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**USU ACADEMIC STANDARDS SUBCOMMITTEE
of the EDUCATIONAL POLICIES COMMITTEE**

Minutes for January 28, 2005

- Present:** Jeffrey Walters (Chair), Vicki Allan, Stan Allen, Scot Allgood, Heidi Beck, Tyler Bowles (sub), Wade Oliver (sub), Weldon Sleight, Paul Wheeler
- Absent:** Richley Crapo, Heidi Evans, Sydney Peterson
- Excused:** Dwight Israelsen, John Mortensen, Helga Van Miegroet

Chairman Jeff Walters called the meeting to order at 3:35 p.m. in Ag Sci 241.

1. ***Approval of the minutes of the December 13, 2004 Committee meeting:*** Scot Allgood moved and Heidi Beck seconded that the minutes should be approved. The motion was adopted.
2. ***Follow-up on Committee actions:*** No report was given to the EPC this month.
3. ***Information item: Banner decisions affecting transcripts:*** Heidi Beck reviewed the handout detailing decisions on how Banner affects a student's transcript. When a degree is posted the GPA is frozen. Banner records courses up through the 4000 level on an undergraduate transcript, while any courses numbered 6000 or above are placed on a separate graduate transcript. 5000-level courses are assigned to the same transcript as the student's current degree level. There would be no separate transcript for a 2nd B.S., but the GPA would be calculated separately as well as cumulatively.
4. ***Academic accommodation for students fulfilling civic obligations:*** Heidi Evans was not present to discuss this topic.
5. ***Simultaneous awarding of multiple bachelor's degrees:*** It was decided at the December meeting that the catalog language dealing with second B.S. remain untouched and that any student earning more than one bachelor's degree simultaneously should receive a separate diploma for each of them. A report concerning this matter would be given at next month's meeting of the EPC.
6. ***Limits on the number of majors/minors a Student can pursue simultaneously:*** The Associate Deans do not wish to become involved in this. John Mortensen was to follow through with advisers to see how they felt on this subject. Scot Allgood was concerned how this would affect "career" students. Paul Wheeler proposed that there be no policy limiting the number

of majors or minors a student could pursue simultaneously. Vicki Allan seconded the motion. The motion was adopted.

7. ***Priority Registration / Good Standing:*** This topic would be discussed at a later meeting when John Mortensen is available.
8. ***Policy defining FERPA compliance:*** Heidi Beck reviewed the handout “Use and Release of Student Records – Policy and Procedures for Utah State University,” which had been developed 9 years ago and adopted by the USU Administrative Council. It was felt by the committee that now is an appropriate time for the relevant executive agencies of the university to review and revise it as necessary. It was moved by Heidi Beck, seconded by Scot Allgood that the policy and procedure should be user friendly; parents should be able to take care of the paperwork for their children without undue hassle, and that the EPC should be advised to encourage the appropriate unit or agent within the university to review this issue. The motion was adopted. Heidi Beck felt the registrar’s Office should not be involved in this.
9. ***Policy on Student Honor Code in course syllabi:*** Heidi Beck stated that the Associate Deans through Dallin J. Phillips felt that the “Honor Code or Academic Violations” needed to be included in all class syllabi. Also that a signature by each student is needed to indicate that they have read and agreed to the Honor Code. Heidi Beck moved that this issue be tabled until the Faculty Senate could be made aware of this proposal. Scot Allgood recommended that the committee check and review the web site <http://www.usu.edu/aia/ACADEMIC/syllabusres.ctm>, or on the USU homepage click on ‘INDEX’, then click on ‘Academic Affairs’, then place pointer on ‘For Faculty’ and click on ‘Faculty Syllabus Resources’ to review existing material that the university recommends for inclusion in course syllabi.
10. ***Policy on course cancellation:*** Heidi Beck indicated that each department was responsible for the cancellation of its courses, and would need to contact students or have Banner do it. The committee felt that this issue was administrative and not the responsibility of the individual student. Some students were taking their Breadth classes and needed the course to graduate, only to have them cancelled after the start of the semester without alternatives being available. Jeff Walters would review this with the EPC.
11. ***Other business:*** None

Meeting was adjourned at 4:40 p.m.