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## Educational Policies Committee Minutes, March 2, 2006

Utah State University

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**EDUCATIONAL POLICIES COMMITTEE MINUTES**  
**2 March 2006**

A meeting of the Educational Policies Committee was held on 2 March 2006 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

Present:                               Richard Cutler, Acting Chair and Science  
Mark Brunson, Acting Chair Curriculum Subcommittee and  
  Natural Resources  
Jeff Walters, Academic Standards Subcommittee Chair  
David Luthy, Distance Education and Electronic Delivery  
  Subcommittee Chair  
Stan Allen, Agriculture  
David Olsen, Business  
Scot Allgood, Education and Human Services  
Maurice Thomas, Engineering  
Christine Hult, HASS  
Steven Harris, Libraries  
Steven Laing, Continuing Education  
Spencer Watts, ASUSU Academic Vice President  
Jeri Brunson, Acting Graduate Studies VP  
Cathy Gerber, Registrar's Office  
John Mortensen, University Advising and Transfer Services  
Roland Squire, Registrar's Office

Absent:                               Quinn Millet, ASUSU President  
Norm Jones, General Education Subcommittee Chair

Visitors:                             Gary Straquadine, Vice Provost for Academic and Faculty  
  Services  
Students and faculty from the College of Business and Education

**I. Minutes of the 2 February 2006 meeting**

Scot Allgood moved to approve the minutes of the 2 February 2006 meeting. Steven Harris seconded; motion carried.

**II. Subcommittee Reports**

**A. Curriculum Subcommittee**

Mark Brunson reviewed the Curriculum Subcommittee business. All course changes were approved.

The request by the Department of Engineering and Technology Education to offer a Master of Science Degree: Plan C Engineering and Technology Education Degree has been approved by the Graduate Council and the Budget and Faculty Welfare committee.

The request by the Department of Electrical and Computer Engineering to offer a Master of Science in Computer Engineering and a Master of Engineering in Computer Engineering has been approved by the Budget and Faculty Welfare committee, but is still pending approval from the Graduate Council.

The deadline for curriculum changes memo, submitted by Roland Squire, was tabled until the April 6, 2006 meeting. Roland and John Mortensen will be working on a revised memo, including effective dates for course approval actions.

The information on the Study Abroad course, HASS 4910, and the assigned grade of SP (satisfactory progress), which is a current grade already in use for the Thesis and Dissertation credits, was tabled until the April 6, 2006 meeting.

The courses in the College of Natural Resources, which are taught only on a Pass/D/F basis, were approved.

The College of Science Pass/Fail Only courses were approved.

The College of Education and Human Services Pass/Fail Only courses were approved.

The request to discontinue College of Science participation in the Liberal Arts and Sciences major was approved.

The request to change the name of the Liberal Arts and Sciences major offered through HASS to Liberal Arts major was approved.

David Olsen moved to approve the business of the Curriculum Subcommittee. Scot Allgood seconded; motion carried.

### **III. Academic Standards Subcommittee**

The Academic Standards Subcommittee (ASC) met on February 7, 2006. The following actions were recommended for approval by the EPC at this meeting:

**USU Credits requirement for Associate degrees.** The ASC was requested to review discrepancy in the minimum number of USU credits required for the two Associate's degree programs. Currently, this requirement is 15 USU credits for the Associate of Applied Science degree and 20 USU credits for the Associate of Science degree out of the total of 60 credits required for both degrees. The ASC felt that the USU credits requirement should be the same for both degrees. In light of the removal of the stipulation that 10 of the last 20 credits for each degree be earned from USU, which was approved by the EPC at its January 2006 meeting on recommendation from the ASC, the ASC feels that a minimum of 20 credits earned at USU

would be the appropriate level for this requirement. Adoption of the recommendation would require an adjustment in the language relating to the Associate of Applied Science Degree and USU Courses as they appear on pages 55 and 56, respectively, in the 2005-2006 USU General Catalog.

