3-7-2013

Educational Policies Committee Minutes, March 7, 2013

Utah State University

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A meeting of the Educational Policies Committee was held on 7 March 2013 at 3 p.m. in Old Main 136 (Champ Hall Conference Room)

Present: Larry Smith, Chair
Larry Smith, Curriculum Subcommittee Chair (representing Ed Reeve)
David Hole, Agriculture, Academic Standards Subcommittee Chair
Norm Jones, General Education Subcommittee Chair
Chris Terry, Caine College of the Arts (representing Nicholas Morrison)
Cliff Skousen, Huntsman School of Business
Scott Bates, Emma Eccles Jones College of Education and Human Services
Thom Fronk, Engineering
Patricia Gantt, College of Humanities and Social Sciences
Richard Mueller, College of Science
Travis Peterson, Regional Campuses and Distance Education
Wendy Holliday, Libraries
Christian Thrapp, ASU President
Roland Squire, Registrar’s Office
Cathy Gerber, Registrar’s Office

Absent: Nancy Mesner, College of Natural Resources
Scott Henrie, USU-Eastern
Scott DeBerard, Graduate Council
Zach Portman, Graduate Studies Vice-President
Jordan Hunt, ASU Academic Senate President

Visitors: Noelle Cockett, Dean, College of Agriculture
Janet Anderson, Associate Dean, College of Agriculture
Sean Michael, Department Head, LAEP
Ken White, Department Head, ADVS
Chuck Carpenter, Department Head, NDFS
Dillon Feuz, Department Head, APEC
Teryl Roper, Department Head, PSC

I. Approval of the minutes of the 7 February 2013 meeting
The minutes of the 7 February 2013 meeting were approved.
II. Subcommittee Reports

A. Curriculum Subcommittee (Larry Smith)

Larry Smith reviewed the Curriculum Subcommittee business.

All courses were approved.

The request from the Sociology, Social Work and Anthropology Department to amend the number of credits required for completion of the PhD in Sociology was approved. (see below)

The request from the Engineering Education Department to reduce the number of credits required for the post-MS doctoral degree was approved. (see below)

The request from the Management Information Systems Department to discontinue the MS in Management Information Systems and create a Master of Management Information Systems degree was approved pending revisions. (see below)

The request from the Management Department to discontinue the MS in Human Resources and change the name to Master of Strategic Human Resources was withdrawn from the agenda.

The request from the Instructional Technology and Learning Sciences Department to discontinue the Plan C in the MS in Instructional Technology and Learning Sciences and create a Master of Learning Technologies and Instructional Design was approved pending revisions. (see below)

The request from the Nutrition Dietetics and Food Science Department to approve a Graduate Certificate for completion of the existing USU graduate Dietetic Internship was approve pending revisions. (see below)

David Hole moved to approve the business of the Curriculum Subcommittee. Richard Mueller seconded; motion approved.
B. Academic Standards Subcommittee (David Hole)

ACADEMIC STANDARDS SUBCOMMITTEE MINUTES

February 28, 2013
3:00 p.m. – 4:00 p.m.
AGRS - 409

Present: David Hole, Marci Smith, Stephanie Hamblin, Richard Mueller, Jordan Hunt (ASUSU), Michele Hillard, John Barton

Absent: Scott Bates, Christian Thrapp

Call to Order – David Hole

Approval of Minutes – September 27, 2012
Motion to approve made by Richard Mueller, seconded by Stephanie Hamblin. The motion carried.

Business

Allowing a Second Bachelor’s in Interdisciplinary Studies (currently not specifically prohibited) – Motion to prohibit a second bachelor’s degree in interdisciplinary studies or general studies made by Richard Mueller; seconded by Jordan Hunt. These are rare situations that are not needed, and are of no advantage to the student. Exclude general studies degree as well to prohibit a second bachelor’s degree. Motion carried.

Rounding up of GPA of Students Truncated to 2 Decimal Points (ie., a 2.766 is reported as 2.76) – Motion to leave the current policy intact made by Richard Mueller; seconded by Stephanie Hamblin. One Student did not think that the GPA reported on the transcript reflects the correct percentage. They think that GPA should be rounded up at the second decimal point. The banner system and the Registrar’s Office is calculated to 9 digits and, at that point, it does round. Since Banner does round the GPA (at the ninth decimal point), and distinctions for Latin Honors, etc. use the full banner GPA, the motion was made to retain the status quo. It was suggested that the policy might be made clearer about banner’s rounding, but that was not included in the motion. Motion carried.
Most Recent Grade vs. Highest Grade for Repeated Courses – A motion to table was made by Richard Mueller, and seconded by John Barton.
The question was asked if this is a university or college problem. The consensus was that if each college had a choice of which they used it would cause multiple problems. Dean Adams will be invited to the next Academic Standards meeting and will provide further information on this issue. Stephanie Hamblin noted that this was discussed and is recorded in the October 2010 Academic Standards minutes.

Marci Smith brought up an additional business item relating to SP grades in graduate courses such as practicums and internships. The matter will be referred to the Graduate Council.

Adjourned: 3:35 pm

Next Meeting
Thursday, March 28, 2013
AGRS 409
3:00 pm

Norm Jones moved to approve the business of the Academic Standards Subcommittee. Cliff Skousen seconded; motion approved.

