

Utah State University

DigitalCommons@USU

Educational Policies Committee

Faculty Senate

11-4-2010

Educational Policies Committee Minutes, November 4, 2010

Utah State University

Follow this and additional works at: https://digitalcommons.usu.edu/fs_edpol

Recommended Citation

Utah State University, "Educational Policies Committee Minutes, November 4, 2010" (2010). *Educational Policies Committee*. Paper 187.

https://digitalcommons.usu.edu/fs_edpol/187

This Educational Policies Committee Minutes is brought to you for free and open access by the Faculty Senate at DigitalCommons@USU. It has been accepted for inclusion in Educational Policies Committee by an authorized administrator of DigitalCommons@USU. For more information, please contact digitalcommons@usu.edu.



EDUCATIONAL POLICIES COMMITTEE MINUTES
4 November 2010

A meeting of the Educational Policies Committee was held on 4 November 2010 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

Present: Larry Smith, Vice Provost, Chair
Ed Reeve, Curriculum Subcommittee Chair and Engineering
Richard Mueller, General Education Subcommittee Chair (representing Norm Jones)
David Hole, Agriculture, Academic Standards Subcommittee Chair
Randy Simmons, Business (representing Stacey Hills)
Charlie Huenemann, HaSS
Layne Coppock, Natural Resources
Richard Mueller, Science
Vince Lafferty, Regional Campuses and Distance Education (representing Rhonda Menlove)
Wendy Holliday, Merrill-Cazier Library
Keith Grant-Davie, Graduate Council
Amanda True, Graduate Student Vice President (representing Trevor Nelson)
John Mortensen, 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
Tanner Wright, Academic Senate President

I. Minutes of the 7 October 2010 meeting

Charlie Huenemann moved to approve the minutes of the 7 October 2010 meeting. Layne Coppock seconded; motion carried.

II. Subcommittee Reports

A. Curriculum Subcommittee

Ed Reeve reviewed the Curriculum Subcommittee business.

All courses were approved.

No action was taken on the request from the Department of Special Education and Rehabilitation to offer a Certificate of Proficiency in Rehabilitation Counseling. A full R401 needs to be submitted.

The request from the Department of Languages, Philosophy and Speech Communication to offer a Bachelor of Arts Degree in Global Communication was approved contingent on submission of an Executive Summary and approval from the Budget, Faculty and Welfare committee.

The request from the School of Teacher Education and Leadership to eliminate two degree titles: Education Specialist in Elementary Education and Education Specialist in Secondary Education and change the title to Education Specialist in Curriculum and Instruction was approved.

The request from the Department of Economics and Finance to offer a Master of Science in Financial Economics was approved.

The request from the Department of Applied Economics and the Department of Mathematics and Statistics to offer a Master of Science in Economics and Statistics was approved.

The request from the Department of Animal, Dairy and Veterinary Sciences to discontinue the Dairy Herdsman Program was approved.

Most USU-CEU areas have the following three courses: 2977 Cooperative Education, 2988 Special Problems, and 2999 Workshop. It was the recommendation of Greg Benson, Vice Chancellor, CEU, Jan Young, Registrar, CEU and John Mortensen, Registrar, USU, to change the 2977 Cooperative Education courses to 2250, retain the 2988 Special Problems and eliminate the 2999 Workshop. Richard Mueller moved and Tom Bunch seconded; motion carried.

Discussion Items

In Acalog, the new online General Catalog, when courses are deleted, these courses will be deleted automatically wherever they show up as prerequisites. The Registrar's Office will list the courses that are affected by the deletion on the agenda.

David Hole moved to approve the business of the Curriculum Subcommittee. Richard Mueller seconded; motion carried.

B. Academic Standards Subcommittee

Academic Standards Subcommittee Meeting Minutes

21 October 2010

FL 113

Convened 3:30 pm

Attendees: Layne Coppock (Natural Resources), Susan Haddock (Advising), Charlie Huenemann (CHSS), Michael Lyons (CHSS), John Mortensen (Registrar), Richard Mueller (Science)

AGENDA ITEMS:

John Mortensen has been reviewing policies with USU-CEU. The following discussed as informational items did not require any committee action: Refund Policy; Pass, D+, D, F Option; Incomplete Grade Policy; Bell Times and GPA Hours and Points.

Senior Citizen Audit Policy (The information in **bold** was added)

The following was approved:

House Bill 60 (1977) permits Utah residents 62 years of age or older to audit regular university classes offered during the day or offered through Regional Campuses and Distance Education. However, space in many university classes is limited. Classes which are full at the time of an audit request are unavailable. Credit seeking, full-tuition paying students shall have first priority in the registration process. A flat fee of \$10 per semester, plus any course fees or special fees that may be attached to classes, is charged for House Bill 60 (1977) registration. **HB 60 audit registration is not available until the first day of classes and only if space is available.**

Dropping Courses Policy

The information in bold was added, the information ~~crossed-out~~ was deleted.

