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## Educational Policies Committee Minutes, February 1, 2007

Utah State University

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## **II. Subcommittee Reports**

### **A. Curriculum Subcommittee**

Richard Mueller reviewed the Curriculum Subcommittee business. All courses were approved.

The request from the College of Agriculture to change the name of the Western Region SARE Program to the Western Region SARE Center was approved.

Richard Cutler moved to approve the business of the Curriculum Subcommittee. Maure Smith seconded; motion carried.

### **B. Academic Standards Subcommittee**

Draft Minutes: January 18, 2007

Attendance: Stan Allen, Scot Allgood, Christ Call, Noelle Call, Krystin Deschamps, Dwight Israelsen, Michelle Lundberg, Peter McNamara, John Mortensen, Deborah Reece, Edward Reeve, Kathryn Turner, Janis Winkler

The meeting was called to order by Chairman Scot Allgood at 3 p.m. in FL 113.

Approval of minutes of December 7, 2007 concerning Implementation of a mandatory math placement exam and limitations of math placement scores and prerequisites.

Action: Moved, seconded, and approved.

Agenda Item #2 – CLEP Policy. Refer to page 59-60 of the General Catalog under the heading College-Level Examination Program (CLEP). Referring to the paragraph that states “If, prior to (or after) taking a CLEP examination, a student receives credit for any coursework equivalent to the subject matter of a CLEP examination, the credits earned for the course will be deducted from the credits awarded for the examination.”

After discussion the committee decided to add a sentence at the end to clarify: “A student is not allowed to count academic credit from a CLEP examination after he/she has completed an equivalent or more advanced course within that subject matter. Any exceptions must be approved by the student’s academic college.”

Action: Moved, seconded, and approved.

Agenda Item #3 – Suspension Appeal Process. Noelle Call (from the Office of Retention and First Year Experience) presented material and information regarding the suspension appeal process. They answered questions and clarified information.

#### **Suspension Appeal Process**

Any suspended student wishing to appeal his/her academic suspension must meet the matriculation advisor, and expresses a desire to have an appeal.

- a. *The committee believes students should be notified that an appeals process exists, but that it should be made clear that very few appeals will be approved.*
2. Student will write appeal letter, and complete an appeal form. The appeal letter will include:
  - a. Clear explanation as to why the student believes the suspension penalties should be lifted. (Notation of suspension WILL remain on transcript.)
  - b. Account of reasons why student didn't perform well.
  - c. Description of a plan for improvement.
  - d. *The committee believes that the primary reason an appeal will be granted is if the student was not notified of his/her probation per USU policy. (See USU 2006-2007 General Catalog, pg.40 for an explanation of USU's probation policy.)*
3. The Matriculation advisor will collect the letter, attach student's transcript, and will submit to the Chair of the Suspension Appeals Committee.
4. The chair will contact the student's academic advisor to solicit additional information that might be relevant to the committee's decision. Additionally, the chair will see if department supports suspension reversal or not.
5. The chair will convene the committee.
6. If the committee upholds the suspension, then the decision is final, per the Vice President of Student Services. The committee chair will send a letter to the student. The student may apply for readmission after the suspension has been satisfied.
7. If the committee waives the suspension penalties, the matriculation advisor will meet with student, and have student sign a retention contract. The student's department will provide specific contractual obligations.

Action: Moved, seconded, and approved

Related to this the phrase from the catalog (policy) p. 29 states that "An undergraduate student placed on academic probation shall be notified in writing of that action by the dean of his or her college." Consider adding "dean or other designee" to statement. John Mortensen was asked to work up language for a proposal and the committee will vote via email to insure inclusion in the upcoming print version of the USU catalog.

#### Agenda Item #4 – Grade Appeal

A policy vote will be taken in March, 2007.

The policy tentatively passed last year will be presented to the Council of Associate Deans on February 13 in accordance with our vote of April 2006.

#### Agenda Item #5 – Course Syllabi

Stan Allen typed up an informational draft regarding Course Syllabi. There are no current policies regarding syllabi. There are two different issues regarding our discussion of syllabi: the content; and the availability of syllabi to current and past USU students.

