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Faculty Senate Meeting
7 September 2004
3:00 - 4:30 p.m.
Cazier Science Technology Building Room 120

AGENDA PACKET

3:00	Call to order Approval of Minutes - April 26, 2004	Janis Boettinger
	Announcements FS Committee Web Page	Janis Boettinger
3:05	University Business	Administration
3:20	Information Items Interim Dean, School of Graduate Studies Enrollment and Curriculum Management	Larry Smith Joyce Kinkead Gary Straquadine
	Consent Agenda EPC Business EPC Annual Report Graduate Council Report	Joyce Kinkead Joyce Kinkead Larry Smith
3:45	Action Items Approval of Parliamentarian	Janis Boettinger
3:50	Key Issues December Commencement Ceremony	Sydney Peterson
4:00	New Business Faculty Forum, November 1	
	Adjourn	

Faculty Senate Meeting Minutes for April 26th, 2004

Call to Order

Kevin Kesler called the meeting to order at 3:06 pm.

Minutes

Doug Ramsey made a motion to accept the minutes of the April 5th meeting. The motion, seconded by Carol Kochan was passed.

Information Items

Committee on Committees Report

Marv Halling presented the Committee on Committees report, including the Faculty Senate election results, and the

new appoints from the committee selection survey. He announced next year's Faculty Senate President-Elect which will be Derek Mason.

Link on the Syllabus

Stephanie Kukic briefly described the ASUSU resolution to request a link be placed on all course syllabi. She explained that it is a non-obtrusive link that can easily be placed on the syllabus, and will allow the students to easily access their rights as listed in the Student Code.

Commencement Information

Sydney Peterson explained the procedure of the upcoming commencement ceremony. Faculty and then students are to line up by college and enter the stadium from both the north and south tunnels. This will seat the graduates faster. Leaving the stadium at conclusion will be in two lines allowing the students to walk through the faculty outside of the building.

Consent Agenda

Carol Kochan moved to accept the Consent Agenda. The motion, seconded by Stephanie Kukic, passed.

Key Issues and Action Items

Honorary Degrees and Awards Candidates

Marv Halling briefly described the process of selection members for the Honorary Degrees and Awards Screening Committee. Nominees have been accepted for the past week, and so far, there have only been collected three, who are Stephen Aust, Elizabeth York, and Lance Littlejohn. He explained that there can be up to seven nominees and asked for any more nominations. No more nominees were offered, and Tom Schroeder moved to accept the three existing nominees to send to the President's Office. The motion, seconded by Vicki Simonsmeier, was passed.

Research Policy #306

Brent Miller introduced the proposed research policy and briefly explained the reason behind it's creation. Russ Price then went into more detail of what the policy is. It is a broad policy covering research topics ranging from the care and use of animals and human participants in research to scientific misconduct. Brent Miller then moved that the Faculty Senate accept the research policy, Stephen Bialkowski seconded the motion. Discussion continued and DeeVon Bailly moved to strike the words "and space" from the phrase, "As Utah's land and space grant University..." in section 306.1.1. The motion, seconded by Jeff Banks, passed with two dissensions and one abstention. The newly modified policy was then voted on and passed unanimously.

Tuition Task Force

Glenn McEvoy presented the Tuition Task Force report. To meet the needs of the University, the tuition task force is recommending a 6% increase in Tier II tuition for the next three years, assuming that Tier I tuition will raise by the expected 4%. This will generate an 18% tuition increase at the end of three years. The university's tuition is low enough that even with an 18% increase, Utah State University will still be lower than the other Utah institution's tuition rates. The uses of these raised Tier II funds will go towards completing work on the Library, reducing class size by hiring more professors, increasing financial aid, and reducing and/or eliminating course fees. Stephanie Kukic moved to accept the Tuition Task Force report. The motion, seconded by Janis Boettinger, passed.

Budget and Faculty Welfare

Stephen Bialkowski presented the Budget and Faculty Welfare annual report. He highlighted issues where other committees are looking at issues which according the policy manual, is the job of BFW. He then reviewed the BFW recommendations, including the recommendation to place a Senate placed representative, including BFW members, on all ad hoc committees. Also, the BFW chair be invited to become a member of, or at least participate in these ad hoc committees. Stephen Bialkowski, as the standing committee moved to accept the Budget and Faculty Welfare report. The motion was seconded by Dean Miner. Discussion commenced and Kevin Kesler yielded the floor to President-Elect Janis Boettinger. He moved to amend the motion that less input be made from the faculty through BFW. The motion, seconded by Ronda Callister, passed. The main motion to accept the report was then voted on, and was unanimously passed.

