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9-8-2003

## Faculty Senate Meeting Agenda, September 8, 2003

Utah State University

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Faculty Senate Meeting  
8 September 2003  
3:00 - 4:30 p.m.  
Cazier Science Technology Building Room 120

AGENDA

- 3:00 Call to order Kevin Kesler  
[Approval of Minutes - 28 April, 2003](#)
- 3:05 Information Items Joyce Kinhead  
Incoming Freshman Enrollment Tom Kent  
Graduate Program
- Consent Agenda  
[EPC Business](#)  
[EPC Annual Report](#)  
[UPRPC/Space Management Report](#)  
[Graduate Council Report](#)  
[Tables](#)
- 3:10 Key Issues and Action Items Kevin Kesler  
Approval of Parliamentarian Janis Boettinger  
[Policy Changes for Faculty Senate](#) Marv Halling  
Honorary Degrees and Awards Nominations Sue Guenter-  
[Proposed Changes to the Hiring Policy](#) Schlesinger  
[Senate Membership on Banner Committee](#) Kevin Kesler
- 3:45 University Business Provost Albrecht  
Department Heads Terms
- 4:15 New Business
- Adjourn

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Faculty Senate Meeting Minutes for April 28<sup>th</sup>, 2003

Call to Order

Martha Dever called the meeting to order at 3:02.

## Minutes

Brent Miller made a motion to accept the minutes of the April 7th meeting. The motion, seconded by Kathy Piercy, was passed.

## Consent Agenda

Bruce Miller moved to accept the Consent Agenda, and Dean Miner seconded. Michael Timmons started a discussion concerning the calendar schedules presented by the Calendar Committee. He made the motion to remove the Calendar Committee report from the Consent agenda to be placed on the next meetings agenda in the fall. Vicki Simonsmeier seconded. In the discussion Janis Boettinger amended the motion to make the report a key action item for discussion later in today's meeting. Jan Roush seconded, and the motion passed with 13 dissenting votes and 4 abstentions. The original motion was then voted upon, and was passed with 5 dissenting votes and 2 abstentions. Bruce Miller moved to accept the remainder of the Consent Agenda. The motion, seconded by Janis Boettinger, was passed.

## Key Issues and Action Items

### Intellectual Property

Brent Miller reintroduced the issue of Intellectual Property. He specifically explained the necessity for a signed letter of acceptance by the faculty, of the concepts of intellectual property. He then introduced Russ Price who displayed the comparison between the Federal Law as defined by the Bayh-Dole Act, and how USU's intellectual property policy conforms. Brent Miller then moved to accept the proposal on Intellectual Property. Dennis Walker seconded, and the motion passed with 5 dissenting votes.

### Student Proposal for Reading Days

Ericka Ensign brought up the issues of the Student Proposal for Reading Days and Dead Week. She was accompanied by Celestial Bybee - ASUSU President. She presented the revised proposal which eliminates Dead Week from the policy, and professors are no longer required to hold office hours during regularly scheduled class times during reading days. She then gave responses to several faculty concerns regarding reading days, many of which would be issues for the calendar committee to resolve. Ericka's motion postponed from the last meeting, and then amended to accept the principles of reading days, was placed again on the floor.

Jan Roush proposed a program where a pilot study on reading days would be conducted for the next two years, and a final decision on reading days would be made based on the results of the study. She then moved to substitute Ericka's motion with this proposal of a pilot study. The motion was seconded by Janis Boettinger. Discussion ensued concerning whether or not a pilot study would produce research that does not already exist, and if one is therefore necessary. One comment made was that President Hall supports reading days, and that debate in the senate is meaningless. Stephen Bialkowski called to question, ending discussion, and Mark Larson seconded. The call to the motion passed with 5 dissenting votes. Jan Roush's motion was then voted on, and failed with 15 votes in favor, and 3 abstentions

Discussion commenced with calendaring issues, and what effects two added reading days would have on students and faculty. Several opinions were presented. Mark Larsen called to question, which was seconded by Michael Timmons and passed with 3 dissenting votes. The amended proposed policy on reading days was then voted on, and failed with 28 voted against, 23 votes for, and 2 abstentions.

### PRPC Issue I and II

Bruce Miller explained the procedural change for sabbatical need, which includes clarifying change in language. He moved to accept Issue I as outlined. The motion, seconded by Mike Kuhns, was passed.

Bruce Miller then explained the addition of new language to Issue II, including a subsection that would not allow for changes of status for faculty with special appointments. He moved to accept Issue II with these changes. Mark Larsen seconded, but the motion failed with 23 votes against, 21 for, and 3 abstentions. Lynn Dudley moved to table PRPC Issue II for further investigation. Vance Grange seconded. The motion failed with 28 votes against, 23 votes in favor, and 2 abstentions. The motion to accept Issue II was voted on and received 28 votes in favor, 14 votes against, and 4 abstentions. Because it is an amendment to the motion previously presented, it requires a two-thirds vote to pass. With abstaining votes counting against the motion, the motion failed.

### Calendar Committee Report

Dallas Holmes moved to accept the 2004-2005 calendar schedule as has been previously approved, without changes to commencement or addition of reading days. The motion was seconded by Michael Timmons. Sydney Peterson explained that the calendar must be changed because of the need to close-out students for the newly revised commencement program. Janis Boettinger made a substitute motion to postpone commencement to one week later, a schedule defined in column #5 in the Calendar Committee report. Jan seconded the motion. Discussion continued about the differences between the possible calendar schedules, to which Sydney Peterson mentioned that the concerns she has heard can be taken back to the Calendar Committee for consideration. Bruce Miller then moved to postpone the decision of the calendar schedule until the next meeting in the fall. The motion, seconded by Kevin Kesler, was passed with 28 votes for and 18 votes against.

