Educational Policies Committee Minutes, September 1, 2011

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EDUCATIONAL POLICIES COMMITTEE MINUTES
1 September 2011

A meeting of the Educational Policies Committee was held on 1 September 2011 at 3 p.m. in Old Main 136 (Champ Hall Conference Room)

Present: Larry Smith, Chair
Ed Reeve, Curriculum Subcommittee Chair, College of Engineering
Academic Standards Subcommittee (no chair has been appointed)
Norm Jones, General Education Subcommittee Chair
Brian Warnick, College of Agriculture
Stacey Hills, Huntsman School of Business
Scott Bates, Emma Eccles Jones College of Education and Human Services
Eddy Berry, College of Humanities and Social Sciences
Nancy Mesner, College of Natural Resources
Richard Mueller, College of Science
Wendy Holliday, Libraries
Keith Grant-Davie, Graduate Council
Travis Peterson, Regional Campuses and Distance Education
Cami Jones, Graduate Studies Vice-President
Roland Squire, Registrar’s Office
Cathy Gerber, Registrar’s Office

Absent: Cory Evans, Caine College of the Arts
Erik Mikkelsen, ASUSU President
Tanner Wright, Academic Senate President

Visitor: Doug Anderson, Dean of the Huntsman School of Business

I. Approval of the minutes of the 7 April 2011 meeting
Richard Mueller moved to approve the minutes of the 7 April 2011 meeting. Nancy Mesner seconded; motion carried.

II. Subcommittee Reports

A. Curriculum Subcommittee
Ed Reeve reviewed the Curriculum Subcommittee business. All courses were approved.

The request from the Department of English to change the Plan B specialization to a Plan C specialization in the English Master’s degree specialization in Technical Writing was withdrawn.

In the October 7, 2010 meeting, suggestions were given on who should be allowed to override prerequisites. These suggestions were: Graduate students-instructor; Undergraduate students-department advisor. In keeping with the committee’s recommendation, the Registrar’s Office would like the following proposal considered:
Departmental advisors will override the prerequisites for the undergraduate courses and the instructors will override the prerequisites for the graduate courses.
This request was withdrawn from the agenda.
**Information Items**
Inactive courses. If you wish to make any changes, such as deletions or reactivations, please submit a course approval form. (see attachment)

**Discussion Item**
Proposal from David Hole:
I would encourage the provost's office and the curriculum subcommittee of the EPC to consider accepting course approval forms that have been signed electronically with Adobe Acrobat. This would allow a faster, more efficient routing of the documents through the approval process to Cathy Gerber's office. Cathy can already accept pdf files that have been signed traditionally and scanned to pdf, but this encourages printing the document at each stage of the approval process so it can be signed, scanned and emailed to the next person. This is not in keeping with becoming a green, sustainable campus. Utilizing the digital signing function Adobe Acrobat would allow the process of creation and approval to be completely paperless, quicker, and easier to track than the current system. As we consider the expansion of USU to distance campuses, utilizing a completely electronic submission process will simplify submission of course approval forms from those campuses as well. Certainly colleges that wish to continue to send crumpled bits of paper through campus mail may continue to do so, but the hope is they will see immediate benefits in cutting down on the use of paper and speeding up the approval and routing process (not to mention the possibility of being lost in campus mail).

The Provost’s Office will move forward with this proposal and also restructure the EPC website which is described under “Other Business”.

**Curriculum Subcommittee Members (2011-12)**

Ed Reeve, Chair, College of Engineering  
Thomas Bunch, Agriculture  
Darrin Brooks, Caine College of the Arts  
Chris Skousen, Huntsman School of Business  
Scott Hunsaker, Emma Eccles Jones College of Education and Human Services  
Patricia Gantt, College of Humanities and Social Sciences  
Nancy Mesner, College of Natural Resources  
Richard Mueller, College of Science  
Wendy Holliday, Libraries  
Travis Peterson, Regional Campuses and Distance Education  
Norm Jones, General Education Subcommittee Chair  
Shelly Lindauer, Graduate Council  
Tanner Wright, Academic Senate President  
Brett Healy, Graduate Studies Vice President (representing Cami Jones)  
Roland Squire, Registrar’s Office  
Cathy Gerber, Registrar’s Office
**EPC and Curriculum Subcommittee Schedule for 2011-2012**

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<th>EPC and Curriculum Subcommittee Meetings</th>
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<td>March 22, 2012</td>
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Norm Jones moved to approve the business of the Curriculum Subcommittee. Eddy Berry seconded; motion carried.

**B. Academic Standards Subcommittee**

No Report (Academic Standards Subcommittee chair has not yet been appointed)

**C. General Education Subcommittee**

No Report

**III. Other Business**

Norm Jones move to approve the request from the Caine College of the Arts to change the name of the Department of Art to the Department of Art and Design. Keith Grant-Davie seconded; motion approved. (see attachment)

Ed Reeve moved to approve the request to move the Department of Computer Science to the College of Engineering. Wendy Holliday seconded; motion approved. (see attachment)

Stacey Hills move to approve the request from the Jon M. Huntsman School of Business to establish the Center for Entrepreneurial Excellence. Ed Reeve seconded; motion approved. (see attachment)

Brian Warnick moved to approve the request from the College of Agriculture to create the School of Veterinary Medicine. Scott Bates seconded; motion approved. (see attachment)
Program Approval Process
The EPC website will be restructured to include: a mission statement, forms, language from the code about EPC and subcommittees, Regents R401 policy on submitting program proposals, flow chart, practical advice, templates (with instructions), link to cip codes, timeline for submitting R 401’s, open public tracking system (provost office will maintain), notification of process for your proposal (receipt), and contact information. This will be in addition to the minutes, agendas and links to other subcommittees.
There will also be better communication between BFW and the Graduate.
The restructuring of the EPC website is scheduled to be finished in the next week or two.

EPC members 2011-2012
Larry Smith, Chair
Ed Reeve, Curriculum Subcommittee Chair, College of Engineering
Academic Standards Subcommittee (no chair has been appointed)
Norm Jones, General Education Subcommittee Chair
Brian Warnick, College of Agriculture
Stacey Hills, Huntsman School of Business
Scott Bates, Emma Eccles Jones College of Education and Human Services
Eddy Berry, College of Humanities and Social Sciences
Nancy Mesner, College of Natural Resources
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Keith Grant-Davie, Graduate Council
Travis Peterson, Regional Campuses and Distance Education
Cami Jones, Graduate Studies Vice-President
Cory Evans, Caine College of the Arts
Erik Mikkelsen, ASUSU President
Tanner Wright, Academic Senate President
Roland Squire, Registrar’s Office
Cathy Gerber, Registrar’s Office

Meeting adjourned 3:55 p.m.
Larry Smith conducted the meeting.
Cathy Gerber recorded the minutes.