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EDUCATIONAL POLICIES COMMITTEE MINUTES
5 September 2013

A meeting of the Educational Policies Committee was held on 5 September 2013 at 3 p.m. in Old Main 136 (Champ Hall Conference Room)

Present: Larry Smith, Chair
 Ed Reeve, Curriculum Subcommittee Chair, Agriculture
 Kevin Olson, Caine College of the Arts
 Frank Caliendo, Huntsman School of Business (representing Cliff Skousen)
 Thom Fronk, Engineering
 Charlie Huenemann, College of Humanities and Social Sciences
 Richard Mueller, College of Science
 Travis Peterson, Regional Campuses and Distance Education
 Richard Mueller, General Education Subcommittee Chair (representing Norm Jones)
 Melanie Nelson, USU-Eastern
 Scott DeBerard, Graduate Council
 Roland Squire, Registrar's Office
 Cathy Gerber, Registrar's Office

Absent: Scott Bates, Emma Eccles Jones College of Education and Human Services
 Karen Mock, Quinney College of Natural Resources
 Doug Fiefia, ASUSU President
 Brittney Garbrick, Graduate Studies Senator
 Kacy Lundstrom, Libraries
 Academic Standards Subcommittee Chair

Visitors: Michele Hillard, Provost Office
 Steven Hanks, Associate Professor, Huntsman School of Business

I. Approval of the minutes of the 4 April 2013 meeting
The minutes of the 4 April 2013 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 School of Teacher Education and Leadership to offer a Literacy Teaching Minor was approved pending revisions concerning the institutional impact. (see below)

Just a reminder:

Minutes from past EPC and Curriculum Subcommittee meetings, changes to courses as well as the status on program proposals can be found at: <http://www.usu.edu/epc/>

EPC and Curriculum Subcommittee Schedule for 2013-2014

Agenda Items Due

August 22, 2013
September 19, 2013
October 24, 2013
November 21, 2013
December 12, 2013
January 23, 2014
February 21, 2014
March 20, 2014

EPC and Curriculum Subcommittee Meetings

September 5, 2013
October 3, 2013
November 7, 2013
December 5, 2013
January 9, 2014
February 6, 2014
March 6, 2014
April 3, 2014

Thom Fronk moved to approve the business of the Curriculum Subcommittee. Motion approved.

B. Academic Standards Subcommittee

No Report.

Thom Fronk and Charlie Huenemann volunteered to serve on the Academic Standards Subcommittee.

C. General Education Subcommittee

GENERAL EDUCATION SUBCOMMITTEE MINUTES

April 16, 2013, 8:30 A.M.
Champ Hall Conference Room

Present: Kathy Chudoba, Business; Michele Hillard, Secretary; Charlie Huenemann, CHaSS; Brock Dethier, English; Vince Lafferty, Regional Campuses; Shelley Lindauer, FCHD; Dan Coster, Quantitative Intensive; Harrison Kleiner, Connections; Brian McCuskey, English; Wendy Holliday, Library; Norm Jones, Chair; Scott Henrie, USU Eastern; Karen Mock, Natural Resources; Christian Thrapp, ASUSU President; Dean Adams, Engineering;

Absent: Cindy Dewey, Creative Arts; Roberta Herzberg, Social Sciences; Mary Leavitt, Advising; Ryan Dupont, Life & Physical Sciences; Larry Smith, Provost’s Office; Dick Mueller, Science; Rhonda Miller, Communications; Lee Rickords, Agriculture; John Mortensen, Student Services; Laura Gelfand, Art; Nick Morrison, Honors; Stephanie Hamblin, University Advising; Craig Petersen, American Institutions;

Call to Order - Norm Jones

Approval of Minutes – March 19, 2013

Motion made by Wendy Holliday; seconded by Kathy Chudoba

Course Approvals

COMD 5100 (CI) Approved (electronic vote) Rhonda Miller

HIST 3483 (DHA/CI) Approved Brian McCuskey/Rhonda Miller
Brian McCuskey approved Brock Dethier seconded