C. General Education Subcommittee (Norm Jones)

GENERAL EDUCATION SUBCOMMITTEE MINUTES

February 19, 2013, 8:30 A.M.
Champ Hall Conference Room

Present: Kathy Chudoba, Business; Michele Hillard, Secretary; Charlie Huenemann, CHaSS; Christian Thrapp, ASUSU President; Scott Henrie, USU Eastern; Brock Dethier, English; Vince Lafferty, Regional Campuses; Dean Adams, Engineering; Rhonda Miller, Communications; Mary Leavitt, Advising; Shelley Lindauer, FCHD; Ryan Dupont, Life & Physical Sciences; Dan Coster, Quantitative Intensive; Lee Rickords, Agriculture; Roberta Herzberg, Social Sciences; Larry Smith, Provost’s Office; Dick Mueller, Science; John Mortensen, Student Services

Absent: Nick Morrison, Honors; Craig Petersen, American Institutions; Cindy Dewey, Creative Arts; Norm Jones, Chair; Wendy Holliday, Library; Brian McCuskey, English; Laura Gelfand, Art; Karen Mock, Natural Resources; Stephanie Hamblin, University Advising;

Call to Order - Richard Mueller

Approval of Minutes – January 15, 2013 Approved
**Course Approvals**

COMD 5100 (CI) PENDING ................................................................. Rhonda Miller

COMD 5210 (CI) PENDING ................................................................. Rhonda Miller

ENVS 1350 (BLS) APPROVED ............................................................. Ryan Dupont

Motion made by Ryan Dupont; seconded by Rhonda Miller

HIST 3489 (DHA/CI) PENDING ......................................................... Brian McCuskey/Rhonda Miller

DHA approved – awaiting CI approval

HIST 3490 (DHA/CI) PENDING ......................................................... Brian McCuskey/Rhonda Miller

DHA approved – awaiting CI approval

HIST 3560 (DHA/CI) PENDING ......................................................... Brian McCuskey/Rhonda Miller

DHA approved – awaiting CI approval

MSL 4010 (CI) APPROVED ................................................................. Rhonda Miller

Motion made by Rhonda Miller; seconded by Shelley Lindauer

WILD 4850 (CI) PENDING .................................................................. Rhonda Miller

**Course Removals**

N/A

**Syllabi Approvals**

USU 1300 (Sara Friedel) APPROVED .................................................... Craig Petersen

Motion made by Roberta Herzberg; seconded by Dan Coster

USU 1320 (Robert McPherson) WITHDRAWN ........................................ Brian McCuskey

**Business**

N/A

**Next Meeting**

Tuesday, March 19, 2013
Champ Hall Conference Room
8:30 a.m.

David Hole moved to approve the business of the General Education Subcommittee. Richard Mueller seconded; motion approved.
III. Other Business

David Hole moved to approve the request from Utah State University to change the name of the College of Agriculture to the College of Agriculture and Applied Sciences. Cliff Skousen seconded; motion approved. Noelle Cockett presented. (see below)

The members of the Educational Policies Committee were invited to attend United by the Land. [http://united.usu.edu/](http://united.usu.edu/)

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

Instructions:

- The Abbreviated Template should be used for those items identified as needing the Abbreviated Template in R401-5 and listed as possible items to check on the Cover/Signature Page below.

- An Abbreviated Template consists of a Cover/Signature Page - Abbreviated Template and Program Request - Abbreviated Template.
  - Cover/Signature Page - Abbreviated Template: Complete the items requested at the top of the page, INCLUDING SELECTING A CIP Code. Check which type(s) of item(s) apply.
  - Program Request - Abbreviated Template: Complete the sections requested, removing the descriptive italics and replacing them with the content of the proposal.

- Prepare the Abbreviated Template per R401-7 instructions as a Word document (no PDF formats). Begin each of the two sections (Cover/Signature Page and Program Request) at the top of a new page. When descriptions of the content required for each section appear in this font color, the descriptive italics are to be removed and replaced with the institutional content before the institution submits the proposal to OCHE.

- The CAO or his/her designated representatives should e-mail the completed Abbreviated Template (including electronic signature) to academicaffairs@utahsbr.edu.

- The institution is responsible for maintaining a record of the submission as the OCHE Academic Affairs office is not responsible for storing electronic copies of submitted proposals.
Institution Submitting Request: Utah State University
Currently Approved Title: PhD in Sociology
School or Division or Location: College of Humanities and Social Sciences
Department(s) or Area(s) Location: Department of Sociology, Social Work and Anthropology
Current Classification of Instructional Programs (CIP) Code (for existing programs): 45.1101
Proposed Beginning Date (for new programs): 08/15/13
Institutional Board of Trustees' Approval Date:

Proposal Type (check all that apply):

<table>
<thead>
<tr>
<th>Section #</th>
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<tbody>
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<td>5.1.1.1</td>
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<td>5.1.2</td>
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<td>Program Discontinuation</td>
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<td>5.5</td>
<td>New Bureau</td>
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<tr>
<td>5.6.1.1</td>
<td>Graduate Certificate</td>
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</tbody>
</table>

