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## Educational Policies Committee Minutes, March 3, 2011

Utah State University

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**EDUCATIONAL POLICIES COMMITTEE MINUTES**  
**3 March 2011**

A meeting of the Educational Policies Committee was held on 3 March 2011 at 3 p.m. in Old Main 338 (College of Humanities and Social Sciences Large Conference Room)

Present:                   Ed Reeve, Chair (representing Larry Smith)  
                              Ed Reeve, Curriculum Subcommittee Chair, College of Engineering  
                              David Hole, Agriculture, Academic Standards Subcommittee Chair  
                              Norm Jones, General Education Subcommittee Chair  
                              Jeffrey Doyle, Huntsman School of Business (representing Stacey Hills)  
                              Layne Coppock, College of Natural Resources  
                              Richard Mueller, College of Science  
                              Vince Lafferty, Regional Campuses and Distance Education (representing  
                              Rhonda Menlove)  
                              Wendy Holliday, Merrill-Cazier Library  
                              Jessica Hansen, Registrar's Office (representing Bill Jensen)  
                              Cathy Gerber, Registrar's Office

Absent:                   Cory Evans, Caine College of the Arts  
                              Scott Bates, Emma Eccles Jones College of Education and Human  
                              Services  
                              Charlie Huenemann, College of Humanities and Social Sciences  
                              Keith Grant-Davie, Graduate Council  
                              Tanner Wright, Academic Senate President  
                              Trevor Nelson, Graduate Student Vice President

**I.       Approval of the minutes of the 3 February 2011 meeting**

Richard Mueller moved to approve the minutes of the 3 February 2011 meeting. Wendy Holliday seconded; motion carried.

**II.      Subcommittee Reports**

**A.      Curriculum Subcommittee**

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

The request from the Nutrition, Dietetics and Food Sciences Department to suspend the Biotechnology Emphasis of the Nutrition, Dietetics and Food Sciences, BS Degree was approved.

The request from the Department of Languages, Philosophy and Speech Communication to offer a Bachelor of Arts in Global Communication was approved with a few revisions. These revisions will be sent to Cathy Gerber. (see attachment)

The request from the Department of Health, Physical Education and Recreation to create a Health Science emphasis in Health Education and Promotion, BS Degree was approved with a few revisions. These revisions will be sent to Cathy Gerber. (see attachment)

David Hole moved to approve the business of the Curriculum Subcommittee. Wendy Holliday seconded, motion carried.

## **B. Academic Standards Subcommittee**

### **Academic Standards Subcommittee Meeting Minutes**

17 February 2011

FL 113

Convened 3:30 pm

Attendees: Stephanie Hamblin (Advising), John Mortensen (Registrar), Richard Mueller (Science), David Hole (Ag), John Barton (RCDE), Charlie Huenemann (HSS) Layne Coppock (CNR)

#### **AGENDA ITEMS:**

Exceptions to the no test week policy at CEU and USU were approved (proposed changes are indicated below).

Minor changes to the academic standing policy were approved (proposed changes are indicated below).

The meeting was adjourned at 3:50pm

#### **No-Test Days**

A five-day period, designated as No-test Days, precedes the five days of final examinations which are normally scheduled at the close of each academic semester. During No-test Days, no major examinations, including final examinations, will be given in order that students may concentrate on classwork, the completion of special assignments, writing projects, and other preparation for duly scheduled final examinations. **Approved exceptions include: final papers; weekly chapter quizzes; quizzes, projects, or examinations associated with a lab that does not meet during final examinations; and final examinations for broadcast courses.**

#### **Academic Standing Policy**

(Only segments with recommended changes are included below)

#### **Notifications, Transcript Notations, and Registration Holds**

An undergraduate student placed on academic warning or academic probation shall be notified in writing of that action by his or her college dean, advisor, or other college or departmental representative. An undergraduate student placed on academic suspension shall be notified in writing of that action by the Office of Retention and Student Success **(or by the Academic Advising and Orientation Office at USU-CEU)**. Since these notifications will typically be sent by e-mail, it is the

student's responsibility to check his or her preferred e-mail account as designated in Access (see E-mail Communication Policy). A notation *Academic Warning*, *Academic Probation*, or *Academic Suspension* is placed on the student's transcript. Students on academic warning or academic probation will have a hold placed on their registration and must meet with their academic advisor.