New Resolution

Chris Coray presented a resolution which he introduced in the FSEC meeting, which is that all searches for presidents of this university from this time forward be completely open searches. He so moved to accept the resolution. Vicki Simonsmeier seconded the motion and discussion commenced. Several differing opinions were

spoken, including the desire to see how the rest of the faculty feel about it. Janice Hall moved to table the resolution. The motion to table, which was seconded by Ronda Callister, passed with 26 votes for, and 23 votes against.

University Business

Stan Albrecht gave the latest in University Business. He spoke about the openness of University President searches, and that now in the State of Utah, it is completely closed. To involve faculty input in the process, he encouraged making the process more open than it is now. He then announced that Gerry Giordano, the Dean of the College of Education, has accepted a position as Provost at the University of North Florida. He will interview the faculty and administration in the College of Education for the placement of an interim Dean, then a national search will be conducted in the Fall Semester. He covered the construction projects of the Taggart Student Center, and listed all the movements that will start to take place this Summer. He turned the time over to Juan Franco who introduced the new student body president, Les Essig, and confirmed the student support of the changes in the Student Center.

The memorandum of understanding has finally been signed which shifts some responsibility on Continuing Education to the Provost side of the operation, which will place Evening School under the responsibility of the Provost. He announced the search to fill the new position of Associate Vice Provost. This position will report to Vice Provost Joyce Kinhead and help organize the new Evening School responsibilities. The budget hearing are going well. Dean's and VP's are submitting candidates for special merit funding, which will be allocated based on recommendation coming from the units of the University. Administration is funding all the Promotion and Tenure increases.

New Business

President-Elect Janis Boettinger presented Kevin Kesler with a plaque commemorating his service as Faculty Senate for the 2003-2004 school year, congratulating him for a successful year. He was then honored with a round of applause. Kevin then passed the responsibility of Faculty Senate President over to her.

Adjourn

The new Faculty Senate President, Janis Boettinger, called for adjournment. The meeting adjourned at 4:37 pm.

Introduction: Educational Policies Committee

Report for Faculty Senate 8/23/2004

Joyce Kinhead-Chair, Stanley Allen-Agriculture, Scot Allgood-Education and Human Services, Todd Crowl-Natural Resources, Richard Culter-Science, Jennifer Duncan-Libraries, Les Essig, ASUSU President, Heidi Evans, ASUSU Academic VP, Kathy Fitzgerald-HASS, David Luthy-DEED chair, Rhonda Menlove-Extension, David Olsen-Business, A.J. Rounds-GSS President, Jeff Walters-ASC Chair, Paul Wheeler-Engineering

Meeting Dates:

September 2, 2004, October 7, 2004, November 4, 2004, December 2, 2004, January 13, 2005, February 3, 2005, March 3, 2005, April 7, 2005

Curriculum Subcommittee

In April meetings, the Curriculum Subcommittee approved the following:

Amendment to membership of the Curriculum Subcommittee

The new membership policy reads: This subcommittee shall consist of a curriculum committee chair from each college; one faculty representative each from the School of Graduate Studies, University Extension, and the Libraries; and one student each from the ASUSU and the GSS. Three of the faculty members shall be from the membership of the Educational Policies Committee. The chair of the General education Subcommittee will serve as an ex officio member of the Curriculum Subcommittee.

- [Dual Majors Task Force](#)

Todd Crowl was elected as the new chair of the Curriculum Committee for 04-05

Recommendations

EPC recommends approval of above changes by Faculty Senate.

EDUCATIONAL POLICIES COMMITTEE ANNUAL REPORT

2003-2004

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

The Educational Policies Committee met monthly from September 2003 – April 2004 and considered the business of its four subcommittees.

Membership

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 GSS. The faculty representatives are elected to the committee in accordance with USU Policy Manual, Section 402.11.2.

Joyce Kinkead Chair, Vice Provost
Stanley Allen Agriculture
David Olsen Business
Scott Hunsaker Education
Paul Wheeler Engineering
Jan Roush HASS
Todd Crowl Natural Resources, Grad Council
Richard Cutler Science
Weldon Sleight Extension
Cheryl Walters Library
Duke DiStefano ASUSU President
Karla Petty ASUSU Academic Vice President
Stephanie Kukic Graduate Student Senator (GSS)

David Luthy Distant and Electronic Education, Chair
Jeffrey Walters Academic Standard Subcommittee (ASSC), Chair
Norm Jones General Education and Subcommittee, Chair
Cathy Gerber Secretary
Cindy Moulton Registrar
Sheri Peterson Staff

Business

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

ACADEMIC STANDARD SUBCOMMITTEE ANNUAL REPORT

2003 –2004

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.