*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: Provost Raymond Coward
Institution Submitting Request: Utah State University
Currently Approved Title: PhD in Sociology
School or Division or Location: College of Humanities and Social Sciences
Department(s) or Area(s) Location: Department of Sociology, Social Work and Anthropology
Current Classification of Instructional Programs (CIP) Code (for existing programs): 45.1101
Proposed Beginning Date: 08/15/13
Institutional Board of Trustees' Approval Date:

Institutional Signatures (as appropriate):

____________________________________
Leon Anderson
Department Head, Sociology, Social Work and Anthropology

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

____________________________________
Mark McLellan
Vice President for Research and Dean of Graduate Studies

Date:
Section I: Request

The graduate program in Sociology requests to amend the number of minimum credits required for completion of our PhD degree in Sociology. Specifically, we propose to reduce the required minimum credits (post master degree) for the PhD in Sociology from 60 credits to: (a) 51 credits for students who complete their MS degree at a different graduate program, and (b) 48 credits for students who complete their MS degree in our department. We will retain the minimum number of 12 required dissertation research credits. We believe students can efficiently complete coursework and dissertation research at these reduced minimum levels.

Section II: Need

The graduate program in sociology at Utah State currently accepts students into their PhD program only after the student has already completed a masters degree in sociology (or equivalent discipline). The majority of our doctoral students complete their MS degrees first elsewhere, though we regularly encourage our top MS students to remain with us to obtain their PhD.

We currently require a minimum of 60 credits (post masters) to receive a PhD in Sociology. This includes 36 credits of required doctoral degree coursework in methods (9), theory (6), and substantive sociology seminars (21). The remainder of these credits (24) are typically taken as dissertation research (SOC 7970). In fact, a minimum of 18 credits of dissertation research are currently required by the department.

To speed progress toward degree completion we propose reducing the total required credits to 51 (for people with MS degrees elsewhere) and 48 (for students that ‘roll over’ from our own MS program into the PhD program). The difference is to account for the fact that students who do their MS work with our faculty often need fewer courses to meet our faculty’s expectations to prepare for the PhD.

Section III: Institutional Impact

We believe the most significant impact of this change will be to speed our doctoral students' progress toward completion of their PhD requirements, and to make our program more competitive with other doctoral programs around the country. We do not expect any change in the quality of the doctoral training our students will receive, and appreciate the opportunity to make the minimum required credits to a more reasonable level.

No additional staff, funding, or institutional facilities are required to implement this change.

Section IV: Finances

Because doctoral students will be taking fewer credits and moving through the program more quickly, we expect some net fiscal savings to the department (and college) through reduced use of tuition awards associated with dissertation research credits.

Section V: Program Curriculum

There are no new courses or curriculum associated with this request. The substantive program requirements for the PhD in Sociology will remain the same, except the minimum total credits would drop to the levels outlined above, and the minimum required dissertation research credits would decrease to 12 credits.
Institution Submitting Request: Utah State University
Proposed Title: PhD in Engineering Education Department
Currently Approved Title: PhD Engineering Education Department
School or Division or Location: College of Engineering
Department(s) or Area(s) Location: Engineering Education Department
Recommended Classification of Instructional Programs (CIP) Code\(^1\) (for new programs): 13.0603
Current Classification of Instructional Programs (CIP) Code (for existing programs): 13.0603
Proposed Beginning Date (for new programs): 1/14/13
Institutional Board of Trustees’ Approval Date
Proposal Type (check all that apply):

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</table>


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: MM/DD/YEAR

Printed Name: Name of CAO or Designee
Institution Submitting Proposal: Utah State University

College, School or Division in Which Program/Administrative Unit Will Be Located: College of Engineering

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

Program/Administrative Unit Title: PhD in Engineering Education

Recommended Classification of Instructional Programs (CIP) Code: 13.0603

Certificate, and/or Degree(s) to Be Awarded: Doctor of Philosophy in Engineering Education

Proposed Beginning Date: 1/14/13

Institutional Signatures (as appropriate):

V. Dean Adams, PhD
Department Chair

H. Scott Hinton, Dean of College of Engineering
Dean or Division Chair

Career and Technical Education Director

Graduate School Dean

Council on Teacher Education

Date:
Program Request - Abbreviated Template
Utah State University
PhD, Engineering Education
12/10/2012

Section I: Request

The Engineering Education Department requests a reduction in the number of credits required for the post-MS doctoral degree from 60 credits to 42 credits.

Section II: Need

Engineering education research is an emerging discipline. The USU Engineering Education Department (EED) PhD program is one of only a few such programs in the United States. The other major institutions offering the doctoral degree similar to USU EED are Purdue, Virginia Tech, and Clemson. The Purdue and VT programs are older and larger than the USU EED program.

The Engineering Education Department is on a strategic path to grow the program and become a recognized leader in engineering education research. It is the department’s goal to increase PhD enrollment 20% per year for the next five years.