**Excused absence of students for jury duty.** The ASC approved language to serve as the basis for a policy statement on this issue in the USU Academic Policies and Procedures manual that implements the intent of the resolution adopted by ASUSU in October, 2004. The ASC felt that it would be appropriate to expand the scope of this policy to cover a broader range of related circumstances in addition to jury duty.

### **Judicial Obligations**

**This policy pertains to students who are necessarily unable to participate in courses in which they are enrolled due to compliance with judicial obligations, including jury duty and response to subpoena to appear as a witness at a trial, deposition, or other official judicial proceeding.**

**Such students shall inform course instructors at least one week prior to reporting for jury duty or other judicial obligation that will interfere with course participation. If the reporting date is less than one week, documentation of such date shall be provided to the course instructor as soon as possible.**

**If students who are subject to judicial obligations are thereby unable to complete course requirements by the end of the semester of enrollment, the fulfillment of said judicial obligations shall be deemed to be an “extenuating circumstance” under the university’s Incomplete Grade policy, and completion of course requirements will be subject to its terms.**

**This policy covers only time lost while actually engaged in compliance with judicial obligations, including reasonable travel time required for their performance.**

### **Foreign Language Test Credits and Cumulative GPA**

Following extended consideration of this issue over a series of meetings during the current academic year, which included consideration of designating credits posted to USU transcripts as ungraded “Credit by Exam”, the ASC adopted a motion to recommend no changes in the current procedures by which foreign language test credits are recorded on students’ transcripts.

Report submitted by:

Jeffrey L. Walters  
Chair, Academic Standards Subcommittee

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

#### **IV. General Education Subcommittee**

No report

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

TO: Education Policy Committee

FROM: David Luthy, Chair Distance Education and Electronic Delivery Subcommittee

SUBJECT: Recommendations for the Approval of Programs and Courses offered Distance Education

DATE: February 15, 2006

The attached recommendations are provided by the Distance Education and Electronic Delivery (DEED) Subcommittee of the Educational Policy Committee in response to the charge received from Derek Mason, President of the Faculty Senate, in his memorandum dated October 5, 2005. The specific charge given to the Subcommittee is to consider a process for approving the delivery of programs at distance education sites including definitions of terms. The recommendations dated January 11, 2005 were reviewed, revised with minor changes, and reaffirmed as indicated in the minutes of the DEED Committee in our meeting January 19, 2006.

Recommendations concerning both programs and courses are offered in recognition of the tight linkage among distance education locations, programs, and courses. These recommendations are offered in the spirit of considering “best practice” as suggested in the overall charge given to the Subcommittee.

There is a concern that the time required to process approvals will be detrimental when the situation calls for a very rapid process. Therefore, it is recommended that a mechanism be considered to provide a “fast-track” process, when needed, such as preliminary review and approval by committee chairpersons that would be subsequently ratified by the respective committees.

If changes are made in the processes for approving programs and courses offered at a distance, it is further recommended that the DEED Subcommittee be given the charge to monitor implementation and provide a report to EPC at the end of the first year after implementation concerning DEED’s assessment of the revised processes and areas for improvement.

Finally, in light of the rapid changes in technology and delivery methods, it is further recommended that the current framework of “delivery methods” be evaluated for its future usefulness. For example, a future framework based on asynchronous versus synchronous delivery or open-entry/open-exit versus fixed-entry/fixed-exit may be useful.

**Recommendations for the  
APPROVAL OF PROGRAMS and COURSES OFFERED  
DISTANCE EDUCATION**

Definitions

Class: student(s) studying a subject under the guidance of an instructor.

Course: a number of lectures, discussions, or other instructional activities dealing with a single subject commonly described by title, number, credits, and expected learning outcomes in the college catalog or bulletin. (Patterned after the Northwest Commission on Colleges and Universities' definition)

Curriculum: a series of courses.

Distance Education: a formal educational process in which the majority of the instruction occurs when a student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, audio, video or other electronic technologies. (Patterned after the Northwest Commission on Colleges and Universities' definition)

Site: the place or point of delivery of a course.

