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3:00	Call to order Approval of Minutes - September 7, 2004	Janis Boettinger
	Announcements Banner Training Available How to Register for Banner	Janis Boettinger
3:05	Information Items EPC Curriculum Deadline - December 16 Faculty Involvement in Evaluating Journal Subscriptions - Subject Librarians Syllabus Resources Proposal for Domestic Partner Benefits December Commencement ASUSU Update	Janis Boettinger Betty Rozum Janis Boettinger Janis Boettinger Janis Boettinger Les Essig
	Consent Agenda Library Advisory Council Honors Program Faculty Evaluation Committee Report	Lisa Berreau David Lancy Ruth Struyk
3:35	Key Issues & Action Items Athletic Council Betty Dance Kathy Piercy Calendar Committee Academic Calendar - 2005-2006 Proposed Holiday Calendar - 2006-2007	Janis Boettinger Sydney Peterson
3:40	University Business Budget Presentation - Q&A	Administration
4:20	New Business Faculty Forum, November 1 Graduate Student Forum - Volunteers	
4:30	Adjourn	

Faculty Senate Meeting Minutes for September 7, 2004

Call to Order

Janis Boettinger called the meeting to order at 3:05 pm. Janis introduced Tyler Riggs from the Herald Journal; Christina Palmer, new Faculty Senate assistant; President Kermit Hall and Provost Stan Albrecht, and Gary Straquadine, Associate Vice Provost.

Minutes

Doug Ramsey made a motion to accept the minutes of the April 21st meeting. The motion, seconded by Rhonda Callister, passed with a stipulation from Janis Boettinger that the appropriate language will be inserted in the BFW report.

Information Items

There are web pages on the Faculty Senate website for FS committees to post agendas, minutes, and calendar items. Contact Christina Palmer at 797-0945 or Christina.palmer@usu.edu if you would like items posted. Jeff Walters asked for clarification on posting the minutes. Draft version or final version can be posted.

University Business

President Hall talked about the upcoming election. One item of particular interest to USU is Amendment #2 – which permits Universities to hold equity in companies that they facilitate the start up. President Hall encouraged faculty members to vote.

There will be an office opening in the Wells Fargo Building in Salt Lake City. Thanks to Jonathan Bullen and Dell Loy Hansen, two USU graduates. This office will house the new Vice President for University Advancement, Scott Mietchen. There will also be space for Alumni and apparel and memorabilia. Salt Lake will see a presence that they haven't seen before. The office will open October 1, 2004. Vice President Mietchen will start November 1, 2004.

Randy Spetman is the new Athletic Director. Randy comes from Airforce Academy where he served as the Athletic Director. President Hall suggested inviting Randy to an Executive Committee and maybe even the Faculty Senate. Provost Albrecht commented that these two new appointees, Scott Mietchen and Randy Spetman, understand that Utah State academics really do come first.

The search for a new Vice President for Information and Technology is underway. This position will no longer hold the title of Chief Information Officer. There will be Chief Information Officer position, but will be a subordinate to the Vice President for Information Technology. There will also be a VP for Information Technology Security. Barbara White accepted an Associate Provost position at University of Georgia. Ron Godfrey is chairing this search.

There are two dean searches underway. Gerry Giordano, Dean, College of Education and Human Services accepted a Provost position at North Florida. Gary Kiger is chairing this national search. Tom Kent, Dean of School of Graduate Studies accepted a Dean's position at Western Michigan. Noelle Cockett is chairing this national search. The committee is developing the position announcement.

President Hall and Provost Albrecht will be making Budget Presentations. The process of developing the budget started with the Tuition Task Force, chaired by Glenn McEvoy. The task force developed a set of recommendations that were considered in light of other conditions of the Utah economy. The State's financial position needs 4% growth to fund what it currently has in place. The State is going to be increasingly behind in revenues unless it changes its tax policy. Presentations are scheduled to be given to ASUSU, Executive Committee, and Colleges. President Hall offered to present the budget presentation to the Faculty Senate Executive Committee and Faculty Senate. The future of Utah State that President Hall sees is a more and more private institution. There has been real progress in the Merrill Library, Living Learning Center, and the new Caine Recital Hall.

President Hall is starting to meet with legislators. There was a group of Regents here last week; they talked about Utah State's capital facilities requests: 1) Peterson Agriculture Building and 2) moving Agriculture facilities from the north to the south to the Caine Dairy area. A presentation was made to the regents and will also be made to the State of Utah Building Board.

Provost Albrecht introduced Gary Straquadine, Associate Vice Provost. Gary will be heavily involved with Deans and Department Heads with the transition of Logan Campus academic activities from Continuing Education to the Provost's Office.

President Hall is pleased with the preparedness and quality of incoming class. We have done a great job in recruiting the best class in history of Utah State.

Information Items

Items of business are carried forward from the FSEC consent agenda to the Faculty Senate. These include regular reports from the FS committees as well as Universities committees. These report that need to be considered, but do not need discussion are placed on the FS agenda as informational items for the full FS.

School of Graduate Studies

Larry Smith, Interim Dean of School of Graduate Studies introduced himself to the senate. Shelly Lindauer is serving as the Interim Associate Dean. Shelly comes from the FCHD department. Dianna Thimmes retired after 27 years. Pete Morris is the new Admissions Officer. Overall theme for Graduate School this year is "User Friendly Resource". Focusing on two major things, 1) increase and improve communications with students and campus community and 2) update operations. Specifics include a new website and making better use of resources. Schedule forums with graduate students to find out what's going on in the different programs. Increase number of opportunities for Graduate TA training. Draft a proposal to develop "Preparing Future Faculty" Program (PFF). The graduate office in the near future will be digitizing records. This will benefit students. Very optimistic that Banner will help Graduate office with online application procedure. Scraped together additional dollars to work with faculty members to be involved with the marketing efforts of Graduate students.

