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## Educational Policies Committee Minutes, February 2, 2006

Utah State University

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**EDUCATIONAL POLICIES COMMITTEE MINUTES**  
**2 February 2006**

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

Present: Joyce Kinkead, Chair  
Todd Crowl, Chair Curriculum Subcommittee and Natural Resources  
Jeff Walters, Academic Standards Subcommittee Chair  
Norm Jones, General Education Subcommittee Chair  
David Luthy, Distance Education and Electronic Delivery Subcommittee Chair  
Jeff Walters, Agriculture  
David Olsen, Business  
Scot Allgood, Education and Human Services  
Ed Reeve, Engineering  
Felix Tweraser, HASS  
Richard Cutler, Science  
Steven Harris, Library  
Vince Lafferty, Continuing Education  
Maure Smith, 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  
Spencer Watts, ASUSU Academic VP

Visitors: Gary Straquadine, Vice Provost for Academic and Faculty Services  
Heidi Beck, Registrar's Office

**I. Minutes of the 12 January 2006 meeting**

Richard Cutler moved to approve the minutes of the 12 January 2006 meeting. Scot Allgood seconded; motion carried.

## **II. Subcommittee Reports**

### **A. Curriculum Subcommittee**

Todd Crawl reviewed the Curriculum Subcommittee business. All course changes were approved with the following addition: the deletion of MHR 6360.

The request by the Master of Business Administration to remove the Business Analysis and Decision Making Specialization was approved by the Graduate Council.

The request by the Master of Business Administration to remove the Business Information Systems Specialization was approved by the Graduate Council.

The request by the Master of Business Administration to remove the International Economics Specialization was approved by the Graduate Council.

The request by the Master of Business Administration to remove the Quantitative Economic Analysis Specialization was approved by the Graduate Council.

The request by the Department of Engineering and Technology Education to offer a Master of Science Degree: Plan C Engineering and Technology Education Degree and 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 is still pending approval from the Graduate Council and the Budget and Faculty Welfare committee.

The Curriculum Subcommittee Handbook was approved. This handbook will be available on the provost's website in the near future.

Information item only:

The following courses will always be pass/fail:

ADVS 3920

ASTE 2250, 4250, 5500, 5630, 6970

ECON 6970, 6990, 7950, 7970, 7990

FCSE 4250, 5500, 5630

NFS 1050 (offered through CE)

PSB 6890, 7890

A list of courses that should always be coded as P/F should be sent to Cathy Gerber.

The request to approve the immediate implementation of course deletions that have passed the Curriculum Subcommittee, EPC and the faculty senate consent agenda was approved.

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

### III. Academic Standards Subcommittee

The Academic Standards Subcommittee (ASC) met on December 9, 2005 and January 17, 2006. The following actions were recommended for approval by the EPC at these meetings:

**USU Courses requirement for Associate degrees.** The ASC was requested to review the USU courses requirements for associate degrees in light of the revised policy for the USU courses requirement for bachelor's degrees it had recommended, and which the EPC approved at its January 12, 2006 meeting. The language in the 2005-6 USU General catalog relative to USU Courses requirements for Associates Degrees is as follows:

Associate of Applied Science Degree (p.55)

Candidates for an Associate of Applied Science degree must complete at least 15 USU credits at USU's Logan campus or designated centers, or through classes offered by distance education through USU. ***Ten of the required USU credits must be included within the last 20 credits presented for the degree.***

Associate of Science Degree (p.55)

Candidates for an AS degree must complete at least 20 USU credits at Utah State University. ***Ten of the required USU credits must be included within the last 20 credits presented for the degree.***

USU Courses (p.56)

Candidates for an associate degree must complete at least 15 credits at USU's Logan campus or designated centers, or through classes offered by distance education through USU. ***Ten of the required USU credits must be included within the last 20 credits presented for the degree.***

It is the recommendation of the ASC that the language in bold italics be deleted from each of these statements.

**Split Forms:** Heidi Beck explained to the ASC that the Split Form procedure as it existed under the SIS system needs to be modified to adapt it to the Banner system. Under Banner courses numbered under 5000 are set to the undergraduate level by default. Courses numbered 6000 and above are set to the graduate level by default. Course between 5000 and 5990 can be set to either the undergraduate or graduate level. The default level for such course is dependent on the primary level of the student. There are times when the default level for such courses does not match the desired level. Therefore a policy is needed to specify the procedure by which such adjustments may be made.

Heidi submitted a draft of such a policy, and following discussion the ASC adopted the following proposed policy statement and recommends its approval by the EPC:

### **Split Form**

Courses numbered 0010 through 4990 will be posted to an undergraduate transcript. Courses numbered 6000 through 7990 will be posted to a graduate transcript. Courses numbered 5000 through 5990 will be posted to either an undergraduate or graduate transcript based on the primary program level of the student. In cases where an undergraduate has taken a graduate level course that is required for program completion, a form will need to be submitted to the registrar's office requesting that the course be posted to the undergraduate transcript. Please see your undergraduate advisor for help with filing the appropriate form. In cases where a graduate student has taken an undergraduate level course as part of the approved program of study, a form will need to be submitted to the registrar's office requesting that the course be posted to the graduate transcript. Please see your graduate advisor for help with filing the appropriate form.

This proposed statement would be supplemental to language respecting the Split Form currently found on pages 57 and 95 of the 2005-6 USU General Catalog.

Report submitted by:

Jeffrey L. Walters  
Chair, Academic Standards Subcommittee

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

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

No report

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

Recommendations made in the 11 January 2006 memo were reaffirmed by the committee. Data gathering is continuing.

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

On 20 January 2006, the Board of Regents approved the deletion of the stand alone teaching majors in the College of Humanities, Arts and Social Sciences and the change of name from the ITE department to the ETE department. These were both information items.

Last week the Board of Trustees passed the Art Department request to merge the current emphases of "Painting and Drawing" into a single emphasis area titled "Drawing and Painting"; the proposal to establish an interdisciplinary Undergraduate Minor in Latin American Studies housed in the College of Humanities, Arts, and Social Sciences; the Master of Accountancy Specialization from Management Accounting to Finance; the Financial/Audit Specialization in the Master of Accounting to Professional Accountancy; the approval of a Master of Accounting

Specialization in Personal Financial Planning; the request to restructure the PhD program in Disability Disciplines in the Department of Special Education and Rehabilitation; the Training and Development Emphasis from the Business Information Technology and Education Major and the Marketing Education Major to the Business Information Systems Major; the General studies major(BA or BS) degree and the suspension of the Culinary arts degree.

The Program review committee, which is a subcommittee of the Board of Regents, will review the letter of intent for new programs. This includes: the Agriculture Communication and Journalism major in ASTE leading to as BS degree; the MS and BS degree in Applied Environmental Geoscience, and the PhD in Business with a BIS emphasis.

The suspension enrollment hearings have been scheduled as follows: the BIS BITE/ ME program on 9 February 2006 and the Two-Year Certificate and Diploma Programs in the Department of Music on 16 February 2006.

Transcripts can now be expedited for a \$10 fee with a 24 hour turnaround plus a \$15 federal express fee.

Meeting adjourned at 3:45 p.m.  
Joyce Kinkead conducted the meeting.  
Cathy Gerber recorded the minutes.