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## Educational Policies Committee Minutes, December 6, 2007

Utah State University

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**EDUCATIONAL POLICIES COMMITTEE MINUTES**  
**6 December 2007**

A meeting of the Educational Policies Committee was held on 6 December 2007 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

Present: Steve Hanks, Chair  
Ed Reeve, Curriculum Subcommittee Chair and Engineering  
Scot Allgood, Academic Standards Subcommittee Chair and  
Education and Human Services  
Norm Jones, General Education Subcommittee Chair  
David Hole, Agriculture  
David Olsen, Business  
Christine Hult, HASS (representing Eddy Berry)  
Karen Mock, Natural Resources (representing Nancy Mesner)  
Richard Cutler, Science and Graduate Council  
Erin Davis, Libraries  
Bill Strong, Regional Campuses and Distance Education  
(representing Ronda Menlove)  
Kevin Abernethy, ASUSU Academic Senate President  
Jeri Brunson, Graduate Studies VP  
Cathy Gerber, Registrar's Office  
Roland Squire, Registrar's Office

Absent: Peter McChesney, ASUSU President

Visitor: John Mortensen

**I. Minutes of the 1 November 2007 meeting**

Scot Allgood moved to approve the minutes of the 1 November 2007 meeting. Kevin Abernethy seconded; motion carried.

**II. Hearing Regarding Request to Suspend Enrollment in the Certificate Program in Natural Resource and Environmental Policy**

Christine Hult moved to approve the suspension of enrollment in the Certificate Program in Natural Resource and Environmental Policy. Ed Reeve seconded; motion carried.

### III. Subcommittee Reports

#### A. Curriculum Subcommittee

Ed Reeve reviewed the Curriculum Subcommittee business. All courses were approved with the additional approval of HASS 3050, ID 1780, PHIL 3700, ENGL 4420, 4430, 4440 and 5450.

#### **Multiple List and Dual List courses as stated in the Curriculum Subcommittee Handbook**

“Be aware of the difference between a **Multiple List** and a **Dual List**. A **Multiple List** course is one that is listed across departments (e.g., BIOL/SOIL 6200). A total of 5 **Multiple List** courses can be proposed (Curriculum Subcommittee, 9 January 1997). Note that all multiple listed courses have a single department as their administrative home, and that all course approval forms must originate with this department. A **Dual List** course is one that is listed across levels within a department (e.g., ELED 4600/6600). No course below the 4000 level should be dual listed with a graduate course, and no dual listing is permitted among 1000-5000 level courses (EPC, 9 January 1997). While identical numbers for all four digits of multiple listed courses and identical numbers for the last three digits of dual listed courses are not now required, it is strongly recommended that the numbering be consistent across departments and levels. When proposing to multiple list a course with a consistent number across departments, please check to ensure that the number chosen is available in the other departments. If a course is proposed for dual listing with an undergraduate and graduate course number, extra work must be required for students receiving graduate credit. The course approval form must include, as part of the course description, an explanation of these extra graduate assignments.”

It was decided that the Curriculum Subcommittee Handbook be revised to say “Multiple listed courses must have the same credit hours, prerequisites, titles and course descriptions.” Dual listed courses can be more flexible, but will be reviewed by the Curriculum Subcommittee.

It was the decision of the Curriculum Subcommittee that the following paragraph be removed from the Curriculum Subcommittee Handbook.

“Curriculum Subcommittee approval is not needed for changing the course title on the transcript when the full title is not being changed. Requests for changes in **transcript title only** should be communicated directly to the Registrar’s Office.”

#### **Information Item:**

The Pre-Banner information system restricted the course title that would appear on the transcript to 20 characters. Banner allows 30 characters, and we have changed all other processes to allow for the 30 characters. The Semester Course Approval Form can be changed to reflect the new maximum of 30 characters, if you would like to do so.

The Curriculum Subcommittee approved to increase the number of characters to 30 for the title that will appear on the transcript. The Semester Course Approval Form will be revised to reflect this change.