Enrollment and Curriculum Management

Joyce Kinkead presented the following information on enrollment. There is 2300 freshman enrolled for Fall 2004. The average ACT score is 24. There has been a notable increase in the Honors program; last year 270 students, this fall 350. There were 660 Presidential Scholarships (in state award) given out, 410 of those are enrolled. There are 1,000 new transfer students. Prestige Scholarship is now the Undergraduate Research Fellows (formerly Club Scholar). Presidential and national scholars were invited to apply for Undergraduate Research Fellows. There were 200 applicants, 50 fellows were awarded. They are given a guidebook to prepare them to work with their individual college for the next four years. In 2001 retention was 66%. The goal of 75% retention was met in three years instead of the projected five years.

Joyce introduced Gary Straquadine, Associate Vice Provost. Gary has been charged with managing curriculum and to oversee Evening and Summer School transition from Continuing Education to the Provost's office. Gary has been at USU for 16 years. He was formerly the ASTE department head for 8 years. Evening School began in 1981 for non-traditional students, but found that 66% were traditional students. Summer school in the past has been taught in three different models (part of load, SWC, ES). The goal of the Provost's office is to develop a plan to enhance the curriculum by eliminating bottleneck courses, general education process, graduation rate process, new program possibilities. The Provost's office will work directly with Department Heads instead of individual faculty members for requests. There will be a proposal request process based on "guiding principles".

Consent Agenda

Bruce Miller moved to accept the items on the consent agenda. The motion, seconded by Derek Mason, passed.

Key Issues and Action Items

Stephen Bialowski moved to approve Jeff Walters as the Parliamentarian for 2004- 2005 academic year. The approval, seconded by Kathy Piercy, passed.

Sydney Petersen talked briefly about the December Commencement which will be held on Saturday, December 18, 2004 at 10:30 am. The students will receive a certificate with their name on it rather than diplomas. There are 1, 987 students who are qualified to graduate in December 2004. They will combine the graduate and undergraduate ceremony together. The ceremony will be different from Spring Commencement. There will be a shorter procession. Heidi Beck mentioned that an email will be sent to those students who will have 120 credits announcing that they will waive the graduation fee for the December Commencement. The cost of the commencement will be significantly less than the Spring Commencement. Janis Boettinger suggested that faculty members could advertise in their classes of the event. Les Essig the students are very supportive of this idea. As far as the Spectrum goes, there is nothing scheduled during this week due to finals. The setup and take down for graduation is one week.

New Business

Faculty Forum is scheduled for November 1, 2004.

Athletic Council

There is a female faculty position (does not need to be a faculty senate member) on the Athletic Council that needs to be filled. If you are interested in serving on this committee, let Janis Boettinger know.

Students

Les Essig, ASUSU President presented the bill ECB 04-02 -Declaration to Faculty Senate. The bill is a resolution of working collaboratively with faculty and students.

Jan Anderson moved that the Faculty Senate Executive Committee draft the language of the resolution for Faculty Senate approval. The motion, seconded by Pat Lambert, passed.

Adjourn

Stephen Biolowski called for adjournment. The meeting adjourned at 4:40 pm.

Utah State University Library Subject Librarians 2005

Name Phone# Departments

Kevin Brewer x0737 Computer Science Mathematics & Statistics

Ann Butters x2661 Americana, Intermountain West, Local history, Mormonism

Betty Dance x2681 HPER, Instructional Technology, Secondary Education

Jennifer Duncan x8148 History – World (not Eastern Europe)

John Elsweller x2636 Aerospace Studies, Communicative Disorders, Military Science

Britt Fagerheim x2643 Business Information Systems , Economics, Journalism & Communication

Steven Harris x3861 Languages, Philosophy, & Speech Communication

Wendy Holliday x0731 Accountancy, Business Administration, Management & Human Resources

Judy Johnson x3331 Environment & Society, Geology, Landscape Architecture & Environmental Planning

Carol Kochan x2676 Anthropology, Family, Consumer, & Human Development
Sociology, Social Work

Rob Morrison x1477 Civil & Environmental Engineering, Electrical & Computer Eng.
Engineering & Technology Education, Mechanical & Aerospace Eng.

Cynthia Nordgren x2679 English (Commonwealth) Literature

Vicki Read x2914 English (American) Literature

Betty Rozum x2632 Nursing

Kathy Schockmel x2749 Art (6020)
Interior Design (5030)
Music (6080)
Theater Arts (6110)

Flora Shrode x8033 Biology (8030)
Chemistry & Biochemistry (8040)
Physics (8070)

John Walters x2683 History (US) (6050)
Political Science (6090)
International Documents (9055)

Sandra Weingart x0739 Agricultural Systems Technology & Education (1020)
Animal, Dairy, and Veterinary Sciences (1030)
Nutrition & Food Sciences (5050)
Plants, Soils, & Biometeorology (1070)

Steve Weiss x3661 Aquatic, Watershed, and Earth Resources (7040)

Forest, Range, and Wildlife Resources (7010)
Environment & Society (Geography) (7060)

Deleyne Wentz x1479 Elementary Education (3030)
English as a Second Language (6170)
Special Education (3080)
Psychology (3060)

All Selectors Library Science (9055)

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

Library Advisory Council
FY 03/04 Annual Report

The University Libraries Advisory Council advises the Vice-Provost for University Libraries and Instructional Support in (1) meeting the learning, instruction, and research needs of students, faculty and staff; (2) formulating library policies in relation to circulation, services, and the collection development of resources for instruction and research; and (3) interpreting the needs and policies of the libraries to the University. The Council membership will consist of nine faculty members, one from each College and Extension with one undergraduate and graduate student appointed by the Provost. Faculty members will serve three-year terms and are renewable once. The Vice-Provost for University Libraries and Instructional Support serves as an ex-officio, non-voting member. The chair will be elected from the Council membership on an annual basis.