The following was approved:

If a student does not attend a class during the first week of the term or by the second class meeting, whichever comes first, the instructor may submit a request to have the student dropped from the course. *(This does not remove responsibility from the student to drop courses which he or she does not plan to attend.)* **This option is typically used for classes that are full and the instructor is trying to make a seat available for another student, but may also be considered in other cases. Requests must be made during the first 20 percent of the class and will be considered on an individual student basis.** Students who are dropped from courses will be notified by the Registrar's Office through their preferred e-mail account.

Students may drop courses without notation on the permanent record through the first 20 percent of the class. If a student drops a course following the first 20 percent of the class, a *W* will be permanently affixed to the student's record. ~~After 60 percent of the class is completed, the student's academic advisor must sign any drop request, and a *W* with a grade assigned by the instructor will be entered on the student's permanent record.~~ Under normal circumstances, a student may not drop a course after ~~75~~ **60** percent of the class is completed. (Check the Registration Calendar for exact dates.)

Students with extenuating circumstances should refer to the policy regarding *Complete Withdrawal from the University* and the *Incomplete (I) Grade* policy.

In extenuating circumstances in which a complete withdrawal or an incomplete grade is not deemed the best action to take, a student may petition for a Late Drop up through the last day of classes. The term "extenuating" circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter course schedule to secure employment, (4) change in work schedule as required by employer, (5) judicial

obligations, or (6) other emergencies deemed appropriate by the instructor. Students requesting a late drop must submit a Petition for Late Drop to the Registrar's Office. The student must attach a typed appeal stating an explanation and justification for the desired drop(s). Supporting documentation confirming the extenuating circumstances must accompany the petition. The cost of the petition is \$20, which is a nonrefundable processing fee and does not guarantee approval.

In the event that a student registers for a course which is later cancelled, it is the responsibility of the department to officially cancel the class with the Scheduling Office, and the student's responsibility to drop the course for a full refund. It is the department's responsibility to notify students of cancelled or rescheduled classes.

A student may not drop all of his or her classes without an official withdrawal (Complete Withdrawal) from the University.

Repeating Courses Policy

There is a recommendation to change the USU policy to count the highest grade, rather than the most recent grade. The issue was tabled until next month.

Procedures for Posting Transfer Work

The recommendation of the committee was that the Registrar's Office would articulate all transfer work, including classes that are very old, according to the articulation tables. However, it would be up to the academic departments to determine whether or not old courses would satisfy specific requirements according to the existing Seven-Year Graduation Requirements Policy.

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

C. General Education Subcommittee

GENERAL EDUCATION COMMITTEE MINUTES

October 19, 2010, 8:30 A.M.

Champ Hall Conference Room

Present: Norm Jones, Chair; Larry Smith, Provost's Office; Charlie Huenemann, HASS; Kathy Chudoba, Business; Dan Coster, Quantitative Intensive; Don Cooley, CIL; Christie Fox, Honors; Mary Leavitt, HASS Advising; Carolyn Cárdenas, Creative Arts; David Hole for Janet Anderson, Agriculture; Rhonda Miller, Communications Literacy/Intensive; Wendy Holliday, Library; Alex Potter, CIL; Tyler Tolson, ASUSU President; Vince Lafferty, RCDE; John Mortensen, Registrar's Office; Brock Dethier, HASS; Stephanie Hamblin, University Advising; Dick Mueller, Science; and Bruce Saperston, Arts; Roberta Herzberg, Social Sciences; Shelley Lindauer, Education; Craig Petersen, American Institutions; and Tanner Wright, ASUSU Academic Center President (guest).

Absent: Brian McCuskey, Humanities; Ryan Dupont, Life & Physical Sciences, Wynn Walker, Engineering; Layne Coppock, Natural Resources.

Norm Jones called the meeting to order at 8:30 a.m.

Welcome to Michele Hillard, new General Education secretary

Approval of Minutes

Rhonda Miller moved to approve the minutes of September 21, 2010. Motion was seconded by Tyler Tolson and the motion was passed unanimously.

Course Approvals

APEC 5015 (CI) – Pending.

JCOM 2020 (QI) – Approved. Dan Coster moved to approve. Motion was seconded by Rhonda Miller. Motion was passed unanimously.

HONORS 3010 (DSC) – Approved. Wendy Holliday moved to approve. Motion was seconded by Roberta Herzberg. Motion was passed unanimously.

TEAL 1010 (BSS) – Denied

Syllabi Approvals

USU 1350 (BLS) for Phillip Bertoch - Pending

Other Business

Discussion of CIL requirement was resumed. No decision was made. Further discussion will resume in November 2010 General Education meeting.

Next Meeting – Tuesday, November 16, 2010 @ 8:30 a.m. in Champ Hall

Richard Mueller moved to approve the minutes of the General Education Subcommittee. Vince Lafferty seconded; motion carried.

Meeting adjourned at 3:20 p.m.

Larry Smith conducted the meeting.

Cathy Gerber recorded the minutes.