### **Summer Scheduling:**

For fall and spring semesters, we have some standard days (MWF and TR) and standard bell times for each of the day groupings (MWF 7:30, 8:30, etc.; TR 7:30, 9:00 etc.). We allow some exceptions, but they are truly exceptions. We also have standard start and stop dates for full- semester and part-semester courses.

For the summer semester, we do have a standard for the start and stop dates. (First 4 weeks and then the 8-week session that can also be made into two 4-week sessions). We have a lot of exceptions to these start and stop dates.

There does not appear to be any standard for days of the week or bell times for summer semester. **Would it be in the students' best interest to have some standardization for summer semester, so they can take classes during the same weeks, or so they can more easily take more classes in a day because of standard bell times?**

Certainly there are issues with the scheduling of the rooms when there is no standardization, but the main concern is with student schedules.

Jessica Hansen, in the Registrar's Office, will suggest some alternatives for summer bell times to the scheduling coordinators in the departments.

Norm Jones presented the following proposal from the General Education Subcommittee.

USU is out of compliance with the Regents' policy on general education. We do not require enough Gen. Ed. credit, since we only mandate 27-31. The policy states:

#### **R470-3. General Education Policy**

**3.1. General Education Credit and Core Requirements-** To assure full value and reciprocity among all USHE institutions, the number of credits required in General Education for each institution shall range from at least 30 to 39 semester credits, including credits required in the core areas of composition, quantitative literacy, and American institutions. Institutions are encouraged to allow students who demonstrate competencies by other means to satisfy General Education requirements, such as through Advanced Placement tests.

After discussion it was moved that students take one 3-hour course outside their major from the list of designated Gen Ed courses. The motion carried unanimously.

The Curriculum Subcommittee suggested the following change to the General Education Credit and Core Requirements: "Students take one 3-hour course from the list of designated General Education courses."

**Below is a revised list of actions and implementation dates on courses.**

The following Course Approval Actions can be implemented for a particular semester, if they are approved by the EPC at least three weeks prior to the earliest registration date for that semester.

- Semester Credit Hours
- Title Change
- Repeatable for credit
- Dual List designation or changes
- Multiple List designations or changes
- Pass/Fail Only designation
- General Education additions
- Prerequisite Changes

Course Approval Actions that can be acted on immediately upon EPC approval

- Delete Course
- Inactivate/Reactivate Course
- Course description
- Deletion of prerequisites
- Add New Course

Richard Cutler moved to approve the business of the Curriculum Subcommittee. Bill Strong seconded; motion carried

**B. Academic Standards Subcommittee**

No business to report for November 2007

John Mortensen provided clarification on the following:

**Incomplete Grade Policy and Academic Probation Policy (Proposed Addition)**

A student who is on academic probation and receives an incomplete grade may register for a maximum of one subsequent semester, provided his or her other grades do not cause the student to be placed on academic suspension. A Registrar's Office hold will then be placed on the student's record, preventing him or her from registering for a second additional semester. Additional registration holds may be placed on a student's record by an academic advisor. The Registrar's Office hold will not be removed until the incomplete grade is changed to a letter grade. If the resulting grade does not cause the student to be placed on academic suspension, the Registrar's Office hold will be removed. Other registration holds, such as an advisor hold, will need to be removed by the office placing the hold.

Richard Cutler moved to return this to Academic Standards Subcommittee for further editing. David Hole seconded; motion carried.

A task force, consisting of Jeri Brunson, chair, Scot Allgood, Gary Straquadine, Steve Hanks, Nancy Mesner, Roland Squire, Eric Olsen and three students was formed to look at the academic integrity or misconduct of cheating on campus. A template letter will be created. Scot Allgood will keep EPC updated on this issue.

Richard Cutler moved to approve the business of the Academic Standards Subcommittee. David Olsen seconded; motion carried.

### C. General Education Subcommittee

#### General Education Subcommittee Meeting Minutes Tuesday, December 4, 2007 - 8:30 a.m. Champ Hall Conference Room

*Present:* Norm Jones (Chair), Steven Hanks, Charlie Huenemann, Nancy Mesner, Cathy Hartman, Gary Straquadine Wendy Holliday, Vince Lafferty, Rhonda Miller, Tom Peterson, Jeff Smitten, Christie Fox, Susan Haddock, Mary Leavitt, John Mortensen

*Absent:* Jagath Kaluarachchi, Shelley Lindauer, Richard Mueller, Peter McChesney, Tyler Bowles, Richard Cutler, Ryan Dupont, Randy Simmons, Rob Barton, Roland Squire

I. There were no minutes from the Nov. 6 meeting since it lacked a quorum.

II.