Members:

Byard Wood, Engineering (06) Ed Stafford, Business (05)
Lisa Berreau, Science (07) Gary Straquadine, Agriculture (07)
Carl Cheney, Education (05) Len Rosenband, HASS (06)
Extension - vacant Ronald Ryel - Natural Resources (06)
A.J. Rounds, ASUSU GSS Linda Wolcott, ex officio
Darin Humphreys, ASUSU

Overview:

The Council met monthly January through April 2004. Much of the discussion focused on the rising costs of scholarly communication and the need for journal funding. Kent Clark was introduced to the Council as the new Library Development Director. He discussed the need for a capital campaign for the new library building along with the need to raise money for ongoing help with library collections. The Council was given monthly updates on the status of the new building construction.

2003/04 Action Items:

1. Lisa Berreau was named Chair of the Library Advisory Council
2. Librarians visited most departments on campus and made a presentation on the cost of journals and discussed the journal cut list for the 2004-05 year.
3. Kent Clark requested input on how best to approach University faculty in regards to donating to the Library Faculty Endowment through payroll deduction.
4. A report was presented to the Council on a survey conducted of University faculty to gauge the feasibility and interest in having an on campus document delivery program. The result of the survey showed that there is not sufficient interest to institute the service at this time.

2004/05 Agenda Items:

1. Identifying collection development needs
2. Fund-raising and the library's capital campaign
3. Promoting library services and awareness of the new building
4. Ongoing discussion regarding scholarly communications and journal acquisitions
5. Faculty and librarian collaboration and engagement in the curriculum

UTAH STATE UNIVERSITY HONORS PROGRAM ANNUAL REPORT
2003-2004 Academic Year

PURPOSE: The Honors Program provides students with an enhanced track for their lower- and upper-division course requirements. Students and faculty work together in intensive seminars, experimental classes, interdisciplinary courses, writing projects, and special activities. Members of

the program earn Honors credit on their transcripts and pursue one of three different Honors degrees.

PERSONNEL: David F. Lancy, Professor of Anthropology, Director; Christie Fox, Ph.D., Program Coordinator; Kay Gamble, Executive Assistant II, Secretary, Katherine Shakespeare, Peer Advisor

HONORS FELLOWS: Kay to list along w/ their assignments

Overview: The Honors Program at Utah State has enjoyed more drastic change in the last three years than in the preceding 32 years of its history.

The most significant changes have all been triggered by change in the Provost's Office and concomitant changes in recruiting and retention policies. In the past, Honors was seen as potentially driving away the students "High School/College Relations" was trying to recruit to USU. Now, the "Honors Pathway" <http://www.usu.edu/honors/pathway/index.htm> is treated as the primary incentive for high ability students to matriculate at USU. As a consequence of this new emphasis in recruiting coupled with changes in Honors itself, our Honors student body is better educated than ever before (cutoff=124 index), more committed to Honors and more interested in "stretching" themselves academically through undergraduate research, for example.

All "Presidential" scholars are now automatically enrolled in Honors 2000, the online Orientation to Honors and undergraduate research designed and managed by the Honors Program and taught by Vice Provost Kinhead. This Fall marks the 3rd iteration of that course and we're seeing the enrollment climb (270=F '03; 350=F '04) along with the level of commitment and enthusiasm of the students (as reflected in a dramatic increase in postings to the online forum, for example). Many will have also been enrolled in dedicated Honors sections of Connections. This was the second year for this new initiative and the first year in which we jettisoned about 90% (next year we'll replace the remaining 10%) of the old Connections curriculum replacing it with one of our own devising. It was also the first year for a new cadre of Honors Connections Instructors who've worked together as a team for six months to revamp the course. Initial assessment results are extremely positive.

Motivated by the desire to retain students who were falling in the crack between first year Honors courses and Departmental Honors, we developed a new course in 2003, HONR 2100 Inquiry. Six sections were offered corresponding roughly to clusters of interest (e.g. applied biology, social science, engineering, etc) taught by very distinguished faculty. The one credit class met weekly during Winter semester and focused on integrating students into their major, preparing for departmental honors, identifying a research mentor and line of research and pre-planning for grad school. In short, the class is designed to help students construct a road map for the rest of their travel on the "Honors Pathway" right on to grad school. One measure of the success of these endeavors was that we had 6 candidates for the Goldwater Scholarship last year with 2 winners and the previous high had been 2/1.

Personnel changes have been equally dramatic. The retirement of our Assistant Director Robyn Daines, triggered a wholesale reanalysis of role assignments. 90% of the Assistant Director's responsibilities were shifted to Kay Gamble, who was promoted to Executive II. The Assistant Director position was renamed Program Coordinator with new responsibilities for communications, marketing, Prestige Fellowships and teaching. We were extremely fortunate to hire Christie Fox, holder of a Ph.D. from Indiana with extensive experience with Honors, recruiting and a rich teaching record. She is now managing the ENGL 2010 H class and teaching one of the two sections offered each semester (previously we'd offered 1/semester). She's also teaching of the sections of Honors Connections. She's very active in advising students—especially with respect to applicants for national scholarships such as the Truman and Goldwater.