EED’s current competitive strengths among other institutions offering the PhD in engineering education are:

- On-site undergraduate learning laboratories within its home college, the College of Engineering
- Research-active faculty that will grow 25% to 50% in the next year
- The only institution in the western United States to offer a PhD in engineering education

The reduction in total credit hours from 60 to 42 will streamline and modernize the department, thus enhancing its competitive position. Virginia Tech, Purdue, and Clemson currently require 60 credits for the PhD degree in engineering education. Virginia Tech is currently evaluating a reduction in their required credit hours. A post-MS doctoral program of 42 credits in the Engineering Education Department will be a competitive distinction for USU.

The requested credit reduction is:

<table>
<thead>
<tr>
<th>Doctoral Program Components</th>
<th>Current Credit Hours, PhD beyond MS</th>
<th>Proposed Credit Hours, PhD beyond MS</th>
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<tbody>
<tr>
<td>Engineering Education Core</td>
<td>15 credits</td>
<td>15 credits</td>
</tr>
<tr>
<td>Research Theory Core</td>
<td>12 credits</td>
<td>9 credits</td>
</tr>
<tr>
<td>Engineering Education Electives</td>
<td>9 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>Dissertation Research</td>
<td>24 credits</td>
<td>12 credits</td>
</tr>
<tr>
<td>Program Total</td>
<td>60 credits</td>
<td>42 credits</td>
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</tbody>
</table>

The reduction in research credits from 24 to 12 does not change the research requirements for the degree. The reduction in total coursework credits from 36 to 30 is due to the elimination of some course redundancies and improvements in other course offerings. This reduction in coursework credits in no way reduces the academic requirements of the program.
Section III: Institutional Impact

There will be no institutional impact due to the reduction in course credits. There will be no change to the administrative structures, and no change in faculty or staff requirements.

Section IV: Finances

There is no financial impact in the credit reduction of the EED PhD program.
Institution Submitting Request: Utah State University  
Proposed Title: Discontinuation of the Plan C in the M.S. Degree in Management Information Systems and the Creation of a Master of Management Information Systems (MIS)  
Currently Approved Title:  
School or Division or Location: Jon M Huntsman School of Business  
Department(s) or Area(s) Location: Management Information Systems  
Recommended Classification of Instructional Programs (CIP) Code¹ (for new programs): 11.0802  
Current Classification of Instructional Programs (CIP) Code (for existing programs): 11.0802  
Proposed Beginning Date (for new programs): August 2013 (Fall 2013)  
Institutional Board of Trustees' Approval Date:  
Proposal Type (check all that apply):  

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*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: Management Information Systems

Program/Administrative Unit Title:

Recommended Classification of Instructional Programs (CIP) Code: 11.0802

Certificate, and/or Degree(s) to Be Awarded: Master of Management Information Systems

Proposed Beginning Date: January 2014 (Spring 2014 Semester)

Institutional Signatures (as appropriate):

Department Chair

Dean or Division Chair

David Olsen
Dept. Head, Management Information Systems

Douglas D. Anderson
Dean Jon M Huntsman School of Business

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

Date: 16 January 2013
Recently the Management Information Systems department (MIS) completed an in-depth review of its graduate program. In the current MIS M.S. program, students can select to complete either the Plan A or B (33 credits including 6 thesis credits) or Plan C (33 credits - coursework only) option. In past 5 years, all students have selected the Plan C option.

In the review of the MIS graduate program, the faculty concluded that the Plan C option was best representative of a Masters degree for students interested in a professional degree, rather than an M.S. degree that typically includes the creation of new knowledge through completion of a thesis (e.g., Plan A or B options). Therefore, the request of this R401 is to restructure the degree into a Master of Management Information Systems. This restructured professional degree is designed to meet the needs of practicing career professionals in the field of information technology.

The current Master of Science (M.S.) in Management Information Systems focuses on the role that computers play in managing and making sense of the ever-increasing amount of data flowing into organizations. Managers are tasked with figuring out how to deal with data-overload inundating their organization through increasing automation. Students in the program learn how to create value through innovation utilizing people, processes, and technology. As such, the program is very practice-oriented, which is likely why almost all students have historically chosen the Plan C (coursework only) option for their studies. In contrast, the intent of a M.S. program is primarily for graduate students who want a solid background in research. Changing the title of the degree from an M.S. to an M. program emphasizes the professional nature of the degree.

While there is currently an MIS master's degree program at the University of Utah, no programs in the state or Intermountain West region provide the in-depth grounding in database management and analytics that this program does.

The proposed changes will not affect existing administrative structures or existing facilities and will have minimal impact on faculty and staff requirements.

No costs or savings are anticipated to result from these program changes.
Section V: Program Curriculum

***THIS SECTION OF THE ABBREVIATED TEMPLATE REQUIRED FOR EMPHASES AND MINORS ONLY.***

All Program Courses

The professional Master of Management Information Systems degree is designed for professionals in the field who want to enhance their knowledge and skills in information systems design, development, and implementation, and data modeling, analytics, and administration.

This degree program is an innovative 33-credit program with a core of seven required MIS courses (21 credits), and a minimum of four elective courses (12 credits). The Master of Management Information Systems program will use existing graduate-level courses that are available in the MIS or other related departments. The required courses for this program and current electives available in MIS are shown in the tables below.