Jeffrey Walters Chair Stanley Allen Agriculture Vicki Allen Computer Science Heidi Beck Registrar Richley Crapo HASS Todd Crowl Natural Resources, Grad Council Scott Hunsaker Education Dwight Israelsen Economics John Mortensen Advising & Transition Services Sydney Peterson Assistant to the Provost Karla Petty ASUSU Gary Poppleton Extension/Continuing Education LaVell Saunders Student Services Paul Wheeler Engineering

Business

Issues considered by the ASSC this year were as follows:

Policy on Repeating Courses: Computer systems in current use do not permit full enforcement of the existing policy on the number of course repeats a student may accumulate (2 repeats per course; 10 total repeats per student). Advisors and the ASSC feel that maintaining restrictions on the number of course repeats is desirable. Response to the ASSC's inquiries to peer institutions suggest that Banner will be able to track course repeats once it is up and running at USU. Until that time, the ASSC recommends that more effort be made to responsibility to endure its enforcement.

Policy on Multiple Transfer Courses that Equate to the Same USU Course: When students transfer credit for two courses, both of which are separately articulated to the same USU course, Degree Audit treats one of the transferred courses as a repeated course. The ASSC feels that students should have the option in such cases of designating one of the transferred courses as elective credit, rather than as a course repeat. To do so would require an override of the Degree Audit default option, and advisors need to be made aware of this.

Review of Dual Majors: In theory, a dual major represents the award of one degree for the completion of all the requirements for two separate majors. The ASSC had been informed that, in practice, degrees with dual majors are being awarded in cases in which student fulfills less than the full requirement of the two-degree programs. The ASSC adopted two motions containing recommendations related to the process of creating new major codes for interdisciplinary majors:

- a. A structured process overseen by the Curriculum Subcommittee should be developed for the approval of the new interdisciplinary majors; and
- b. The Curriculum Committee should formally define dual majors and interdisciplinary majors, so that there is a clear distinction between them.

Review of Academic Renewal Policy: Undergraduate student who have been admitted to USU after an interruption of their collegiate education lasting five or more years may qualify for Academic Renewal. Students who qualify for Academic Renewal have the option to decide which previously completed courses graded D+ or below shall be eliminated from their academic record. The ASSC approved recommendation to the EPC for the revision of this policy. The intent of the recommended alteration is to (a) remove the student's option of retaining old coursework graded D+ or below in the grade point average for the purpose of meeting graduation requirements, and (b) eliminating the differences in eligibility for Academic Renewal based on the student's length of absence from school.

Defining 'Academic Dismissal': Students who become subject to suspension for a third time will receive notice of academic dismissal from the University. Students who have been dismissed may apply for readmission to the University following a layout of five calendar years.

Review of Audit Policy: Admitted students who wish to audit a class must register as auditors. Auditing is dependent on space, resource availability, and instructor approval. No credit or grade points will be granted. The regular tuition and course fees will be assessed. At no future time may students request or receive credit for the audited course by any other means than by officially registering for the course and doing the required work. Audit and fees paid at the Cashier's Office before class attendance is permitted. Students are not permitted to register as auditors during Priority Registration.

Repeated Transfer Courses on the USU Transcript: The Admissions Office sends a letter indicating how many how many transfer credits will be accepted. There is an issue of "truth in advertising" if USU accepts the credits, but those duplicated credits are then removed from consideration in calculating the total credits that count towards meeting graduation requirements. To avoid confusion, the ASSC recommends that transfer student transcript evaluation should occur at the time of admission.

Review of No-test Day Policy: A five-day period designated as No-test Days precedes the five days of final examinations, which are normally scheduled at the close of each academic semester. During No-test Days, no major examinations, including final examinations, will be given in order that students may concentrate on class work, the completion of special assignments, writing projects, and other preparation for duly scheduled final examinations.

Review of Change of Grade Policy: The current Change of Grade Policy (USU 20002-2004 General Catalog, pp. 20) makes no provision for any

person to authorize a grade change other than the course instructor who originally issued the grade. As circumstances arise in which the course instructor who awarded the grade is no longer available when there is a valid reason to make a grade change, this policy has not been followed to the letter in practice. The current policy also does not place any time limit on making grade changes. To address these issues, the ASSC recommends the following changes in the language of the Change of Grade policy.