### University Business

Provost Stan Albrecht began University Business. He introduced Vice Provost, Chris Fawson, and Rhonda Callister from the College of Business, who reported on a study on women's recruitment and retention at USU. Chris Fawson described a new committee called the Board of Mediators, to which suggestions for members are being requested. The Provost then briefly explained the issues the Provost Office is concerned with for the upcoming school year, including compensation increases for faculty and staff, and increasing course fees.

### New Business

Marv Halling presented the election results for the Faculty Senate President-Elect. Janis Boettinger won the election and will fill that position for the next school year.

Stephen Bialkowski brought up the issue of recycled paper, and introduced the student president of the Ecological Coalition of Students (ECOS), Jim Steitz, and his successor for next year, Vanessa Welsh. They explained the benefits of recycling paper on campus, and the need for heightened environmental awareness among the faculty and staff. Stephen Bialkowski then made a motion to endorse recycling Ecological Coalition of Students paper on campus. The motion was seconded by Pam Dupin-Bryant. Discussion continued concerning the lack of information needed for the senate to make a formal decision on the matter. Mike Kuhns moved to table the report until the fall. The motion, seconded by Shawn Olsen, was passed with 2 opposing votes.

Faculty Senate President Martha Dever then officially turned the meeting over to President-

Elect Kevin Kesler, and passed to him the responsibilities of Faculty Senate President. President Kesler then presented Martha Dever with a plaque of appreciation for completion of a successful year as Faculty Senate President. She was honored with a round of applause.

#### Adjourn

President Kevin Kesler then called for adjournment. Mark Larson moved to adjourn, and Vicki Simonsmeier seconded. The meeting was adjourned at 5:04 pm.

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#### Introduction: Educational Policies Committee Report for Faculty Senate 5/1/03

Joyce Kinkead-Chair, Stanley Allen-Agriculture, Celestial Bybee-ASUSU Pres., Todd Crowl-Natural Resources, Ericka Ensign,-ASUSU Acad VP, James Evans-Science, Jan Roush-HASS, Robert Franckowiak-GSS, Scott Hunsaker-Education, Dennis LaBonty-Business, David Luthy-DEED chair, Weldon Sleight-Extension, Cheryl Walters-ILR, Jeffrey Walters- ASC Chair, Paul Wheeler-Engineering

#### Meeting Dates:

September 5, 2002, October 3, 2002, November 7, 2002, December 5, 2002, January 9, 2003, February 6, 2003, March 6, 2003, April 3, 2003, May 1, 2003

#### Facts & Discussion:

##### Curriculum Subcommittee

In May meetings, the Curriculum Subcommittee approved the following program changes:

- [Request to change the name of the MS and PhD degrees in Biological & Agricultural Engineering to Biological Engineering was approved.](#)
- [Request for a change in emphases for the Music Major was approved.](#)

##### Academic Standards Subcommittee

In April meetings, the Academic Standards Subcommittee approved the following program changes:

- Intent to Transfer graduation requirements: Students who did not initially enroll at USU, but have completed the Intent to Transfer process, will be obligated by the Seven-Year Policy for both the General Education/University Studies and Major requirements in effect when their Intent to Transfer Education Plan was signed by representatives at both USU and the sending institution. Signatures from both institutions must be obtained during the same semester.

Recommendations EPC recommends approval of above changes by Faculty Senate.

The major function of the Educational Policies Committee is to serve as the Faculty Senate committee on educational policy. All policy recommendations and major actions are referred to the Senate for approval or disapproval. The Educational Policies Committee operates through four subcommittees: Academic Standards, Curriculum, General Education, and Distance and Electronic Education.

The Educational Policies Committee met monthly from September 2002 - May 2003 and considered the business of its four subcommittees.

Membership on EPC consists of the Provost or his designee, one faculty representative from each college, one faculty representative from Extension, one faculty representative from the Library, two student officers from ASUSU, and one student officer from the GSS. The faculty representatives are elected to the committee in accordance with USU Policy Manual, Section 402.11.2. The following individuals served on the Educational Policies Committee during the 2002-2003 academic year:

Joyce Kinkead	Chair
Stanley Allen	Agriculture
Tom Hilton	Business
Scott L. Hunsaker	Education
Paul Wheeler	Engineering
Kathryn Fitzgerald	HASS
Todd Crowl	Natural Resources
Jim Evans	Science
Weldon Sleight	Extension
Cheryl Walters	Library
Celestial Bybee	ASUSU
Ericka Ensign	ASUSU
Robert Franckowiak	GSS

All formal actions taken by EPC through its subcommittees are described under the appropriate subcommittee report.

#### ACADEMIC STANDARDS SUBCOMMITTEE ANNUAL REPORT 2001-2002

According to the USU Policy Manual [402.12.6(7)], the Academic Standards Subcommittee (ASSC) (a) recommends policy on all matters pertaining to academic evaluation of students, including admission, retention, grade assignment, and graduation; (b) recommends discipline policy regarding student academic dishonesty; and (c) approves the process for discipline regarding alleged academic violations by students and for grievance hearings in cases of alleged student academic dishonesty.

#### Membership

The ASSC consists of four faculty members and one student appointed from the Educational

Policies Committee (EPC). Their terms correspond to their EPC terms. Additional members are appointed to the ASSC for two-year terms by the EPC to lend expertise. The 2002-2003 membership of the ASSC is as follows:

Jeffrey Walters	Chair
Stanley Allen	Agriculture (EPC)
Heidi Beck	Enrollment Services
Wynn Walker	Engineering
Richley Crapo	HASS
Todd Crowl	Natural Resources (EPC)
Vicki Allan	Science
Ericka Ensign	ASUSU (EPC)
Scott Hunsaker	Education (EPC)
Dwight Israelsen	Business
John Mortensen	Academic Services
Lavell Saunders	Academic Services
Gary Poppleton	Extension Education
Sydney Peterson	Provost's Office

## Business

Issues considered by the ASSC this year were as follows:

*Posthumous Degrees Policy.* The ASSC approved policy language for the conditions under which the University would grant posthumous degrees to students who die before completing all degree requirements. This policy standardizes and codifies ad hoc procedures under which the Registrar's Office had been operating in such cases.