<table>
<thead>
<tr>
<th>Required Core Courses (21 credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 6230 Management of Database</td>
<td>3</td>
</tr>
<tr>
<td>MIS 5300 Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6610 MIS Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6900 IS Development</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6330 Database Implementation</td>
<td>3</td>
</tr>
<tr>
<td>MIS 5050 or MIS 6650 Web Development Advanced Web Development</td>
<td>3</td>
</tr>
<tr>
<td>One of the following:</td>
<td></td>
</tr>
<tr>
<td>MIS 6110a Data Visualization &amp; Dashboards</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6110b Advanced Business Analytics using Distributed Computing</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6110c Advanced Business Intelligence &amp; Data Mining</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6860 &amp; 6861 Business Intelligence &amp; Analytics (class + lab)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses (Minimum of 12 credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 6110a Data Visualization &amp; Dashboards</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6110b Advanced Business Analytics using Distributed Computing</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6110c Advanced Business Intelligence &amp; Data Mining</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6150 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6350 Performance Improvement Projects</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6650 Advanced Web Development</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6800 Security</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6860 &amp; 6861 Business Intelligence &amp; Analytics (class + lab)</td>
<td>3</td>
</tr>
<tr>
<td>No more than 2 of the following:</td>
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</tr>
<tr>
<td>MIS 6250 Internship</td>
<td>3</td>
</tr>
<tr>
<td>MIS 6950 Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>No more than 9 5XXX credit hours</td>
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</tr>
<tr>
<td>MIS 5050 Web Development</td>
<td>3</td>
</tr>
<tr>
<td>MIS 5150 Special Topics</td>
<td>3</td>
</tr>
<tr>
<td>MIS 5350 Data Modeling &amp; Analytics</td>
<td>3</td>
</tr>
<tr>
<td>MIS 5700 E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>Other approved 6XXX level courses</td>
<td>3</td>
</tr>
</tbody>
</table>
Program Schedule

The courses for the professional Master of Management Information Systems are offered during the Fall, Spring and Summer Semesters. The flexibility of this program will allow most students to complete the degree in two years or less.

Faculty

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

Katherine Chudoba, Associate Professor, Ph.D.
Kelly Fadel, Assistant Professor, Ph.D.
Nicole Forsgren Velasquez, Assistant Professor, Ph.D.
Karina Hauser, Associate Professor, Ph.D.
Jeffrey Johnson, Associate Professor, Ph.D.
John Johnson, Professor, Ph.D.
Yong Kim, Associate Professor, Ph.D.
Robert Mills, Associate Professor, Ph.D.
David Olsen, Professor, Ph.D.
David Paper, Professor, Ph.D.
Zsolt, Ugray, Associate Professor, Ph.D.
Institution Submitting Request: Utah State University
Proposed Title: Discontinuation of the Plan C in the M.S. Degree in Instructional Technology & Learning Sciences and the Creation of a Master of Learning Technologies & Instructional Design
Currently Approved Title:
School or Division or Location: Instructional Technology & Learning Sciences
Department(s) or Area(s) Location: Instructional Technology & Learning Sciences
Recommended Classification of Instructional Programs (CIP) Code (for new programs):
Current Classification of Instructional Programs (CIP) Code (for existing programs): 13.0501
Proposed Beginning Date (for new programs): January 2014 (Spring 2014)
Institutional Board of Trustees’ Approval Date:

Proposal Type (check all that apply):

<table>
<thead>
<tr>
<th>Section #</th>
<th>Item</th>
<th>Section #</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.5.2</td>
<td>Minor*</td>
<td>6.1.1</td>
<td>Reinstatement of Previously Suspended Program</td>
</tr>
<tr>
<td>5.1.1.1</td>
<td>New Emphasis on an Existing Degree*</td>
<td>6.1.5</td>
<td>Reinstatement of Previously Suspended Unit</td>
</tr>
<tr>
<td>5.1.2</td>
<td>Certificate of Proficiency Not Eligible for Financial Aid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1.3</td>
<td>Out-of-Service Area Delivery of Programs</td>
<td></td>
<td></td>
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<td>5.1.4</td>
<td>Name Change of Existing Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1.5</td>
<td>Program Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Program Restructure</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Program Consolidation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1.6</td>
<td>Program Discontinuation</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Program Suspension</td>
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<td></td>
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<tr>
<td>5.1.7</td>
<td>Administrative Unit Creation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administrative Unit Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administrative Unit Consolidation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1.8</td>
<td>New Center</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>New Institute</td>
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<td>New Bureau</td>
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<td></td>
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<tr>
<td>5.1.9</td>
<td>Graduate Certificate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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: EEJ College of Education & Human Services

Department(s) or Area(s) in Which Program/Administrative Unit Will Be Located: Instructional Technology & Learning Sciences

Program/Administrative Unit Title:

Recommended Classification of Instructional Programs (CIP Code): 13.0501

Certificate, and/or Degree(s) to Be Awarded: Master of Learning Technologies & Instructional Design

Proposed Beginning Date: January 2014 (Spring 2014 Semester)

Institutional Signatures (as appropriate):

Department Chair
Mimi Recker
Dept. Head, Instructional Technology & Learning Sciences

Dean or Division Chair
Beth Foley
Dean EEJ College of Education & Human Services

Date: December 4, 2012

Mark R. McLellan, Vice President for Research and Dean of Graduate Studies
Discontinuation of the Plan C in the M.S. Degree in Instructional Technology & Learning Sciences and Creation of a Master of Learning Technologies & Instructional Design

Section I: Request

Recently the Instructional Technology & Learning Sciences department (ITLS) completed an in-depth review of all its graduate programs and identified opportunities to improve selected programs. In the current ITLS M.S. program, students can select to complete either the Plan A (45 credits including 15 thesis credits) or Plan C (36 credits - coursework only) option.

