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Educational Policies Committee Minutes, December 7, 2006

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A meeting of the Educational Policies Committee was held on 7 December 2006 at 3 p.m. in Old Main (Champ Hall Conference Room).

Present: Richard Cutler, Acting Chair and Science
                                     Richard Mueller, Curriculum Subcommittee Chair
                                     Scot Allgood, Academic Standards Subcommittee Chair and
                                             Education and Human Services
                                     Norm Jones, General Education Subcommittee Chair and HASS
                                             (representing Roberta Herzberg)
                                     Bob Heal, Distance Education and Electronic Delivery
                                             Subcommittee Chair
                                     Stan Allen, Agriculture
                                     David Olsen, Business
                                     Ed Reeve, Engineering
                                     Ronda Menlove, Regional Campuses and Distance Education
                                     Michelle Lundberg, ASUSU Academic Vice President
                                     Maure Smith, Graduate Studies VP
                                     Cathy Gerber, Registrar's Office
                                     Roland Squire, Registrar's Office

Absent: Nancy Mesner, Natural Resources
                                     Jennifer Duncan, Libraries
                                     Noah Riley, ASUSU President

I.   Minutes of the 2 November 2006 meeting

David Olsen moved to approve the minutes of the 2 November 2006 meeting. Scot Allgood seconded; motion carried.

II.   Subcommittee Reports

A. Curriculum Subcommittee

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

The request from the College of Education and Human Services to offer an Educational Specialist degree (EdS) in School Psychology effective Fall 2007 was approved.

The request from the College of Business to change all BIS course prefixes to MIS course prefixes effective Spring 2008 was approved. These new prefixes will appear in the upcoming General Catalog.

The request to update the deadlines for Course Approval Actions was approved.

Due to the draft of the new membership of the Curriculum Subcommittee, the Graduate Council representative and the General Education Subcommittee chair will not be voting members of the Curriculum Subcommittee until the new code has been passed.

David Olsen moved to approve the business of the Curriculum Subcommittee. Norm Jones seconded; motion carried.

B. Academic Standards Subcommittee

New minutes from Scott
Attendance: Peter McNamara, Chris Call, Stephanie Hamblin, Kathryn Turner, Roland Squire, Scot Allgood, Ed Reeve, Michelle Lundberg, Bryan Bornholdt

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

1. Approval of minutes of October 12, 2006. It was moved and seconded to approve the minutes. The minutes were adopted.

2. Discussion of Academic Renewal Policy and Guidelines. Roland Squire, representing the Registrar's Office, handed out this policy and led the discussion. He reminded us that the Academic Renewal Policy is to help the student. Discussion by him and others included: Should this policy be an all or nothing policy, where students may pick and choose which grades to keep. The practice in the past has been all or nothing: remove all transfer classes that are D+, D, or F. Sometimes it is in the best interest of the student to keep a few low grades because they represent GE requirements that the student does not want to retake because it would extend the time for their graduation. If this policy is to help the student, we should allow them to pick and choose.

    It was moved, seconded and adopted by the committee that this policy should be kept as written, but revise the practice. When a student meets with the advisor (usually the transfer advisor), he should be informed about this policy, and with the assistance of the advisor, make an informed decision.

3. Bryan Bornholdt presented information concerning the next agenda item: Math Placement Test. The Math Department is experiencing difficulty in placing students in the appropriate math class when they do not place in Math 1050. Most of them take Math 1010, when Math 0900 would be more appropriate. For example, 116 out of 1200 students were misplaced in Math 1010. They should have started with Math 0900. Many students enrolled in Math 1010 take the class over and over. They probably should have taken Math 0900 first. The Math Department is looking at using ACT or SAT scores to

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act as a trigger for a Math Placement Test. The Math Placement Test could be included as part of SOAR. Accuplacer is one of the computer math placement tests that is under consideration. A fee will be involved to take the Math Placement Test. With automatic results, the student taking the test early enough, may still enroll for the appropriate math class during the upcoming semester.

The Academic Standards Committee asked Bryan to prepare a proposal in official policy language, and email it to committee members prior to the meeting, December 7, 2006 at 1:30, so it can be passed on to the next committee and receive University approval in the spring.

4. The next agenda item was regarding Syllabi. With feedback from the PRPC committee it has been determined that there is no policy or code regarding the content or availability of syllabi at our University. The committee discussed whether we want to consider a syllabi policy or leave it as it is. Is there a model from another university with a general policy that we could look at? There is a possibility of linking the online catalog to the course syllabus. Committee members were encouraged to continue gathering information and report at the January meeting. Steve Hanks in the Provost's office will be contacted to see if he will see what policies our sister institutions use across the state.

5. The committee reviewed code for relating to Academic Standards Committee Membership, which states that this committee shall consist of four faculty members and one student appointed from the Educational Policies Committee. Other committee members can be appointed as needed. Past practice has been that all colleges, Registrar, and Advising Center all have representation. It was moved and passed that membership code is adequate but that the current practice of representation be retained. This includes getting recommendation from the deans for those additional appointed members.

6. It was moved and seconded that the agenda be opened to add an item to today's agenda. Motion passed.

7. Roland Squire passed out information regarding the Suspension Appeal Process. The committee members were asked to study the information and be prepared to discuss it at the January meeting. The concern: in the past, there has been no formal appeal process.

