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EDUCATIONAL POLICIES COMMITTEE MINUTES
7 April 2005

A meeting of the Educational Policies Committee was held on 7 April 2005 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

Present: Joyce Kinkead, Chair
Todd Crowl, Curriculum Subcommittee Chair, Natural Resources
Jeff Walters, Academic Standards Subcommittee Chair
David Luthy, Distance and Electronic Education Subcommittee
Chair
Stan Allen, Agriculture
Scot Allgood, Education and Human Services
Kathryn Fitzgerald, HASS, Budget and Faculty Welfare
Committee representative
Richard Cutler, Science
Ronda Menlove, CIDL
Jennifer Duncan, Library
Heidi Evans, ASUSU Academic VP
Cathy Gerber, Staff
Rachel Lewis, Staff
Cindy Moulton, Staff

Absent: David Olsen, Business
Norm Jones, General Education Subcommittee Chair
Paul Wheeler, Engineering
A J Rounds, Graduate Council
Les Essig, ASUSU President

Visitors: Krystin Deschamps, Registrar's Office
Gary Straquadine, Associate Vice Provost
Spencer Watts, ASUSU Academic VP elect

I. Minutes of the 3 March 2005 meeting

Richard Cutler moved to approve the minutes of the 3 March 2005 meeting. Stan Allen seconded; motion carried.

II. Subcommittee Reports

A. Curriculum Subcommittee

Todd Crowl reviewed the Curriculum Subcommittee business. He reported that all the course changes were approved with the following changes: the addition of ENGR 1940, the prerequisite change for BA 4790, the prerequisite changes for ART 1140, 1150, 1160 and 2140 and the prerequisite and course description change for EDUC 6600.

Ronda Menlove led the discussion on distance education, and the use of WebCT with UEN.

Todd Crowl will send a list of the inactive courses in the General Catalog, via email, to the members of the Curriculum Subcommittee. These are to be distributed to the departments for assessment on which courses they want deleted and which they want to keep as inactive or active.

The request from the Marriage and Family Therapy program to allow transcripts for Plan A students who complete requirements to be posted with graduation on the date all requirements are met was approved with the following wording on the official transcript pending attorney approval. "Educational requirements for the master's degree in Family, Consumer, and Human Development with a specialization in Marriage and Family Therapy completed (date).

The request from the College of Business to change the requirements of the Bachelor of Science or Bachelor of Arts with a major in Business was approved.

Cindy Moulton led the discussion on noncourse prerequisites and restrictions. For example: EDUC 6600, passing 6600 Pretest using WebCT. Cindy will draft a list of enforceable prerequisites and deliver these to Todd Crowl.

Todd Crowl was elected to chair the Curriculum Subcommittee for 2005-2006.

Scot Allgood moved to approve the business of the Curriculum Subcommittee. Kathryn Fitzgerald seconded; motion carried.

B. Academic Standards Subcommittee

The Academic Standards Subcommittee (ASC) met on March 10, 2005. The following issues were considered at this meeting:

Policy on course cancellation by departments. The ASC, having received advanced review and endorsement from representatives of the Financial Aid and Athletics offices, approved a recommendation to the EPC on this issue as follows:

"Departments must provide notification of any scheduled courses that they have administratively cancelled to both the Registrar's Office and any students who are affected thereby within two

weeks after the beginning of each semester. Students shall be notified by both email and surface mail. It is the department's responsibility to ensure that students' registrations in such courses are cancelled."

Transfer courses and course repeat policy. Rachael Lewis requested that the ASC provide advice on how a specific scenario involving articulation of transfer credit should be addressed. This is the situation in which two or more courses are transferred to USU from different institutions, each of which is articulated to the same USU course. The options are to articulate one course to the USU equivalent and count the other as a repeat, or to articulate one course to its USU equivalent and count the other one as elective credit. It was the opinion of the ASC that if all transfer courses involved in this scenario are in fact articulated to the same USU course, then the procedure should be identical to what it would be if all credit had been earned at USU initially, i.e., the course completed first is articulated to its USU equivalent and any others are counted as repeats. No elective credit should be granted.

Proposed change in Readmission Following Academic Suspension policy. Krystin Deschamps of the Academic Action Committee informed the ASC through Heidi Beck that experience has indicated that the one semester layout for students who have been suspended for the first time does not seem to be adequate time for them to become prepared for academic success when they are readmitted. She proposed that the layout on first suspension be increased to one year. Noting that a one year layout is currently the penalty incurred by students who have received a second suspension, and concluding that it was not prepared to recommend extending this time, the ASC adopted the following recommendation:

"Students who have been suspended once may apply for readmission after a **two** semester layout."

Maintenance of course grade books. Heidi Beck proposed that faculty using WEB-CT should download grade records for their courses at the end of each term and maintain them for two years. This is to avoid problems that might occur with grade records becoming subject to FERPA regulations if they are maintained by the university rather than individual instructors after the end of the term. ASC members involved with WEB-CT recommended that faculty should download grades at the end of each term and purge them from WEB-CT. The ASC felt this was an issue that might be considered in greater detail by a resurrected DEED Committee.

Late registration policy. A five dollar transaction fee for each course added will be assessed all undergraduate students beginning the 6th day of classes and graduate students beginning the 16th day of classes. This fee does not apply to courses taught at Continuing Education centers.

Election of ASC Chair. Jeffrey Walters was re-elected to serve as ASC Chair for the 2005-6 academic year.

Report submitted by:

Jeffrey L. Walters
Chair, Academic Standards Subcommittee

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

C. General Education Subcommittee

No report.

D. Distance and Electronic Education Subcommittee

Faculty Senate Executive Committee has recommended that the Distance and Electronic Education Subcommittee continue for at least two more years with a revised charge. David will make a recommendation for members of the DEED committee to the Provost's office. The committee shall consist of an appointed representative from each college who has experience with or interest in distance education, at least three representatives from continuing education, a representative from each of the following: instructional support, information technology, university libraries, and a representative from ASUSU and GSS.

Other Business

Ronda Menlove led the discussion on distance education, and the use of WebCT with UEN. ([attachment 1](#), [attachment 2](#), [attachment 3](#))

Meeting adjourned 4:25 p.m.

Joyce Kinkead conducted the meeting.

Cathy Gerber recorded the minutes.