In the review of the ITLS graduate program, it was found that the Plan C option was not representative of the rigors and activities associated with completing an M.S. degree. Therefore, the request of this R401 is to eliminate the Plan C option from the ITLS M.S. Instructional Technology & Learning Sciences degree program and to restructure this Plan C into a Master of Learning Technologies & Instructional Design. This restructured professional degree is designed to meet the needs of practicing career professionals.

The current Master of Science (M.S.) degree in Instructional Technology & Learning Sciences will continue as a Plan A Thesis option.

Section II: Need

The current Master of Science (M.S.) in Instructional Technology & Learning Sciences emphasizes a wide range of theory and instructional design applications, techniques, and skills. It also affords introduction to a variety of development tools. This program is intended primarily for graduate students who are or want to be employed in the instructional design field. In reviewing this program, it was determined that the current Plan C (coursework only) did not meet the intent of a M.S. program (intended primarily for graduate students who want a solid background in research) and a need existed to create another option.

Eliminating the Plan C of the M.S. program in Instructional Technology & Learning Sciences will create an opportunity to restructure that degree program into a professional degree program to attract those who may be interested in completing a master’s degree without a thesis in the broad area of Instructional Technology & Learning Sciences. This professional degree is also offered on-line, which is attractive to many place-bound career professionals and prospective students.

Currently, there are no similar professional master's degree programs offered online in the State of Utah. However, in the State of Utah and in the Intermountain Region, there are many practicing professionals whom we believe will be attracted to this flexible degree program.

Section III: Institutional Impact

The proposed changes will not affect existing administrative structures or existing facilities and will have minimal impact on faculty and staff requirements.

Section IV: Finances

No costs or savings are anticipated to result from these program changes.
Section V: Program Curriculum

***THIS SECTION OF THE ABBREVIATED TEMPLATE REQUIRED FOR EMPHASES AND MINORS ONLY.***

All Program Courses

The professional Master of Learning Technologies & Instructional Design degree is designed for professionals in the field who want to enhance their knowledge and skills in theory, instructional design, and development skills.

This degree program is an innovative 36-credit program with a core of four required ITLS courses (12 credits). The Master of Learning Technologies & Instructional Design will use existing graduate-level courses that are available in ITLS or other related departments. Shown in the table below are the required courses for this program and current electives available in ITLS.

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITLS 6300 ITLS Orientation</td>
<td>1</td>
</tr>
<tr>
<td>ITLS 6310 ITLS Foundations</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6350 Instructional Design Process I</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6510 Research and Evaluation in Instructional Technology</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6540 Learning Theory</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6940 or 6960 Internship or Creative Project</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses (Minimum of 20 credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITLS 6105 Distance Education Tools</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6120 Distance Education Projects</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6140 Producing Distance Education Resources</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6160 Distance Education -- K-12</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6205 Computer Applications for Instruction and Training</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6215 Digital Video Capture and Production</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6230 Instructional Graphic Production</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6245 Interactive Multi-Media Production</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6265 Internet Development</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6275 Multimedia Special Topic Studio I</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6285 Multimedia Special Topic Studio II</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6290 Multimedia Production in Instruction &amp; Training</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6520 Projects in Instructional Technology</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6530 Instructional Design &amp; Development Studio</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6570 Performance Systems</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6630 Instructional Simulations</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6710 Instructional Development Tools</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6720 Instructional Technology in Adult Education</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6730 Technology &amp; Its Role in the Transformation of Education</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6740 Instructional Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6760 Grant Writing</td>
<td>3</td>
</tr>
<tr>
<td>ITLS 6870 Current Issues Seminar</td>
<td>1-3</td>
</tr>
<tr>
<td>ITLS 6900 Independent Study</td>
<td>1-6</td>
</tr>
</tbody>
</table>
Program Schedule

The courses for the professional Master of Learning Technologies & Instructional Design are offered during the Fall, Spring and Summer Semesters. The flexibility of this program will allow most students to complete the degree in two years or less.