The committee looked at Stan's draft as a starting point for discussion. After research and discussion the Academic Standard Committee can send a proposal to the Educational Policy Committee. The proposal will be forwarded to committee members to discuss in their various colleges.

Scot Allgood will work on policy language relating to availability of syllabi to consider next month.

Committee members were encouraged to meet with their associates about their feelings about syllabi. More discussion will take place at our next meeting.

Chairman Scot Allgood adjourned the meeting at 4:05 p.m.

Next Committee Meeting is Thursday, February 8, 2007.

Maure Smith moved to approve the business of the Academic Standards Subcommittee. Stan Allen seconded; motion carried.

### **C. General Education Subcommittee**

#### **General Education Subcommittee Meeting Minutes January 9, 2007, 8:30 am Champ Hall Conference Room**

*Present:* Norm Jones, Richard Cutler, Ryan Dupont, Christie Fox, Stephanie Hamblin, Steve Hanks, Wendy Holliday, Charlie Huenemann, Vince Lafferty, Mary Leavitt, Nancy Messner, John Mortensen, Richard Mueller, Tom Peterson, Randy Simmons, Jeff Smitten, Gary Straquadine

*Absent:* Rob Barton, Tyler Bowles, Jagath Kaluarachchi, Shelly Lindauer, Rhonda Miller, Richard Ratliff, Noah Riley, Roland Squire

#### **I. Approval of Minutes of December 5, 2006**

A motion was made to approve the minutes of December 5, 2006; motion carried unanimously.

#### **II. Course Approvals**

- |                    |                          |
|--------------------|--------------------------|
| a. HIST 3900 – DSC | Held over until February |
| b. PSY 3500 – CI   | Held over until February |
| c. CS 3410 – QI    | Held over until February |
| d. CS 3430 – QI    | Held over until February |
| e. CS 3420 – DSC   | Held over until February |
| f. CS 3430 – DSC   | Held over until February |
| g. CS 1060 – BPS   | Held over until February |

#### **III. Discussion of Prerequisites for USU Courses Taken as Concurrent Enrollment**

Concern expressed by the committee in regards to Utah State having no current policy regarding prerequisite standards for student admission into USU courses taken as concurrent enrollment in high schools.

Current procedure for admission into these concurrent enrollment courses is controlled by the high schools. There are no stated prerequisites.

High schools get state stipends for having university courses as part of their curriculum.

Subcommittee chairs to look into what pieces of high school curriculum should be completed as prerequisite to being admitted into USU concurrent enrollment courses; reports of findings to be given at February meeting. A list of all concurrent enrollment classes will be provided electronically to the committee.

## **Adjournment**

Meeting was adjourned at 9:15 am.

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

## **D. Distance Education and Electronic Delivery Subcommittee**

### **DEED Committee Minutes January 25, 2007**

Present: Clifford Skousen, Michael Freeman, Robert Heal, Michael Kuhns, Stacie Gomm, Eddie Loo, Kevin Reeve, Carol Kochan substituted for Flora Shrode, Trent Duffy substituted for Michelle Lundberg

Andy Shinkle and Ed Glatfelter Eddie Loo, and were unable to attend but expressed support for the simplified drafts. Ronda Menlove was unable to attend because of legislative duties.

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The DEED Committee has been given the task of recommending protocol for both the distance delivery of existing courses and the distance delivery of existing programs. Our goal is not to approve or disapprove courses or programs but to develop protocol that will facilitate communication among the various campus units that play an essential role in distance education.

Robert Heal (Chair) received additional feedback on the previously proposed forms for course and program delivery. Suggestions came from department heads in the College of Education, and faculty from Science and HASS. All have expressed dismay at the prospect of so many signatures, electronic or otherwise.

Proposal (Moved by Stacie Gomm, seconded by Mike Freeman): Modify the forms so that we obtain all of the essential information and only insist that the forms be reviewed (and signed) by the department head(s) and dean(s) involved. Completed forms should then be sent directly to

Ronda's office (RCDE) and her office will then distribute copies to those campus units involved in distance education and to the DEED committee. Our committee will review the forms and when necessary encourage additional communication between the department head(s) and appropriate individuals within the distance education infrastructure. Once the DEED committee has completed its review, the course and program plans will be forwarded to EPC as information items.