*Repeal of limit on transfer credits from 2-yr Institutions that can be applied to a Bachelor's Degree.* The ASSC approved a recommendation to eliminate the restriction that no more than 80 credits earned at a 2-yr institution could be applied to meeting the requirements of a USU Bachelor's Degree. The Subcommittee felt that existing requirements that students earn a minimum of 30 USU credits and 40 upper division credits were sufficient to ensure the integrity of Bachelor's Degrees awarded by USU.

*Repeal of limit on maximum Independent Study credits that can be applied to a Bachelor's Degree.* The ASSC recommended that the existing policy limiting the maximum amount of Independent Study credit that can be applied to meeting the requirements of a Bachelor's Degree to 30 credits be repealed.

*Policy on minimum credits for an Associate's Degree following another degree.* The ASSC recommended that a policy be established requiring that any student who already holds a post-secondary degree be required to complete at least USU 15 credits to earn an Associate's Degree from Utah State University. This policy would bring the requirements for earning such degrees in alignment with the existing policy on second Bachelor's Degrees awarded by USU.

*Policy on Petitions for Academic Record Adjustment.* The ASSC adopted language for procedures to be followed in cases where students wish to petition for adjustment of their

academic records after grades have been posted to the transcript that clarifies and codifies procedures developed by the Registrar's Office. The policy defines the conditions under which such petitions may be granted and establishes a 2 year limit within which such petitions must be initiated.

*Academic Warning/ Probation/ Suspension Policies.* The ASSC reviewed these policies at the request of the EPC, and recommended that in cases of Academic Suspension, the suspension shall take effect immediately and that students who have been suspended be barred from USU taking courses in the following semester in contrast to the existing policy which permitted a one-semester grace period following suspension.

*Policy on Concurrent Enrollment Credit on Transcripts.* The EPC requested that the ASSC review existing practice and make recommendations. The existing practice has been that USU concurrent enrollment credit earned by high school students has been treated as transfer credit when these individuals enroll as freshmen at USU. In some cases, this has meant that students have been placed on probation before they have completed any on-campus courses. To address this situation, the ASSC recommended that secondary students who have taken concurrent enrollment classes shall be considered as being in Good Standing when they enter USU following graduation from high school.

*Policy on Intent to Transfer Graduation Requirements.* USU has initiated an Intent to Transfer program that permits students attending another institution to receive coordinated advising and program approval from their current institution and USU. The policy issue considered by the ASSC was how to incorporate these students into USU's Seven-Year Policy for meeting graduation requirements. The subcommittee recommended that students who declare an Intent to Transfer to USU will come within the scope of the Seven-Year Policy beginning with the semester in which the Intent to Transfer Education Plan has been signed by authorized representatives of both USU and the sending institution.

### Curriculum Subcommittee Annual Report 2002-2003

The Curriculum Subcommittee makes recommendations on curricula matters, including course changes and forwards them to the Educational Policies Committee for approval. The following members served on the Curriculum Subcommittee during 2002-2003

Scott Hunsaker	Chair
Weldon Sleight	Extension
Don Snyder	Agriculture
Clifford Skousen	Business
William Rahmeyer	Engineering
Kathryn Fitzgerald	HASS
Raymond Dueser	Natural Resources
Don Fiesinger	Science
Todd Crowl	Graduate Council
Cheryl Walters	Library
Ericka Ensign	ASUSU



Robert Franckowiak	GSS
Cindy Moulton	Staff
Sheri Peterson	Staff
Cathy Gerber	Secretary

The meetings of the Curriculum Subcommittee, held from September 2002 through May 2003 dealt mainly with the course additions, course changes, and deletions requested in refining departmental curricula.

Number of courses by department reviewed by the subcommittee:

College of Agriculture	
Agricultural Systems Technology and Education	14
Animal, Dairy and Veterinary Science	2
Nutrition and Food Science	8
Plants, Soils, and Biometeorology	7
<u>Total College of Agriculture</u>	<u>31</u>
College of Business-Dean's Office	12
Business Administration	4
Business Information Systems and Education	2
School of Accountancy	5
Management and Human Resources	1
<u>Total College of Business</u>	<u>24</u>
College of Education	7
Communicative Disorders and Deaf Education	21
Elementary Education	-
Family, Consumer, and Human Education	85
Health, Physical Education and recreation	6
Instructional Technology	3
Psychology	3
Secondary Education	-
Special Education and Rehabilitation	5
<u>Total College of Education</u>	<u>130</u>
College of Engineering	
Biological and Irrigation Engineering	2
Civil and Environmental Engineering	6
Electrical and Computer Engineering	23
Industrial Technology and Education	4
Mechanical and Aerospace Engineering	15
<u>Total College of Engineering</u>	<u>50</u>

College of HASS	
Aerospace	-
Art	37
Journalism and Communication	5
English	2
History	-
Interdisciplinary Studies	3
Intensive English Language Institute	17
Interior Design	15
Landscape Architecture and Environmental Planning	-
Languages and Philosophy	21
Music	3
Political Science	-
Sociology, Social Work and Anthropology	4
Theatre Arts	10
Military Science	15
<u>Total College of HASS</u>	<u>132</u>
College of Natural Resources	3
Aquatic, Watershed, and Earth Resources	14
Environment & Society	24
Forest, Range & Wildlife Science	29
<u>Total College of Natural Resources</u>	<u>70</u>
College of Science	
Biology	12
Chemistry and Biochemistry	12
Computer Science	7
Geology	6
Mathematics and Statistics	3
Physics	1
<u>Total College of Science</u>	<u>41</u>
Jointly Administered	
Economics	13
Nutrition and Food Science	6
<u>Total Jointly Administered</u>	<u>19</u>
University Studies	11
Honors	6
<u>GRAND TOTAL</u>	<u>514</u>

During the 2002-2003 the Curriculum Subcommittee approved the following program changes:

September 5, 2002

Family Life Reorganization

Request from the Department of Biotechnology for emphases changes: Bioveterinary Science and Animal Science.