Katherine Shakespeare "graduated" from a position of (Teaching) Fellow to Peer Advisor and has helped shoulder what has become a much greater responsibility to field queries re the Program and assist students in planning their Honors course of study. All of us are also much more involved than in the past with new recruiting initiatives such as Preview Day and Scholar's Day as well as SOAR.

Mary Heers is a much-decorated, recently retired teacher from Preston High School who has also joined the Honors team during the past year. Mary developed and now teaches a repeatable .5 credit "Enrichment" class HONOR 2200. She's teaching a section of Honors Connections and a

section of ENGL 2010H each semester.

The Honors website got both a visual and structural makeover during the past year. Its coverage of Honors at every level from the broadly philosophical (Why do Honors?) to minutiae has been greatly expanded. The website is managed by Dr. Fox while Katherine Shakespeare edits the new, thrice-yearly Honors Newsletter.

Other significant developments during the past year include the establishment of an award for the most promising Honors student. Named in honors of Helen Cannon, the endowment was established by her family and friends. New Departmental Honors Programs have been completed or are under discussion for the Colleges of Business, Engineering and Natural Resources and the Departments of Social Work, ASTE, Art and Elementary Education. We are moving away from a "one size fits all" model to a more tailor-made approach. We've also launched a new Honors Program in Creative Writing that brings together course offerings from several disciplines.

The challenges facing Honors are all of the "be careful what you wish for" variety. We are "bursting at the seams," quite literally. Our physical facilities are now uncomfortably crowded much of the time and we are hard pressed to respond quickly to student visitors and queries. Our Honors breadth classes have all been re-capped at higher levels to accommodate enrollment growth. So our vaunted "smaller" Honors classes have gotten pretty large. We've added 4 new courses to the Honors curriculum, and increased the number of sections of existing courses, totaling 15 additional course sections in three years. We've added additional staff, including doubling the number of Honors Teaching Fellows—all without a budget increase. Not only are we unable to expand in our present location, we have been unable to find a new home for Honors once the old Merrill Library is demolished.

To conclude, we have reached a point where Honors can legitimately claim to partner with all departments on campus in the recruitment, retention and optimization of their best and brightest majors. In return, the Program will need the political support of the campus at large to insure that we have adequate financial and physical resources to continue this service to the university.

HIGHLIGHTS: Kay & Katherine to search for these kudos 34 Honors students graduated with Honors degrees; 58 filed Department Honors Plans of Study; and Honors students received Honors Program scholarships; Chad Wasden and Jeffry Gittins received Honors scholarships.

Honors student received the following recognition:

Melissa Bowles Outstanding Peer Advisor Award in Dept. of English
Marchet Clark A-Pin Award, College of HASS
Kathryn Ann Fifield Outstanding student in Liberal Arts and Sciences
Michael L. Girard Outstanding student in Department of LAEP
Jeffery T. Leek University Citizenship Award
Medlir Mema Robins Awards Man of the Year
Corinna Von Niederhausern Valedictorian for the College of Agriculture
Sarah C. Wegener Outstanding student in Department of History

Honors instructors and Department Honors Advisors received the following recognition:

Michael Sweeney His book, "From the Front: The Story of War," was published by National Geographic
Tamara S. Vitale Teaching Excellence Award in College of Agriculture

CONTENTS OF ANNUAL REPORT:

- I. Curricular Activities, 2002-2003
- II. Extracurricular Activities, 2002-2003
- III. Responses to Key Issues-Goals in 2002-2003
- IV. Key Issues and Goals to Address in 2003-2004
- V. Appendices

I. CURRICULAR ACTIVITIES, 2002-2003

A. Students in the Honors Program

Entering freshmen	Fall 2002	110		
	Fall 2001	111		
	Fall 2000	131		
	Fall 1999	143		
	Fall 1998	140		
Students in Honors Courses	Fall Classes	Fall Contracts	Spring Classes	Spring Contracts
2002-2003	216	64	174	49
2001-2002	177	62	167	89
2000-2001	175	93	137	65
1999-2000	63	63	202	92
1998-1999	237	61	79	49
Department Honors Plans	Total	New		
2002-2003	86	58		
2001-2002	91	64		
2000-2001	117	51		
1999-2000	99	51		
1998-1999	98	43		

B. Honors Graduates

Number of students who received Honors degrees in 2002-2003: 38

The names of 2002-2003 Honors degree recipients and the titles of their senior Honors theses/projects appear in Appendix A.

C. Honors Courses

Number of compensated course offerings in 2002-2003: 14

Note on compensation: The Honors Program compensates courses listed with the HONR prefix. In the 1996-1997 academic year, the program began an effort to also compensate faculty for working with Honors students in upper-division course work and on their theses/projects.

A list of 2002-2003 Honors courses and enrollment statistics appear in the Appendix B of this report.

D. Honors Degrees

Students work towards one of three Honors degrees:

University Honors: 27 total Honors credits, comprising lower-division Honors credits from the program's approved course list plus completion of an individually designed upper-division plan (including a senior thesis/project).

University Honors with Department Honors: 27 total Honors credits, comprising lower-division Honors credits from the program's approved course list plus completion of an approved upper-division Department Honors Plan (including a senior thesis/project).