#### Course Approvals

- |   |   |
|---|---|
| a. ARTH 4510 – CI   | Pending further information   |
| b. ARTH 4610 – CI   | Pending further information   |
| c. ARTH 4620 – CI   | Pending further information   |
| d. ARTH 4630 – CI   | Pending further information   |
| e. ARTH 4720 – CI and DHA   | Waiting for more course information on DHA designation from Rhonda.                 |
| f. FCSE 3080 – DHA  | Will recirculate documents with rationale and activities; then vote electronically. |
| g. MUSC 3660 – DHA  | Pending further information   |
| h. PHIL 3700 – DHA  | Approved  |
| i. PHIL 4610 – DHA  | Waiting for documentation from Languages and Philosophy.                            |
| j. HASS 3050 – DHA  | Approved for Fall 2008 only   |
| k. English 4420 – CI  | Approved  |
| l. English 4430 – CI  | Approved  |
| m. English 4440 – CI  | Approved  |
| n. English 5450 – CI  | Approved  |
| o. SPAN 3510 – CI   | Pending review. Will be resent to Rhonda.   |
| p. ID 1780 – Change from ID 3750 to ID 1780, drop DHA and retain CI | Denied  |

- III. Syllabus Approvals
  - a. USU 1330: Civilizations: Creative Arts (Nolan Salix) Pending
  - b. USU 1350: Integrated Life Science (Kimberly Sweeting) Pending Subcommittee review
  - c. USU 1360: Physics (Charley Langley) Pending Subcommittee review
  - d. USU 1360: Climate Change of Earth (Larry Hipps) Approved pending clarification of Criterion 12
  - e. FCSE 3030: Textile Science (Lu Oaks) Waiting for more information
  - f. Honors 3030: Food and Culture Waiting for more information

IV. Other Business

- a. USU is out of compliance with the Regents’ policy on general education. We do not require enough Gen. Ed. credit, since we only mandate 27-31. The policy states:

**R470-3. General Education Policy**

**3.1. General Education Credit and Core Requirements-** To assure full value and reciprocity among all USHE institutions, the number of credits required in General Education for each institution shall range from at least 30 to 39 semester credits, including credits required in the core areas of composition, quantitative literacy, and American institutions. Institutions are encouraged to allow students who demonstrate competencies by other means to satisfy General Education requirements, such as through Advanced Placement tests.

After discussion it was moved that students take one 3-hour course outside their major from the list of designated Gen Ed courses. The motion carried unanimously.

The Curriculum Subcommittee suggested the following change to the General Education Credit and Core Requirements: “Students take one 3-hour course from the list of designated General Education courses.”

David Hole moved to accept the General Education Credit and Core Requirements Policy contingent on the General Education Subcommittee providing EPC with the new language. The General Education Subcommittee will work with the Registrar’s Office on the new language. David Olsen seconded; motion carried.

- V. Next Meeting – Tuesday, January 8, 2008.

VI. **Adjournment**

The meeting adjourned at 9:25 a.m.

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

Bill Strong presented the attached courses for distance education delivery. This is an information item only. For future reference, this information is handled in the departments and does not need to be brought before the Educational Policies Committee. ([see attachment 1](#)) ([see attachment 2](#))

#### **IV. Other Business**

Richard Cutler brought up of for discussion, the suggestion from the Math majors meeting to change the minimum passing grade for Math 1010 to a C. This was a suggestion from the Board of Regents. This will affect our Pass/Fail policy. Norm Jones will bring this up for discussion at the State General Education committee. Steve Hanks will bring this up to the Commissioners staff as well.

Meeting adjourned at 3:50 p.m.  
Steve Hanks conducted the meeting.  
Cathy Gerber recorded the minutes.