Delivery Locations:

- On-campus
- In-State
- Out-of-State
- International

Delivery methods: (See Distance Education Catalog 2005-2006 and Utah State University Schedule of Classes, Spring 06.)

- In-person
- Interactive Broadcast
- Online (Semester Based)
- Online (Yearlong)
- Independent Study (Print Based)

Program: a curriculum offered at specific delivery location(s) and delivery method(s) where the intended outcome is the award of a certificate or degree by Utah State University.

Regional Campus: a physical location that offers lower division, upper division, and graduate programs including faculty, administration, and student service staff.

Center: a location that generally offers upper division and graduate programs including administration and student service staff.

Recommendations for Approval of **Programs** Offered Distance Education

- I. Use the existing Regents Policy R401 program approval process to approve new programs offered at a distance including the approval of delivery location(s) and delivery method(s). Add a form (for internal USU use only) to the Regents Policy R401 program approval process that indicates approval for Distance Education delivery by delivery location(s) and delivery method(s). The form would appear as a series of questions and a matrix of check-off boxes as indicated in the attached

example form. Exceptions and special considerations would also be noted on the form or in an attached letter. (Regents approval is required of all programs being extended beyond Utah State University's service region as described in Regents Policy R315. Asynchronous online programs do not require Board of Regents approval. When Regents approval is not required, the attached example form would be used for internal USU use only, not to include other R401 forms.)

- II. Modify the internal Utah State University program approval process to include the following as appropriate.

Origination and Waypoints (as appropriate) in the Program Approval Process:

- Faculty
- Department
- College
- Graduate Council for Graduate Programs
- Curriculum Subcommittee of the Educational Policies Committee
- Educational Policies Committee
- Distance Education and Electronic Delivery Subcommittee
- Council on Teacher Education
- Budget and Faculty Welfare Committee
- Faculty Senate
- Board of Trustees
- Board of Regents
- Northwest Commission on Colleges and Universities

- III. "Grandfather" program approvals for all programs currently offered Distance Education.

Form for the Approval of Programs Offered Distance Education

Program:  
 Department:  
 College:

- |    |   |     |    |
|----|---|-----|----|
| 1. | Is approval sought for delivery of this program Distance Education?<br>If the answer to Item 1 is Yes, continue with Item 2.<br>If the answer to Item 1 is No, this form is complete. | Yes | No |
|----|---|-----|----|

- |    |   |     |    |
|----|---|-----|----|
| 2. | Is approval sought for delivery of this program at ALL Distance Education Delivery Locations and Delivery Methods?<br>(See below for Delivery Locations and Delivery Methods. | Yes | No |
|----|---|-----|----|

If the answer to Item 2 is Yes, this form is complete.  
 If the answer to Item 2 is No, continue with Item 3.

- 3. Checking the appropriate box(s) below indicating the Distance Education Delivery Location(s) and Delivery Method(s) for

which approval is sought for this program.

If more detail or clarification is required for the approval(s) sought for Distance Education delivery of this program, attach an explanation that references delivery methods and delivery locations as needed.

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

Recommendations for Approval of **Courses** Offered Distance Education

- I. Modify the EPC Course Approval Form to include a section for Distance Education with appropriate check boxes that can be used to approve methods of delivery consistent with Distance Education codes such as those listed above.
- II. Use the existing course approval process (that uses the attached EPC Course Approval Form) to approve delivery methods for courses offered Distance Education. Include in the General Catalog's listing of courses an indication whether the course is offered for Distance Education along with information that is listed currently about credit hours and prerequisites. For example, the catalog listing for two accounting courses as they might appear with Distance Education codes are provided below. Distance Education codes may include:

- IB = Interactive Broadcast
- OS = Online Semester Based
- OY = Online Yearlong
- IS = Independent Study

Acct 2020. Survey of Accounting II. Survey of uses of accounting information by managers for decision making, including planning, budgeting, and controlling operations. Emphasizes accumulation, analysis, and control of product and service costs. Prerequisite: Acct 2010. (3 cr)

(F,Sp,Su). Distance Education: IB, OS, IS.