Department Honors: 15 total Honors credits in an approved upper-division Department Honors Plan (including a senior thesis/project).

E. Faculty Participating in Honors

USU faculty participate in the Honors Program in a number of ways:

- teaching compensated lower-division Honors classes
- working with upper-division Honors students in upper-division classes on a contract basis
- serving on the Honors Advisory Board (Appendix)

- serving as Department Honors Advisors -- guiding upper-division students through their Department Honors Plans (see list - Appendix)
 - advising students in their Senior Honors Projects
 - serving on Rhodes, Fulbright, and Truman campus interview committees and advising students in the completion of their applications
 - offering special presentations through Honors Interactions
- Faculty teaching Honors courses, serving as thesis/project advisors, and working with Honors students on a contract basis; serving on the Honors Advisory Board; and Department Honors Advisors are in Appendix C.)

II. EXTRACURRICULAR ACTIVITIES, 2002-2003

A. Fellowships, Scholarships, and Research Programs National and International Scholarship Programs:

The Honors Program serves as an information and processing center for five scholarship programs: Fulbright Graduate Fellowships, Rhodes Scholarships, British Marshall Scholarships, Harry S. Truman, Morris Udall, and Barry Goldwater Scholarships.

We invite faculty to nominate exceptional students for these awards or to encourage qualified students to apply. Our office provides materials outlining each award. In addition, our files contain the application forms students will need for the various programs. The Truman and Goldwater programs provide awards for undergraduates nominated in their sophomore or junior years. Other programs are designed for students proceeding into graduate school. The Fulbright Fellowship is appropriate both for students who have recently completed the baccalaureate and for those engaged in masters- or doctoral-level research.

Honors Program Scholarships

Three Honors students received scholarships for Fall Semester 2003:

Chad Wasden - Morse Honors Scholarship - \$500

Jeffrey Gittens - Honors Cash Awards - \$500

B. Last Lecture

Professor of Political Science, Randy Simmons, was selected this year to be the guest speaker. His topic was "The Tyranny of Good Intentions." He was selected by an Honors student committee.

III. RESPONSES TO THE KEY ISSUES AND GOALS OUTLINED IN LAST YEAR'S ANNUAL REPORT

Following the drafting of a self-study document and first ever Compact Plan, the Honors Program was scrutinized by an external review team in Spring '02. The team consisted of Dr. Patricia MacCorquodale, Dean of the Honors College at the University of Arizona, Dr. Robert R. Keller, Director of the University Honors Program at Colorado State University, and Dr. Stanley D. Allen, Department of Animal, Dairy, and Veterinary Sciences at Utah State University and departmental Honors advisor and former member of the Honors Advisory Board.

While the decanal evaluation was very positive, the overarching recommendation was that the Honors Program become much more central in decision-making regarding the university's evolving plan for recruiting and retaining exceptionally able students. And this has, in fact, happened.

Shortly after the external report was submitted, the Director began work on a new course, HONR 2000 or Beehive Scholars. This course was designed to implement an initiative undertaken the previous year by Vice Provost Kinkead, namely, 'cream of the crop' (to capitalize on Pres. Hall's milking odyssey). The problem to be addressed was that, after lavishing a great deal of attention on prospective students, once they were admitted to USU they were, effectively, ignored with predictably negative retention results. Honors proposed that all students of recognized ability should be routed to a new 1 semester online (to avoid schedule conflicts) class which would integrate students better into the university and forecast for them the opportunities and expectations that lay ahead. It included instructional modules on choosing a major, appropriate avenues of employment, scholarship and fellowship opportunities, U.R.C.O. and other undergraduate research programs, as examples. Through the course and through face-to-face meetings with Dr. Kinkead (the instructor of record), students were encouraged to air their views and seek counsel in planning their course of study. The initiative was judged a success, the only drawback being that the 'catch' was poor as less than a third of the target group made it into the class.

HONR 2000 was revised and renamed (Scholar's Forum) during the summer '03 and we'll be reporting on the '03 experience next Fall.

The Director, David F. Lancy was granted sabbatical leave for '02-'03 and used a significant part of the leave to study Honors Programs, nationally. Lancy spent extended periods with Honors and First Year Experience(FYE) personnel at UC Davis, Arizona State, Clemson, and the Universities of South Carolina and Maryland. Many ideas gathered from these visits will be trialed at Utah State but Lancy's strongest conclusion was that USU's student population is so different from the norm elsewhere that home-grown solutions will be necessary.

During his absence, Prof Tom Peterson filled in as interim Director. There were 2 primary innovations during Peterson's term. A new .5 credit repeatable 'Enrichment' class, HONR 2200 was developed and approved to encourage students to take advantage of cultural and intellectual offerings on campus. Second, for the first time, scholarship awardees were pre-registered for Fall classes in April. This included the aforementioned HONR 2000 class as well as an Honors' breadth class, together constituting a 'taste of Honors.' While the pre-registration was not without problems, the 'catch' went up considerably, such that, approximately 85% of the target audience actually enrolled in HONR 2000 this Fall. Again the results of these efforts have been very positive and this will be reported on more fully next year.

IV. KEY ISSUES AND GOALS for 2003-2004

1. Redefine the role of the Assistant Director to more closely reflects the needs of the program and recruit a new person to replace Robyn Daines, who's retiring.