Policy: The instructor of record of a course has the responsibility for any grade reported. Once a grade has been reported to the Office of the Register, it may be changed upon the signed authorization of the instructor of record who issues the original grade. In case the instructor is not available, the department head has authority to change the grade. This applies also to the grade of Incomplete (I). A change of grade after more than one year also requires the signature of the academic dean of the college in which the course is offered. (See USU Student Policy Handbook—Student Appeal Procedures.)

Review of Incomplete Grade Documentation:

Policy: Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances and an “I” grade can be given to allow completion of the class. However, and “I” grade will not be given due to poor performance or to retain financial aid....

Procedure: Arrangements to complete the missing coursework are to be made directly with the Instructor awarding the “I” grade and in accordance with departmental and other USU policies. In the absence of the original Instructor, special circumstances will be handled by the department head. Documentation of the reasons for granting and “I” grade and required work to be completed in order to remove the “I” grade must be recorded on this form and filed with the department office and copied to the Registrar’s Office. Resolution of the “I” grade does not involve a complete repeat of the course, only the completion of the missing coursework. A student does not reregister for the course.

CURRICULUM SUBCOMMITTEE ANNUAL REPORT

2003-2004

The Curriculum Subcommittee makes recommendations on curricula matters, including course changes and forwards them to the Educational Policies Committee for approval.

Membership

This subcommittee shall consist of a curriculum committee chair from each college; one faculty representative each from the School of Graduate Studies, University Extensions, and the Libraries; and one student each from the ASUSU and the GSS. Three of the faculty members shall be from the membership of the Educational Policies Committee. The chair of the General Education Subcommittee will serve as an ex officio member of the Curriculum Subcommittee.

Scott Hunsaker Chair, Education Weldon Sleight Chair, Extension Don Snyder Agriculture Clifford Skousen Business William Rahmeyer Engineering Todd Crowl Natural Resources, Grad Council Christine Hult HASS Richard Mueller Science Cheryl Walters Library Karla Petty ASUSU Stephanie Kukic GSS Cindy Moulton Registrar Sheri Peterson Staff

Business

The meeting of the Curriculum Subcommittee, held from September 2003 through April 2004 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 5

Animal, Dairy and Veterinary Science 3

Nutrition and Food Science 7

Plants, Soils, and Biometeorology 4

Total College of Agriculture 19

College of Business

- Business Administration 6
- Business Information Systems and Education 5
- School of Accountancy 5
- Management and Human Resources 2
- Total College of Business 18

College of Education and Human Services 1

- Communicative Disorders and Deaf Education 6
- Elementary Education 4
- Family, Consumer, and Human Education 3
- Health, Physical Education and Recreation 6
- Instructional Technology 2
- Psychology 6
- Secondary Education 2
- Special Education and Rehabilitation 9
- Total College of Education 39

College of Engineering

- Biological and Irrigation Engineering 0
- Civil and Environmental Engineering 5
- Electrical and Computer Engineering 44
- Industrial Technology and Education 10
- Mechanical and Aerospace Engineering 7
- Total College of Engineering 66

College of Humanities, Arts, and Social Sciences

- Aerospace 0
- Art 3
- Journalism and Communication 13
- English 13
- History 25
- Intensive English Language Institute 0

Interdisciplinary Studies 1

Interior Design 2

Landscape Architecture and Environmental Planning 0

Languages, Philosophy and Speech Communication 17

Military Science 6

Music 15

Political Science 3

Sociology, Social Work and Anthropology 4

Theatre Arts 34

Total College of Humanities, Arts, and Social Sciences 136

College of Natural Resources 5

Aquatic, Watershed, and Earth Resources 10

Environment & Society 14

Forest Range & Wildlife Science 9

Total College of Natural Resources 38

College of Science

Biology 20

Chemistry and Biochemistry 2

Computer Science 8

Geology 5

Mathematics and Statistics 0

Physics 3

Total College of Science 38

Jointly Administrated

Economics 4

Total Jointly Administrated 4

Honors 1

University Studies 1

GRAND TOTAL 360

During the 2003-2004 the Curriculum Subcommittee approved the following changes:

September 4, 2003

FCSE 5550 to remain 0.5-3 credits

Name change of ENGL 6330 from Topic in Literacy Study to Topic in Literacy Studies

