4-2-2020

Educational Policies Committee Minutes, April 2, 2020

Utah State University

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EDUCATIONAL POLICIES COMMITTEE MINUTES

2 April 2020

A meeting of the Educational Policies Committee was held on 2 April 2020 at 3:00 pm in Old Main 136 (Champ Hall Conference Room)

Present:      Paul Barr, Chair, Provost’s Office
              Nicholas Morrison, Caine College of the Arts and Curriculum Subcommittee Chair
              Timothy Taylor, College of Engineering
              Cathy Bullock, College of Humanities and Social Sciences
              Michele Hillard, Secretary
              Chenese Boyle, Academic and Instructional Services
              David Hole, College of Agriculture and Applied Sciences
              Lee Rickords, General Education Subcommittee Chair
              Robert Heaton, University Libraries
              Robyn Peterson, Catalog Editor
              Renee Galliher, Academic Standards Chair
              Adam Gleed, Registrar’s Office
              Fran Hopkin, Registrar’s Office
              Karen Mock, S.J. & Jessie E. Quinney College of Natural Resources
              Christa Haring-Biel, Emma Eccles Jones College of Education and Human Services
              Sterling Bone, Jon M. Huntsman School of Business

Absent:      Jared Fry, Graduate Studies Senator
              Sami Ahmed, President USUSA
              Dan Coster, College of Science
              Michelle Fleck, USU Eastern
              Dexton Lake, USUSA Executive Vice President
              Shana Geffeney, Statewide Campuses
              Richard Inouye, Graduate Council

Guests:      N/A

I.  Approval of 27 March 2020 Minutes

Motion to approve the 27 March 2020 minutes made by Sterling Bone. Seconded by Lee Rickords. Minutes approved as distributed.

II. Subcommittee Reports

a.  Curriculum Subcommittee (Nicholas Morrison)

Motion to approve the Curriculum Subcommittee report made by Timothy Taylor. Seconded by Lee Rickords. Report approved.

Course Approvals - 113

Program Proposals

Request from the School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences to create three emphasis areas within the Outdoor Product Design and Development Program.
Request from the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences to offer a Bachelor of Science in Aviation Technology. Approved pending clarification on fiscal information.

Request from the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences to create a certificate in Advanced Design, Geospatial, and Visualization Technologies.

Request from the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences to change the degree name from Masters of Bioregional Planning to Masters of Environmental Planning.

Request from the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences to change the degree name from PhD in Landscape Architecture to PhD in Landscape Architecture and Environmental Planning.

Request from the Department of Languages, Philosophy and Communications Studies in the College of Humanities and Social Sciences to create a certificate of proficiency in Nonprofit Organizations and Social Entrepreneurship.

Request from the Department of Environment and Society in the S.J. & Jessie E. Quinney College of Natural Resources to offer a certificate of proficiency in Applied Geographic Information Science.

b. Academic Standards Subcommittee (Renee Galliher)
Minutes – No meeting (nothing to report)

c. General Education Subcommittee (Lee Rickords)
Motion to approve the General Education Subcommittee report made by Cathy Bullock. Seconded by Nick Morrison. Report approved.
Minutes – March 17, 2020

III. Other Business
Appoint committee chair for 2020-2021 academic year. Paul Barr will remain the chair for the 2020-2021 academic year.

The Provost will be sending out an email shortly to faculty regarding three topics: 1) pass/fail system; 2) IDEA evaluations and 3) final exam information. The deadline for the students to decide if they want to change their grade to a pass/fail is May 19. Extending to the 19th allows the students two weeks to meet with their advisors and discuss what they want to do. USU will keep the grade the student received just in case they ever want to come back and check it. Curriculum committee felt strongly that the pass/fail option should be for undergraduate and graduate students. IDEA – faculty in general felt the most comfortable requesting feedback but they don’t want it to be used in an evaluative sense. Faculty will be the only ones receiving the information. No information will go to department heads or deans. Final exams schedule is in the catalog and when we’ve always done synchronous delivery. Some students don’t have the resources to participate
in a synchronous manner. Provide recommendations on how we would implement final exams.

*Adjourn: 3:25 pm*
A meeting of the Educational Policies Committee was held on 27 February 2020 at 3:00 pm in AGRS-412 (Luke Conference Room)

Present: Paul Barr, Chair, Provost’s Office
        Nicholas Morrison, Caine College of the Arts and Curriculum Subcommittee Chair
        Timothy Taylor, College of Engineering
        Cathy Bullock, College of Humanities and Social Sciences
        Michele Hillard, Secretary
        Chenese Boyle, Academic and Instructional Services
        David Hole, College of Agriculture and Applied Sciences
        Lee Rickords, General Education Subcommittee Chair
        Robert Heaton, University Libraries
        Robyn Peterson, Catalog Editor
        Renee Galliher, Academic Standards Chair
        Adam Gleed, Registrar’s Office
        Richard Inouye, Graduate Council
        Karen Mock, S.J. & Jessie E. Quinney College of Natural Resources
        Dexton Lake, USUSA Executive Vice President
        Sterling Bone, Jon M. Huntsman School of Business

Absent: Jared Fry, Graduate Studies Senator
        Christa Haring-Biel, Emma Eccles Jones College of Education and Human Services
        Sami Ahmed, President USUSA
        Dan Coster, College of Science
        Michelle Fleck, USU Eastern
        Fran Hopkin, Registrar’s Office
        Shana Geffeney, Statewide Campuses

Guests:

I. Approval of 6 February 2020 Minutes
   Motion to approve minutes made by Nick Morrison. Seconded by Lee Rickords. Minutes approved as distributed.

II. Subcommittee Reports
   a. Curriculum Subcommittee (Nicholas Morrison)
      Motion to approve the Curriculum Subcommittee meeting made by David Hole. Seconded by Timothy Taylor. Report approved.
      Course Approvals - 268
      Program Proposals
      Request from the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services to add Science Education as a specialization to the existing Master of Education in Curriculum and Instruction.
Request from the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services to add Science Education as a specialization to the existing Master of Science in Curriculum and Instruction.

b. **Academic Standards Subcommittee (Renee Galliher)**
   Minutes – No meeting (no report)

c. **General Education Subcommittee (Lee Rickords)**
   *Motion to approve the General Education Subcommittee made by Nick Morrison. Seconded by Karen Mock. Report approved.*
   Minutes – 18 February 2020
   Accreditation process feedback was positive and USU is on track. David Brown brought forth a QI rubric for committee approval.

III. **Other Business**
USHE is holding a Majors degree meeting tomorrow. All USU majors has an individual attending and representing the institution. Have faculty across institutions come to a shared view on articulation.

Requesting Undergraduate Teaching Fellows (UTF) submissions and funding for next year.

Held on substantive vs. non-substantive expanded discussion. Taking time to vet and establish a criteria and definition. Language should come forth shortly. Will have things in place before next academic year. Looking at colleges/departments who are requesting new courses that takes a cohort of students and puts them in another college/department. This will be included in our substantive/non-substantive discussions.

Work on timelines/deadlines for curriculum changes and link in Curriculog.

*Adjourn: 3:21 pm*
Proposal Information

Instructions for Completing R401:

Writing Guidelines/Suggestions

USHE R401 Policy

Contact Information

Paul Barr: Vice Provost (797-0718)

Step 1: Turn on "Help Tips" by clicking on the Show Help TextPrint icon (small blue circle with i inside) at the top right-hand side of your proposal.

Step 2: Select the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

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<tr>
<th>COLLEGE (include all cross listed colleges) *</th>
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<tr>
<td>DEPARTMENT (include all cross listed departments) *</td>
<td>School of Applied Sciences, Technology and Education</td>
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<tr>
<td>Proposed Title</td>
<td>Creating Emphases in the Outdoor Product Design and Development Program</td>
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</table>
Step 3: Enter the Correct CIP Code Using the Following Website: Classification Instructional Programs

CIP Code (6-digits)  190902

Minimum Number of Credits (if applicable)*  120

Maximum Number of Credits (if applicable)*  126

Type of Degree: (BA, BS, etc.)*  BS

Request

Step 4: Select the Type of Change Being Requested.

