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## Educational Policies Committee Minutes, October 7, 2010

Utah State University

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### Recommended Citation

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**EDUCATIONAL POLICIES COMMITTEE MINUTES**  
**7 October 2010**

A meeting of the Educational Policies Committee was held on 7 October 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  
Norm Jones, General Education Subcommittee Chair  
David Hole, Agriculture, Academic Standards Subcommittee Chair  
Stacey Hills, Business  
Scott Bates, Emma Eccles Jones College of Education and Human Services  
Charlie Huenemann, HaSS  
Layne Coppock, Natural Resources  
Richard Mueller, Science  
Ronda Menlove, Regional Campuses and Distance Education  
Wendy Holliday, Merrill-Cazier Library  
Keith Grant-Davie, Graduate Council  
Tanner Wright, Academic Senate President  
Amanda Shorts, Graduate Student Vice President (representing Trevor Nelson)  
Bill Jensen, Registrar's Office  
Cathy Gerber, Registrar's Office

Absent: Cory Evans, Caine College of the Arts

Visitors: Phillip Waite, Department of Health, Physical Education and Recreation  
Jessica Hansen, Registrar's Office

**I. Minutes of the 2 September 2010 meeting**

Norm Jones moved to approve the minutes of the 2 September 2010 meeting. Richard Mueller seconded; motion carried.

**II. Subcommittee Reports**

**A. Curriculum Subcommittee**

Ed Reeve reviewed the Curriculum Subcommittee business.

All courses were approved with the addition of PSY 6130.

The request from the Department of Animal, Dairy and Veterinary Sciences to consolidate three graduate degree programs into a single Graduate Degree program (MS/PhD) with five specializations (Animal Management, Animal Health and Disease, Animal Molecular Genetics, Animal Nutrition and Reproduction and Development) was approved.

The request from Department of Health, Physical Education and Recreation to rename the Bachelor of Science, Health Education Specialist degree, to the Health Education and Promotion degree was approved.

No action was taken on the request from the School of Teacher Education and Leadership to eliminate two degrees: Education Specialist in Elementary Education and Education Specialist in Secondary Education and change the title to Education Specialist in Curriculum and Instruction. This needs to be approved by the Graduate Council. This is possibly a consolidation of two degrees and change of name.

No action was taken on the request from the Department of Animal, Dairy and Veterinary Sciences to discontinue the Dairy Herdsman Program. Revisions need to be made.

#### **Discussion Item**

Suggestions were given on who should be allowed to override prerequisites. These suggestions were: Graduate students-instructor; Undergraduate students-department advisor. This needs to be brought before the Curriculum Subcommittee as an action item before it can be voted on.

#### **Information Item**

Thomas Bunch made a motion to approve the request from the College of Agriculture, Department of Animal, Dairy and Veterinary Science to offer, in partnership with Washington State University College of Veterinary Medicine, a Doctor of Veterinary Medicine degree. Shelley Lindauer seconded; motion was carried by electronic vote on September 22, 2010. The Graduate Council, the Budget, Faculty and Welfare Committee, the Curriculum Subcommittee and the Educational Policies Committee have approved this request.

#### **Curriculum Subcommittee members for 2010-2011:**

Chair and College of Engineering	Ed Reeve
College of Agriculture	Thomas Bunch
Jon M Huntsman School of Business	Jeffrey Doyle
Caine College of the Arts	Darrin Brooks
Emma Eccles Jones College of Education and Human Services	Scott Hunsaker
College of Humanities and Social Sciences	Patricia Gantt
College of Natural Resources	Layne Coppock
College of Science	Richard Mueller
Regional Campuses and Distance Education	Ronda Menlove
Library	Wendy Holliday
General Education Subcommittee Chair	Norm Jones
Graduate Council	Shelley Lindauer
Academic Senate President	Tanner Wright
Graduate Student Vice President	Trevor Nelson

Registrar's Office  
Registrar's Office

Bill Jensen  
Cathy Gerber

Charlie Huenemann moved to approve the business of the Curriculum Subcommittee. Stacey Hills seconded; motion carried.

## **B. Academic Standards Subcommittee**

Academic Standards Committee Meeting Minutes

08 April 2010 ESLC 245

Convened 2:30 pm

Attendees: Chris Call (CNR), John Mortensen (Registrar), David Hole (Agriculture), John Barton (RCDE), Ed Glatfelter (retired faculty).

Agenda items:

### **Certificates**

The committee discussed the certificate approval process and reviewed the policies at various other institutions. We reached a consensus that the policies and procedures regarding certificate development and approval of the University of Utah best meet the needs that USU has. That policy is attached. Since the R401 form and the procedure for Board of Regents approval is in a state of change, it was decided to pass the recommendation on to the EPC, but not write specific language until the new program approval process is in place.