Combine two existing specializations within the Master of English Program

October 2, 2003

Name change of Productions Management Major and Production Minor to Operations Management within the Business Administration Department

Discontinue the Marriage and Family Relationships Emphasis under the BS in Family, Consumer, and Human Development

Move the Family Finance Emphasis from the BS in Family and Consumer Sciences to the BS within Family, Consumer, and Human Development

Add English as a Second Language (ESL) to the Elementary Education Department

Name change from Doctor of Philosophy in Special Education to Doctor of Philosophy in Disability Disciplines within the Special Educations and Rehabilitation Department doctoral program

List courses alphabetically by prefix in the Schedule of Classes

November 6, 2003

Transfer the Master of Science specialization in Family and Consumer Sciences Education and Extension from the former Human Environments Department to the Agricultural Systems Technology and Education Department as a specialization in the MS degree in Agricultural Systems Technology within the College of Agriculture

Add topic titles to listing of USU prefix courses in the Schedule of Courses

Offer a Master of Science (Plan C) in Computer Science

Committee appointed to develop a plan for reviewing majors-only course restrictions, since this needs to be done every two years (last reviewed—February 2002)

Add enrollment restrictions for the University Studies designated courses to the prerequisites of the College of Business 3000, 4000, and 5000 level courses.

December 4, 2003

Title change for SOIL 5600/6600 from Hydrologic Field Methods to Surface Hydrologic Field Methods

Add USU 4900, Undergraduate Research

Created task force to deal with the Dual majors/Interdisciplinary majors

Delete the inactive Nutrition Minor within the Department of Nutrition and Food Sciences

Discontinue the inactive Education of the Hearing Impaired Emphasis within the Communicative Disorders and Deaf Education Major

Discontinue the inactive Mathematics Emphasis within the Early Childhood Education Major

Add a Studio Emphasis and a Design Sales and Marketing Emphasis to the Interior Design Program

Delete inactive minors within the Department of Languages, Philosophy, and Speech Communication (Italian, Korean, and Portuguese minors will be kept on the books with inactive status)

Remove MA degree in Dairy Science, the PPRM/PPRD degree in NFS/Molecular Biology, MA degree in Nutrition and Food Sciences, the

PPRM/PPRD degree in Plant Science/Molecular Biology, and PPRM degree in Toxicology/Molecular Toxicology

January 8, 2004

Merge ASTE, FCSE, BIS, HEP, PEP, SCED, ITE, ART, LING 5630 as new courses, ECE 0990

Rescind dual list change for ANTH 5990/6990

Delete the inactive Food Production Emphasis and Food Marketing Emphasis within the Agricultural Economics Major

Add Environmental Chemistry Emphasis within the Bachelor of Science degree in Chemistry

Discontinue the MS Degree in Human Environments

Name change of the Department of Industrial Technology and Education to the Department of Engineering and Technology Education

Name change of the Technology and Industrial Education Bachelor of Science degree to Engineering and Technology Education

Offer a Service-Learning Scholars Program leading to a Service Learning Certificate

February 5, 2004

Discontinue the inactive Physical Education/Coaching Teaching Minor within the Department of Health, Physical Education and Recreation

Discontinue the inactive Health Education Teaching Minor within the Department of Health, Physical Education and Recreation

Discontinue the inactive Physical Education Minor within the Department of Health, Physical Education and Recreation

Discontinue the inactive Community Health for Nurses emphasis in the Health Education Specialist Major within the Department of Health, Physical Education and Recreation

Discontinue the inactive Health Education Specialist Minor within the Department of Health, Physical Education and Recreation

Name change of the Industrial Technology Master of Science Degree to Engineering and Technology Education

Add open-ended Graduate Council item to each Curriculum Subcommittee agenda

March 4, 2004

Remove the Theriogenology Specialization from the PhD program in Bioveterinary Science in the Department of Animal, Dairy and Veterinary Sciences

Remove the Food Toxicology Specialization in MS and PhD degrees in Nutrition and Food Sciences within the Department of Nutrition and Food Sciences

Remove the Air Pollution Specialization in the MS and PhD degrees in Biometeorology within the Department of Plants, Soils, and Biometeorology

Remove the Atmospheric Radiation Specialization in the MS and PhD degrees in Biometeorology within the Department of Plants, Soils, and Biometeorology

Offer a Doctor of Philosophy degree in Geology within the College of Science

April 1, 2004

Name change for SOIL 3600 to Water Properties and Humankind

Add Service Learning designation for ANTH 5110, PSY 2100, and THEA 4400

Add "permission of program chair" prerequisite for WGS 4900

DISTANCE AND ELECTRONIC EDUCATION COMMITTEE

2003-2004

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.