New Programs:
- New Certificates of Proficiency (except Institutional Certificates of Proficiency)
- New Certificates of Completion
- New Post-Baccalaureate and Post-Masters Certificates
- New Minors
- New Emphases within an Approved Degree
- New K-12 Endorsements
- Other

Existing Program Changes:
- Program Transfer
- Program Restructure
- Program Consolidation
- Program Suspension
- Program Discontinuation
- Program Name Change
- Out-of-Service Area Delivery of a Program
- Reinstatement of a Previously Suspended Program
- Other
Administrative Unit Changes:  
☐ New Administrative Units  
☐ Administrative Unit Transfer  
☐ Administrative Unit Restructure  
☐ Administrative Unit Consolidation  
☐ Reinstatement of Previously Suspended Administrative Units  
☐ Other

Creation of Non-Administrative Units:  
☐ New Center  
☐ New Institute  
☐ New Bureau  
☐ Other

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council*:  
☐ Yes  
☑ No

Council on Teacher Education*:  
☐ Yes  
☑ No

Section I: The Request

R401 Purpose*: The purpose of this proposal is to create three emphasis areas within the Outdoor Product Design and Development (OPDD) program for Design, Development, and Product Line Management. Due to the growth in the field, as identified by our industrial partners and the Department of Workforce Services (DWS), three emphasis areas have been identified to meet more of the breadth of jobs in the outdoor and product related industries. These additional emphases will help further develop the business and manufacturing ends of the design field for the students and prospective students investigating the OPDD program. The proposal allows the OPDD program to service more students, produce graduates with more placement opportunities, and meet the workforce demands of industry.

Section II: Program Proposal
This proposal creates emphases in the Outdoor Product Design and Development (OPDD) program for Design, Development, and Product Line Management due to the growth in the field and workforce shortage, as identified by the Department of Workforce Services (DWS) and by our industrial advisory board. These emphasis areas consist of 16-credit concentrations in Design (12 credits of studio courses and 4 credits of technical electives), Development (16 credits from the Operations Management program in the Huntsman School of Business), and Product Line Management (16 credits from the Marketing program in the Huntsman School of Business). These courses will provide a strong foundation of the skills the students will need to be successful in their related careers.

Our industry partners in an advisory council have indicated a strong need for us to provide these emphases. Students who are entering the OPDD have also expressed a desire to focus on either the manufacturing or product management end of design. The Department of Workforce Services (DWS) has projected an increase in the workforce demand in the different areas of the outdoor industry.

As a land grant institution, the mission of the University is to serve the public through learning, discovery, and engagement. The new emphases in the Outdoor Product Design and Development (OPDD) program will provide students with the opportunities to learn valuable skills relevant to the needs of industry throughout the state. The additional emphases will also allow greater collaboration with the outdoor industry in the state. They will create new relationships to different companies and positions that were not accessible before, providing more internship and collaborative projects between the students and the industry they seek to work in.

The courses for the proposed Design emphasis are already being taught as part of the current OPDD program. There would be no additional financial requirements. The Development emphasis will be taught through the Operations Management program within the Huntsman School of Business and will add no financial obligations to either program. The partnership between the Operations Management program is outlined in the attached letter from the department head of the program. The Product Line Management emphasis will be taught through the Marketing program within the Huntsman School of Business and will add no financial obligations to either program. The partnership between the Marketing program is outlined in the attached letter from the department head of the program. Thus, the addition of the emphases benefits all the programs involved to help fill classes and provide degrees to more students without adding financial obligations.

### Section III: Curriculum (if applicable)
The three emphases (Design, Development, and Product Line Management) will follow the existing prescribed coursework for the OPDD degree with the following concentrations being introduced in the last two years of coursework:

**Design Emphasis:**
- OPDD 3400: Color Theory & Design
- OPDD 3760: Outdoor Product Design and Development Studio I
- OPDD 3770: Outdoor Product Design and Development Studio II
- OPDD 4440: Aesthetics, Human Factors, and Brand Image
- OPDD 4750: Senior Design Studio I
- OPDD 4760: Senior Design Studio II
- OPDD 4770: Senior Exhibit

**Development Emphasis:**
- STAT 2300: Business Statistics (QL)
- ASTE 4900: Senior Project Research and Creative Opportunity
- FIN 3200: Financial Management
- MGT 3600: Project Management
- MGT 3700: Operations Management
- MGT 4600: Negotiations
- MGT 4720: Sales and Operations Planning
- MGT 4790: Managing Global Value Chains
- MGT 5730: Lean Continuous Improvement
- MIS 1100: Excel for Business Analysis
- MIS 2100: Data and Information in Business

**Product Line Management Emphasis:**
- ASTE 4900: Senior Project Research and Creative Opportunity
- OPDD 3400: Color Theory & Design
- OPDD 4440: Aesthetics, Human Factors, and Brand Image
- FIN 3200: Financial Management
- MIS 1100: Excel for Business Analysis
- MIS 2100: Data and Information in Business
- MSLE 3500: Fundamentals of Marketing
- MSLE 3855: Sustainability Marketing
- MSLE 4510: Consumer Behavior
- MSLE 4532: Data Driven Decision Making
- MSLE 4533: Big Market Insights from Big Data
- MSLE 4590: Marketing Strategy

Attached to this proposal is the proposed 4 year plan for each of the emphases for reference.

**Step 5:** Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6:** Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
College of Agriculture and Applied Sciences - Aviation and Technical Education

4.1.b R401 Full Program Proposal

Proposal Information

Instructions for Completing R401:

Writing Guidelines/Suggestions

USHE R401 Policy

Contact Information

Paul Barr: Vice Provost (797-0718)

Step 1: Turn on "Help Tips" by clicking on the Show Help TextPrint icon (small blue circle with i inside) at the top right-hand side of your proposal.

Step 2: Complete the R401 Full Template which can be downloaded from the following location: http://www.usu.edu/epc/forms/.

Step 3: Select the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

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<tbody>
<tr>
<td>DEPARTMENT (include all cross listed departments)*</td>
<td>Aviation and Technical Education</td>
</tr>
</tbody>
</table>
Additional Approvals (if applicable)

Graduate Council*  □ Yes  
☑ No

Council on Teacher Education*  □ Yes  
☑ No

Step 4: **Attach** completed R401 Full Template to this request by clicking on the Files icon located in the upper left-hand corner of the Proposal Toolbox.

Step 5: **Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
Utah System of Higher Education
Utah State University
New Academic Program Proposal

Institution Submitting Request: Utah State University
Proposed Program Title: Aviation Technology – Aviation Management
- Unmanned Aerial Systems emphasis
- Aviation Operations emphasis

Program Type: BS
Sponsoring School, College, or Division: College of Agriculture and Applied Sciences
Sponsoring Academic Department(s) or Unit(s): Aviation and Technical Education
Classification of Instructional Program Code: 490101
Min/Max Credit Hours Required to Earn Degree: 120 / 120
Proposed Beginning Term: Spring 2021
University Curriculum Committee Approval Date: 
Institutional Board of Trustees' Approval Date: 
Utah System of Higher Education
Program Description – Full Template

Section I: The Request
Utah State University requests approval to offer the following Baccalaureate degree:
Aviation Technology – Aviation Management
Effective Spring 2021
This program was approved by the institutional Board of Trustees on ____________.

Section II: Program Proposal

Program Description
Present a complete, formal program description.

The Bachelor of Science in Aviation Technology – Aviation Management prepares graduates for many different careers in the aviation profession. Career opportunities in public and private sectors include airlines, airports, military and general aviation, federal agencies and self-employment opportunities. Specific jobs related to an Aviation Management degree include airline operations, airport management, aviation research, marketing, education, safety operations, air traffic control, airline cabin operations, airline dispatch, project management, unmanned aerial systems (UAS) and emerging related fields. Program delivery will include specific training and education for Federal Aviation Administration (FAA) certifications and the knowledge and skills required for industry requirements.

Consistency with Institutional Mission
Explain how the program is consistent with the institution’s Regents-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/.

This new degree supports the mission of Utah State University by delivering graduates that are employed locally and across the nation to meet industry needs in aviation technology. The growing aviation program has expanded to Eastern Utah in support of the land-grant mission, and the change in degree will enable students to be more employable in new emerging technologies in unmanned aerial systems. The aviation program has formal, and informal relationships with SkyWest Airlines, Envoy Air, Republic, Delta Tech Ops, and other local and national employers in the aviation industry requiring specific certifications and experience for employment. This proposed major includes two emphasis areas – Unmanned Aerial Systems; and Aviation Operations.

