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## Educational Policies Committee Minutes, September 1, 2005

Utah State University

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**EDUCATIONAL POLICIES COMMITTEE MINUTES**  
**1 September 2005**

A meeting of the Educational Policies Committee was held on 1 September 2005 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

Present:

- Joyce Kinkead, Chair
- Todd Crowl, Curriculum Subcommittee Chair, Natural Resources, Grad Council
- Jeff Walters, Academic Standards Subcommittee Chair
- Norm Jones, General Education Subcommittee Chair
- David Luthy, Distance and Electronic Education Subcommittee Chair
- Stan Allen, Agriculture
- David Olsen, Business
- Scot Allgood, Education and Human Services
- Ed Reeve, Engineering
- Felix Tweraser, HASS
- Richard Cutler, Science
- Ronda Menlove, Continuing Education
- Jennifer Duncan, Library
- Spencer Watts, ASUSU Academic VP
- Cathy Gerber, Registrar's Office
- John Mortensen, University Advising and Transfer Services
- Cindy Moulton, Registrar's Office

Absent:

- Quinn Millet, ASUSU President
- Jason Pickup, Graduate Studies VP

Visitors:

- Heidi Beck, Associate Registrar
- Bruce Miller, Department Head, ASTE

**I. Minutes of the 7 April 2005 meeting**

Norm Jones moved to approve the minutes of the 7 April 2005 meeting. Stan Allen seconded; motion carried.

## **II. Subcommittee Reports**

### **A. Curriculum Subcommittee**

Todd Crawl reviewed the Curriculum Subcommittee business. He reported that all the course changes were approved.

The proposal for a BS/BA in International Business within the Department of Business Administration was approved pending the approval of the Budget and Faculty Welfare committee.

The proposal to offer an Agricultural Communication and Journalism Major in the Agricultural Systems Technology and Education Department leading to a Bachelor of Science degree was approved pending the approval of the Budget and Faculty Welfare committee.

The suspension of Culinary Arts/Food Service Management Emphasis was tabled until the 6 October 2005 meeting. An R401 form will need to be processed for this action.

Cindy Moulton submitted the EPC deadlines for 2006-2007. (see attachment)

An updated list of inactive courses listed in the General Catalog, from John Mortensen, is attached. Departments need to complete the course approval form for courses they wish to delete and/or inactivate. (see attachment)

Cindy Moulton submitted a list of enforceable prerequisites:

By college, major, class (freshman, sophomore, etc.) level (undergraduate, graduate), degree, (BS, MS, etc.), program, campus (Main, Brigham, etc.), test (ACT, SAT, etc.), earned credits, overall GPA, University Studies designation, prerequisite course, prerequisite course that can be taken concurrently, co-requisite and prerequisite course with a grade. In addition, permission from the instructor, advisor, department, Honors program, etc.

Departments with restrictions/prerequisites other than these should contact our office before requesting approval to ensure that the prerequisites are enforceable.

Todd Crawl will forward a memo to all departments concerning this issue.

The Curriculum Subcommittee has been asked by the Provost's office and Faculty Senate to state their position on the following issues dealing with Continuing Education by the end of the Fall 2005 semester: deadlines, delivery, management, communication, etc.

During this State mandated common course numbering, the 3000 level courses downgraded to 2000 level courses will lose their Depth General Education designation.

State mandated common course numbering (Course Approval forms) needs to be submitted by the 22 September 2005 for the 6 October 2005 Curriculum Subcommittee meeting.

Norm Jones moved to approve the business of the Curriculum Subcommittee. Scot Allgood seconded; motion carried.

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

**USU Syllabus Resources and Course Syllabus Content.** The ASC reviewed the syllabus resource materials available on the Academic Affairs website (<http://www.usu.edu/aia/academic/syllabusres.cfm>). Following discussion, the ASC adopted two recommendations with respect to the content posted there: (1) that any and all references to “University Grade Scale” be removed, and (2) that all other information presented therein be appropriately updated and included in the **Academic Policies and Procedures Manual**.

A memo as to where to find the Academic Policies and Procedures Manual will be sent to all deans and department heads from the Provost office.

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

No report.

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

No report.

## **III. Other Business**

A state wide meeting for all academic majors will be held on 23 September 2005 in Salt Lake City in the Larry H Miller building to discuss the standards in concurrent enrollment. A faculty member and advisor from each department needs to be present at this meeting.

An updated version of the Curriculum Subcommittee Handbook will be submitted by the committee at the 6 October 2005 meeting.

Richard Cutler was elected as vice chair for EPC.

Christie Fox replaced David Lancy as the director of Honors. Their new site is in the basement of Old Main.

Meeting adjourned 4:00 p.m.

Joyce Kinhead conducted the meeting.

Cathy Gerber recorded the minutes.