### **Latin scholastic distinctions**

Currently transfer students may graduate with a degree from USU with 30 hours of USU coursework but are only eligible for Latin scholastic distinctions after completing 40 hours of credit in residence at USU. After discussion, there was no motion to change the current policy.

### **Incomplete policy**

The current USU policy does not explicitly state that any portion of the course must be completed by a student that is requesting an incomplete grade. After discussion and review of policies at other Utah institutions, USU's current policy is the only policy that does not stipulate that at least a substantial portion of the course must be completed with a passing grade to be eligible for consideration of an incomplete grade. The approved suggested language is attached.

David Hole will chair the academic standards sub-committee for the 2010-2011 academic year.

The meeting was adjourned at 3:10 pm.

**Subject: FACULTY REGULATIONS – Chapter VIII –Section 21 (9-8.14)  
UNDERGRADUATE CERTIFICATES**

**POLICY**

Undergraduate certificates are given in recognition of a pattern of courses, often drawn from several departments, which, when taken together, produce an emphasis that is not the same as an academic major or minor but that gives a student a competence worthy of some formal recognition.

Undergraduate certificates shall require at least 20 semester hours of designated work. The Council is willing to consider appropriately supported requests for waiving the minimum hour requirement.

Proposals for new undergraduate certificate programs are created by departments and colleges and submitted for approval to the Undergraduate Council, which will send approved proposals on to the Faculty Senate and the Board of Trustees for their review and approval. Proposals for new undergraduate certificates requiring 20-29 semester hours of designated work do not need be considered by the Board of Regents; they will be added to the annual list of certificates submitted to the Commissioner of Higher Education in December of each year.

Proposals for new undergraduate certificates requiring 30 or more semester hours of designated work need to be presented to the Board of Regents as an Information Item (see R401-4.1.1).

Students who fulfill the requirements of an undergraduate certificate that has been approved by the Board of Trustees will have the certificate recorded on their University of Utah transcript.

**GUIDELINES**

**A. DEVELOPMENT OF NEW UNDERGRADUATE CERTIFICATE PROGRAMS**

1. Proposals for new undergraduate certificate programs are created by departments and colleges and submitted for approval to the Undergraduate Council providing the information outlined in Section B. Proposals for undergraduate certificate programs that need to be presented to the Board of Regents as an Information Item shall be submitted using the template and providing the information in the Board of Regents Policy R401, Section 9.4.
2. Proposals must be accompanied by endorsement from the department heads and deans of the college in which the contributing coursework is housed, as well as from those academic units whose students or programs could be affected by the creation of the new undergraduate certificate.
3. Interdisciplinary undergraduate certificate programs are encouraged.

## B. CRITERIA FOR PROGRAM SUBMISSION

Proposals for new undergraduate certificate programs shall include the following:

**Need.** A statement of the need for the proposed certificate and the basis for such a need, supported by either externally or internally derived data;

**Educational Objectives.** A statement of the educational objectives of the certificate.

**Impact on Existing Programs.** The certificate proposal will address the question of the impact of the program on any related programs.

**Courses.** A statement of the proposed course sequence associated with the certificate, including titles and course descriptions both for existing courses and any new courses that may be developed. The proposal will address the possibility of program delivery using distance education approaches.

**Student Advisement.** Identify the department/college office that will coordinate the certificate program, advise students, and communicate with administrative offices.

**Budget.** Describe the costs of the certificate program and how the program will be funded.

**Library Resources.** Confirmation from the appropriate University library, or libraries, that current resources are sufficient to meet the research needs of the certificate program.

Approved Language:

### **Incomplete (I) Grade**

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances. 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. The student may petition the instructor for time beyond the end of the semester to finish the work. If the instructor agrees, two grades will be given, an “I” and a letter grade for the course computed as if the missing work were zero. An *Incomplete Grade Documentation Form* must be filed by the instructor in the department or college office. Students may not be given an incomplete grade due to poor performance or in order to retain financial aid. An incomplete grade may be granted only if the student has completed the majority of the course and is passing the class at the time. The student is required to complete the work by the time agreed

upon (which may not be longer than 12 months). If no change of grade is submitted by the instructor within the prescribed period, the “I” will be removed and the letter grade originally submitted with the I” will remain as the permanent grade for the course. Arrangements to complete the missing coursework are to be made directly with the instructor awarding the “I” grade, and in accordance with departmental and other USU policies. In the absence of the original instructor, special circumstances must be handled by the department head. Documentation of the reasons for granting an “I” grade and required work to be completed in order to remove the “I” grade must be recorded on the *Incomplete Grade Documentation Form*, which must be filed with the departmental office. Resolution of the “I” grade does not involve a complete repeat of the course, only the completion of missing coursework. **A student does not reregister for the course.** All “I” grades must be changed to letter grades prior to graduation, regardless of whether or not the course is required for the degree. Dissertation, thesis, directed study, and independent study courses taken for graduate work are exempted from this policy.