The aviation program is focused on providing student-centered learning and discovery through focused degrees with learning and discovery in hands-on laboratory experiences on the ground and in the air. As a degree utilizing science, technology, engineering and math (STEM) as the core of its program, students engage with emerging technology, interact with industry professionals and practice the skills required for job placement. Students graduate prepared to contribute to the aviation industry and, through interaction with international students and instructors, prepared for the global market representing diversity of thought and culture and prepared with the education necessary for leadership roles in industry.
Section III: Needs Assessment

Program Rationale
Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program.

Utah State University has offered aviation courses since 1939, over 80 years of providing formal training for aviation professions. The aviation program currently offers an AAS, BS and MAS degrees, as well as a minor in small UAS. With Westminster College closing their aviation programs, and Salt Lake Community College offering only a maintenance program, there is a need for an Aviation Management degree in Utah. The rapidly emerging field of unmanned systems justifies a separate emphasis area in a new degree. Over 480 students have taken UAS courses within the minor offering in the past two years, with nearly 50 entering or completing the new minor. Other departments and programs at USU have requested additional courses in UAS technologies, such as geospatial information systems, which can be incorporated into this new degree. Combining these into a new degree is the logical solution to achieve all three goals.

The addition of this degree program to aviation will provide opportunities for students pursuing careers in the aviation industry outside of our current focus on becoming a commercial pilot and maintenance technician/manager. The department currently offers bachelor’s degrees focused on becoming FAA certified commercial pilots, and FAA certified maintenance professionals. The Aviation Management core courses will utilize the majority of existing aviation program courses. The Aviation Operations emphasis will rely upon existing relationships to interdisciplinary courses in business, environmental science and technical communications. The new emphasis area of UAS will incorporate the existing UAS Minor courses. The northern Utah region will greatly benefit from this program and provide students who are ready to enter industry with the only program of its kind in the region. There is not an existing UAS degree in Idaho, Nevada, Utah, Colorado or Wyoming.

Labor Market Demand
Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

Utah Valley University recently provided the following evidence for the need for aviation management degrees in the change from Aviation Administration to Aviation Management Degree:

"The US Bureau of Labor Statistics (BLS) employment forecasts for technical positions in aviation anticipate an annual growth rate of 12-13%. A series of studies by the Federal Aviation Administration in 2011 titled ‘The Economic Impact of Civil Aviation’ found civil aviation contributes ten million jobs and $1.3 trillion in economic activity, representing 5.2 percent of the US GDP. In Utah, the estimated 106,365 aviation related jobs and $11.3 billion economic activity account for 6.5 percent of jobs and 5.7 percent of GDP respectively, placing Utah sixth highest in the US for both categories in the contiguous 48 states with four of the top five states in these categories all in the region (Nevada, Washington, Colorado and Arizona)."

USU identifies the CIP Code 490101 for the new degree: a program that focuses on the general study of aviation and the aviation industry, including in-flight and ground support operations. There is not a specific CIP Code for UAS operations.

The expected growth in the state of Utah for aviation management over ten years is 25-30%, according to long-term Bureau of Labor Statistics, with a median expected wage range of $71,030-$73,510, which is over twice the median wage of
$35,010 in the state of Utah. This growth represents 737 positions every year, with UVU as the only other in-state program current offering a similar degree. Without this new degree option, industry would be forced to source these new positions from outside of the state.

**Student Demand**

Provide evidence of student interest and demand that supports potential program enrollment. Use Appendix D to project five years' enrollments and graduates. Note: If the proposed program is an expansion of an existing program, present several years' enrollment trends by headcount and/or by student credit hours that justify expansion.

A USU student survey conducted in 2016 resulted in many students interested in a new degree in UAS. Based upon research of current programs in the nation, five specific UAS courses were created in preparation for students to enter the career field. These courses include design, controls, sensors, aerial photography and advanced design. The first step of creating a new UAS Minor has validated the justification of drone courses at USU. Since the small UAS Minor inception over the past four semesters, 487 students have enrolled in drone courses, and 271 have completed the FAA Remote Pilot Certification with a 99.5% pass rate. Students were mainly enrolled from areas outside of aviation, including landscape architecture, natural resources, business and journalism, with several graduate students also taking courses.

The Professional Pilot Program has seen enrollment double from 160 in 2014 to 360 in 2019. The department is poised to continue providing opportunities for students, with the anticipated growth of over 100,000 jobs in UAS over the next 10 years. Student interest has resulted in the creation of a new Dronerwox club, and students have already been employed by Aggie Air at USU and by Amazon Prime Air as test pilots. USU will be primed to recruit and graduate 25 students a year with the potential to have over 100 students in the major in four years.

**Similar Programs**

Are similar programs offered elsewhere in the USHE, the state, or Intermountain Region? If yes, identify the existing program(s) and cite justifications for why the Regents should approve another program of this type. How does the proposed program differ from or compliment similar program(s)?

There is one other similar active program in USHE that recently changed from an Aviation Administration to Aviation Management degree in Utah: UVU in 2019. Westminster had only seven graduates from their program in 2018 and is closing its program in spring of 2020. USU has seen the enrollment of its aviation degree-seeking students double, not including the drone minor enrollments. SUU has a related degree, Bachelor of Interdisciplinary Studies, which has a management track in the school of business, but does not focus upon UAS.

This new degree will create a path for students to enter a new emerging market of careers, with the specific skills and broad aviation foundation marketable right after graduation. While the new program will have an option for Aviation Management, similar to the new emphasis area at UVU, the program at USU will have different electives and prepare a stackable degree for the Master of Aviation Science degree at USU, one of only two aviation graduate programs in Utah, Arizona, Colorado, Nevada, Idaho, and Montana—the other being Metro State University in Denver.

**Collaboration with and Impact on Other USHE Institutions**

Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in [higheredutah.org/policies/policyr315/](http://higheredutah.org/policies/policyr315/). Assess the impact the new program will have on other USHE institutions. Describe any discussions with other institutions pertaining to this program. Include any collaborative efforts that may have been proposed.
USU has discussed this program with representatives from other USHE aviation programs and has found no conflicts with other schools as this degree program is unique. There is no other BS degree with a UAS focus in any Utah schools. The new degree will not have any adverse effects on other programs across the USHE system.

USU is using existing courses in the department, including courses in the extremely successful UAS Minor. The Aviation Management degrees at USU, and UVU, follow similar degree paths that both utilize the majority of their existing aviation degree courses already in their catalogs, and industry and market demands allow for both institutions to graduate students with a similar degree.

External Review and Accreditation
Indicate whether external consultants or, for a career and technical education program, program advisory committee were involved in the development of the proposed program. List the members of the external consultants or advisory committee and briefly describe their activities. If the program will seek special professional accreditation, project anticipated costs and a date for accreditation review.

USU has an aviation industry advisory committee which provided input to the proposal to create an aviation management degree with emphasis areas in Aviation Operations and UAS. The committee approved the idea of an aviation management degree in 2016 and supported the new drone degree proposal. The aviation curriculum committee met to review course proposals and a sub-committee was created to create specific courses and objectives. External consultants were utilized from Aggie Air, Wookie Drone and University Aviation Association professionals to further develop the program proposal. Aggie Air, external to the Aviation program but internal to USU, contributed Dr. Cal Coopmans and Nate Hoffer, as well as their director, Dr. Mac McGee. These individuals provided input to the overall program and course flow to include a proposal to first implement a drone minor prior to the full degree to validate and justify the new degree. Members of the industry advisory committee included Jessica Hines from Envoy Air; Tom Davis and Daryl Stahl from Skywest (all USU aviation program alumni), Dave Teggins from the Salt Lake Airport (airport manager) and Richard Jeffs from the FAA. The advisory committee was presented with the update for the program in 2019. The need for other aviation professionals besides pilots and maintenance technicians was emphasized by the SkyWest Chief Pilot in 2019 when he presented the new Cadet Program for our students. Dave Teggins has already offered internships with the Salt Lake Airport as Westminster will no longer have students to fulfill those requirements starting summer of 2020. There is no anticipated separate accreditation for this new degree at this time.

