie Nelson, USU-Eastern
Roland Squire, Registrar’s Office
Cathy Gerber, Registrar’s Office

Absent: Kelly Fadel, Huntsman School of Business
Kacy Lundstrom, Libraries
Scott DeBerard, Graduate Council
Doug Fiefia, USUSA President
Brittney Garbrick, Graduate Studies Senator

Visitors: Beth Foley, Dean, College of Emma Eccles Jones College of Education and Human Services
Jeannie Thomas, Department Head, English
Dawn Kirby, SR Associate Dean, College of Humanities and Social Sciences
Adrea Wheaton, Provost Office
I. Approval of the minutes of the 6 February 2014 meeting

The minutes of the 6 February 2014 meeting were 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 English to change the name from Online M.S. in English with Specialization in Technical Writing to Master of Technical Communication was approved. (see below)

Karen Mock moved to approve the business of the Curriculum Subcommittee. Richard Mueller seconded; motion approved.

B. Academic Standards Subcommittee (Scott Bates)

No Report

C. General Education Subcommittee (Richard Mueller)

GENERAL EDUCATION SUBCOMMITTEE MINUTES

February 18, 2014, 8:30 A.M.
Champ Hall Conference Room

Present: Charlie Huenemann, CHaSS; Bob Mueller, Regional Campuses; Kacy Lundstrom, Library; Dick Mueller, Science; Harrison Kleiner, Connections; Melanie Nelson, USU Eastern; Michele Hillard, Secretary; Kathy Chudoba, Business; Dean Adams, Engineering; Karen Mock, Natural Resources; Brian McCuskey, Humanities; Norm Jones, Chair; Larry Smith, Provost’s Office; Eddy Berry, Social Sciences; Laura Gelfand, Art; Nick Morrison, Honors; Shelley Lindauer, FCHD; Lee Rickords, Agriculture; Cindy Dewey, Creative Arts; Mary Leavitt, Advising;

Absent: Doug Fiefia, ASUSU President; Dan Coster, Quantitative Intensive; Dan McInerney, American Institutions; John Mortensen, Student Services; Stephanie Hamblin, University Advising; Lezlie Park, Writing Program; Rhonda Miller, Communications; Ryan Dupont, Life & Physical Sciences;
Call to Order – Norm Jones

Approval of Minutes – January 21, 2014
Motion to approve made by Shelley Lindauer; seconded by Kathy Chudoba

Course Approvals
HIST 3751 (DHA/CI) DHA Approved/CI Pending ....................... Brian McCuskey/Rhonda Miller
Motion to approve DHA made by Brian McCuskey; seconded by Kathy Chudoba

MUSC 3030 (DHA) Withdrawn ......................................................... Cindy Dewey

RELS 3050 (DHA/CI) DHA Approved – CI Pending ............... Brian McCuskey/Rhonda Miller

SW 4100 (CI) Pending ........................................................................ Rhonda Miller

Course/Designation Removals
N/A

Syllabi Approvals
HONR 1300 (BAI) Cathy Bullock Pending .......................................................... Dan McInerney

HONR 1320 (BHU) James Sanders Approved .............................................. Brian McCuskey
Motion to approve made by Brian McCuskey; seconded by Eddy Berry

HONR 1330 (BCA) Laura Gelfand Approved ............................................... Cindy Dewey
Motion to approve made by Cindy Dewey; seconded by Kathy Chudoba

HONR 1340 (BSS) Scott Hunsaker Approved .............................................. Eddy Berry
Motion to approve made by Eddy Berry; seconded by Brian McCuskey

HONR 1350 (BLS) Abby Benninghoff Approved ....................................... Ryan Dupont
Motion to approve made by Dick Mueller; seconded by Cindy Dewey

HONR 1350 (BLS) Robert Schmidt Approved ............................................ Ryan Dupont
Motion to approve made by Eddy Berry; seconded by Brian McCuskey