GEO 3250 (DSC) Pending Ryan Dupont

HIST 3560 (DHA/CI) PendingBrian McCuskey/Rhonda Miller
DHA approved – awaiting CI approval

THEA 2710 (BCA) Pending Laura Gelfand

WILD 4850 (CI) Pending (electronic vote) Rhonda Miller

Course Removals

N/A

Syllabi Approvals

USU 1360 (BPS) Blair Larsen Pending Ryan Dupont

USU 1320 (BHU) Wijitha Bandara Pending Brian McCuskey

Business

USU 1360 Rubric Revisions – The USU 1360 group has been meeting since last spring working on rubric revisions. All 13 items of the current criteria have been included in the rubrics. Waiting to hear back from the subcommittee to agree upon and approve the rubrics. USU 1320 is going through a similar exercise. Norm has met with all USU course groups and this effort will continue on into the next academic year.

CHaSS and Science Gen Ed Pathways –major’s requirements are being tied to gen ed courses that will ensure student success in the majors. Each department is displaying theirs in a different way. It would be nice to display these in a graphic format. Wendy Holliday has been asked to help with curriculum mapping. This should be mapped in a way where relationships can be seen and this will help with advising.

Election of the Chair of the Gen Ed Subcommittee of the EPC for next year – Norm Jones was nominated by Shelley Lindauer and seconded by Charlie Heuneman. The vote was unanimous, Norm will continue as chair of the Gen Ed committee.

Connections – Harrison Kleiner is working with the connections group to make the course work better and follow along the Gen Ed path. The timeframe is too short this year to have all the syllabi come up for approval, but the committee will continue with Connections discussions and then give the Connections subcommittee approval to review and approve syllabi for the Connections course. Revising the course objectives: Students will engage the questions of Why are you here? How do you become an intentional learner? How do you become a fully engaged member of the campus community? By the end of Connections the students will have had an opportunity to learn more about the university and themselves. One positive effect would be that more faculty members may be enticed into teaching Connections. It also might be a good idea to have individuals team teach, i.e., English and Math faculty working together with the students. Today’s meeting was the last for Christian Thrapp. Doug Fiefia will be the incoming President and Gen Ed member for next year. Wendy Holliday will be leaving the University to go to Northern Arizona University.

Next Meeting

Tuesday, August 20, 2013
Champ Hall Conference Room
8:30 a.m.

GENERAL EDUCATION SUBCOMMITTEE MINUTES

August 20, 2013, 8:30 A.M.

CHaSS Conference Room

Present: Kathy Chudoba, Business; Michele Hillard, Secretary; Charlie Huenemann, CHaSS; Lezlie Park, Writing Program; Vince Lafferty, Regional Campuses; Dan Coster, Quantitative Intensive; Kacy Lundstrom, Library; Norm Jones, Chair; Melanie Nelson, USU Eastern; Dean Adams, Engineering; Dick Mueller, Science Dan McInerney, American Institutions; Nick

Morrison, Honors; Mary Leavitt, Advising; Laura Gelfand, Art; John Mortensen, Student Services; Stephanie Hamblin, University Advising;

Absent: Shelley Lindauer, FCHD; Cindy Dewey, Creative Arts; Roberta Herzberg, Social Sciences; Ryan Dupont, Life & Physical Sciences; Larry Smith, Provost’s Office; Rhonda Miller, Communications; Lee Rickords, Agriculture; Harrison Kleiner, Connections; Brian McCuskey, Humanities; Karen Mock, Natural Resources; Christian Thrapp, ASUSU President;

Call to Order - Norm Jones

Approval of Minutes – April 16, 2013

Motion to approve made by Kathy Chudoba, seconded by Stephanie Hamblin

Course Approvals

FCHD 4230 (CI) Withdrawn Rhonda Miller

GEO 3250 (DSC) Pending Ryan Dupont

HIST 3560 (DHA/CI) Pending Brian McCuskey/Rhonda Miller
DHA approved – awaiting CI approval