Section IV: Program Details Graduation

Standards and Number of Credits
Provide graduation standards. Provide justification if number of credit or clock hours exceeds credit limit for this program type described in R401-3.11, which can be found at higheredutah.org/policies/R401.

The proposed degree requires 120 credit hours from the following areas: general education courses, 32 credits; university electives, 12 credits; aviation core credits, 13 credits; aviation directed courses, 18 credits; and major emphasis area, 45 credits.

Admission Requirements
List admission requirements specific to the proposed program.
The degree will require the standard aviation program entrance requirements: admitted freshmen in good standing to USU and a 2.5 GPA for transfer from other programs at USU or from other institutions.
Curriculum and Degree Map

Program Curriculum:

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to be awarded the degree. For variable credits, please enter the minimum value in the table for credit hours. Explain variable credit in detail as well as any additional information, in the narrative section below the table.

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<th>New Course</th>
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<td>Introduction to Writing: Academic Prose (CL1)</td>
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For Aviation Operations emphasis

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Program Curriculum Narrative

*Describe any variable credits. You may also include additional curriculum information.*

This major and the associated curriculum are an outgrowth of our existing aviation programs. We have designed the major and two emphases with guidance from our advisory board and with student input from our existing programs. We are proposing the development of two new courses to augment the emphases. An upper-division Airport Management course is proposed in the senior year of the Aviation Operations emphasis and a UAS Flight Lab course is proposed for the UAS emphasis. The Flight Lab course will be designed as repeatable with variable credits to allow for experiences related to different UAS platforms.

Degree Map:

*Provide a degree map for proposed program. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, pre-requisites, and semester hours.*

Aviation Management – Aviation Operations Emphasis

<table>
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<tr>
<th>Fall of First Year (Course Prefix and Number)</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
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<tr>
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<td>AV 4490</td>
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<td>AV 3120 Aviation Law</td>
<td>Major admission and 40 credit hours completed</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AV 3550 UAS Advanced Design &amp;</td>
<td>AV 3500, AV 3505, and instructor approval with Part 107 remote pilot license</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Semester total:</strong></td>
<td></td>
<td><strong>15</strong></td>
<td></td>
</tr>
<tr>
<td>Fall of Fourth Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Course Prefix and Number)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHA</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AV 5130 Airport Management</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AV 4710 Crew Resource Management (CI)</td>
<td>AV 1100, AV 2330, ENGL 2010</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AV 3535 UAS Flight Lab</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Semester total:</strong></td>
<td></td>
<td><strong>15</strong></td>
<td></td>
</tr>
<tr>
<td>Spring of Fourth Year (Course Prefix and Number)</td>
<td>Course Title</td>
<td>Credit Hours</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>---------------------------------------------------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>AV 5500</td>
<td>Airline Transport Pilot (ATP) Ground School (GI)</td>
<td>AV 2540, AV 2670 and 60 credit hours</td>
<td>4</td>
</tr>
<tr>
<td>AV 4300</td>
<td>History of Aviation in America</td>
<td>40 credit hours completed</td>
<td>3</td>
</tr>
<tr>
<td>AV 4660</td>
<td>Flight Senior Project (CI)</td>
<td>60 credit hours completed</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Semester total:</td>
<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>DEGREE TOTAL:</td>
<td></td>
<td></td>
<td>120</td>
</tr>
</tbody>
</table>

Section V: Institution, Faculty, and Staff Support

Institutional Readiness

*How do existing administrative structures support the proposed program? Identify new organizational structures that may be needed to deliver the program. Will the proposed program impact the delivery of undergraduate and/or lower-division education? If yes, how?*

Utah State University recently created a new department to focus upon aviation and technical education. The new department encompasses the Aviation program, stackable programs (General Technology AAS and Technology Systems BS) and the Career and Technical Education (CTE) program areas primarily concentrated in Southeast Utah. This new degree option will augment the growth of the aviation program.

The new emphasis areas of Unmanned Aerial Systems and Aviation Operations will expand on the current UAS minor and existing coursework with existing faculty, staff, and adjunct instructors. Two new courses may require adjustment of current course assignments and the addition of additional adjunct instructors as the degree matures. There will be no degradation of existing courses or programs in the aviation department with the addition of this new degree.

Both of these emphasis areas are designed for face-to-face courses and will utilize current CANVAS and university facilities. Although not required, future dedicated UAS lab space has been requested to enhance current and future course offerings. The current UAS minor utilizes two undergraduate flight lab assistants.

Faculty

*Describe faculty development activities that will support this program. Will existing faculty/instructions, including teaching/graduate assistants, be sufficient to instruct the program or will additional faculty be recruited? If needed, provide plans and resources to secure qualified faculty.*

The Aviation program currently has seven full-time faculty holding FAA credentials of Airline Transport Pilot, Commercial Pilot, Certified Flight Instructor Instrument, Airframe and Powerplant Certificate and Remote Pilot Certificate. Academic
credentials include a PhD candidate, Master of Aviation Science, MS and BS degrees in Aviation. The drone program currently relies heavily upon adjunct instructors and a new faculty position has been requested by CAAS in Spring 2020 to support the UAS area. The drone minor had 138 enrollments in Fall 2019 and the new major is expected to enroll 15 students the first year and 25 additional students the second year. All aviation faculty members receive the same support and training from the Center for Innovation, Design and Instruction (CIDI), as well as invitations to attend our annual conferences, monthly workshops and seminars.

Part I. Department Faculty/Staff

*Identify # of department faculty / staff (headcount) for the year preceding implementation of proposed program.*

<table>
<thead>
<tr>
<th>Faculty: Full Time with Doctorate</th>
<th># Tenured</th>
<th># Tenure -Track</th>
<th># Non - Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty: Part Time with Doctorate</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Faculty: Full Time with Masters</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Faculty: Part Time with Masters</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Faculty: Full Time with Baccalaureate</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Faculty: Part Time with Baccalaureate</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Teaching / Graduate Assistants</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Staff: Full Time</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Staff: Part Time</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

Part II. Proposed Program Faculty Profiles

*List current faculty within the institution -- with academic qualifications -- to be used in support of the proposed program(s).*

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Tenure (T) / Tenure Track (TT) / Other</th>
<th>Degree</th>
<th>Institution where Credential was Earned</th>
<th>Est. % of time faculty member will dedicate to proposed program</th>
<th>If &quot;Other&quot; describe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andreas</td>
<td>Wesemann</td>
<td>Other</td>
<td>MAS</td>
<td>Embry-Riddle Aeronautical University</td>
<td>30 Professional Practice</td>
<td></td>
</tr>
<tr>
<td>Randy</td>
<td>Chesley</td>
<td>Other</td>
<td>B.S.</td>
<td>Utah State University</td>
<td>10 Professional Practice</td>
<td></td>
</tr>
<tr>
<td>Matt</td>
<td>Bunnell</td>
<td>Other</td>
<td>M.S.</td>
<td>Utah State University</td>
<td>20 Professional Practice</td>
<td></td>
</tr>
<tr>
<td>Kent</td>
<td>King</td>
<td>Other</td>
<td>MAS.</td>
<td>Utah State University</td>
<td>10 Professional Practice</td>
<td></td>
</tr>
<tr>
<td>Christopher</td>
<td>Bracken</td>
<td>Other</td>
<td>B.S.</td>
<td>Utah State University</td>
<td>20 Professional Practice</td>
<td></td>
</tr>
<tr>
<td>Miller</td>
<td>Bruce</td>
<td>T</td>
<td>PhD</td>
<td>Iowa State University</td>
<td>20 Professional Practice</td>
<td></td>
</tr>
</tbody>
</table>
Part III: New Faculty / Staff Projections for Proposed Program

Indicate the number of faculty/staff to be hired in the first three years of the program, if applicable. Include additional costs for these faculty/staff members in the Financial Table Below.

<table>
<thead>
<tr>
<th>Faculty: Full Time with Doctorate</th>
<th># Tenured</th>
<th># Tenure-Track</th>
<th># Non-Tenure Track</th>
<th>Academic or Industry Credentials Needed</th>
<th>Est. % of time to be dedicated to proposed program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty: Part Time with Doctorate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty: Full Time with Masters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty: Part Time with Masters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty: Full Time with Baccalaureate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty: Part Time with Baccalaureate</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>Aviation Degree with FAA Credentials; UAS Experience</td>
<td>100</td>
</tr>
<tr>
<td>Teaching / Graduate Assistants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff: Full Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff: Part Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Staff

Describe the staff development activities that will support this program. Will existing staff such as administrative, secretarial/clerical, laboratory aides, advisors, be sufficient to support the program or will additional staff need to be hired? Provide plans and resources to secure qualified staff, as needed.
The current support staff for the new division will be utilized to support the new degree. No new staff will be required upon this approval.