HONR 1360 (BPS) David Peak Approved .................................................. Ryan Dupont
Motion to approve made by Eddy Berry; seconded by Brian McCuskey

HONR 3020 (DHA) Withdrawn .................................................................... Cindy Dewey

USU 1320 (BHU) Steven Camicia Denied .................................................... Brian McCuskey

USU 1340 (BSS) Jennifer Truschka Withdrawn ........................................... Norm Jones
Business
Developing rubrics for depth course approvals. What is our process?
We need to begin a review of all depth courses and remove any that aren’t currently being taught. At the same time we need to rewrite the course criteria in the catalog and clarify the expectations for depth courses. It is also important that we maintain continuity in both the breadth and depth courses. We will start discussions with the existing designation subcommittees and then share with the other subcommittees.

Information
USU Syllabus Tracking Tool - A meeting will be scheduled with Norm Jones, John Louviere, and Michele Hillard to discuss application and use of the tracking tool. The following link: https://elearn.usu.edu/canvasCustomTools/syllabus/ is for the USU Canvas Course Syllabus Tracker.

Next Meeting
Tuesday, March 18, 2014
Champ Hall Conference Room
8:30 a.m.

Kevin Olson moved to approve the business of the General Education Subcommittee. Scott Bates seconded; motion approved.

III. Other Business

Richard Mueller moved to approve the request from Utah State University to form a new Department of Nursing and Health Professions within the Emma Eccles Jones College of Education and Human Services. Ed Reeve seconded; motion approved. (see below)

Information

Richard Mueller brought up for discussion, the subject of excused absences. It seems that there has been some discrepancy on following the student code:

Section IV 5 Regulations Pertaining to Student Organizations

B. Organizational activities that are held off campus or interfere with students’ attendance at scheduled classes (the final examination period is considered part of the regularly scheduled class period) shall be regulated by the following:

1. For a competing group, one coached and financed by the University or ASUSU for the purpose of competing with groups from other universities and colleges:
The coach or supervisor of the competing group shall file a schedule of the semester's activities with the appropriate dean, director, or vice president at the beginning of each semester.

One week prior to an intended activity, the coach or supervisor should file a roster of the participating students with the appropriate dean, director, or vice president stating the details and times of the proposed absence.

Students should notify their instructors at least one week prior to any such planned absence.

Students absent from class while engaged in activities of the competing group shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.

2. For a performing group, one which has been requested by an appropriate office of the University to appear before an audience:

- The advisor or supervisor of the performing group shall file a schedule of the semester's activities with the appropriate dean, director, or vice president at the beginning of each semester.
- A roster of the performing students, the names of the supervisors or advisors, and the details and times of the activity should be submitted to the appropriate dean, director, or vice president one week prior to any such planned absence.
- Students should notify their instructors at least one week prior to any such absence.
- Students absent from class while engaged in activities of the performing group shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.

3. For ASUSU elected officers and their committee members, whose programs are financed by ASUSU for the purpose of administering the responsibilities of an ASUSU elected office:

- Approval must be received from the appropriate director or vice president one week prior to the activity. Short leave-time requests may be initiated by the University President, Provost, or the Vice President for Student Services.
- A roster of officers and their committee members, the name of the supervisor, and the purpose of an activity should be submitted to the appropriate director or vice president.
- Students should notify their instructors at least one week prior to any such absence.
- ASUSU elected officers and their committee members who are absent from class while engaged in ASUSU-related activities shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.

4. For a scheduled class group, one directed by a departmental instructor for the purposes of a scheduled class, or a student participating in an academic activity (e.g., presentation of a paper or participation in an experiment):

- The instructor shall obtain approval from the academic dean, who shall concur that the activity is essential to the scheduled class group or student.
- In no case shall the academic dean grant permission to a student to be absent from other scheduled classes. It is the student's responsibility to contact each instructor
for his or her classes one week prior to any absence to discuss the intended absences.