November 7, 2002

Request from the Department of Plants, Soils, and Biometeorology for establishment of a Turfgrass Emphasis within the Horticulture BS and BA.

College of Education proposal requests to offer Educational Leadership, gifted and Talented Education, and Middle Level Education as specializations, as well as the proposal for a Master of education-ESL are of specialization.

Request from the Department of Geology for a Bachelor of Science degree in Applied Environmental Geoscience.

Request from the Department of Chemistry and Biochemistry for a Bachelor of Science degree in Biochemistry.

Proposals for a Bachelor of Science degree in Wildlife Science in the Department of forest, Range, and Wildlife Sciences, and a Bachelor of Science degree in Conservation and Restoration Ecology in the Department of Forest Range, and Wildlife Sciences were approved.

December 5, 2002

Proposal for the Natural Resources and Environmental Education (NREE) Interdisciplinary Graduate Certificate Program was approved.

January 9, 2003

A motion was approved that an ad hoc review committee be appointed each time a new undergraduate degree is proposed.

Proposal to change the name of the College of Education to the College of Education and Human Services was approved.

Proposal for a new emphasis (Bioinformatics) in the undergraduate Computer Science major was approved.

Proposal for the department of Environment and Society to offer MS and PhD degrees in Human Dimensions of Ecosystem Science and Management was approved.

Proposal to change the name of Languages and Philosophy to the Department of Languages, Philosophy, and Speech Communication was approved.

Request for changes in the MEd degree program for plans B and C were approved.

February 6, 2003

Request from the Department of Family and Human Development to change their name to Department of Family, Consumer, and Human Development.

Request from the Department of Information Technology for a new emphasis in Computer Science.

March 6, 2003

Proposal for a Biotechnology Emphasis within the Bachelor of Science in Nutrition and Food Sciences was approved.

Proposal to offer a Master of Science degree in Applied Environmental Geoscience within the Department of Geology was approved.

Proposal to revise the names of emphases offered within the Bachelor of Science in Crop Science was approved. The two new emphases will be : Production Agronomy and Research/Biotechnology.

April 3, 2003

Request for a new Consumer Sciences specialization in both the MS and PhD programs in the Department of Family, Consumer, and Human development was approved.

Transfer Articulation Agreements were provided.

Request to change the name of the emphasis proposed for the Bachelor of Science in Crop Science from Production Agronomy to Agronomy was approved.

Request for Suspension of Enrollment of the following programs in Engineering: Welding Engineering Technology, Computer Aided Drafting and Design, Computer Electronics Technology, and Aircraft Maintenance Technician.

May 1, 2003

Request to change the name of the MS and PhD degrees in Biological and Agricultural Engineering to Biological Engineering was approved.

Request for a change in emphases for the Music Major was approved.

Other Actions Approved by the Curriculum Subcommittee  
The Curriculum Subcommittee discussed the following issues:

#### Distance and Electronic Education Committee

The subcommittee will make recommendations to the EPC on matters pertaining to distance and electronic education. It will also assist the faculty and administration in identifying

problems, trends, and opportunities for USU in these areas. The subcommittee shall consist of an elected representative from each college plus a representative from each of the following: Instructional Support, Information Technology, Continuing Education, and ASUSU or the GSS. Additional members may be appointed to the subcommittee by the Educational Policies Committee to lend academic expertise. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. Other members will serve a 2-year term. The term of office for student members shall be one year and coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually.

David Luthy	Chair, Business
Stanley Allen	Agriculture
Scott Budge	Engineering
Byron Burnham	Associate Chair, Education
Celestial Bybee	ASUSU President
Christine Hult	HASS
Carol Kochan	ILR
Vince Lafferty	Extension
John Malecheck	Natural Resources
Keith Mott	Science
Kevin Reeve	FACT Center

Standards for the Development and Delivery  
Of  
Time Enhanced (On-line) Courses  
(Draft Outline – May 10, 2003)

I. Utah State University's commitment to time enhanced (on-line) learning –

A. Programs and courses are reviewed and approved prior to being offered to ensure that they are aligned with the role and mission of the sponsoring department, college, and the University.

1. Responsibility –
2. Process –

B. Financial resources are committed to ensure the quality of the learning experience using on-line courses.

1. Responsibility –
2. Process –

C. Qualified faculty members, with the approval of their respective departments and colleges, provide instruction and oversight of courses and programs.

1. Responsibility –
2. Process –

D. Training is available for faculty members who teach on-line courses as well as continuing faculty support services while on-line courses are taught. The FACT Center is the primary resource for faculty training.

E. Technical infrastructure –

1. Technologies are available to support synchronous and asynchronous interaction.
2. Technologies are available to facilitate interaction among students and between students and teachers including email, voice mail (student-to-instructor) chat rooms, and discussion groups. [Voice conferencing capabilities are being developed.]
3. Technologies are available to provide instructional materials on the Internet such as syllabi, papers, lecture notes, tutorials, study questions, and video and audio materials.
4. Security and privacy of communications are maintained to ensure the integrity of the learning process.