Membership

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 the 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 Duke DiStefano ASUSU President Christine Hult HASS Vince Lafferty Extension John Malecheck Natural Resources Rob Morrison Libraries Keith Mott Science Kevin Reeve FACT Center

GENERAL EDUCATION SUBCOMMITTEE REPORT

2003-2004

Membership

This committee has direct responsibility for USU's general education program. It is the initial group to consider changes in the requirements for general education and also screens all courses that are used to meet USU general education requirements. It is a subcommittee of the Educational Policies Committee and submits its recommendations to that body.

Norm Jones Chair, History Kandy Baumgardner Biology Tyler Bowles Economics Mark Brunson Environment & Society, Natural Resources Richard Cutler Mathematics and Statistics Duke DiStefano ASUSU President Glenn Davis Registrar (ex-officio) Ryan Dupont Civil & Environmental Science Staci Gomm CIL (ex-officio) Wendy Holliday Libraries Joyce Kinkead Vice Provost John Lackstrom Languages, Philosophy and Speech

Communication Mary Leavitt Science/HASS Advising Center (ex-officio) Shelley Lindauer Family and Human Development John Mortensen Advising & Transition Services (ex-officio) Cindy Moulton Registrar (ex-officio) Tom Peterson Honors Program, HASS Weldon Sleight Continuing Education

Business

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.

Courses Approved 2003-2004 for General Education designation:

AWER 3700 – CI
CS 3420 – QI
ECON 2010 – BSS
ENGL 2630 – BHA
ENGL 4400 – CI
FRWS 3700 –CI
GEOL 1200 – BPS
HIST 4780 – DHA
HIST 4820 – DHA
MS 4610 – DHA
Music 3500 – DHA
Music 4600 – DHA
Music 4650 – DHA
Music 4700 – DHA

Removal of CI from ECE 4840 & 4850
Removal of QI from HIST 4610
THEA 3050 – DHA
THEA 3570 – DHA
USU 1010 – Connections
USU 4900
USU 6900 – Responsible conduct of Research

Other activities during the year:

General Education Classes: End-of-term data show plenty of seats available in most general education courses.

Freshman Class: Now has a 23.6 ACT average and a 3.6 high school GPA average. Freshman class is limited to 2600 students until curriculum issues are fixed.

Revised Policy on membership: Submitted a report titled Revised Policy: Proposed language on membership of the General Education Subcommittee of the EPC.

Exceptions to General Education Requirements: Currently there are three types of exceptions to General Education requirements have been granted. The General Education Subcommittee recommends approval to eliminate all exception for students who enroll in affected majors beginning with the Summer 2004 term. This leaves departments with either of two options: They can tell students they need to take two more credits, or they can go through the process to obtain Breadth approval for courses that they already want their students to take.

Legislative Proposal for Common Course Numbering and Articulation: Calls for the State Board of Regents to develop and maintain a transfer and articulation system; maintain a common numbering system for general education and pre-major program requirements, and provide for credit by examinations.

The Utah State *Advisor Handbook* enumerates all opportunities for students to earn credit through examination (e.g. Dantes, International Baccalaureate, CLEP.)

The particular harm this bill might do to University Studies is the loss of our institution-specific USU prefix course numbers. The interdisciplinary nature of these courses—such as USU 1330, Creative Arts—allows students to experience a full spectrum of the disciplines. This particular class also influences the fine arts economy of Cache Valley as students attend performances and events.

Although Utah State has some unique classes, students are not disadvantaged in transfer.

Motion: The General Education Subcommittee goes on record as opposing this legislation due to the redundancy to existing code, the common numbering system already in place, the threat to institutional courses (which are already articulated among institutions), and the resources that would be needed to make the changes in curriculum. In addition, the state has a standing articulation and transfer committee.

The Educational Policies Committee was informed that this legislative bill has been approved by the Utah State Legislature. Details about exactly how this bill will be implemented are not yet known.