Our committee made additional modifications to both forms and then passed the motion unanimously.

Robert Heal will take the DEED recommendations to EPC at its February meeting.

**Distance Education Delivery Plan for an Existing Course**

College _____	Department _____
Current Date _____	Semester Effective _____
Prefix and Course No. _____	Universities Studies Designation _____
Semester Credit Hours _____	Semesters Taught _____
Course Title and Catalog Description _____	

<b>Delivery Method</b>	<b><u>Delivery Location</u></b>			
	<u>On-Campus</u>	<u>In-State</u>	<u>Out-of-State</u>	<u>International</u>
Face-to-Face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interactive Broadcast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online (Semester Based)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online (Yearlong)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independent Study (Print Based)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What library and information resources will be necessary?

What electronic delivery technologies (i.e. Breeze, WebCT, etc.) will be used as part of the delivery method?

Reviewed by:

Department Head (s) \_\_\_\_\_ Date \_\_\_\_\_

Dean (s) \_\_\_\_\_ Date \_\_\_\_\_

Please send completed form to the Regional Campuses and Distance Education office, Main 148.

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_

Ronda Menlove, Vice Provost  
Regional Campuses and Distance Education

### **Distance Education Delivery Plan for an Existing Program**

College \_\_\_\_\_ Department \_\_\_\_\_

Current Date \_\_\_\_\_ Semester Effective \_\_\_\_\_

Description of existing program:

Describe the plan for distance delivery of the existing program. List the delivery locations.  
What electronic delivery technologies (i.e. Breeze, WebCT, etc.) will be used as part of the delivery method?

List all courses that will be delivered within the proposed program. Indicate other campus units (i.e. University Studies, Graduate School, etc.) and departments that will be involved.

Has a detailed budget for duration of the project been developed and approved by the Department Head, Dean, and Vice Provost for Distance Education?

Yes \_\_\_ No \_\_\_

Reviewed by:

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Please send completed form to the Regional Campuses and Distance Education office, Main 148.

Reviewed by : \_\_\_\_\_ Date \_\_\_\_\_

Ronda Menlove, Vice Provost  
Regional Campuses and Distance Education

Richard Cutler moved to approve the business of the Distance Education and Electronic Delivery Subcommittee. Maure Smith seconded; motion carried.

### **III. Other Items of Business**

The members, terms, and codes for committees: Educational Policies Committee, Curriculum Subcommittee, Academic Standards Subcommittee, General Education Subcommittee, and Distance Education and Electronic Delivery Subcommittee were discussed.

The following DEED members, terms, and codes were approved by EPC.

## **Distance Education and Electronic Delivery Sub Committee**

The subcommittee will make recommendations to the EPC on matters pertaining to distance and electronic education. It will also assist the faculty and administration in identifying problems, trends, and opportunities for USU in these areas. The subcommittee shall consist of an elected representative from each college plus a representative from each of the following: Instructional Support, Information Technology, Continuing Education, and ASUSU or the GSS. Additional members may be appointed to the subcommittee by the Educational Policies Committee to lend academic expertise. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. Other members will serve a 2-year term. The term of office for student members shall be one year and coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually.

The subcommittee will make recommendations to the EPC on matters pertaining to distance and electronic education. It will also assist the faculty and administration in identifying problems, trends, and opportunities for USU in these areas. The subcommittee shall consist of an appointed representative from each college who has experience with or interest in distance education, plus a representative from each of the following: Instructional Support, Information Technology, Distance Education, Regional Campuses, University Libraries, and ASUSU or the GSS. Additional members may be appointed to the subcommittee by the Educational Policies Committee to lend additional expertise. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. Other members will serve a 2-year term. The term of office for student members shall be one year and coincide with the term of ASUSU and GSS officers. The EPC shall appoint a chair annually.

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