THEA 2710 (BCA) Withdrawn Laura Gelfand

WILD 4850 (CI) Pending Rhonda Miller

Course Removals

GEOL 3550 (CI) Approved Rhonda Miller

Syllabi Approvals

USU 1300 (BAI) Marko DeManjo Pending Dan McInerney

USU 1320 (BHU) Kim Maughan Pending Brian McCuskey

USU 1320 (BHU) Wijitha Bandara Pending Brian McCuskey

USU 1360 (BPS) Blair Larsen Approved Ryan Dupont

Motion to approve made by Ryan Dupont (via e-mail), seconded by Stephanie Hamblin

Business

Within the CI designation criteria, is it the intent of the Committee that courses approved as CI the intent include both “written and oral” or should the wording be changed to written or oral? It was decided to change the wording to “or”.

Motion to clarify the wording made by Dick Mueller, seconded by Dan Coster.

Catalog description of USU courses- We are revising the Gen Ed website and will be improving the “course criteria” pages, as well as rewriting the catalog description of breadth courses (to make them more informative). It was noted that the material in the catalog is not clear and that the verbiage needs to be improved. We are also working on editing and updating the website to

provide clearer and more concise information. It was recommended that individual departments should keep electronic versions of the syllabi pertaining to their courses and that those syllabi should be posted on their departmental website, so that they can quickly be found. Posting of syllabi is a serious issue that needs to be looked at and improved.

The Educated Person Conference will be held October 18 at the Zermatt Lodge in Midway. The Provost's Office will pay for 8-9 people to attend. Registration forms will be sent to the Gen Ed Committee.

Next Meeting

Tuesday, September 17, 2013
Champ Hall Conference Room
8:30 am

Thom Fronk moved to approve the business of the General Education Subcommittee. Ed Reeve seconded; motion approved.

III. Other Business

Kevin Olson moved to approve the request from the Department of Management to change the name of Master of Science in Human Resources to Master of Human Resources. Richard Mueller seconded; motion approved. (see below)

Meeting adjourned 3:25 p.m.
Larry Smith conducted the meeting.
Cathy Gerber recorded the minutes.

Institution Submitting Proposal: Utah State University

College, School or Division in Which Program/Administrative Unit Will Be Located:
Emma Eccles Jones College of Education and Human Services

Department(s) or Area(s) in Which Program/Administrative Unit Will Be Located:
School of Teacher Education and Leadership

Program/Administrative Unit Title: Secondary Education

Recommended Classification of Instructional Programs (CIP) Code: 13.1315

Certificate, and/or Degree(s) to Be Awarded: Literacy Teaching Minor or Endorsement

Proposed Beginning Date: Spring 2014

Institutional Signatures (as appropriate):
Department Chair

Dean or Division Chair

Career and Technical Education Director

Graduate School Dean

Council on Teacher Education

Date:

Program Request - Abbreviated Template
Utah State University
Teaching Minor/Endorsement for Secondary Education
03/19/13

Section I: Request

Students completing secondary education licensure in the School of Teacher Education and Leadership (TEAL) are required to complete a teaching major and minor in addition to coursework in pedagogy. While the state requires only a teaching major, we have continued to require a major and minor at Utah State in response to needs of the school districts. This request is to add a teaching minor in literacy, also in response to needs of the school districts.

Section II: Need

A literacy teaching minor for secondary teachers is unique; no Utah institution of higher education offers one. A survey (unpublished data, 2011) of superintendents in Utah (75% response rate) conducted by the School of TEAL indicated that, when hiring teachers, reading is the most desirable endorsement, and content/pedagogical knowledge in reading and math are the most desirable skills they seek in candidates. Further, in the context of our Gear-Up grant which is designed to support academic achievement of under-achieving middle- and high-school students, districts identified working with struggling readers as one of their primary challenges. Anecdotally, superintendents note that they would be excited to have teachers in their secondary schools with the knowledge and skills to help struggling readers gain reading skills.

Section III: Institutional Impact

The literacy minor was created as an online program and our fully enfranchised faculty developed the courses for the program. It is designed to be separate from other courses offered in TEAL undergraduate majors and at the masters and doctoral levels and will not replace any courses in those programs. While TEAL literacy faculty will review the online courses annually (including evaluations from students) and provide any needed course revisions, they will be taught by doctoral students and adjunct faculty.