II. Maintenance of quality –

A. Course content and course requirements are as rigorous as face-to-face courses with identical or similar content as indicated by appropriate evaluation processes.

1. Responsibility –
2. Process –

B. Student learning outcomes and student and faculty satisfaction are consistent with face-to-face programs and courses as indicated by appropriate assessment processes.

1. Responsibility –
2. Process –

III. Academic honesty and the honor code –

A. Students in time enhanced (on-line) courses are subject to the standards of the Honor Code concerning academic integrity, and the "Honor Pledge" as contained in The Code of Policies and Procedures for Students at Utah State University (revised April 2002), Article V, Section 3.

B. Students in time enhanced (on-line) courses are subject to the provisions for dealing with academic dishonesty in the Honor Code.

IV. General program/course information about on-line learning opportunities is readily accessible including:

- A. Admission requirements
- B. Tuition and fees
- C. Books and supplies
- D. Advising services
- E. General technology requirements
- F. Expected time-to-complete
- G. Methods of student evaluation
- H. Financial aid

V. Course-specific information about each on-line course is readily available including resources such as:

- A. A course syllabus that contains items such as:
  1. Learning objectives
  2. Assignments/student work
  3. Deliverables
  4. Due dates
  5. Time requirements
  6. Scheduling

7. Instructor office hours and contact information including such means as a telephone number, email address, or chat room
- B. Electronic library materials including items such as:
  1. Course packets
  2. Reading lists
  3. Research databases
  4. Supplementary video and audio materials
- C. On-line tutorials and electronic tools such as RealPlayer, Acrobat Reader, and PowerPoint including instructions for their installation and use
- D. CD-ROM audio/video supplementary materials including source and cost
- E. Expectations concerning interaction and collaboration including:
  1. Type of interaction (learner-to-content, learner-to-learner, and learner-to-instructor)
  2. Minimum levels of student participation
  3. The use of synchronous features such as chat rooms and whiteboards
  4. The use of asynchronous features such as email and discussion groups
  5. Instructor involvement including response time in providing feedback and participation in both synchronous and asynchronous types of collaboration
    - a. [Instructor/TA login frequency standards]
  6. Group projects
  7. Student presentations

General Education Subcommittee Report  
2002-2003

Membership:

Joyce Kinkead	Chair
Tyler Bowles	
Mark Brunson	
Celestial Bybee	
Glenn Davis	
Ryan Dupont	
Jim Evans	
Kandy Baumgardner (for Don Fiesinger)	
Judith Johnson	
Norm Jones	
John Lackstrom	
Mary Leavitt	
John Mortensen	
Weldon Sleight	
Robert Sorenson	
Cindy Moulton	
Staci Gomm	

The General Education Subcommittee of the Educational Policies Committee met monthly throughout the year. The Subcommittee reviewed courses for General Education designation, recommended policy on University Studies and General Education and examined the General Education program. A summary of activities and approvals by the subcommittee follows:

Courses Approved 2002-2003 for General Education designation:

PLSC 2100	Introduction to Horticulture	BLS
AWER 3100	Fish Diversity	DSC
THEA 5240/6240	Contemporary Theatre	CI
BIOL 3000	Discovering Utah's Biodiversity	DSC
BIOL 4060	Exploring Animal Behavior	CI
MUSIC 3620	Vocal Repertory II	CI
NFS 4420	Nutrition Research Methodology	QI
Remove Gen Ed designation		
ART 1110	Drawing I	BCA
ART 1120	Two Dimensional Design	BCA

Other activities during the year:

Review Criteria

The Subcommittees extensively reviewed the criteria for approval of General Education courses. New criteria is posted on the website.

CLEP and AP Credit

The Subcommittee reviewed and approved modified conversion tables for CLEP and AP credit for general education courses.

Review Schedule for General Education Courses

A review schedule for General Education Courses was approved by the Subcommittee (May 2002). The schedule establishes a three year rotation of all General Education courses. The first year in the review cycle will be next year (AY 2002-2003).

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## University Physical Resources Planning Committee Report for FY2003

The major actions of the University Physical Resources Planning Committee (UPRPC) are summarized as follows:

- FY2004 Capital Improvement Priorities - The UPRPC approved the FY2004



Capital Improvement Priority List which was sent forward as USU's funding request for capital projects under \$1,500,000. USU received approval for projects totaling \$3,913,000. A copy of the final [Approved FY2004 Capital Improvement Projects List](#) is included.

- FY2005 Capital Development Priorities - The UPRPC approved the FY2005 Capital Development Priority List which will be sent forward as USU's funding request for capital projects over \$1,500,000. Projects are prioritized after hearing presentations from individual colleges on new facilities or renovations needed to support current and future programs. The top capital development priority is the renovation of the Animal Science building. Four of the projects on the list, Stadium Team Building, Child Care Facility, West Housing, and West Parking Facility, are not requesting state funding but still require approval from the legislature before construction can begin. A copy of the final [Approved FY2005 Capital Development Priority List](#) is included.
- Frisbee Golf - The UPRPC approved a site in the area of the Stan Laub Training Center to be used as a Frisbee Golf course.
- Building Site Approvals - The UPRPC approved two building sites for a Soccer Field Restroom and Locker Room Facility.
- Veteran's Memorial - The UPRPC approved a site near the South entrance to the Spectrum for the construction of a Veteran's Memorial.
- Merrill Library Replacement Project - The UPRPC (Space Committee) continues to work through a plan to relocate occupants who have been or will be displaced by the Merrill Library Replacement project.