Acct 3310. Strategic Cost Management. Contemporary theory and applications in the accumulation, analysis, and interpretation of accounting information for internal decision-making and control. Prerequisite: Acct 2020. (3 cr) (F,SpSu). Distance Education: IS.

- III. “Grandfather” Distance Education approvals/Catalog listings for courses that have been offered Distance Education during the prior six semesters. For efficiency, a listing of courses and delivery methods might be used rather than Course Approval Forms for each course.
- IV. Include in the General Catalog:
1. Advice to students to consult the Distance Education Bulletin and Schedules for specific information about course offerings.
  2. A statement that there is no guarantee that courses will be offered because of exigencies such as low enrollments.
  3. An explanation that there may be a cost differential between on-campus courses and courses offered distance education.

David Luthy moved to forward the recommendations of Distance Education and Electronic Delivery Subcommittee to the Faculty Senate Executive Committee without recommendation from the Educational Policies Committee. David Olsen seconded; motion carried.

## **VI. Other Items of Business**

Christine Hult moved to approve the Suspension of Enrollment for Two-year Certificate and Diploma Programs in the Department of Music. Scot Allgood seconded; motion carried.

At least 18 visitors from the College of Business and the College of Education and Human Services, which included students and faculty in the program, were present to discuss the suspension of the BITE and ME programs in the College of Business.

Cliff Skousen delivered the following report.

RE: Proposed Suspension of BITE and ME Programs in the College of Business

As requested, we met to consider what recommendations we could make to the EPC concerning the proposed suspension. The issues turn around the process for the proposed teach-out for students currently enrolled, and the ultimate fate of the Business Education degree.

### **1. Process for the teach-out**

In order to ensure that students currently enrolled in the degrees receive proper training, we propose that the content of alternative courses be reviewed by professional business educators and the consultant for Business Education in the USOE, and that the method of ensuring the content be approved by the Council on Teacher Education. Cliff Skousen and Francine Johnson have agreed to take the lead in seeing that this will be done in a timely fashion.

## 2. Future of the degrees

The College of Business proposed suspending the degrees because it can no longer staff them as they are currently configured. At the same time, the suspension hearing and the concerns expressed from all over the state make it clear that many constituencies want USU to continue to educate business educators. In order to resolve the staffing issues and to address the needs of the state, we propose that the EPC approve a temporary suspension of the BITE and ME while a reconfiguration of the degrees is worked out in a consultative process between the College of Business and the College of Education. We urge that this be done quickly so that USU can begin certifying business educators again in the near future.

## 3. Further Recommendation

It appears that much of the confusion surrounding this proposed suspension would have been avoided if the Council on Teacher Education [CTE] had been included in the process from the beginning. We suggest that the EPC consider a policy change that would require the CTE review additions, suspensions and deletions of teacher education programs before they come to the EPC for action.

Stan Allen moved to approve the report of the ad hoc committee. Scot Allgood seconded; motion carried

At approximately 4:35pm, after a very lengthy discussion with the students and faculty from the Colleges of Business and the College of Education and Human Services, Richard Cutler excused all the visitors and moved the committee into an executive session. David Luthy moved to approve the temporary Suspension of Enrollment for the Business Information Technology and Education (BITE) and Marketing Education (MKED) programs until October 1, 2006, pending a report on a degree plan between the College of Business and the College of Education and Human Services. David Olsen seconded; motion carried.

Scot Allgood moved to approve a recommendation that the budget issue be brought before the Provost and/or Budget Faculty and Welfare committee to see if there is way of providing additional resources to make the program work Mark Brunson seconded; motion carried.

Meeting adjourned at 5:10 p.m.  
Richard Cutler conducted the meeting.  
Cathy Gerber recorded the minutes.