- Students shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.
- In situations of conflict, it is appropriate to work with the department head and dean to resolve the matter.

5. For all other student organizations:
   - A group registered by ASUSU shall submit to the Vice President for Student Services a request to leave the campus, or otherwise miss scheduled classes, two weeks prior to the intended activity.
   - All non-ASUSU groups shall submit to their advisors a request to leave the campus, or otherwise miss scheduled classes, two weeks prior to the intended activity.
   - A group granted permission to participate in an activity shall in no case be granted permission to be absent from classes by any person other than the class instructors.
   - One week prior to an activity, students shall discuss the terms of intended absences with their instructors, who will decide what course of action should be taken.

6. For all students interviewing for professional school, graduate school or internships:
   - The student shall obtain approval from their academic advisor, who shall concur that the interview is essential to the student.
   - It is the student’s responsibility to contact each instructor for his or her classes one week prior to any absence, providing documentation from the advisor.
   - Students absent from class while attending such interviews shall be permitted to make up missed class work in a timely manner agreed upon by their instructors.

7. For all students assisting in university recruiting and university development sponsored by either college ambassadors or university ambassadors:
   - The student shall obtain approval from his or her respective ambassador advisor, who shall concur that the scheduled event is required of the student.
   - It is the student’s responsibility to contact each instructor for his or her classes one week prior to any absence, providing documentation from the advisor.
   - Students absent from class while attending such recruiting assignments shall be permitted to make up missed class work in a timely manner agreed upon by their instructors.

8. Although the University administration shall not grant excuses from classwork, it shall intercede when an instructor refuses to permit a student to make up work missed while engaged in a competing group, in a performing group, as an ASUSU officer or committee member, or in a scheduled class group. In such cases, the student may appeal to the department head, who shall, with the student's academic dean, intercede with the instructor for the student to make up missed work. The student may appeal to the Provost if necessary.

9. Upon request, the appropriate dean, director, or vice president shall supply to instructors and students verification of student absences for participation in a competing group, in a performing group, as an ASUSU elected officer or committee member, or in a scheduled class group.
The Academic Standards Subcommittee will review this policy. Larry Smith commented that individualized course policies cannot trump student code. Possible avenues on informing the departments and faculty: department heads retreat, canvas, or the syllabus. Larry Smith has an upcoming meeting with Brian Evans, Associate Director of Athletics, after spring break, to discuss how we can get the message out to our faculty, especially at the start of the year. The Excused Absences policy in the online General catalog will be updated to complement the student code IV 5 B.

EPC will continue this discussion at the April 3, 2014 meeting.

Meeting adjourned 3:35 p.m.
Larry Smith conducted the meeting.
Cathy Gerber recorded the minutes.
Institution Submitting Request: Utah State University
Proposed Title: Change of Program Name from Master of Science in English with Specialization in Technical Writing to Master of Technical Communication.
Currently Approved Title: Master of Science in English with Specialization in Technical Writing
School or Division or Location: Department of English
Department(s) or Area(s) Location: Department of English
Recommended Classification of Instructional Programs (CIP) Code1 (for new programs):
Current Classification of Instructional Programs (CIP) Code (for existing programs): 00.0000
Proposed Beginning Date (for new programs): August, 2014
Institutional Board of Trustees' Approval Date:
Proposal Type (check all that apply):

*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.

Signature __________________________ Date: __________________________

Printed Name: Dr. Larry Smith

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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: CHaSS

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

Recommended Classification of Instructional Programs (CIP) Code: __ __ __ __ __ __ __

Certificate, and/or Degree(s) to Be Awarded: Master of Technical Communication

Proposed Beginning Date: July 1, 2014

Institutional Signatures (as appropriate):

Department Chair

Dean or Division Chair

Jeannie Thomas,
Dept. Head, English

John C. Allen, Dean
Dean, College of Humanities and Social Sciences

Graduate School Dean

Mark R. McLellan, Vice President for Research
and Dean of the School of Graduate Studies
Section 1: Request