## APPROVED

### Capital Improvement Priority List

FY 2004

<u>Type</u>	<u>Project Name</u>	<u>Budget</u>
Improvements	Tunnel Extension - Edith Bowen Area	1,000,000
	Central Energy Plant Chiller Addition (NR, Spectrum)	750,000
	Buried Natural Gas Pipe Replacement	100,000
	Old Heat Plant Tank Removal	50,000
	Steam/Condensate Pipe Replacement	250,000

	Nutrition & Food Science Fire Alarm Upgrade	150,000
	Lundberg Fire Escape	50,000
	New Well	350,000
	Vet. Sci. Fire Pumps & Generator	350,000
	Technical Support Services Renovation	200,000
	Old Heat Plant Asbestos Removal	175,000
Roofing	Fine Arts Visual	185,000
	Stadium Press Box	53,000
	University Reserve (East & West BUR)	25,000
	Water Lab	70,000
Paving	Bus Turnaround North	95,000
	A2 Lot Overlay	60,000
	Total Amount Requested	3,913,000

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**PROPOSED**

**Capital Development Priority List**

**FY 2005**

<b>Priority</b>	<b>Project Name</b>	<b>Approx. Budget</b>
<u>BUILDINGS - Requesting State Funding</u>		
1	Animal Science Renovation	4,500,000
2	BNR Renovation/Addition	25,000,000
3	HPER Addition	12,000,000
4	Utility Infrastructure Addition	2,600,000
5	Agricultural Science Building Renovation	30,000,000
6	Ray B. West Building Renovation & Addition	11,000,000
7	Business Building Addition	18,000,000
8	Computing, Mathematical, and Statistical Sciences Building	20,000,000
9	BNR-Biology Addition	15,000,000
<u>INFRASTRUCTURE - Requesting State Funding</u>		
1	Campus Utility Development	12,000,000
2	Campus Site Development	6,000,000

3	Campus Utility Development Phase II	10,000,000
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OFF CAMPUS - Requesting State Funding

1	Tooele Campus Building Purchase & Addition	2,500,000
2	Brigham City Campus Building Renovation	5,000,000

Projects Not Requesting State Funding

1	Stadium Team Building	10,000,000
2	Child Care Facility	2,000,000
3	West Housing	27,000,000
4	West Parking Facility	9,100,000

## REPORT TO THE FACULTY SENATE

### THE SCHOOL OF GRADUATE STUDIES 2003-2004

As Dean of the School of Graduate Studies, I am delighted to report that our doctoral enrollment for the 2002-2003 academic year increased from 490 to 550 students, a record high. The number of masters students decreased from 2037 students to 2019 students, but our total graduate enrollment stood at 2,569, another record high. I am also happy to report that during the previous academic year we have instituted several important changes that will improve the Graduate School's service both to Utah State's graduate students and to our faculty. In addition, we have also improved our ability to support graduate fellowships as well as our university-wide recruitment and retention needs. During the upcoming academic year, we intend to continue our efforts to generate additional support for graduate education, and we will strive to make the Graduate School more responsive to the needs of USU's students and faculty.

In order to describe these changes and improvements and in order to provide you with information regarding the status of our graduate programs, we organized this report in three major segments. Segment one outlines our achievements for 2002-2003 and the initiatives that we will pursue during the 2003-2004 academic year. Segment two provides general information about the mission of the Graduate School and information concerning last year's actions by the Graduate Council, including funding for graduate students. Segment three includes information regarding the number of applications received by the Graduate School, the enrollment figures for last year, the number of degrees awarded during the previous academic year, the percentages of underrepresented students in our graduate programs, and finally information about the Graduate Mentor Award. In the appendix to this report, you will also find a variety of tables that provide in greater detail data that are summarized in the body of the report. I will begin by providing you with a summary of the changes that we instituted during the 2002-2003 academic year and the initiatives that we will pursue during this academic year.

#### I. CHANGES, ACHIEVEMENTS, AND NEW INITIATIVES

During the 2002-2003 academic year, we instituted several major changes and improvements in the School of Graduate studies, and we have launched several new initiatives that constitute part of our compact plan.

### A. Changes and Achievements for 2002-2003

The priorities for the School of Graduate Studies during the 2002-03 academic year concerned primarily the implementation of our compact plan, the improvement of the Graduate School's ability to help departments with recruitment activities, and the development of funding sources for new graduate fellowships and scholarships. As a result of these efforts, two of our compact plan initiatives were included in the university's top ten initiatives: (1) enhanced recruitment efforts for doctoral students and (2) tuition remission support for master's graduate assistants. Both of these initiatives received funding from the university, so the School of Graduate Studies will be able to provide some limited help to departments and programs both in the area of doctoral recruitment and in the area of tuition remission for master's graduate assistants. In addition to these improvements in graduate education, we instituted the following major changes in the School of Graduate Studies: Changed our admissions procedure to make the process more efficient

- Funded several new fellowships
- Improved our recruitment efforts
- Helped to develop new university and intra-university graduate programs
- Improved our data collection and warehousing of data

Below, you will find a brief discussion regarding each of the changes and improvements that are outlined above.

#### 1. Changed our admissions procedure to make the process more efficient

For this academic year, we changed our admissions procedure to make sure that we forward in a timely fashion application packets to departments and programs. With the implementation of Banner, we will be converting our admissions process to an all-electronic format, which will further improve our ability to serve students and to help departments identify quickly excellent applicants.

#### 2. Funded several new fellowships

Last year, the School of Graduate Studies funded new Merit Scholarships, developed two new fellowships for underrepresented students, and increased the number of Inland Northwest Research Alliance (INRA) from three to four. Although we have increased our fellowship funding, we nonetheless follow well behind our peer institutions in this kind of graduate student support.