**Student Advisement**

*Describe how students in the proposed program will be advised.*

Students in the new degree will be incorporated with existing students into our aviation advising support staff which includes an academic advisor and two aviation peers. The advising for the College's programs is overseen by the Associate Dean for Academic Programs and affiliated with the College's Student Services Center. These three individuals meet with each prospective and current student to create a degree plan that complies with all USU graduation and major requirements. Advisor and peers are available by email and teleconference as well as in person with office hours in the Industrial Science building during office hours.

**Library and Information Resources**

*Describe library resources required to offer the proposed program if any. List new library resources to be acquired.*

No changes to current library support will be required. USU’s library staff maintains a selection of current textbooks and required reading for students to utilize.

**Physical Facilities and Equipment**

*Describe any additional physical facilities and equipment needed, and plans to procure new facilities and equipment.*

The new Aviation Management – Unmanned Aerial Systems emphasis area can begin without any major changes. The department has requested additional laboratory space for UAS instruction through the College's Space Committee. Connections with industry and the addition of specialized courses will require additional equipment and labs, supported by donations and course fees. Education grants and other avenues will be sought to support this new area.

**Projected Enrollment and Finance**

**Part I.**

*Project the number of students who will be attracted to the proposed program as well as increased expenses, if any. Include new faculty & staff as described above.*

The student data in the table below is based upon our projections related to enrollment in the Aviation program. Departmental financial data is from the School of Applied Sciences Technology and Education. Please note that the Aviation and Technical Education Department is in the process of being split out of the School of Applied Sciences, Technology, and Education.

<table>
<thead>
<tr>
<th>Three Year Projection: Program Participation and Department Budget</th>
<th>Year Preceding Implementation</th>
<th>New Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td><strong>Student Data</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Majors in Department</td>
<td>410</td>
<td>450</td>
</tr>
<tr>
<td># of Majors in Proposed Program(s)</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td># of Graduates from Department</td>
<td>49</td>
<td>54</td>
</tr>
<tr>
<td># Graduates in New Program(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Financial Data</td>
<td>Department Budget</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year Preceding Implementation (Base Budget)</td>
<td>Year 1</td>
</tr>
<tr>
<td></td>
<td>Addition to Base Budget for New Program(s)</td>
<td>Addition to Base Budget for New Program(s)</td>
</tr>
<tr>
<td>EXPENSES – nature of additional costs required for proposed program(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel (Faculty &amp; Staff Salary &amp; Benefits)</td>
<td>$174,527</td>
<td>$178,017</td>
</tr>
<tr>
<td>Operating Expenses (equipment, travel, resources)</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL PROGRAM EXPENSES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>$184,527</td>
<td>$188,017</td>
</tr>
</tbody>
</table>

FUNDING – source of funding to cover additional costs generated by proposed program(s)

Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.

Internal Reallocation | $184,527 | $94,250 |

Part II: Expense explanation

Expense Narrative

Describe expenses associated with the proposed program.

Primary expense related to this degree program is the faculty time to absorb additional students. As most courses are currently being taught, maximizing instructor effectiveness will absorb additional students into classes. Current teaching loads will be apportioned to initially absorb the courses and responsibilities within existing faculty members. Approximately $10,000 of existing operating funds will be apportioned to assist with unique expenses associated with this degree. This accounts for the initial internal reallocation of the $184,527. The $94,250 reallocation has been discussed with the CAAS budget officer and the Dean to support this program and support general growth within the Aviation program.
Part III: Describe funding sources

Revenue Narrative 1
Describe what internal reallocations, if applicable, are available and any impact to existing programs or services.

Revenue Narrative 2
Describe new funding sources and plans to acquire the funds.
College of Agriculture and Applied Sciences - Landscape Architecture and Environmental Planning

4.1.a R401 Abbreviated Program Proposal

Proposal Information

Instructions for Completing R401:

Writing Guidelines/Suggestions

USHE R401 Policy

Contact Information

Paul Barr: Vice Provost (797-0718)

Step 1: Turn on "Help Tips" by clicking on the Show Help TextPrint icon (small blue circle with i inside) at the top right-hand side of your proposal.

Step 2: Select the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

<table>
<thead>
<tr>
<th>COLLEGE (include all cross listed colleges)*</th>
<th>College of Agriculture and Applied Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT (include all cross listed departments)*</td>
<td>Landscape Architecture and Environmental Planning</td>
</tr>
<tr>
<td>Current Title (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Proposed Title</td>
<td></td>
</tr>
</tbody>
</table>
Step 3: Enter the Correct CIP Code Using the Following Website: Classification Instructional Programs

- CIP Code (6-digits)  04.0601

- Minimum Number of Credits (if applicable)  18
- Maximum Number of Credits (if applicable)  18

- Type of Degree: (BA, BS, etc.)  Certificate

Request

Step 4: Select the Type of Change Being Requested.

- New Programs:  ☑️ New Certificates of Proficiency (except Institutional Certificates of Proficiency)
  - New Certificates of Completion
  - New Post-Baccalaureate and Post-Masters Certificates
  - New Minors
  - New Emphases within an Approved Degree
  - New K-12 Endorsements
  - Other

- Existing Program Changes:  ✔️ Program Transfer
  - Program Restructure
  - Program Consolidation
  - Program Suspension
  - Program Discontinuation
  - Program Name Change
  - Out-of-Service Area Delivery of a Program
  - Reinstatement of a Previously Suspended Program
  - Other
Administrative Unit Changes:
- [ ] New Administrative Units
- [ ] Administrative Unit Transfer
- [ ] Administrative Unit Restructure
- [ ] Administrative Unit Consolidation
- [ ] Reinstatement of Previously Suspended Administrative Units
- [ ] Other

Creation of Non-Administrative Units:
- [ ] New Center
- [ ] New Institute
- [ ] New Bureau
- [ ] Other

Other: (explain change)

Additional Approvals (if applicable)

- [ ] Graduate Council
  - [x] Yes
  - [ ] No
- [ ] Council on Teacher Education
  - [x] Yes
  - [ ] No

Section I: The Request

R401 Purpose* This R401 is to create a new certificate program in the Department of Landscape Architecture & Environmental Planning entitled: Advanced Design, Geospatial, and Visualization Technologies Certificate.

Section II: Program Proposal

Proposed Action & Rationale* It is proposed to create a new certificate program in the Landscape Architecture & Environmental Planning Department entitled: Advanced Design, Geospatial, and Visualization Technologies Certificate. The certificate will be offered via face-to-face courses on the Logan campus. Providing students with the opportunity to earn this certificate will encourage them to invest more time during their education in mastering important and emerging technologies in the field of landscape architecture. Students will complete courses that will help them develop a mastery of several critical technologies, including unmanned aerial systems (drones), virtual reality, advanced 3D and parametric modeling, and geospatial data analysis and visualization. It is expected that 8-12 students
A recent survey of the American Society of Landscape Architects found that many of the technologies that students will learn through this certificate are being used or adopted by numerous design firms, including drones (95% of firms), virtual reality (69%), and parametric modeling (38%). Despite the prevalence of these new technologies in the workforce, there is not a similar emphasis on training students in these technologies amongst landscape architecture programs across the nation. The creation of this certificate will allow LAEP to solidify its position at the forefront of technology adoption and teaching amongst national landscape architecture programs. Students who complete the certificate will graduate with an advanced skillset of the latest technologies used in the profession, substantially improving their attractiveness and hireability with design firms.

The proposed certificate is consistent with the mission of LAEP and USU to provide students with high quality learning outcomes that enable them to expand their capabilities and prepare them to enter the workforce. The proposed certificate will not hinder students' time to graduation and does not require changes to the LAEP curriculum. Approval to include AV 3500 in the certificate has been given by Prof. Baron Wesemann, head of the Aviation program.