2. Redefine and reclassify Kay Gamble's position from Staff Assistant I to Staff Assistant II.

3. Create a new position for a Student Office Assistant

The Honors Program is growing dramatically, both in the size of the student body (through increased intake & retention) and in the programmatic offerings. This additional burden will fall primarily on Robyn's replacement. This position, to be titled 'Program Coordinator,' will be relieved of the huge task of managing the Honors database. We have taken steps, and Banner will make a significant contribution, to reducing the magnitude of this task so that our Staff Assistant II can manage it, backed up by a student assistant.

4. Implement and refine HONR 2000, Scholar's Forum (see above).

5. Implement HONR 2100 Inquiry. This is a newly developed and approved 1-credit class required of all 2nd semester Honors students. Its focus is 'inquiry' in the disciplines, hence there will be separate sections corresponding to Science, Humanities and so on. A second but equally important purpose is to assist students in planning a 4-year program of study that includes Honors and undergraduate research, creative endeavors and, possibly, leadership and service. Overall, the 2 primary goals are to retain students, or insure they return to USU post-mission AND to set their sights higher vis-a-vis what they expect to accomplish academically.

6. Implement HONR 2200 'Enrichment' (see above).

7. Expand Honors Breadth & Depth offerings. As a result of the changes in recruiting and retention outlined here, we expect the honors population to grow by as much as 50%. We will, therefore, need to add more classes. Our first priority will be to add second semester USU breadth classes because we moved all our existing breadth classes to Fall semester to accommodate the demand for our 'taste of Honors' initiative. Second, we will be seeking to add several new Honors/USU Depth classes to meet demand and to diversify our curriculum.

8. Continue to refine and improve ENGL 2010H. Under the leadership of Prof. Brock Dethier, Honors has undertaken to develop a unique curriculum for ENGL 2010H (offered F & S). These changes, which are continuous, are designed to orient the class towards specific problems of writing in the major, especially as related to research proposals and conference presentations. Our work was highlighted, incidentally, at a national conference on ug research last Fall at UMD.

9. In response to our external review and at the invitation of the Vice Provost for UG Studies and Research, Honors has gotten much more deeply involved in policy-making with regard to recruiting

and marketing, especially where high-ability students are concerned. Honors has developed a completely new marketing front including a new website for prospective students of exceptional promise. Further Honors has become the central strategy for retaining students of high ability through the initiatives outlined above. Initial results of these efforts are extremely promising but a fuller report will be given next year.

10. Honors continues to invest in our emerging Living Learning Community or Themed Housing initiative (e.g. Global Village). Former Honors student Shannon Jolley was selected by HFS to lead this effort. And we are moving closer to Honors dedicated housing. In particular, a partnership has been struck between Honors and HFS to relocate the Honors program to the new west residence Hall which will be at least partially reserved to house new Honors students. That this hall should eventually become the home of an "Honors College" is a distinct possibility.

11. New initiatives are anticipated with respect to Departmental Honors. First, Dr. Lancy has undertaken an outreach effort with Associate Deans to buttress the work of Departmental Honors Advisors. Second, outreach to targeted departments and colleges is anticipated aimed at developing more customized and unique programs.

V. APPENDICES

Appendix A.

2002-2003 Recipients of Honors Degrees and Titles of Honors Senior Projects

Colleges of Agriculture and Family Life

Lanford, Lorena The Herbal Supplement Market in the United States: A Look at St. John's Wort

Larsen, Amanda Portion Distortion Plays a Major Role in the American Obesity Epidemic

Von Niederhausern, Corinna Single Nucleotide Polymorphism (SNP) Analysis of Tumor Necrosis Factor (TNF)- α in Pediatric Autoimmune Neuropsychiatric Disorders Associated with Streptococcal Infections (Pandas) Subjects

Whipple, Michelle Vitamin K as a Prophylaxis in the Infant

College of Business

Allen, Hal Tax Challenge Working Papers

Hillam, John Implementing an Accounting Information System in a Small Business

Smedley, Brian International Economic Convergence: Measuring Economic Growth and Income Inequality from 1975-1999

Williams, Jill The Efficient-Market Hypothesis During a Recession

College of Education

Larsen, Catherine Media Consumption and Male Body Image

Lucas, Lisa Predicting Social and Psychological Adjustment from the Importance and Restrictiveness of Religion in Late Adolescence

Phillips, Marcia Contextual Control of Taxonomic and Thematic Stimulus Relations

College of Engineering

Bingham, Scott Crushed Pipe Flow Meters

Brown, Benjamin Curriculum for Accreditation

Hall, Doug Utah State Aviation Program Accreditation

Hammond, Nathan Thermoacoustic Refrigerator

Love, John Wright Flyer Project

Manning, John Flight Curriculum Accreditation

Orme, Kevin Field Testing of Abrasion Resistant Carbides

Phipps, Logan SkyWest Presentation

Rowe, Spencer Mock Up Cockpit of a Canada Air Regional Jet

College of Humanities, Arts & Social Sciences

Beazer, Brooke A Glimpse of Diversity

Bobo, Amy The Use of Songs in Music Therapy with Surgical Patients

Clark, Marchet Restoring the Past: The Knitting Mills of Logan, Utah Circa 1904

Fifield, Kathryn The USA Patriot Act: An Analysis of Student Reaction Toward Governmental Access to Library Records