Currently, Utah State University is encouraging departments not to offer Plan C degrees with M.S. or M.A. designations. It is suggested that whenever a Plan C degree is offered, it should be identified as a professional degree. The online M.S. in English with specialization in Technical Writing has been a Plan C degree with no final project, paper, or thesis because such extended academic research projects are not useful to the lives or careers of the students, who are all working professionals and would universally prefer more class time. Attempting to design some sort of final experience, such as a thesis, only makes the program less relevant to the students and would deprive them of valuable classes. Therefore, the request is to change the degree name to reflect its existing professional nature. The specialization should be recognized as a professional degree with the name change to “Master of Technical Communication.” The new degree also uses the term “technical communication” instead of “technical writing” in order to better reflect the current professional and academic emphasis on both writing and communication skills in today’s digital world.

Section II: Need

This professional degree benefits students in that it caters exclusively to working professional writers, and offers a range of courses from applicable theory (e.g., editing, rhetorical theory) to highly technical skills (e.g., content management, user experience evaluation/design). A good number of the students find themselves promoted or moved to better and more interesting jobs because of this program. It also provides professional training opportunities for professionals in technical writing, which is a growth area.

According to the most current Bureau of Labor Statistics’ Occupational Outlook Handbook, “The employment of technical writers is projected to grow 15 percent from 2012 to 2022, faster than the average for all occupations. Employment growth will be driven by the continuing expansion of scientific and technical products and by growth in Web-based product support. Job opportunities, especially for applicants with technical skills, are expected to be good. . . . The median annual wage for technical writers was $65,500 in May 2012.”

At the present time, no similar professional master’s degree programs offered online in the state of Utah. However, given the existing numbers of professional writers and the statistical projections of growth in the field, this program will continue to fill with interested professionals.

Section III: Institutional Impact

No impact will come from this change. The program is already in place; this is simply a name change.

Section IV: Finances

No additional costs will come from this change.

Section V: Program Curriculum

No changes will be made to the curriculum. The following table details the current curriculum, which will continue as is.
<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tr>
<td><strong>Required Courses—Section A</strong></td>
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<tr>
<td>ENGL 6400</td>
<td>Advanced Editing</td>
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<td>ENGL 6410</td>
<td>Theory &amp; Research in Professional Communication</td>
<td>3</td>
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<td><strong>6</strong></td>
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<td><strong>Elective Courses—Section B</strong></td>
<td>Issues in Professional Communication</td>
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<td>ENGL 6420</td>
<td>Usability and Human Factors in Professional Communication</td>
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<td>ENGL 6430</td>
<td>Publications Management</td>
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<td>ENGL 6450</td>
<td>Reading Theory &amp; Document Design</td>
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<tr>
<td>ENGL 6800</td>
<td>Theory and Practice of Online Education in Writing</td>
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<td>ENGL 6830</td>
<td>Rhetorical Theory</td>
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<tr>
<td>ENGL 6890</td>
<td>Studies in Writing and Rhetoric (repeatable for up to 6 credits)</td>
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<td><strong>Sub-Total</strong></td>
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<td><strong>Elective Courses—Section C</strong></td>
<td>Specialized Publications</td>
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<tr>
<td>ENGL 6460</td>
<td>Studies in Digital Media (repeatable for up to 12 credits)</td>
<td>3-12</td>
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<tr>
<td>ENGL 6470</td>
<td>Studies in Specialized Documents</td>
<td>3-12</td>
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<td></td>
<td><strong>Sub-Total</strong></td>
<td><strong>6-24</strong></td>
</tr>
<tr>
<td></td>
<td>Students take core courses and select from Sections B &amp; C to complete 33 hours.</td>
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<tr>
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<td><strong>Total Number of Credits</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

**Program Schedule**

The courses are offered during the fall, spring, and summer semesters. The program is designed so that students can complete it in two years.