Budgets in other programs will not be impacted. Many of the classes taught in this program are already being offered in existing programs and there is verified capacity for additional students. The additional course being added to the curriculum simultaneous with the creation of the certificate is LAEP 2900, which will be incorporated into teaching loads of existing faculty.

Section III: Curriculum (if applicable)
Proposed Advanced Design, Geospatial, and Visualization Technologies Certificate:

To earn the certificate, students must complete the following courses (18 credits in total)

**Required courses:**

LAEP 2400 – 3D Representation (3)
LAEP 2900 – VR Design and Thematics Studio (3)
LAEP 3300/6300 – GIS for Environmental Planning (4)
LAEP 3400/6400 – Advanced Geospatial Analysis and Visualization for Environmental Planning (5)
AV 3500 - Introduction to Unmanned Aerial Systems (3)

**Suggested sequence:**

AV 3500 – Sophomore Fall
LAEP 2400 – Junior Fall
LAEP 3300/6300 – Junior Fall
LAEP 3400/6400 – Junior Spring
LAEP 2900 – Senior Spring

---

**Step 5: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
Proposal Information

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Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

<table>
<thead>
<tr>
<th>COLLEGE (include all cross listed colleges)</th>
<th>College of Agriculture and Applied Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT (include all cross listed departments)</td>
<td>Landscape Architecture and Environmental Planning</td>
</tr>
<tr>
<td>Current Title (if applicable)</td>
<td>Masters of Bioregional Planning</td>
</tr>
<tr>
<td>Proposed Title</td>
<td>Masters of Environmental Planning</td>
</tr>
</tbody>
</table>
Step 3: **Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

<table>
<thead>
<tr>
<th>CIP Code (6-digits) *</th>
<th>04.0601</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Minimum Number of Credits (if applicable)*</th>
<th>41</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Number of Credits (if applicable)*</td>
<td>90</td>
</tr>
</tbody>
</table>

| Type of Degree: (BA, BS, etc.)* | MS |

**Request**

Step 4: **Select** the Type of Change Being Requested.

**New Programs:**
- [ ] New Certificates of Proficiency (except Institutional Certificates of Proficiency)
- [ ] New Certificates of Completion
- [ ] New Post-Baccalaureate and Post-Masters Certificates
- [ ] New Minors
- [ ] New Emphases within an Approved Degree
- [ ] New K-12 Endorsements
- [ ] Other

**Existing Program Changes:**
- [ ] Program Transfer
- [ ] Program Restructure
- [ ] Program Consolidation
- [ ] Program Suspension
- [ ] Program Discontinuation
- [ ] Program Name Change
- [ ] Out-of-Service Area Delivery of a Program
- [ ] Reinstatement of a Previously Suspended Program
- [ ] Other
Section I: The Request

R401 Purpose* Change the name from Master's of Bioregional Planning to Master's of Environmental Planning.

Section II: Program Proposal

Proposed Action & Rationale* The Department of Landscape Architecture & Environmental Planning would like to change the degree name from Master's of Bioregional Planning to Master's of Environmental Planning. It is believed this name change will lead to better recruiting of premier students.
Consistency with Institutional Mission & Institutional Impact*

The program name change will lead to USU being able to better facilitate teaching to top-ranked students through better recruiting initiatives.

Finances*

It is believed the name change will lead to increased revenue within the department as more students will apply for the available master's degree.

Section III: Curriculum (if applicable)

Program Curriculum Narrative

Step 5: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located in the upper left-hand corner of the Proposal Toolbox.

Step 6: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
Yes – good on both changes.

Richard S. Inouye  
Vice Provost  
School of Graduate Studies

Feedback on how we’re doing?

---

From: Sean Michael <Sean.michael@usu.edu>  
Date: Wednesday, March 25, 2020 at 2:39 PM  
To: Richard Inouye <richard.inouye@usu.edu>, Michele Hillard <michele.hillard@usu.edu>  
Subject: Re: LAEP PhD name change

Richard, after we hung up, I listened to Michele’s voice message, which tried to catch me about the other degree name change LAEP submitted.

The other we need to have reviewed by EPC (and thus be on tomorrow’s agenda Michele will send) and reach Grad Council is for our MS in Bioregional Planning to be renamed to the more nationally accepted term of MS in Environmental Planning.

If you are supportive of that name change as well could you Reply To All so that Michele knows?

Thank you both!

s

Sean E. Michael, Ph.D., FCELA  
Dept. Head / Professor
From: Richard Inouye <richard.inouye@usu.edu>
Date: Wednesday, March 25, 2020 at 2:35 PM
To: Michele Hillard <michele.hillard@usu.edu>
Cc: Sean Michael <Sean.michael@usu.edu>
Subject: LAEP PhD name change

Michele: Sean just called me about this request to change the name of the PhD program (adding ‘& Environmental Planning’). I’m fine with this change, and the Grad Council has given me authority to approve this type of change without taking it to the full Council.

Richard S. Inouye
Vice Provost
School of Graduate Studies

Feedback on how we’re doing?
College of Agriculture and Applied Sciences - Landscape Architecture and Environmental Planning

4.1.a R401 Abbreviated Program Proposal

# Proposal Information

**Instructions for Completing R401:**

- [Writing Guidelines/Suggestions](#)
- [USHE R401 Policy](#)

**Contact Information**

Paul Barr: Vice Provost (797-0718)

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**Step 1:** Turn on "Help Tips" by clicking on the Show Help TextPrint icon (small blue circle with i inside) at the top right-hand side of your proposal.

**Step 2:** Select the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

- Select the College(s) this proposal involves.
- Select the Department(s) this proposal involves.

<table>
<thead>
<tr>
<th>COLLEGE (include all cross listed colleges)*</th>
<th>College of Agriculture and Applied Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT (include all cross listed departments)*</td>
<td>Landscape Architecture and Environmental Planning</td>
</tr>
<tr>
<td>Current Title (if applicable)</td>
<td>PhD in Landscape Architecture</td>
</tr>
<tr>
<td>Proposed Title</td>
<td>PhD in Landscape Architecture and Environmental Planning</td>
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</tbody>
</table>
Step 3: **Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

<table>
<thead>
<tr>
<th>CIP Code (6-digits)</th>
<th>04.0601</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Minimum Number of Credits (if applicable)</th>
<th>60</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Maximum Number of Credits (if applicable)</th>
<th>90</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of Degree: (BA, BS, etc.)</th>
<th>PhD</th>
</tr>
</thead>
</table>

**Request**

Step 4: **Select** the Type of Change Being Requested.

**New Programs:**
- New Certificates of Proficiency (except Institutional Certificates of Proficiency)
- New Certificates of Completion
- New Post-Baccalaureate and Post-Masters Certificates
- New Minors
- New Emphases within an Approved Degree
- New K-12 Endorsements
- Other

**Existing Program Changes:**
- Program Transfer
- Program Restructure
- Program Consolidation
- Program Suspension
- Program Discontinuation
- Program Name Change
- Out-of-Service Area Delivery of a Program
- Reinstatement of a Previously Suspended Program
- Other
Section I: The Request

R401 Purpose* The Department of Landscape Architecture & Environmental Planning would like to rename its PhD from Landscape Architecture to Landscape Architecture & Environmental Planning.

Section II: Program Proposal

Proposed Action & Rationale* It is believed that by adding environmental planning to the PhD title, students from an increased number of disciplines will be interested in attending graduate school at LAEP.
Section III: Curriculum (if applicable)

Program Curriculum Narrative

Step 5: **Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located in the upper left-hand corner of the Proposal Toolbox.

Step 6: **Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
Michele Hillard

From: Richard Inouye
Sent: Wednesday, March 25, 2020 2:35 PM
To: Michele Hillard
Cc: Sean Michael
Subject: LAEP PhD name change

Michele: Sean just called me about this request to change the name of the PhD program (adding '& Environmental Planning'). I'm fine with this change, and the Grad Council has given me authority to approve this type of change without taking it to the full Council.

Richard S. Inouye
Vice Provost
School of Graduate Studies

Feedback on how we're doing?

1450 Old Main Hill
Logan, UT 84322-1450
Phone: (435) 797-3981
richard.inouye@usu.edu
Proposal Information

Instructions for Completing R401:

Writing Guidelines/Suggestions
USHE R401 Policy

Contact Information
Paul Barr: Vice Provost (797-0718)

Step 1: Turn on "Help Tips" by clicking on the Show Help TextPrint icon (small blue circle with i inside) at the top right-hand side of your proposal.