8. The meeting was adjourned at 4 p.m.

9. Next meeting December 7, 2006 at 1:30. This will be a short meeting to decide on the Math Placement Test.

10. Next regular meeting January, 2007.

RE: Implementation of a **mandatory math placement exam** and **limitations of math placement scores and prerequisites.**

Rationale: This will help place such students appropriately into either MATH 1010 or MATH 0900.

This will benefit students who would otherwise repeatedly take MATH 1010 by
- Helping them obtain the skills they need to succeed in MATH 1010
- Build their confidence with success in a prerequisite course rather than frustrate them by failure and a sense of wasting money

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Proposed Policy 1: Mandatory Math Placement Exam

Beginning Fall 2007, new students who do not qualify to place into MATH 1050 or higher will be required to take a math placement exam.

Salt Lake Community College and Weber State have implemented a 1 year limit on math prerequisites. As such, a student must demonstrate their readiness for the given course via a placement exam (such as Accuplacer).

Proposed Policy 2: Implement a time limit for Math Prerequisites

At the Fall Major's meeting in Salt Lake City, it was determined that a limit on math placement scores and prerequisites be limited to at most 2 years. The Department of Mathematics and Statistics at USU recently voted to limit these to three consecutive semesters following satisfaction of prerequisite course or placement exam. We propose implementing this three semester limit on math requirements beginning Fall 2007 for MATH 0900 – MATH 1060. Students with prerequisites or placement exam older than three semesters must demonstrate readiness via a math placement exam.

It should be noted that the Curriculum Subcommittee was comfortable with these policies.

Report submitted by Scot Allgood, Chair, Academic Standards Subcommittee.

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

C. General Education Subcommittee

No report.

D. Distance Education and Electronic Delivery Subcommittee

DEED Committee
Minutes
November 30, 2006

Present**:** Clifford Skousen, Michael Freeman, Robert Heal, Ronda Menlove, Andy Shinkle, Stacie Gomm, Kevin Reeve, Flora Shrode, Noah Wiley

Michael Kuhns, Eddie Loo, and Ed Glatfelter were unable to attend but provided feedback on the course delivery and program delivery drafts.

1. 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. We revised two forms that were first discussed in our October meeting. The latest drafts are included below. Once the two forms are approved by EPC, the Distance Education and Regional Campuses Office will post them online and make it possible for all parties to simply provide electronic signatures. The completed forms will forwarded to EPC and become a database record of courses and programs that are delivered via distance education.

2. Even though formal protocol has not been finalized, we also reviewed four online WebCT courses that were given to our committee by Eddie Loo. Each of the four courses had been reviewed and signed off by the department head, the dean, and distance education representatives. The courses are:

ENGL 3510, Young Adult Literature, Summer 2007
CHEM 1220, Principles of Chemistry, Summer 2007
PEP 4200, biomechanics, Fall 2007
MUSIC 1200, Teaching Music I, Fall 2007

3. Members of the DEED Committee were asked to review the proposed charge to the DEED committee and return suggestions to the chair. The latest draft of the proposed charge is given below.

Distance Education
Course Delivery Protocol Form

College_____   Department_____

Current Date_____   Semester Effective_____

Prefix and Course No. _____   Universities Studies Designation_____

Semester Credit Hours_____   Semesters Taught_____

Course Title and Catalog Description _____

_____

Delivery Location

Delivery Method	On-Campus	In-State	Out-of-State	International
Face-to-Face	☐	☐	☐	☐
Interactive Broadcast	☐	☐	☐	☐
Online (Semester Based)	☐	☐	☐	☐
Online (Yearlong)	☐	☐	☐	☐
Independent Study (Print Based)	☐	☐	☐	☐

What library and information technology resources will be necessary?

What distance delivery resources will be required?

Reviewed by:

Department Head _____ Date _____
Dean _____ Date _____
Distance Education and Regional Campuses _____Date_____
General Education Committee (if applicable) _____ Date _____
Council on Teacher Education (if applicable)_____ Date _____
DEED Committee _____Date_____
Education Policies Committee _____ Date _____

Existing Program
Distance Education
Delivery Plan

College_____   Department_____

Current Date_____   Anticipated Implementation Date_____

Description of existing program:

Describe the plan for distance delivery of the existing program.

List all courses that will be delivered within the proposed program

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 _____
Distance Education & Regional Campuses _____ Date _____
Graduate Council (if applicable) _____ Date _____
Council on Teacher Education (if applicable)_____ Date _____
General Education Committee (if applicable) _____ Date _____
Budget and Faculty Welfare Committee _____Date_____
DEED Committee _____Date _____

I. 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.

II. Proposed Charge:

III. 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 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. The committee is charged with the following responsibilities for the academic years 2005-07:

- Develop and recommend to EPC a review and communication process for the distance delivery of an existing course.

- Develop and recommend to EPC a review and communication process for the distance delivery of an existing program.

- Review and make recommendations to EPC regarding courses and programs being considered for distance delivery.

Stan Allen moved to approve the business of the Distance Education and Electronic Delivery Subcommittee. Scot Allgood seconded; motion carried.

III.   Other Items of Business

The item of members, terms, and codes for committees: Educational Policies Committee, Curriculum Subcommittee, Academic Standards Subcommittee, General Education Subcommittee, and Distance Education and Electronic Delivery Subcommittee was postponed until the January 11, 2007 meeting.

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