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EDUCATIONAL POLICIES COMMITTEE MINUTES
1 October 2009

A meeting of the Educational Policies Committee was held on 1 October 2009 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

Present: Ed Reeve, Chair (representing Larry Smith)
Scot Allgood, Academic Standards Subcommittee Chair
(representing David Hole)
Ed Reeve, Curriculum Subcommittee Chair and Engineering
Norm Jones, General Education Subcommittee Chair
Scot Allgood, Emma Eccles Jones College of Education and
Human Services
David Olsen, Business
Ed Glatfelter, HASS
Nancy Mesner, Natural Resources
Richard Mueller, Science
Erin Davis, Libraries
Ronda Menlove, Regional Campuses and Distance Education
Cathy Gerber, Registrar's Office

Absent: David Hole, Agriculture
Susan Crowley, Graduate Council
Rick Kelly, Graduate Student Senate President
Ben Croshaw, Academic Senate President
Bill Jensen, Registrar's Office

Visitors: Dean Nat Frazier, College of Natural Resources
Dennis Dolny, Department Head, HPER
Jessica Hansen, Registrar's Office

I. Minutes of the 3 September 2009 meeting

David Olsen moved to approve the minutes of the 3 September 2009 meeting. Scot Allgood seconded; motion carried

II. Subcommittee Reports

A. Curriculum Subcommittee

Ed Reeve reviewed the Curriculum Subcommittee business.

All courses were approved with the following changes:

SPED, (Title) Field Based Applications of Effective Instruction III, and the removal of HIST/RELS 4795 and HIST/RELS 6410.

The request from the Health, Physical Education and Recreation Department to rename the Master of Science in Health, Physical Education and Recreation degree to Master of Science in Health and Human Movement was approved.

Ronda Menlove will contact Michelle Larson concerning the coding of the description of the Curriculum Subcommittee.

Norm Jones moved to approve the business of the Curriculum Subcommittee. Scot Allgood seconded; motion carried.

B. Academic Standards Subcommittee

Academic Standards Committee Meeting Minutes

September 10, 2009 113 FL

Convened 3:00 pm, Adjourned 3:55 pm

Attendees: Pete Campbell, David Hole, Michael Lyon, John Mortensen, Ed Glatfelter, Scot Allgood

Agenda items:

- Exceptions to University Requirements: Some departments/colleges are allowing advisors to give students upper division credit for lower division courses taken at other institutions or allowing an advisor to give student credits for work experience just before graduation to allow the student to complete degree requirements. With current Banner capabilities, those who make those exceptions will be noted by name and a report given to the appropriate Deans.
- Academic Standing Policy: Current academic standing is based on cumulative GPA. The Registrar's office is working on a proposal that will change to a semester basis. The initial draft was favorable and after being taken to the Associate Deans Council and back to the Advisors, a formal proposal will be made in the next meeting.
- The following change were proposed and voted upon to update the E-mail Policy

E-mail Communication Policy

All students enrolled at USU ~~are provided with a University e-mail account~~ **must specify a ~~A~~preferred@ e-mail address in the central system of record. A University-provided account or a commercial service provider e-mail account may be specified. A Preferred@ e-mail addresses may be specified or changed at <http://id.usu.edu/>**

University officials, including advisors, professors, administrators, and various office personnel, may use a student=s ~~A~~**preferred@** e-mail account as an official means of communication.

It is the responsibility of all students to check their e-mail accounts on a regular basis. Students will be held accountable as being officially notified when any correspondence is sent by University representatives to their ~~A~~**preferred@** e-mail accounts.

~~For verification and security reasons, once a student is enrolled at USU, only the USU e-mail account will be used for official communications.~~

~~Prior to students= enrollment at USU, University officials may correspond with them electronically via other e-mail providers.~~

- FERPA training policy Issues: Current policy states that Deans and Department Heads will insure that all faculty and professional staff are trained in FERPA procedures. HR now tracks this and a motion was made that administrators will be notified of faculty and/or professional staff who are not trained and will need to be trained and that the training will be effective for three years. Once the training has expired, that person will not have access to confidential records. Training will be available on-line and will be provided by the Registrar's office. This policy to go into effect in October 2010.
- Election of a new Chair: David Hole was elected for the 09-10 academic year

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

The revised student code can be found at:
<http://www.usu.edu/student-services/studentcode/>

James Morales, VP of Student Services, has a hard copy of the Academic Integrity Violation Form. The electronic version should be on line soon.

A. General Education Subcommittee

Meeting Minutes

September 15, 2009 - 8:30 a.m.

Champ Hall Conference Room #136

Present: Norm Jones (Chair), Larry Smith, Nancy Mesner, Wendy Holliday, Brock Dethier, Carolyn Cardenas, Craig Petersen, Vince Lafferty, Dan Coster, Rhonda Miller, Brian McCuskey, Don Cooley, Christie Fox, Stephanie Hamblin, Mary Leavitt, Richard Mueller, John Mortensen, Tom Bunch (for Janet Anderson)

Absent: Shelley Lindauer, Wynn Walker, Tyler Tolson (ASUSU President), Ryan Dupont, Cathy Hartman

I. Approval of Minutes

It was moved that the minutes of April 21, 2009, be approved as submitted. The motion was seconded and was unanimously approved.

II. Course Approval

- a. HONR 1300 (BAI), Clint Pumphrey, instructor – Syllabus Approved
- b. PRP 3050 (QI) – Pending review
- c. APEC 5020 (CI) – Approved
- d. NFS 5410 (CI) – Dropped
- e. AV 2720 (CI) – Not Approved
- f. COMD 3100 (DSC) – No report
- g. PSC 5740 (CI) – Approved
- h. SPCH 4200 (DSS) – No Report

III. Other Business

a. Utah's Participation in AACU LEAP.

Utah State University, along with all other state institutions in Utah, will be participating in The Association of American Colleges and Universities' Liberal Education and America's Promise. LEAP is an initiative that champions the value of a liberal education and focuses campus practice on fostering essential learning outcomes for all students, whatever their chosen field of study.

b. CIL Review.

The panel assigned to create a questionnaire about the CIL exam reported on their progress. The questionnaire will be distributed to USU faculty and will be used to assess the relevancy of different parts of the CIL exam. The Subcommittee discussed how the questionnaire will be most efficiently distributed and what kind of response rate to expect. It was decided to move forward with the questionnaire and distribute to all faculty via campus email.

c. Educated Person's Conference.

The Educated Person's Conference will be held October 30, 2009 at Utah Valley University. The topic is *Metarubrics and the USHE: Knowing What We Really Teach*. The Subcommittee was invited to attend and the Provost Office is willing to support participation.

IV. Next Meeting – October 20, 2009

Scot Allgood moved to approve the business of the General Education Subcommittee. Nancy Mesner seconded; motion carried.

III. Other Business

Nat Frazier, Dean of the College of Natural Resources, and the Chair of the Utah State University Sustainability Council, brought forth before the Educational Policies Committee, the discussion of climate neutrality and the curricular obligations of Utah State University. The following information was given to the committee: the American College and University Presidents Climate Commitment and USU courses that currently deal with a variety of sustainability issues. Comments, concerns and suggestions were given to Dean Frazier dealing with curriculum.

Meeting adjourned at 4:00 p.m.

Ed Reeve conducted the meeting.

Cathy Gerber recorded the minutes.