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Select the College(s) this proposal involves.
Select the Department(s) this proposal involves.

<table>
<thead>
<tr>
<th>COLLEGE (include all cross listed colleges)*</th>
<th>College of Humanities and Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT (include all cross listed departments)*</td>
<td>Languages, Philosophy and Communication Studies</td>
</tr>
<tr>
<td>Current Title (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Proposed Title</td>
<td>Nonprofit Organizations and Social Entrepreneurship</td>
</tr>
</tbody>
</table>
Step 3: **Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](https://www.nerc.edu/classification/)

CIP Code (6-digits)  * 09.0901

Minimum Number of Credits (if applicable)*  19

Maximum Number of Credits (if applicable)*  29

Type of Degree: (BA, BS, etc.)*  Certificate of Proficiency

Request

Step 4: **Select** the Type of Change Being Requested.

**New Programs:**
- ✓ New Certificates of Proficiency (except Institutional Certificates of Proficiency)
- New Certificates of Completion
- New Post-Baccalaureate and Post-Masters Certificates
- New Minors
- New Emphases within an Approved Degree
- New K-12 Endorsements
- Other

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- Program Transfer
- Program Restructure
- Program Consolidation
- Program Suspension
- Program Discontinuation
- Program Name Change
- Out-of-Service Area Delivery of a Program
- Reinstatement of a Previously Suspended Program
- Other
Section I: The Request

R401 Purpose* We are requesting permission to create a Certificate of Proficiency in Nonprofit Organizations and Social Entrepreneurship. The proposal uses existing courses and faculty across a number of departments and colleges and develops a certificate that will enhance job prospects for students in any major.

Section II: Program Proposal
The USU website lists 120 different majors/undergraduate emphases that students can choose from. Of those 120 majors, 28 of them specifically state under their career options that the material taught in these majors will prepare and qualify individuals to pursue professions/careers in humanitarian efforts and nonprofit organizations. Despite these statements, there is no curricular or programmatic route to help students understand how the nonprofit sector works or make sense of their coursework in this context. As a result, many students are left to make these connections on their own. A Certificate of Proficiency in Nonprofit Organizations and Social Entrepreneurship will be a considerable resource to students who have this career focus. Additionally, it will provide a formal acknowledgement and validation for students who need to differentiate themselves from other job applicants. Faculty and advisors across campus have expressed support for this certificate as it will fulfill the needs and desires of students across the university.

Currently, there are over 1.56 million nonprofit organizations in the United States, with many more operating around the world. The nonprofit sector contributes more than $985.4 billion to the US economy and provides over 12.3 million jobs each year. In the past five years, Utah’s nonprofit sector has skyrocketed by 50 percent, with an estimated 10,000 nonprofit organizations. Currently, Utah is ranked first in the nation for charitable giving and volunteer efforts. Given this significant increase in labor market demand for nonprofit organizations throughout the country, and especially in the state of Utah, it seems appropriate to develop and offer a course of study that prepares students to enter and be more successful in nonprofit careers and social programs within businesses. Many USU graduates work in nonprofits or social/philanthropic business programs, and a certificate program that compliments all majors would help them in their efforts to do this kind of work.

The mission of Utah State University is to be a “premier student-centered land-grant and space-grant university”. In order to accomplish this goal, the university emphasizes that academics come first and places importance on cultivating diversity of thought and culture and by serving the public through learning, discovery, and engagement. The Nonprofit Organizations and Social Entrepreneurship certificate of proficiency is consistent with the mission of Utah State by offering a program for students that focuses on improving the common good through various types of organizations and practices. Such a program focuses on understanding and engaging with diverse people and cultures in the pursuit of common goals.

This certificate of proficiency will be created using existing courses across a number of departments and colleges. No new financial resources are needed.

Section III: Curriculum (if applicable)
This certificate of proficiency will be housed and administered in the College of Humanities and Social Sciences and the Department of Languages, Philosophy, and Communication Studies. However, it will incorporate classes from across CHaSS as well as other colleges to give maximum flexibility to students from a variety of programs.

The certificate will have a core of required classes. These classes will cover theory and practices of nonprofit organizations and social entrepreneurship, philanthropy and development, social media, and grant writing—all foundational areas for nonprofit work. This certificate will also require an internship within a student’s declared major, minor, or college. Students will then be able to choose a group of classes in specific interest areas, including business/entrepreneurship, global communication, social media and technical communication, social work, sociology, sustainability, and community-based education. Students can select a group of classes from one of these areas, or they can choose any collection of courses from the various programs. See the attached program curriculum for details.

The idea behind this structure is that many programs talk about preparing students for nonprofit work. Therefore, a student in entrepreneurship or environmental science can use their relevant coursework and add the core classes to it. On the other hand, a student who hasn’t chosen a major yet but wants to pursue this certificate can do the core and then explore coursework in a variety of programs that are connected to it. Thus, students in majors and those still looking for one can use this certificate as a way to focus their studies.

In developing the program curriculum for this certificate of proficiency, we have worked with and received support and approval from the Associate Deans in Business (Merideth Thompson), Natural Resources (Claudia Radel), Agriculture and Applied Sciences (Brian Warnick) and Humanities and Social Sciences (Matt Sanders), along with the various department heads and program coordinators within these colleges.

Step 5: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located in the upper left-hand corner of the Proposal Toolbox.

Step 6: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
S.J. and Jessie E. Quinney College of Natural Resources - Environment and Society

4.1.a R401 Abbreviated Program Proposal

Proposal Information

Instructions for Completing R401:

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USHE R401 Policy

Contact Information

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Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

**COLLEGE (include all cross listed colleges)**

S.J. and Jessie E. Quinney College of Natural Resources

**DEPARTMENT (include all cross listed departments)**

Environment and Society

**Current Title (if applicable)**

**Proposed Title**

Applied Geographic Information Science Certificate
Step 3: Enter the Correct CIP Code Using the Following Website: Classification Instructional Programs

| CIP Code (6-digits) | 45.0702 |

| Minimum Number of Credits (if applicable) | 16 |
| Maximum Number of Credits (if applicable) | 19 |

Type of Degree: (BA, BS, etc.) Certificate of Proficiency

Request

Step 4: Select the Type of Change Being Requested.

New Programs:
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- New Certificates of Completion
- New Post-Baccalaureate and Post-Masters Certificates
- New Minors
- New Emphases within an Approved Degree
- New K-12 Endorsements
- Other

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- Program Restructure
- Program Consolidation
- Program Suspension
- Program Discontinuation
- Program Name Change
- Out-of-Service Area Delivery of a Program
- Reinstatement of a Previously Suspended Program
- Other
Administrative Unit Changes:
- New Administrative Units
- Administrative Unit Transfer
- Administrative Unit Restructure
- Administrative Unit Consolidation
- Reinstatement of Previously Suspended Administrative Units
- Other

Creation of Non-Administrative Units:
- New Center
- New Institute
- New Bureau
- Other

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council:
- Yes
- No

Council on Teacher Education:
- Yes
- No

Section I: The Request

R401 Purpose: This R401 is to create a new undergraduate certificate program in the Department of Environment and Society entitled: Applied Geographic Information Science Certificate.

Section II: Program Proposal
Proposed Action & Rationale*

The Department of Environment and Society proposes a new certificate of proficiency in **Applied Geographic Information Science** or **Applied GIS**. The certificate will be offered largely via face-to-face courses on the Logan campus, although some of the courses may be delivered with an online course option. If feasible in the future, the Department will also offer the certificate via online and broadcast courses. The certificate program will be open to all USU undergraduate students.

Earning this certificate will allow students to complement their education in a variety of fields with cutting-edge and marketable skills in geospatial analysis and geographic information systems. The courses included as part of this certificate provide training in computational geospatial analysis and programming. Additionally, through elective offerings, students will build skills in complementary topic areas including unmanned aerial systems, geo-visualization, and surveying/geomatics. It is anticipated that 15-20 undergraduate students per year will complete this certificate.