Girard, Michael Lipica, Slovenia: An Essay Compiling a Master Plan for the Lipizzaner Stud Farm and Experiences from the 4th Year Design of the Landscape Architecture Department at the University of Ljubljana
 Hansen, Jeri Social Stratification and Health in Dynastic Egypt
 Rasmussen, Amy Using Popular Culture Media to Inspire Students to Become Lifelong Learners
 Tanner, Leonora Electronic Editing: A Case Study at the Mountain Plains Regional Resource Center
 Wegener, Sarah "With a Joint View to the Entertainment and Information of Mankind:" College of Natural Resources
 Kartchner, Summer Recreational Use of Montane Streams of the Puerto Rico Rainforest
 Lester, Olivia The Invasion of the Exotic Cladoceran *Daphnia lumholtzi* To Willard Bay Utah: Alterations of the Pelagic Food Web

College of Science

Leek, Jeffrey Predicting Mountain Pine Beetle Development with the Extended Von-Foerster Model
 Mumford, Sunni Dementia-Free Survival Analysis: Findings from the Cache County Study on Memory in Aging
 Rivas, Wyatt Autoantibodies to Select Brain Regions in Autism

Appendix B. 2002-2003 Honors Courses

With Honors sponsorship, 14 courses were offered. These were as follows:

ENGL CL 2010H Intermediate Writing, taught by Christine Hult Fall and Spring
 MATH QL 1220H Calculus II, taught by Jim Powell Fall Semester
 MATH QI 2210H, Multivariate Calculus, taught by Jim Powell Spring Semester
 MATH QI 2250H, Linear Algebra and Differential Equations, taught by Lance Littlejohn Fall Semester
 STAT QL 1040H, Intro to Statistics, taught by Adele Cutler Fall Semester
 HONR BAI 1300 U.S. Institutions, developed and taught by Denise Conover Spring Semester
 HONR BHU 1320 Civilization/Humanities, taught by Sue Shapiro Fall Semester
 HONR BCA 1330 Civilization/Creative Arts (The Creative Arts), taught by Tom Peterson Spring Semester
 HONR BSS 1340 Social Systems and Issues taught by Mark Brunson Spring Semester
 HONR BSC 1350 Integrated Life Science taught by Todd Crowl Fall Semester
 HONR BPS 1360 Integrated Physical Science taught by Jim Evans Spring Semester
 HONR DSC 3010 Life/Physical Science taught by David Liddell Spring Semester
 HONR DHU 3020 Humanities/Arts (The Making of the Modern World: Politics, Art, and Thought 1500-1800), developed and taught by Chuck Johnson and Richard Sherlock Fall Semester
 HONR DSS 3030 Social Science (Propaganda, Persuasion, and Censorship), developed and taught by Mike Sweeney Spring Semester

Enrollment Statistics

Fall Semester 2002	Enrollment	Spring Semester 2003	Enrollment
HONR 1320	44	HONR 1300	25
HONR 1330	45	HONR 1340	34
HONR 1350	45	HONR 3010	12
HONR 3020	21	HONR 3030	21
ENGL 2010	17	ENGL 2010	19
MATH 1220	29	MATH 2210	25
MATH 2250	15	STAT 1040	18

Appendix C. Faculty Involvement in Honors

Faculty Teaching Honors Courses, Working with Students on a Contract Basis and Serving as

Thesis/Project Advisor

Brett Adams
Stan Allen
Scott Allgood
Janet Anderson
Ken Bartkus
Robert Brown
Cassy Budd
David Bush
Kelli Cargile Cook
Tom Chang
Daniel Coster
Drew Dahl
Dawn Detienne
Melanie Domenech-Rodriguez
Scott Ensign
Ted Evans
David Farrelly
Hilda Fronske
Evelyn Funda
Patricia Gantt
Kevin Garrity
Vance Grange
Gary Green
Tressa Haderlie
David Hailey
Karen Hanna
Edward Heath
Chuck Johnson
Amal Kavar
David Lancy
Steve Lehman
Chris Lewis
Sonia Manuel-Dupont
Brian McCuskey
Dan McInerney
John McLaughlin
Joe Mendelson
Kristine Miller
Jon Moris
Peter Murphy
Nancy O'Rourke
Grayson Osborne
Kathy Piercy
Pallavi Rastogi
Kent Robson
Len Rosenband
Nitesh Saha
Noreen Schvaneveldt
Susan Shapiro
Richard Sherlock
Anne Shifrer
Ron Shook
Jennifer Sinor
John Stark
Roberta Stearman
Kim Sullivan
Phillip Swensen
Michael Timmons

Felix Tweraser
Tamara Vitale
David Widauf
Carl Wood
Fuencisla Zomeno

2002-2003 Honors Advisory Board

Janet Anderson, Agriculture
Robyn Daines, Asst. Director
Jim Evans, Science
Tamara Ferguson, Education
Joyce Kinhead, Provost's Office
Tom Peterson, Acting Director Michael Nicholls, HASS
Gene Schupp, Natural Resources
Cliff Skousen, Business
Mike Sweeney, HASS
Wynn Walker, Engineering