Faculty

The following faculty from the department of Instructional Technology & Learning Sciences will be involved in delivering instruction in this program:

Mimi Recker, Professor, Ph.D.
Brian Belland, Assistant Professor, Ph.D.
Anne Diekema, Assistant Professor, Ph.D.
Deborah Fields, Assistant Professor, Ph.D.
Sheri Haderlie, Senior Lecturer, Advisor, Ph.D.
Yanghee Kim, Associate Professor, Ph.D.
Victor Lee, Assistant Professor, Ph.D.
Taylor Martin, Associate Professor, Ph.D.
Brett Shelton, Associate Professor, Ph.D.
Andrew Walker, Associate Professor, Ph.D.
Institution Submitting Request: Utah State University
Proposed Title: Dietetic Internship
Currently Approved Title: s/a
School or Division or Location: College of Agriculture
Department(s) or Area(s) Location: Nutrition Dietetics & Food Science, program location is Salt Lake City
Recommended Classification of Instructional Programs (CIP) Code (for new programs): 00.0000
Current Classification of Instructional Programs (CIP) Code (for existing programs): 51.3101
Proposed Beginning Date (for new programs): 06/01/2013
Institutional Board of Trustees' Approval Date: MM/DD/YEAR

Proposal Type (check all that apply):

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<tr>
<th>Section #</th>
<th>Item</th>
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<th>Item</th>
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<tbody>
<tr>
<td>4.1.5.2</td>
<td>Minor*</td>
<td>6.1.1</td>
<td>Reinstatement of Previously Suspended Program</td>
</tr>
<tr>
<td>5.1.1.1</td>
<td>New Emphasis on an Existing Degree*</td>
<td>6.1.5</td>
<td>Reinstatement of Previously Suspended Unit</td>
</tr>
<tr>
<td>5.1.2</td>
<td>Certificate of Proficiency Not Eligible for Financial Aid</td>
<td>5.1.3</td>
<td>Out-of-Service Area Delivery of Programs</td>
</tr>
<tr>
<td>5.1.4</td>
<td>Name Change of Existing Programs</td>
<td>5.1.5</td>
<td>Program Transfer</td>
</tr>
<tr>
<td>5.1.5</td>
<td>Program Restructure</td>
<td>5.1.6</td>
<td>Program Discontinuation</td>
</tr>
<tr>
<td>5.1.6</td>
<td>Program Consolidation</td>
<td>5.1.7</td>
<td>Administrative Unit Creation</td>
</tr>
<tr>
<td>5.1.7</td>
<td>Administrative Unit Transfer</td>
<td>5.1.8</td>
<td>New Center</td>
</tr>
<tr>
<td>5.1.8</td>
<td>New Institute</td>
<td>5.1.9</td>
<td>New Bureau</td>
</tr>
<tr>
<td>5.1.9</td>
<td>Graduate Certificate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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.

_________________________    Date: 12/15/2012

Printed Name:
Institution Submitting Proposal: Utah State University

College, School or Division in Which Program/Administrative Unit Will Be Located: College of Agriculture

Department(s) or Area(s) in Which Program/Administrative Unit Will Be Located: Nutrition, Dietetics & Food Science

Program/Administrative Unit Title: Dietetic Internship

Recommended Classification of Instructional Programs (CIP) Code: 51.3101

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

Proposed Beginning Date: May 2013

Institutional Signatures (as appropriate):

_____________________________________________
Charles E. Carpenter, Professor and Head
Department of Nutrition, Dietetics and Food Sciences
Asst. Vice President for Extension

_____________________________________________
Noelle Cockett, Vice President and dean Extension and Agriculture
College of Agriculture

_____________________________________________
Graduate School Dean

Date:
Section I: Request

Currently students enrolled in the Utah State University Dietetic Internship (DI) are admitted to the university as undeclared post-graduate endorsement students. After completing the two semester DI program interns receive a verification statement that allows them to take the registration examination for dietitians but they do not receive a credential for this effort. Our request is to approve a Graduate Certificate for completion of the existing USU graduate Dietetic Internship. This credential will be recognition for completion of the graduate level curriculum comprising their internship.

Section II: Need

For 14 years the USU department of Nutrition Dietetics and Food Science (NDFS) has provided a post-baccalaureate supervised practice in dietetics referred to as the Dietetics Internship (DI). Brigham Young University (BYU) has a dietetic internship, and the University of Utah has a Masters Coordinated Program which has an internship built in. However, USU’s DI is the only distance dietetic internship in Utah and can boast that it is the second largest dietetic internship program in the nation with an annual enrollment of 60 students. Other geographically close dietetics internships are in Colorado State University, University of Nevada, and Arizona State University. The USU DI is unique in its curriculum emphasis (child nutrition programs and school food service management) and is delivered in a distance format to allow students from all over the country to participate. The distance format dietetic internship uses a combination of curriculum delivery methods: in-person onsite preceptors (local dietitians who agree to train USU interns); Canvas online coursework, exams and assignment submissions; live chat sessions; WebEx conference calling with interns and preceptors. Students who are excellent candidates to enter the profession of dietetics, but who cannot relocate to a traditional dietetic internship because of financial reasons or family obligations, can complete the distance DI program thereby meeting the internship requirements that qualify them to take the national examination for Registered Dietitians. A Graduate Certificate awarded to interns would be recognition for completion of the graduate coursework accomplished as they complete the internship program.

Section III: Institutional Impact

There will be no change to the NDFS department through approval of this graduate certificate. The USU Dietetics Internship program has been offered for many years quite successfully with faculty, curriculum, budgets and procedures in place already.