### **Academic Standing for Student Athletics Eligibility**

Student athletes are considered, for purposes of athletics eligibility and NCAA **or NJCAA** intercollegiate competition, to be in good standing if they meet the applicable NCAA **or NJCAA** grade point average rule and are able to register for classes and attend during the next subsequent regular academic semester.

### **Suspension Appeal Process**

Any suspended student wishing to appeal his or her academic suspension must meet with the matriculation advisor, located in the Office of Retention and Student Success **(or the Academic Advising and Orientation Office at USU-CEU)**, and express a desire to make an appeal. *Students should understand that, while they are entitled to appeal their suspension, very few appeals will be approved.*

The student must write an appeal letter and complete an appeal form. The appeal letter must include: (1) a clear explanation as to why the student believes the suspension penalties should be lifted, (2) an account of reasons why the student feels he or she didn't perform well, and (3) a description of the student's plan for improvement.

~~The matriculation advisor, who serves as t~~The chair of the Suspension Appeals Committee will submit the appeal letter (attached to the student's transcript) to the committee. The ~~matriculation advisor~~ **chair** will contact the student's academic advisor to solicit additional information that might be relevant to the committee's decision. Additionally, the matriculation advisor will find out if the student's department supports a suspension reversal or not.

### **Readmission Following Academic Suspension**

Students *who have been suspended once* may apply for readmission after **a one-semester layout at USU-CEU, or** a two-semester layout **at USU**. Students *who have been suspended two times* may apply for readmission following a layout of one full calendar year.

Norm Jones moved to approve the business of the Academic Standards Subcommittee. Layne Coppock seconded; motion carried.

## C. General Education Subcommittee

### GENERAL EDUCATION SUBCOMMITTEE MINUTES

**February 15, 2011 8:30 A.M.**

#### **Champ Hall Conference Room**

**Present:** Larry Smith, Provost's Office; Christie Fox, Honors; Janet Anderson, Agriculture; John Mortensen, Registrar's Office; Dick Mueller, Science; Roberta Herzberg, Social Sciences; Shelley Lindauer, Education; Kathy Chudoba, Business; Susan Neel, CEU; Michele Hillard, Secretary, Charlie Huenemann, HASS; Carolyn Cárdenas, Creative Arts

**Absent:** Norm Jones, Chair; Dan Coster, Quantitative Intensive; Mary Leavitt, HASS Advising; Wendy Holliday, Library; Vince Lafferty, RCDE; Stephanie Hamblin, University Advising; Bruce Saperston, Arts; Craig Petersen, American Institutions; Layne Coppock, Natural Resources; Rhonda Miller, Communications Literacy/Intensive; Brock Dethier, HASS; Wynn Walker, Engineering; Ryan Dupont, Life & Physical Sciences; Brian McCuskey, English; Tyler Tolson, ASUSU President

Dick Mueller called the meeting to order at 8:30 a.m.

#### **Approval of Minutes**

Dick Mueller moved to approve the minutes of January 18. Motion was carried unanimously.

#### **Course Approvals**

**THEA 5320 (DHA)** – Withdrawn

**HONR 3020 (DHA)** – Approved by Christie Fox, seconded by Roberta Herzberg. This Social Gaming Class is capped at 15 students.

**ECN 5150 (CI)** – Pending

#### **Syllabi Approvals**

**USU 1320 (BHU)** – Aaron L. Crawford – Denied

#### **Other Business**

Draft R470 – Rescind the action taken in November regarding ACT/SAT scores and the QL requirement. (Waive QL with an ACT/SAT score of 25 or higher or an SAT Math score of 580 or higher). Action was moved by Charlie Huenemann and seconded by Kathy Chudoba. Approved unanimously.

USU-CEU Integration – adopt USU general education requirements for Fall 2011. University study requirements adopted for Fall 2012.

#### **Meeting Adjourned**

**Next Meeting – Tuesday, March 15, 2011 @ 8:30 a.m. in Champ Hall**

David Hole moved to approve the business of the General Education Subcommittee. Wendy Holliday seconded; motion carried.

Meeting adjourned 3:15 p.m.

Ed Reeve conducted the meeting.

Cathy Gerber recorded the minutes.