**Faculty**

The following faculty from the Department of English will be available to instruct in this program:

Keith Grant-Davie, Associate Professor, Ph.D., Technical Communication Rhetoric
David Hailey, Associate Professor, Ph.D., Technical Communication Technologies
John McLaughlin, Associate Professor, Ph.D., Linguistics
Ryan Moeller, Associate Professor, Ph.D., Technical Communication Technologies and Rhetoric
Ron Shook, Associate Professor, Ph.D., Technical Communication Design
Rebecca Walton, Assistant Professor, Ph.D., Technical Communication Technologies and Rhetoric
Proposal Type (check all that apply):

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

*Requires “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: Laurens H. Smith, Jr.

Program Request – Abbreviated Template
Section I: Request

Utah State University seeks approval for the formation of a new Department of Nursing and Health Professions within the Emma Eccles Jones College of Education and Human Services.

Section II: Need

Utah State University offers the practical nursing certificate, the Associate of Applied Sciences - Registered Nursing degree, an AAS degree in Medical Lab Technician, and a Medical Assistant Certificate. These nursing and health professions programs are currently delivered to students at USU Eastern (Price and Blanding) and the Uintah Basin Regional Campus through a combination of face to face and technologically-assisted instruction. When the College of Eastern Utah (CEU, now USU Eastern) and Utah State University merged in 2010, academic programs at CEU came under the administrative oversight of USU academic departments. The nursing, medical technology, and medical assistant programs were assigned to the Department of Biology in the College of Science. Since that time, it has become apparent that a better USU “administrative home” for the Nursing Program is the Emma Eccles Jones College of Education and Human Services (EEJCEHS). This is because EEJCEHS is the administrative home for most all other USU academic programs in human health-related and clinically-based programs including Special Education and Rehabilitation; Communicative Disorders and Deaf Education; Family, Consumer and Human Development; Health, Physical Education, and Recreation; Psychology; and the Center for Persons with Disabilities. The EEJCEHS is very enthusiastic about establishing a new department that collectively manages nursing and health professions programs which will make a positive contribute to their existing assemblage of health and clinical programs. The new Department of Nursing and Health Professions will benefit greatly from its official association with EEJCEHS’s health and clinical programs because of the mutual support, shared understanding, and collectively stronger voice that will better serve the new department’s students. EEJCEHS also has extensive experience in accreditation practices in health and clinical programs which the College of Science does not, thus making accreditation-driven program assessment of USU's nursing and medical programs more effective.

Section III: Institutional Impact

The transfer of the USU nursing, medical lab technician, and medical assistant programs from the College of Science to the Emma Eccles Jones College of Education and Human Services will not have any adverse impact on Utah State University or EEJCEHS and the College of Science and the Department of Biology. All existing nursing education, medical lab technician, and medical assistant program offerings and their locations, facilities, faculty and funding will remain unchanged at the UBRC and USU Eastern. The new department will relieve the College of Science of an administrative responsibility and shift that to EEJCEHS which better understands the operations and support requirements of clinical and health-related programs. This new department will benefit the hundreds of students enrolled in these programs. Vice Provost Travis Peterson will serve as the first head of the Department of Nursing and Health Professions and he will report directly to Dean Beth Foley of EEJCEHS.
There will be a total of fifteen faculty in the new Department of Nursing and Health Professions; the sum of the existing faculty who currently staff the current programs to be included in the new department. Meetings have been held between the faculty of the inclusive programs, Dean Foley, and Dr. Peterson to discuss this administrative change and they have expressed unanimous support for it.

Section IV: Finances

No significant financial impacts are anticipated as a result of formation of the new Department of Nursing and Health Sciences in EEJCEHS. Ample funding is in place (including an ongoing $1M legislative appropriation for USU nursing programs) to support all the programs in the new department. Dr. Peterson's salary will transfer from his current USU Vice Provost position to his department head position and EEJCEHS will provide support for staff for the new department.

Section V: Program Curriculum

NA