Labor Market Demand (if applicable)

Careers that use geographic information science (GIS) and geospatial analysis are found in numerous sectors, including the physical, biological, and social sciences. GIS is widely used in urban and rural planning and landscape management by municipalities, along with nearly all state and federal agencies. GIS is also used within the private sector for location-related decision making. The demand for graduates with applicable GIS skills is high, and requires that students are capable of conducting advanced geoprocessing tasks and disseminating information via high-quality cartographic outputs. This certificate program is designed to develop students’ skills in GIS beyond those required for their particular major field. By completing this certificate program, students will be equipped with a skillset that will qualify them for positions throughout the public and private sectors. According to the Utah Department of Workforce Services, GIS technicians (falling under the umbrella category of “all other computer occupations”) earn a median income in Utah of $73,370, with 120 openings projected annually within the state. Additionally, in offering this certificate, USU will be more closely aligned and competitive with peer institutions’ curricula, as numerous universities across the U.S. are already offering analogous programs. Almost all other USHE institutions offer equivalent undergraduate certificates in a variety of forms. The University of Utah offers a Geographic Information Science Certificate. Utah Valley University, Southern Utah University, and Snow College offer certificates in Geographic Information Systems. Weber State offers a Geospatial Analysis Certificate. Salt Lake Community College offers both a Geographic Information Systems Certificate and a Geospatial Technology Certificate.
Consistency with Institutional Mission & Institutional Impact

It is USU’s mission to serve the public through learning, discovery, and engagement. In addition, the Quinney College of Natural Resources strives to produce effective future leaders in both research and management arenas for the fields of natural resources and the environmental sciences. This certificate is responsive to both the University and College missions, in that students who complete this program will be equipped to use geospatial analytical techniques to understand and communicate societally-relevant spatial information. This certificate program will not extend students’ time to graduation, nor will it require changes to existing curriculum. The certificate program of study represents collaboration among the three departments of the Quinney College of Natural Resources, with one department (Department of Environment and Society) serving as the housing unit. Approval for the inclusion of courses outside the College of Natural Resources has been obtained from the relevant department heads (see course listing below).

Finances

Budgets in other units should not be impacted. All required courses for the certificate (with the exception of a new 1-credit portfolio course) are already offered at USU, and it is anticipated that the numbers of additional students will not necessitate the delivery of additional course sections. Advising will be provided through the Quinney College of Natural Resources’ Academic Services Center. Dr. Alan Kasprak, Coordinator of the Utah Geospatial Consortium, with a position in the Department of Environment and Society, will provide program administrative support and serve as instructor for the 1-credit portfolio course.

Section III: Curriculum (if applicable)
This certificate requires the completion of a minimum of 16 credits, all with a grade of C- or better. Coursework consists of two required 3-credit courses (an introductory GIS course and an advanced GIS course), one 3-credit course in one of two common GIS programming languages (Python or R), and two 3- to 5-credit elective courses selected from a list of options. Courses on the electives list provide complementary skills in geospatial analysis, data visualization, or geospatial technologies, including remote sensing or surveying. A new 1-credit course will allow students to be mentored in creating a web-based portfolio, building on coursework completed in the three required core courses. The portfolio will be composed of products, at a minimum, from the three required courses. This portfolio will serve as a demonstration of learning in GIS and provide a demonstration of GIS skills to potential future employers. The certificate is designed to be easily completed in either a single academic year or in two academic years, to be more easily completed alongside a variety of majors.

Program of Study:

**Required GIS core courses (10 credits)**

*Students will complete all of the following:*

- GEOG 1800 or WILD 1800: Introduction to Geographic Information Sciences (3)
  (Equivalent introductory GIS courses will be considered in lieu of GEOG 1800 or WILD 1800)

- WATS 4930: Advanced GIS and Spatial Analysis (3)

- GEOG 4910: GIS Portfolio (1)

*Students will complete one of the following two GIS programming course options:*

- ENVS 4950: Special Topics: Python Programming (3)

- GEOG 4870: Geospatial Analysis (3)

**Elective courses (6-9 credits)**

*Students will complete at least two of the following:*

- ENVS 4950: Special Topics: Python Programming *if not taken above* (3)

- GEOG 4870: Geospatial Analysis with R *if not taken above* (3)

- WILD 5750: Applied Remote Sensing (3)

- GEOG 3800: Data Visualization (3)

- PSC/CEE 5003: Remote Sensing of Land Surfaces (4)

- AV 3500: Introduction to Unmanned Aerial Systems (3)

- CEE 2240: Engineering Surveying (3)

- LAEP 3400: Advanced Geospatial Analysis and Visualization for Environmental Planning (5) OR LAEP 4900: Special Problems: Advanced Geospatial Analysis and Visualization for Environmental Planning (3)
Proposed Course Sequence for Certificate Completion:

GEOG 1800 or WILD 1800: Fall Semester Year 1
WATS 4930: Spring Semester Year 1
ENVS 4950 or GEOG 4870: Spring Semester Year 1
GEOG 4910: Final semester, following or coterminous with core GIS courses
Elective courses: Fall or Spring Semester Year 1 or Year 2

Step 5: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located in the upper left-hand corner of the Proposal Toolbox.

Step 6: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
GENERAL EDUCATION COMMITTEE

March 17, 2020
8:30 a.m. – 9:30 a.m.
Champ Hall Conference Room – OM 136

Present: Lee Rickords, College of Agriculture and Applied Sciences (Chair)
Christopher Scheer, Caine College of the Arts
Daniel Holland, Jon M. Huntsman School of Business
Harrison Kleiner, College of Humanities and Social Sciences
Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
Greg Podgorski, College of Science
Matt Sanders, Connections
Paul Barr, Office of the Executive Vice President and Provost
Dory Rosenberg, University Libraries
Robert Mueller, Statewide Campuses/Communications Intensive
Lawrence Culver, American Institutions
David Wall, Creative Arts
Charlie Huenemann, Humanities
David Brown, Quantitative Literacy/Intensive
Ryan Bosworth, Social Sciences
Robyn Peterson, Registrar’s Office
Mykel Beorchia, University Advising
Kristine Miller, University Honors Program
Amber Summers-Graham, Secretary

Excused: Shelley Lindauer, Emma Eccles Jones College of Education and Human Services
Thom Fronk, College of Engineering
Steve Nelson, USU Eastern
Sami Ahmed, USUSA President
Ryan Dupont, Life and Physical Sciences
John Mortensen, Academic and Instructional Services

Call to Order – Lee Rickords

Approval of Minutes – February 18, 2020 Minutes approved as distributed.

Course Approvals/Removals/Syllabi Approvals

NAS 1010 (BHU) APPROVED ................................................................. Charlie Huenemann
Motion to approve BHU designation made by Charlie Huenemann. Seconded by Greg Podgorski. Designation approved.
SOC 2370 (BSS) APPROVED ............................................................Ryan Bosworth
Motion to approve BSS designation made by Ryan Bosworth. Seconded by David Wall.
Designation approved.

SOC 2850 (BSS) APPROVED ............................................................Ryan Bosworth
Motion to approve BSS designation made by Ryan Bosworth. Seconded by David Wall.
Designation approved.

ENVS 3320 (DSS) APPROVED ............................................................Ryan Bosworth
Motion to approve DSS designation made by Ryan Bosworth. Seconded by Robert Mueller.
Designation approved.

POLS 4220 (DSS) APPROVED ............................................................Ryan Bosworth
Motion to approve DSS designation made by Ryan Bosworth. Seconded by Matt Sanders.
Designation approved.

POLS 4464 (DSS) APPROVED ............................................................Ryan Bosworth
Motion to approve DSS designation made by Ryan Bosworth. Seconded by Matt Sanders.
Designation approved.

SOC 3340 (DSS) TABLED .................................................................Ryan Bosworth
Tabled until next meeting.

BIOL 3055 (CI) APPROVED ............................................................Robert Mueller
Motion to approve CI designation made by Robert Mueller. Seconded by Ryan Bosworth.
Designation approved.

BIOL 3065 (CI) APPROVED ............................................................Robert Mueller
Motion to approve CI designation made by Robert Mueller. Seconded by Ryan Bosworth.
Designation approved.

BIOL 3085 (CI) APPROVED ............................................................Robert Mueller
Motion to approve CI designation made by Robert Mueller. Seconded by Ryan Bosworth.
Designation approved.

BIOL 3095 (CI) APPROVED ............................................................Robert Mueller
Motion to approve CI designation made by Robert Mueller. Seconded by Ryan Bosworth.
Designation approved.

Adjourn - 9:02 AM