9-6-2007

Educational Policies Committee Minutes, September 6, 2007

Utah State University

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

Recommended Citation
https://digitalcommons.usu.edu/fs_edpol/212

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.
A meeting of the Educational Policies Committee was held on 6 September 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
Bob Heal, Distance Education and Electronic Delivery Subcommittee Chair
David Hole, Agriculture
Jeff Johnson, Business (representing David Olsen)
Eddy Berry, HASS
Robert Schmidt, Natural Resources (representing Nancy Mesner)
Richard Cutler, Science
Erin Davis, Libraries
Ronda Menlove, Regional Campuses and Distance Education
Peter McChesney, ASUSU President
Jeri Brunson, Graduate Studies VP
Kevin Abernethy, ASUSU Academic Vice President
Cathy Gerber, Registrar’s Office
Roland Squire, Registrar’s Office

Visitor: Jessica Hansen, Registrar’s Office

I. Minutes of the 5 April 2007 meeting
Scot Allgood moved to approve the minutes of the 5 April 2007 meeting. Ed Reeve seconded; motion carried.
II. Subcommittee Reports

A. Curriculum Subcommittee

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

Overview of Curriculum Subcommittee
Complete Curriculum Subcommittee Handbook is available at:
http://www.usu.edu/fsenate/epc/curriculum/

Tips when completing the Semester Course Approval Form
The Semester Course Approval Form should always have the following information: college, department, current date, effective date, complete full title, and title that will go into Banner (20 characters including spaces), (whether you are changing the title or not), Prefix and Course Number, Semester Credit Hours, University Studies Designations, all required signatures (that includes signatures if the course is multiple listed with another department), administrative responsibility if the course is multiple listed with another department, grade mode and if the course is repeatable for credit.

When checking a box for a proposed action, please make sure you give the new complete information, such as a complete list of prerequisites, new title, complete course description, etc. When submitting a new course, a syllabus must be attached.

EPC Schedule for 2007-2008

<table>
<thead>
<tr>
<th>Agenda Items Due</th>
<th>EPC and Curriculum Subcommittee Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23, 2007</td>
<td>September 6, 2007</td>
</tr>
<tr>
<td>September 20, 2007</td>
<td>October 4, 2007</td>
</tr>
<tr>
<td>October 18, 2007</td>
<td>November 1, 2007</td>
</tr>
<tr>
<td>November 15, 2007</td>
<td>December 6, 2007</td>
</tr>
<tr>
<td>December 13, 2007</td>
<td>January 10, 2008</td>
</tr>
<tr>
<td>January 24, 2008</td>
<td>February 7, 2008</td>
</tr>
<tr>
<td>February 21, 2008</td>
<td>March 6, 2008</td>
</tr>
<tr>
<td>March 20, 2008</td>
<td>April 3, 2008</td>
</tr>
</tbody>
</table>

Christine Hult brought up for discussion departments offering a section of a course that requires students to have a laptop. It was decided that this was not a prerequisite. This is in the same category as courses that require a certain calculator or other more expensive equipment or supplies.

In the particular Journalism class that was discussed, it was decided that the students should be informed about the requirement for a laptop in the class before they register for the course. Students will be required to get authorization before registering for the course. The student will
also be informed that there are other sections of the course that could be selected that does not require them to have the laptop.

As a standard practice, situations similar to this one will be handled as follows:

- The Registrar's Office may be requested to place a Special Approval on the applicable section of a course. Some examples of the approvals are Instructor Approval, Advisor Approval or Department Approval. The student is then required to contact the appropriate person to get cleared to register for that section of a course. The person clearing the student for the course should ensure that the student knows the requirements and that the student can comply with them.

- The Registrar's Office may be requested to add a note to the printed Schedule of Classes notifying the student of the requirements for the course so they know about them prior to registering.

- The course requirement does not have to be submitted to the Curriculum Sub Committee for approval. It may be submitted for information and discussion if it is felt that there could be concerns raised because of the cost of the requirement or due to only one section of the course being offered. This step is optional but it might be useful to explore any negative repercussions that might result and to identify actions to take to minimize concerns.

Richard Cutler moved to approve the business of the Curriculum Subcommittee. Scot Allgood seconded; motion carried.

**B. Academic Standards Subcommittee**

No Report

**C. General Education Subcommittee**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 3410</td>
<td>Computational Science: Java/Internet</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>University Studies Designation: DSC/QI</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remove University Studies Designation of CI</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective Spring 2008</td>
<td></td>
</tr>
<tr>
<td>CS 3430</td>
<td>Computational Science: Python and Perl Programming</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>University Studies Designation: DSC/QI</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective Spring 2008</td>
<td></td>
</tr>
</tbody>
</table>

Richard Cutler moved to approve the business of the General Education Subcommittee. Robert Schmidt seconded; motion carried.
D. Distance Education and Electronic Delivery Subcommittee

Bob Heal presented the motion that all business of the Distance Education and Electronic Delivery Subcommittee move straight through to the Educational Policies Committee for this year. And in one year the Educational Policies Committee will reconsider the viability of the Distance Education and Electronic Delivery Subcommittee. Robert Schmidt seconded. Motion carried.

III. Other Business

There was a motion from the General Education Subcommittee on March 6, 2007, that the requirements for completion of high school core courses must be met as a prerequisite for taking USU General Education concurrent enrollment courses. This motion was an amended to be implemented starting Fall 2008.

It was decided that Norm Jones will submit this motion from the General Education Subcommittee Educational Policies Committee to the State General Education Committee before the Education Policies Committee takes further action on this motion.

It was also recommended that this motion be forwarded to the Chief Academic Officers and will not be implemented until we receive feedback from the Chief Academic Officers.

Meeting adjourned at 4:15 p.m.
Steve Hanks conducted the meeting.
Cathy Gerber recorded the minutes.