Section IV: Finances

As an online program, the literacy minor will be self-funding with tuition dollars coming directly to the department at a rate of \$121.18 per student credit hour (FY '13 rate). Further, one-time course development funds are available to support program start-up.

Section V: Program Curriculum

All Program Courses (with New Courses in Bold)

The following table outlines the courses required for the Literacy Minor/Endorsement. These courses are all new in that they are 5000 level versions of the existing 6000 level literacy courses (designed for students to earn a level 1 reading endorsement at the graduate level).

Course Prefix and Number	Title	Credit Hours
Required Courses for Literacy Minor/ Endorsement		
TEAL 5310	Content Area Reading Writing	3
TEAL 5380	Effective Writing Instruction	3

Course Prefix and Number	Title	Credit Hours
TEAL 5350	Reading Assessment and Intervention	3
TEAL 5320	Theories and Models of Reading	3
TEAL 5570 (prerequisite TEAL 5310)	Advanced Comprehension	3
TEAL 5390	Teaching with Trade books in EL or Mid Level	3
TEAL 5340	Adolescent Literacy Development (non-secondary students should take TEAL 5230, Evidence-Based Lit. Inst. K-6 Learners)	3
Total Number of Credits		21
Practicum Requirements for SCED minor		
SCED 4300	Clinical Experience II (concurrent with TEAL 5310)	1
**SCED 5630 or Department Specific 5630	Student Teaching	
Total Number of Credits		22

** Teacher candidates in secondary education are required to complete student teaching in both their teaching majors and minors. They do not register for separate student teaching courses; rather they register for student teaching in the area of their teaching major but a portion of their teaching day is dedicated to teaching in the area of the minor. Teacher candidates completing this minor will be required to designate a minimum of 20% of the student teaching assignment to teaching literacy. This portion of student teaching can be completed in the reading clinic at Utah State University.

Program Schedule

Year	Fall	Spring
1	TEAL 5310, SCED 4300 (minor only)	TEAL 5390 and 5340 (non-secondary students should take TEAL 5230, Evidence-Based Lit. Inst. K-6 Learners in lieu of TEAL 5340)
2	TEAL 5380 and 5350	TEAL 5570 and 5320
3	SCED or Department Specific 5630 (minor only)	

Cover/Signature Page - Abbreviated Template

Institution Submitting Request: Utah State University

Proposed Title: Master of Human Resources

Currently Approved Title: Master of Science in Human Resources

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

Department(s) or Area(s) Location: Management

Recommended Classification of Instructional Programs (CIP) Code¹ (for new programs): 52.1001

Current Classification of Instructional Programs (CIP) Code (for existing programs): 52.1001

Proposed Beginning Date (for new programs): August 2013 (Fall 2013)

Institutional Board of Trustees' Approval Date:

Proposal Type (check all that apply):

R401-5			R401-6		
<i>Items submitted will be reviewed by OCHE. If there are any issues, the proposal will be returned for clarification/correction. If no issues, the proposal will be returned with a note of approval and the request will be placed on the General Consent Calendar of the next Regents' agenda.</i>			<i>Items submitted will be reviewed by OCHE. If there are any issues, the proposal will be returned for clarification/correction. If no issues, the proposal will be returned with a note of approval and the request will be placed on the General Consent Calendar of the next Regents' agenda.</i>		
Section #	<input type="checkbox"/>	Item	Section #	<input type="checkbox"/>	Item
4.1.5.2	<input type="checkbox"/>	Minor*	6.1.1	<input type="checkbox"/>	Reinstatement of Previously Suspended Program
5.1.1.1	<input type="checkbox"/>	New Emphasis on an Existing Degree*	6.1.5	<input type="checkbox"/>	Reinstatement of Previously Suspended Unit
5.1.2	<input type="checkbox"/>	Certificate of Proficiency Not Eligible for Financial Aid			
5.1.3	<input type="checkbox"/>	Out-of-Service Area Delivery of Programs			
5.1.4	<input checked="" type="checkbox"/>	Name Change of Existing Programs			
5.1.5	<input type="checkbox"/>	Program Transfer			
	<input type="checkbox"/>	Program Restructure			
	<input type="checkbox"/>	Program Consolidation			
5.1.6	<input type="checkbox"/>	Program Discontinuation			
	<input type="checkbox"/>	Program Suspension			
5.1.7	<input type="checkbox"/>	Administrative Unit Creation			
	<input type="checkbox"/>	Administrative Unit Transfer			
	<input type="checkbox"/>	Administrative Unit Consolidation			
5.1.8	<input type="checkbox"/>	New Center			
	<input type="checkbox"/>	New Institute			
	<input type="checkbox"/>	New Bureau			
5.1.9	<input type="checkbox"/>	Graduate Certificate			