#### 3. Improved our recruitment efforts

Through the help of the provost's office, we were able to name a new associate dean who began to coordinate our campus-wide recruitment efforts. Our associate dean formulated a recruitment plan that we will begin to institute this year. In addition, we received funding for the recruitment initiative in our Compact Plan, and these resources will help us greatly in our recruitment efforts this year.

4. Helped to develop new university and intra-university graduate programs

Working with the Graduate Council, we improved the efficiency of the program approval process, and the council approved several new graduate programs during the last academic year, programs that build our USU's faculty expertise and the needs of the state, region, and nation. In addition, we worked with INRA to develop a new intra-university doctoral program in Subsurface Science. We also developed closer ties with state and private universities in order to discuss the possibilities for new interdisciplinary and collaborative graduate programs.

5. Improved our data collection and warehousing of data

One of the ongoing challenges within the School of Graduate Studies concerns the collection and distribution of reliable data regarding graduate education at USU. During the last academic year, we made progress in establishing a template for the kinds of data that we need to collect on a regular basis. In addition, we made strides in collecting and updating this data. We will be sharing this information with departments and programs to allow departments and programs to measure their performance in a variety of areas (recruitment, retention, time to graduation, student support, and so forth) with the performance of other units on campus.

B. New Initiatives

In addition to the changes outlined above, we are working currently on the following initiatives that we believe will further improve the quality of graduate education at USU:

- Increasing doctoral enrollment
- Helping to develop performance objectives for each graduate program
- Instituting a process for doctoral program evaluation
- Coordinating campus recruitment activities
- Redesigning our funding support structure for teaching assistants
- Instituting a Preparing Future Faculty program
- Begin a focussed development effort
- Developing strategies to acknowledge graduate student achievement
- Creating standards for the mentoring of graduate students

II. MISSION OF THE SCHOOL OF GRADUATE STUDIES

In this segment, we will report on the activities of the Graduate School during the 2002-2003 academic year and provide information about the mission of the school.

A. Graduate Council

The Graduate Council reviews and approves the policies and regulations for graduate studies at USU and advises the dean on their application. Listed below are the Graduate Council Members who served in 2002-2003.

Representative	Representing	Term Expires
Thomas D. Bunch	Agriculture	2003
Kenneth R. Bartkus	Business	2005
Tim Slocum	Education	2003
Chuck Swenson	Engineering	2005

Mark Zachry	HASS	2003
Todd Crowl	Natural Resources	2006
John M. Stark	Science	2004
Pam Dupin Bryant	Faculty Senate	2003
John Elsweiler	Library	Ex Off
Thomas Kent	School of Graduate Studies	Ex Off
Robert Franckowiak	Graduate Student Senate President	2003
Erin Edwards	Graduate Student Senate Vice President	2003

### B. Major Graduate Council Actions: 2002-2003

A proposal from the department of Environment and Society to offer a Natural Resources and Environmental Education (NREE) Interdisciplinary Graduate Certificate Program was approved (10/25/02).

A proposal from the department of Environment and Society to offer a MS degree in Human Dimensions of Ecosystems Science and Management was approved (11/15/02).

A proposal from the department of Geology to offer an MS in Applied Environmental Geoscience was approved (1/31/03).

A proposal to increase the School of Graduate Studies application fees to \$50 for domestic applicants and \$60 for International applicants was approved (1/31/03).

A proposal from the department of English to combine two existing specializations within the MA/MS degree in English-Literature Studies and Theory and Practice of Writing-into a single, new graduate specialization called Literature and Writing was approved (3/7/03).

A proposal to change the registration requirement for the semester following the grace semester from 1 credit to a \$100 Post Defense Continuing Registration Fee was approved (3/4/03).

### C. Funding for Graduate Students

The following funds were made available for student support through the Graduate Dean's office in 2002-2003

\$180,000	Presidential Fellowships
132,000	Research V.P. Fellowships
96,000	University Fellowships
20,736	Seely-Hinckley Scholarships
3,000	Martin Luther King Fellowships
3,133,094	Out-of-State Tuition Waivers and Doctoral In-state Tuition Remission
\$3,564,830	Total

In addition, 60 semesters of in-state tuition waivers for resident students and 30 semesters for nonresidents were awarded ([Table 1](#)).

## D. Graduate Student Travel

The Graduate Student Senate (GSS) administers funds from the School of Graduate Studies and from the Vice President for Research for travel cost for graduate students who present papers at professional meetings. Master's students are eligible for one \$300 award and doctoral students are eligible for two \$300 awards during their degree programs. Students can receive funding for USU-generated papers presented up to three months after graduation, with appropriate recognition of USU on the paper.

Of the 126 graduate students who applied for travel funds in 2002-2003, 122 were approved and traveled, with a total expenditure of \$35,060. There was 1 more award than in 2002-2003.

## III. ENROLLMENT INFORMATION

In this segment we will provide information about graduate student enrollments during the 2002-2003 academic year.

### A. Applications

Applications for graduate study at USU during 2002-2003 totaled 3,316 ([Table 2](#); [Table 3](#) contains quarter/semester information by college), an increase of 4.2% from the 3,183 graduate applications in 2001-2002. As of August 18, 2003, 2,754 applications had been received for 2003-2004, 5 less than the 2,904 applications that had been received by August 11, 2002 for 2002-2003.

The total number of graduate students accepted by departments for 2003-2004 was 1,297, 47% of the applicants. The percentage of acceptances was down from 55% for 2002-2003.

### B. Enrollments

The total matriculated graduate student enrollment for Fall 2002 was 2,446, 10.7% of all USU students and a 0.1% increase from Fall 2001 ([Table 4](#)). The total of matriculated graduate students plus postbaccalaureate, nonmatriculated students was 3,112, 13.6% of the USU student body.