### **Academic Standards Committee Meeting Minutes**

#### **16 September 2010 FL 113**

Convened 3:30 pm

Attendees: John Barton (RCDE), John Mortensen (Registrar), Stephanie Hamblin (Advising), David Hole (Agriculture), Richard Mueller (Science), Michael Lyons (CHSS).

Agenda items:

John Mortensen provided an overview of the process for combining the academic policies of USU and CEU. Some of the policies most likely to come up soon for approval or as information items were briefly discussed. Included were discussions on grade points earned for different grades, GPA calculation, posting transferred courses to transcripts, incomplete policy, and academic standing policies of USU and CEU.

A student member from EPC is still needed to complete the roster for this academic year.

The meeting was adjourned at 4:20 pm.

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

### **C. General Education Subcommittee (Norm Jones)**

#### **GENERAL EDUCATION COMMITTEE MINUTES**

**September 21, 2010, 8:30 A.M.**

**Champ Hall Conference Room**

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**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; Layne Coppock, Natural Resources; 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

**Absent:** Brian McCuskey, Humanities; Ryan Dupont, Life & Physical Sciences, Shelley Lindauer, Education; Craig Petersen, American Institutions; Roberta Herzberg, Social Sciences; Wynn Walker, Engineering.

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

### **Approval of Minutes**

Charlie Huenemann moved to approve the minutes of April 20, 2010. Motion was seconded by Dan Coster and the motion was passed unanimously.

### **Course Approvals**

**APEC 5015 (CI)** – Pending.

**PSC 3420 (QI)** – Approved. Dan Coster moved to approve. Motion was seconded by Tyler Tolson. Motion was passed unanimously.

**IELI 2470/2475 (BSS)** – Approved. Bobbi Herzberg has moved to approve. Motion was seconded by Charlie Huenemann. Motion was passed unanimously. (Online voting)

**RELS 4560 (HU)** – Approved. Charlie Huenemann moved to approve. Motion was seconded by Wendy Holliday. Motion was passed unanimously.

**SOC 3010 (DSS)** - Approved. Bobbi Herzberg has moved to approve. Motion was seconded by Charlie Huenemann. Motion was passed unanimously. (Online voting)

**SOC 3600 (DSS)** - Approved. Bobbi Herzberg has moved to approve. Motion was seconded by Charlie Huenemann. Motion was passed unanimously. (Online voting)

**TEAL 1010 (BSS)** – Pending.

### **Syllabi Approvals**

**USU 1320 (BHU)** for Kristi Krumnow - Approved

**USU 1350 (BLS)** for Phillip Bertoch - Pending

### **Other Business**

1. John Mortensen: ENGL 2010 has requested the removal of CIL requirement.
2. A motion was made by Tyler Tolson to take the discussion of CIL requirements off the table. This was seconded by Kathy Chudoba and passed unanimously by the committee. Further discussion will resume next month.
3. Richard Mueller suggested sending the link regarding the Gen Ed Approval process to all Department Heads:  
[http://www.usu.edu/provost/academic\\_programs/geduc\\_univstud/approval\\_process.cfm](http://www.usu.edu/provost/academic_programs/geduc_univstud/approval_process.cfm)
4. Norm Jones discussed Gen Ed issues including:
  - The current and future enrollment picture, and how that will affect Gen Ed offerings.
  - The disconnect between Gen Ed and Major requirements.
  - The merger of CEU and the curricular differences between the institutions.

**Next Meeting – Tuesday, October 19, 2010 @ 8:30 a.m. in Champ Hall**

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

**III. Other Business**

Provost, Ray Coward, presented information on summer enrollment (see attachment) Tentative Implementation of this proposal is the Summer of 2012.

**Educational Policies Committee members for 2010-2011:**

Chair and Vice Provost	Larry Smith
Curriculum Subcommittee Chair	Ed Reeve
General Education Subcommittee Chair	Norm Jones
Academic Standards Subcommittee Chair	David Hole
College of Agriculture	David Hole
Jon M Huntsman School of Business	Stacey Hills
Caine College of the Arts	Cory Evans
Emma Eccles Jones College of Education and Human Services	Scott Bates
College of Engineering	Ed Reeve
College of Humanities and Social Sciences	Charlie Huenemann
College of Natural Resources	Layne Coppock
College of Science	Richard Mueller
Regional Campuses and Distance Education	Ronda Menlove
Merrill-Cazier Library	Wendy Holliday
Graduate Council	Keith Grant-Davie
Academic Senate President	Tanner Wright
Graduate Student Vice President	Trevor Nelson
Registrar's Office	Bill Jensen
Registrar's Office	Cathy Gerber

Meeting adjourned at 3:45 p.m.  
Larry Smith conducted the meeting.  
Cathy Gerber recorded the minutes.