*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

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: Jon M. Huntsman School of Business

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

Program/Administrative Unit Title:

Recommended Classification of Instructional Programs (CIP) Code: 52.1001

Certificate, and/or Degree(s) to Be Awarded: Master of Human Resources

Proposed Beginning Date: August 2013 (Fall 2014)

Institutional Signatures (*as appropriate*):

Department Chair

Dean or Division Chair

James H. Davis
Head, Department of Management

Douglas D. Anderson
Dean, Jon M. Huntsman School of Business

Mark R. McLellan, Vice President for Research
and Dean of Graduate Studies

Date: January 14, 2013

**Program Request - Abbreviated Template
Utah State University
Department of Management**

**Discontinuation of the Master of Science in Human Resources
and Creation of a Master of Human Resources**

Section I: Request

The Department of Management in the Jon M. Huntsman School of Business at Utah State University seeks to change the name of its Master of Science in Human Resources to Master of Human Resources.

Section II: Need

In a recent review of graduate programs at Utah State University, it was recognized that there were a number of Master of Science (M.S.) degrees that might be more appropriately designated as professional degrees. The Master of Science in Human Resources was one of these. This 36 credit graduate program is designed to prepare students to take professional positions in human resources and organizational leadership. The degree requirements are fulfilled through completion of coursework approved by departmental faculty and related to the subject. The MSHR program is one of few across the country that meet the curricular guidelines specified by the Society for Human Resource Management.

By and large, business degrees are professional degrees, and are designated as such. For instance accountants receive a Master of Accounting, and business graduates receive a Master of Business Administration. In line with this logic, it is proposed that the name of the Master of Science in Human Resources be changed to "Master of Human Resources."

Section III: Institutional Impact

Apart from changing the program webpage and promotional materials, the name change will have little institutional impact. The faculty, curriculum, and admission standards will remain the same.

Section IV: Finances

No significant costs or savings are anticipated to result from this name change.

Section V: Program Curriculum

Program Courses

The program is comprised of 36 credits beyond the business core. Key courses include Talent Acquisition and Retention, Employment Law, Applied HR Research, Team and Interpersonal Effectiveness, Managing a Diverse Workforce, Training and Organization Development, Total Rewards and Employee Performance, Leadership and Organizational Effectiveness, Negotiation and Mediation, Employee Relations and the Labor Movement, Principles of Operational Excellence, and Global Strategic Thinking. No change in the curriculum is anticipated associated with the proposed name change.

Program Schedule

The program is available on the Logan Campus for face-to-face delivery. It is also available in an online format, for delivery throughout the State of Utah and beyond.

Faculty

The following faculty from the department of Management will be involved in delivering instruction in this program:

Ronda Callister, Professor, Ph.D.

Alison Cook, Associate Professor, Ph.D.

James Davis, Professor and Department Head, Ph.D.

Timothy Gardner, Associate Professor, Ph.D.

Steven Hanks, Associate Professor and Director of Graduate Studies in Human Resources, Ph.D.

Konrad Lee, Associate Professor, J.D.

Glenn McEvoy, Professor, Ph.D.

Lynne Pettit, Program Administrator, M.S.

David Stephens, Professor, Ph.D.

Alan Warnick, Associate Department Head, and Executive in Residence in HR, M.S.

Bradley Winn, Clinical Associate Professor, Director of the MSHR Executive Program, Ph.D.