From Fall 2001 to Fall 2002, there was a 4% decrease in master's students, from 2,037 in 2001 to 1,956 in 2002 ([Table 5](#)). There was an increase of 84 doctoral students in Fall 2002, a 17% increase from Fall 2001.

### C. Degrees Awarded

In 2002-2003, 984 graduate degrees-925 master's degrees, and 59 doctorates-were awarded ([Table 6](#)). The total number of graduate degrees was 11.08% higher than the 875 awarded in 2001-2002 and 15.14% higher than the 835 awarded in 2000-2001. The number of master's degrees in 2002-2003 was 12.86% more than the 806 awarded in 2001-2002, and 17.08% more than the 767 awarded in 2000-2001. The number of doctoral degrees was down 16.95% from the 69 awarded in 2001-2002 and 11.86% less than the 66 doctorates awarded in 2000-2001. [Tables 7](#) and [8](#) list the master's and doctoral degrees awarded by department or interdepartmental program for the last 10 years.

## D. Student Diversity

International students continue to contribute to the cultural diversity at USU. [Table 9](#) shows the countries from which international applications were received for 1998-1999 through 2002-2003. In Fall 2002, 22.9% of matriculated graduate students were from other countries-19.8% at the master's level and 35.1% at the doctoral level ([Table 10](#)). Enrollment of international doctoral students has increased since 1998 ([Table 10](#)). International students received 12.4% of the master's degrees ([Table 11](#)) and 26.1% of the doctoral degrees ([Table 12](#)) awarded in 2001-2002. [Table 13](#) shows international 2002-2003 graduated-degree recipients by country of origin.

American ethnic minority students continue to be a relatively small percentage of USU's matriculated graduate students (2.9%, N= 72) in Fall 2002 ([Table 14](#)) and graduate degree recipients (3.7%, N=30 of master's degrees and 1.4%, N= 1 of doctoral degrees) in 2001-2002 (see [Tables 11](#) and [12](#)).

[Tables 11](#) and [12](#) show that fewer women received graduate degrees in 2001-2002. The number of women receiving master's degrees decreased from 358 (46.4% of master's degrees in 2000-2001) to 333 (41.3% of master's degrees in 2001-2002). For doctoral degrees, the decrease was from 26 (39.4% of doctorates awarded in 2000-2001) to 20 (29.0% of doctorates awarded in 2001-2002). The number of total graduate degrees awarded to women decreased from 384 (45.9% to 353 (40.3%), a 8.07% decrease.

## Graduate Mentor Award

The University Outstanding Graduate Mentor Award, established in 1996, is given to a faculty member who exemplifies excellence in the mentoring of graduate students. Dr. Steven D. Aust, Professor of Chemistry and Biochemistry was the 2003 recipient of this award.

### Graduate Council Report Tables

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### TABLE 1

### Scholarship In-State Tuition Waivers



2002-03		
College	Resident Semesters	Nonresident Semesters
Agriculture	6	1
Business	8	1
Education	10	4
Engineering	6	4
Family Life	6	2
HASS	10	4
Natural Resources	4	4
Science	10	10
TOTAL	60	30

TABLE 2	
Graduate Applications for Admission to Graduate Study 1989-90 to 2002-03	
Requested Year of Study	Number
1989-90	(NA, computer failure)
1990-91	2469
1991-92	2667
1992-93	3162
1993-94	2933
1994-95	3203
1995-96	2997
1996-97	3085
1997-98	2586
1998-99	2360
1999-2000	2825
2000-01	3039
2001-02	3183
2002-03	3316

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TABLE 3

APPLICATIONS BY COLLEGE BY QUARTER/SEMESTER,  
1996-97 through 2002-03

College	1996-97	1997-98	1998-99	1999-2000	2000-01	2001-02	2002-03
Agriculture							
Summer	1	5	4	1	2	6	4
Fall	58	44	55	42	55	45	79
Winter	8	13	*	*	*	*	*
Spring	4	7	14	8	9	7	21
TOTAL	71	69	73	51	66	58	104
Business							
Summer	47	54	39	70	70	85	86
Fall	455	413	325	398	456	396	377
Winter	69	59	*	*	*	*	*
Spring	37	43	50	110	106	92	58
TOTAL	608	569	414	578	632	573	521
Education							
Summer	72	59	51	49	71	55	85
Fall	666	428	417	539	429	532	620
Winter	44	36	*	*	*	*	*
Spring	27	39	53	67	77	57	56
TOTAL	809	562	521	655	577	644	761
Engineering							
Summer	25	40	24	22	39	24	22
Fall	505	411	446	523	567	659	707
Winter	43	47	*	*	*	*	*
Spring	16	29	45	83	108	143	167
TOTAL	589	527	515	628	714	826	896
Family Life							
Summer	10	6	4	6	10	5	**
Fall	120	102	126	114	113	118	**
Winter	9	4	*	*	*	*	**
Spring	4	6	15	23	18	13	**
TOTAL	143	118	145	143	141	136	**
Humanities, Arts, and Social Sciences							
Summer	6	13	7	18	11	13	16

Fall	193	185	167	179	165	187	159
Winter	14	5	*	*	*	*	*
Spring	5	15	31	17	39	28	33
TOTAL	218	218	205	214	215	228	208
Natural Resources							
Summer	8	11	4	11	15	5	10
Fall	210	171	137	129	131	98	111
Winter	12	11	*	*	*	*	*
Spring	6	15	21	15	24	19	22
TOTAL	236	208	162	155	170	122	143
Science							
Summer	7	11	10	23	32	20	12
Fall	376	268	257	321	411	474	534
Winter	20	21	*	*	*	*	*
Spring	8	15	58	57	81	102	137
TOTAL	411	315	325	401	524	596	683
Quarter/Semester Totals							
Summer	176	199	143	200	250	213	235
Fall	2583	2022	1930	2245			