New and Improved Computer and Information Literacy Competencies and Skills: The new six competency areas and their associated skills are as follows:

1. Information Law and Ethics
2. Information Resources
3. Document Processing
4. Operating Systems and Environments
5. Spreadsheets
6. Presentations

REPORT TO THE FACULTY SENATE
THE SCHOOL OF GRADUATE STUDIES
2003-2004

The School of Graduate Studies reports here that graduate student enrollments for the 2003-2004 academic year saw record highs in both total enrollment at 2553 and in doctoral enrollment specifically, with an increase from 490 to 539 students. The number of masters students increased from 1956 students in 2002-2003 to 2014 students last year. This report will also provide information on initiatives of the Graduate School during last year and where major effort will be placed during the upcoming academic year. Primarily, we intend to continue major efforts to recruit students into USU graduate programs, 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.

We have organized this report into three major segments. Segment one outlines our achievements for 2003-2004 and the initiatives that we will pursue during the 2004-2005 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. 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, and the percentages of underrepresented students in our graduate programs. 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. CHANGES, ACHIEVEMENTS, AND NEW INITIATIVES

During the 2003-2004 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 2003-2004

The priorities for the School of Graduate Studies during the 2003-04 academic year concerned primarily the implementation of our compact plan. Specifically, we sought to improve graduate recruitment efforts, continued addressing financial issues of graduate students through fellowships, awards, waivers, and tuition remissions, and moved forward on important retention and program review issues.

1. Graduate Student Recruitment

With the hiring of Dr. Laurens Smith as Associate Dean of the Graduate School, and a new Administrative Assistant, Brandi Anderson, additional energy and focus was given to student recruitment. Actions taken by Dr. Smith were to attend regional and national graduate student recruitment events, award funds to improve unit recruitment efforts to departments on a competitive basis, and receive training through workshops, seminars, and professional consultation on improvements in recruitment tactics and techniques. The Graduate School also visited departments and Colleges to discuss recruitment issues, arrange campus visits for prospective students, sponsored a recruitment luncheon at the campus based regional meeting of the American Chemical Society, and a recruitment plan was drafted for implementation in 2004-05.

2. Graduate Student Funding

The Graduate School was able to continue financial support of graduate students with a variety of mechanism including new fellowships available through the Inland Northwest Research Alliance (INRA). A new fellowship was created for underrepresented students in Science & Engineering in cooperation with the Graduate School. We provided substantial numbers of tuition waivers and remissions, and support for Native American students. Data provided later in this report will show that graduate student support for 2003-2004 increased 17% to over \$4.1M.

3. Graduate Council Activities

Although described in more detail in a later section of this report, it is appropriate to mention here that the USU Graduate Council moved forward on new graduate program proposals, discussed quality of life issues for graduate students such as a graduate student health care plan, and voted acceptance of a graduate program assessment plan draft.

4. Programs, Degrees, and Specializations

The Graduate School made a complete campus wide review and update of every official graduate program, degree, and specialization title for the purpose of eliminating unclear and inaccurate information. We now have complete conformity between all units on campus as to the titles of graduate program offerings.

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
- Instituting a process for doctoral program evaluation
- Coordinating campus recruitment activities
- 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
- Improve communications with, and advisement 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 2003-2004 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 2003-2004.

Representative Representing Term Expires

Kenneth L. White Agriculture 2006

Kenneth R. Bartkus Business 2005

Susan Crowley Education 2006

Chuck Swenson Engineering 2005

Mark Zachry HASS 2006

Todd Crowl Natural Resources 2006

John M. Stark Science 2004

Douglas R. Ramsey Faculty Senate 2006

John Elsweller Library Ex Off

Thomas Kent School of Graduate Studies Ex Off

Stephanie P. Kukic Graduate Student Senate President 2004

Juan Navarrete Graduate Student Senate Vice President 2004

A. Major Graduate Council Actions: 2003-2004

A proposal from the Department of Special Education and Rehabilitation to change the name of their doctoral program from "Doctor of Philosophy in Special Education" to "Doctor of Philosophy in Disability Disciplines" was approved (9/29/03).

A proposal from the department of Agricultural Systems and Technology Education to transfer the Master's of Science specialization in Family and Consumer Sciences Education and Extension from the former Human Environments Department to the Agricultural Systems Technology and Education as a specialization in Family and Consumer Education and Extension was approved (9/29/03).

A proposal from the Department of Computer Science to offer a Master of Science Plan C option was approved (10/27/03).

A proposal from the Department of Economics to discontinue the MSS—Economics Specialization was approved (11/24/03).

A proposal from the Department of Industrial Technology to change the name of the MS degree from Industrial Technology to Engineering and Technology Management was approved (1/21/04).