Section IV: Finances

There will be no known budgetary impacts as a result of approving a Graduate Certificate for the USU Dietetic Internship.
Section V: Program Curriculum

***THIS SECTION OF THE ABBREVIATED TEMPLATE REQUIRED FOR EMPHASES AND MINORS ONLY.***

All Program Courses

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NDFS 6350</td>
<td>Food Service Management Internship</td>
<td>6350=6-11 variable</td>
</tr>
<tr>
<td>NDFS 6050</td>
<td>Community Nutrition Internship</td>
<td>6050= 3-5 variable</td>
</tr>
<tr>
<td>NDFS 6250</td>
<td>Clinical Nutrition Internship</td>
<td>6250=5-19 variable</td>
</tr>
<tr>
<td>NDFS 6900</td>
<td>Orientation</td>
<td>6900 = 1</td>
</tr>
<tr>
<td></td>
<td>Sub-Total</td>
<td></td>
</tr>
<tr>
<td>Elective Courses</td>
<td>none</td>
<td></td>
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<tr>
<td></td>
<td>Sub-Total 0</td>
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</tr>
<tr>
<td>Track/Options (if applicable)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Sub-Total 0</td>
<td></td>
</tr>
<tr>
<td>Total Number of Credits</td>
<td>26</td>
<td></td>
</tr>
</tbody>
</table>

New Courses to Be Added in the Next Five Years

No new courses are planned to add in the next five years.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course Prefix and Number</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>(List courses – use one row per course)</td>
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<td>n/a</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Course Prefix and Number</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>(List courses – use one row per course)</td>
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</tr>
<tr>
<td>Continue with Semesters for Entire Program</td>
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</tr>
</tbody>
</table>

Program Schedule

Students enroll and complete the max credits for each course in the program (see table of all program courses) for a total of 26 credits. The courses are variable credits because not all internships can be completed in a single semester, and each semester students enroll in a course for the number of credits in proportion to the amount of practice time/rotation weeks they will be completing during that semester. The student interns arrange their internship schedule in coordination with their local preceptors and with the approval of the USU DI Directors, and the students then register for courses based on their Master Rotation Schedule. For example, very often NDFS 6050 is split on the intern’s schedule into 3 2-week segments.
(they train at 3 facilities for a total of 6 weeks) or a 4-week segment and a two-week segment. The
segments may be in different semesters. NDFS 6250 Clinical Nutrition, likewise, is often split into
segments: 3 weeks of outpatient time, 2 weeks of long term care, 8 weeks of inpatient care, and those
segments may be at different facilities and scheduled during different semesters.
Institution Submitting Proposal: Utah State University

Colleges in Which Program/Administrative Unit Will Be Located: College of Agriculture

Departments in Which Program/Administrative Unit Will Be Located: Department of Animal, Dairy and Veterinary Sciences (ADVS), Department of Applied Economics (APEC), Department of Landscape Architecture and Environmental Planning (LAEP), Department of Nutrition, Dietetics and Food Science (NDFS), Department of Plants, Soils and Climate (PSC) and School of Applied Sciences, Technology and Education (ASTE)

Program/Administrative Unit Title: Request to Change the Name of the College of Agriculture to the College of Agriculture and Applied Sciences

Proposed Beginning Date: Upon the approval of this request

Institutional Signatures:

Raymond T. Coward, Chief Academic Officer: ________________________________

Noelle Cockett, Dean, College of Agriculture: ________________________________

Ken White, Head, Department of ADVS: ________________________________

Dillon Feuz, Head, Department of APEC: ________________________________

Sean Michael, Head, Department of LAEP: ________________________________

Charles Carpenter, Head, Department of NDFS: ________________________________

Teryl Roper, Head, Department of PSC: ________________________________

Bruce Miller, Head, School of ASTE: ________________________________
Utah State University seeks authorization to change the name of the Utah State University College of Agriculture to College of Agriculture and Applied Sciences.

Section II: Need

The programs and emphases in the College of Agriculture have significantly expanded in the last few years and now include two schools, six departments, around 350 faculty and staff and over 2,000 students in 66 undergraduate and graduate programs. Programs added to the College since 2010 include the Department of Landscape Architecture and Environmental Planning, the School of Veterinary Medicine, the School of Applied Sciences, Technology and Education, the undergraduate and graduate programs in Technology and Engineering Education, the undergraduate programs in aviation including a BS in Professional Pilots and a BS in Aviation Maintenance Management, and all of the Applied Technology and Workforce Education programs at USU-Eastern.

These additions have raised the need for a new college name that communicates the breadth of the college to constituents, including current and future students, while recognizing the college’s significant legacy of excellence in agriculture. Using feedback received from both within and outside the college, we propose the name be “College of Agriculture and Applied Sciences”. This was the top ranked name on a survey of the college faculty (165 respondents) conducted in January, 2013 and an external stakeholder survey (125 respondents) conducted in February, 2013.

Section III: Institutional Impact

The renaming of the College requires no change in administrative structure, no additional faculty, no new physical facilities, no modification or purchase of equipment, and no additional library support. Signage that includes the new College name will be placed near the new Agricultural Sciences Building on the Logan campus. Letterhead, business cards, student recruitment materials, websites, etc. will be changed as appropriate.

The inclusion of “Applied Sciences” in the college name is anticipated to improve recruitment of students into the non-agricultural programs within the college.

Section IV: Finances

No additional funding is requested for implementation of the new name.