2002-2003 Department Honors Advisors

Stan Allen Bioveterinary Science
Janet Anderson Nutrition/Dietetics
Mark Baugh Welding Engineering Technology
Jim Bay Civil & Environmental Engineering
Paul Box Geography & Earth Resources
Eadric Bressel HPER
Mark Brunson Environmental Studies
Penny Byrne Journalism & Communication
Deborah Byrnes Elementary Education
Paul Crumbley American Studies
Scott DeBerard Psychology
Kevin Doyle Theatre Arts
Todd Fallis Music
Barbara Fiechtl Special Education & Rehabilitation
Steve Hsiung Computer/Electronics Technology
Dwight Israelsen College of Business
Peter Kolesar Geology
David Lancy Anthropology
Mary Leavitt Liberal Arts & Sciences
Jennifer MacAdam Plants, Soils & Biometeorology
Gary Madsen Sociology
Sonia Manuel-Dupont Communicative Disorders & Deaf Education
Lyle McNeal Animal & Dairy Science
Kristine Miller English
Richard Mueller Biology
Reed Nielsen Welding Engineering Technology
Ning Fang Mechanical Engineering
Kim Openshaw Family & Human Development
David Peak Physics
Tom Peterson Interior Design
Jim Powell Mathematics & Statistics
Steve Scheiner Chemistry & Biochemistry
Gene Schupp Rangeland Resources
Noreen Schvaneveldt Nutrition/Dietetics
Susan Shapiro History
Gordon Steinhoff Philosophy
Michael Timmons LAEP
Felix Tweraser Languages
Helga Van Miegroet Forest Resources
Marie Walsh Food Science
Veronica Ward Political Science
Paul Wheeler Electrical & Computer Engineering
David Widauf Flight Technology

Faculty Evaluation Committee
Report to Faculty Senate
September 2004

Craig Petersen, Director of Analysis, Assessment, and Accreditation, met with the committee to discuss the faculty evaluation system students are currently using at Utah State and how results are reported. The practice of publishing faculty evaluation scores on the university website was discussed. Craig indicated that currently faculty evaluation data are accessible by entering "About USU" and then going to an instructor's home department. The results of the faculty evaluation are reported using the mean score from the first two questions of the evaluation. Each instructor's average is posted as well as the department, college, and university averages. Results are available for the past four semesters and will continue to be updated each semester.

The committee discussed having students complete the faculty evaluations on-line. Craig Petersen had his students complete the faculty evaluations on-line for both his on-campus and off-campus course. He created a link to the faculty evaluation form using the quiz module in WebCT. Completing the course evaluation was the last class assignment. Students were given points (10) in the on-campus course for completing the evaluation while the off-campus course was given bonus points. The response rate for 500 students in the on-campus course was approximately 95%; for the off-campus course it was 100%. Craig believed that the comments obtained on-line were more insightful than those normally produced in class because students had time to think about their responses. Students' responses are still confidential because WebCT credits the students for completing the evaluation, but does not allow the instructor to see which students wrote what comments. In comparison to conducting the evaluations in class, Craig noted that the response rate was higher for the on-line method than when evaluations are distributed in-class. He believes that in class evaluation return rate is approximately 75%. Reasons for the lower in-class return rate might be students hurrying to their next class, students being absent the day of evaluations, or students' apathy concerning filling out evaluations.

The following pros and cons for using on-line evaluations were discussed.

Pros:

- Evaluations could be administered anytime in the last three weeks of the semester
- No class time would be lost
- Data could be evaluated by subgroups for more information
- Cuts down on the cost of printing forms
- Cuts down on the time delay so that instructors could have feedback that could be implemented the next semester
- Cuts down on the scan time (3 -4 weeks to scan all the course evaluations into the computer)

Cons:

- For classes where instructors are not using WebCT, instructors would need to set up a link
- For small classes, if subgroup data is available, student might be identified based on content. Example, Sced 4210 has 35 students, the majority of students are from two content areas. If there is only one student in a content major that student could be identified by content even though names were confidential.
- Would students do the evaluation without incentives (e.g., points added or removed from grade). University-wide incentive (monetary would be prohibitive (15000 students X 4 classes)). Instructors may not want to add or subtract points for students taking the evaluation.

Questions and issues under consideration by the committee:

1. Should evaluation results be posted on the University Website?

2. Can improvements be made in the current form that would improve the feedback to instructors and allow a bigger picture of the instructors' teaching than just two numbers?
3. Can evaluations be administered on-line and still get a return rate similar to evaluations administered in class?

Vince Lafferty submitted an evaluation instrument which he would the committee to review. The evaluation would include the current faculty evaluation information but would also include factors which are unique to distance education.

During April the committee review many exceptional candidates for the Robins Awards. The committee recommended Dr. Lyle G. McNeal from Animal, Dairy and Veterinary Science for Faculty Advisor of the Year and Dr. John Seiter from Communication, Speech, Language and Philosophy for Teacher of the Year.

Utah State University
Proposed Calendar of Employee Holidays
2006

<u>Holiday</u>	<u>Date(s)</u>
New Year's Day	Monday, January 2, 2006
Dr. Martin Luther King, Jr. Day	Monday, January 16, 2006
Washington and Lincoln Day	Monday, February 20, 2006
Memorial Day	Monday, May 29, 2006
Independence Day	Tuesday, July 4, 2006
Pioneer Day	Monday, July 24, 2006
Labor Day	Monday, September 4, 2006
Thanksgiving	Thursday, November 23, 2006 Friday, November 24, 2006
Christmas Holidays	Monday, December 25, 2006 Tuesday, December 26, 2006 Friday, December 29, 2006

Utah State University
Proposed Calendar of Employee Holidays
2007

<u>Holiday</u>	<u>Date(s)</u>
New Year's Day Monday	January 1, 2007
Dr. Martin Luther King, Jr. Day	Monday, January 15, 2007
Washington and Lincoln Day	Monday, February 19, 2007

Memorial Day	Monday, May 28, 2007
Independence Day	Wednesday, July 4, 2007
Pioneer Day	Tuesday, July 24, 2007
Labor Day	Monday, September 3, 2007
Thanksgiving	Thursday, November 22, 2007 Friday, November 23, 2007
Christmas Holidays	Monday, December 24, 2007 Tuesday, December 25, 2007 Wednesday, December 26, 2007