A proposal from the Intensive English Language Institute (IELI) and the International Students and Scholars Office (ISSO) to adopt the International English Language Testing System (IELTS) as a proof of English language proficiency was approved (2/18/04).

A proposal from the Department of Geology for a Doctor of Philosophy in Geology was approved (2/18/04).

A proposal from the College of Agriculture requesting elimination of the Food Toxicology specialization for the MS and PhD programs in the Department of Nutrition and Food Sciences was approved (2/18/04).

A proposal from the College of Agriculture requesting elimination of the Air Pollution specialization for the MS and PhD programs in the Department of Plants, Soils and Biometeorology was approved (2/18/04).

A proposal from the College of Agriculture requesting elimination of the Atmospheric Radiation specialization for the MS and PhD programs in the Department of Plants, Soils and Biometeorology was approved (2/18/04).

A proposal from the College of Agriculture requesting elimination of the Theriogeneology specialization from the PhD program in Bioveterinary Science in the Department of Animal, Dairy and Veterinary Sciences was approved (2/18/04).

A draft proposal for the Review of Graduate Programs was approved (4/21/04).

B. Funding for Graduate Students

The following funds were made available for student support through the Graduate Dean's office in 2003-2004

\$180,000 Presidential Fellowships
165,000 Research V.P. Fellowships
96,000 University Fellowships
19,279 Seely-Hinckley Scholarships
3,000 Martin Luther King Fellowships
3,700,209 Out-of-State Tuition Waivers and Doctoral In-state Tuition Remission
\$4,163,488 Total

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

C. 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 130 graduate students who applied for travel funds in 2003-2004, 93 were approved and traveled, with a total expenditure of \$25,685. There were 29 fewer awards than in 2002-2003.

III. ENROLLMENT INFORMATION

In this segment we will provide information about graduate student enrollments during the 2003-2004 academic year.

A. Applications

Applications for graduate study at USU during 2003-2004 totaled 2,994 (Table 2; Table 3 contains quarter/semester information by college), a decrease of 10% from the 3,316 graduate applications in 2002-2003. As of August 2004, 2,187 applications had been received for Fall 2004, 20% less than the number of applications that had been received by the same time in 2003.

The total number of graduate students accepted by departments for Fall 2004 is 1108 or 50% of the applicants compared to a percentage of acceptances of 47% for 2003-2004.

B. Enrollments

In contrast to the trend of decreasing applications noted above, total matriculated graduate student enrollment for Fall 2003 was 2,553, 12.5% of all USU students and a 4.4% increase from Fall 2002 (Table 4). The total of matriculated graduate students plus post baccalaureate, nonmatriculated students was 3,692, an increase of 18.6% over last year.

The number of master's students for 2003-04 increased by 3% from 1956 to 2014 students (Table 5). There was an increase of 49 doctoral students in Fall 2003; a 10% increase from Fall 2002.

C. Degrees Awarded

In 2003-04, 969 graduate degrees—905 master's degrees, and 64 doctorates—were awarded (Table 6). Even though the total number of graduate degrees was about 2% less than the 984 awarded in 2002-2003, the number was still above all records prior to 2002. The number of master's degrees awarded in 2003-2004 decreased by 2% compared to 2002. The number of doctoral degrees increased by 5, a 8.5% increase over 2002. 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 2003-2004. In Fall 2003, 21.1% of matriculated graduate students were from other countries—18.2% at the master's level and 32.1% at the doctoral level (Table 10). Enrollment of international doctoral students was essentially the same as the previous year but never the less, has increased substantially since 1998 (Table 10). International students received 16.1% of the master's degrees (Table 11) and 37.3% of the doctoral degrees (Table 12) awarded in 2001-2002. Table 13 shows international 2003-2004 graduated-degree recipients by country of origin. American ethnic minority students continue to be a relatively small percentage of USU's matriculated graduate students, however, there was a small increase of 2.7% in Fall 2003 over Fall 2002 (Table 14). Tables 11 and 12 show that fewer women received graduate degrees in 2002-2003. The number of women receiving master's degrees increased from 333 (41.3% of master's degrees in 2001-2002) to 367 (39.7% of master's degrees in 2001-2002). The number of women receiving doctoral degrees decreased for the second consecutive year dropping from 20 (29% of doctorates awarded in 2001-2002) to 14 (23.70% of doctorates awarded in 2002-2003). The number of total graduate degrees awarded to women increased from 353 to 381, an 8% increase.

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