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## Academic Standards Subcommittee Minutes, February 10, 2005

Utah State University

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

**Minutes for February 10, 2005**

**Present:** Jeffrey Walters (Chair), Vicki Allan, Stan Allen, Scot Allgood, Heidi Beck, John Mortensen, Helga Van Miegroet, Weldon Sleight, Gary Straquadine, Paul Wheeler

**Absent:** Richley Crapo, Heidi Evans

**Excused:** Dwight Israelsen

The meeting was called to order by Chairman Jeff Walters at 3:05 p.m. in Ag Sci 241. Gary Straquadine was welcomed as a new member of the ASC, replacing Sydney Peterson as the Provost's Office representative.

1. **Approval of the minutes of the January 28, 2004 Committee meeting:** Scot Allgood moved and Stan Allen seconded that the minutes be approved. The motion was adopted.
  
2. **Follow-up Committee actions:** Four items addressed at the ASC's January meeting were presented to the EPC at its February 3 meeting. The ASC's recommendations on "Simultaneous awarding of multiple bachelor's degrees," "Limits of the number of majors/minors a student could pursue simultaneously," and "Policy defining FERPA compliance," were accepted. It was noted that FERPA places constraints on third party access to student information that might impact the ASC's recommendation. The EPC directed the ASC to give further consideration to the issue of defining policy with respect to late course cancellations by departments.  
  
John Mortensen requested that the issue of Priority Registration/Good Standing should be withdrawn from consideration by the ASC at this time.
  
3. **Academic accommodation for student fulfilling civic obligation:** Heidi Evans was not present to discuss this topic. The committee felt this issue should be either tabled or cancelled.
  
4. **USU Syllabus Resources (<http://www.usu.edu/aia/academics/syllabusres.cfm>) and course syllabus content:** The committee reviewed the handout from the Academic Affairs website which indicated various resources which could be included in syllabi. Several committee members questioned the wording "encouraged to share with students in their classes" as applied to the items listed. Paul Wheeler felt the syllabus was between the faculty and students. There was discussion regarding whether inclusion any of this material in syllabi is actually mandatory. The committee felt the grade scale needed to be removed. Gary Straquadine indicated he would review the wording of "encourage" or "choose"

with the Provost's Office. Heidi Beck moved, and Helga Van Miegroet seconded the motion, that it be recommended to the EPC that the University Grade Scale be removed and the words "are encouraged to" be replaced by "may." The motion carried. Stan Allen moved that all this information be appropriately brought up to date and inserted in the catalog, and Vicki Allan seconded. The motion carried.

5. **Policy on course cancellation after start of the term:** Heidi Beck reviewed this issue. She indicated that departments don't follow through to alert students which causes various problems. This issue can cause financial aid problems for athletes, International, and graduate students. Paul Wheeler felt if the department cancelled a course in the first week of the semester, then the department must notify students by letter or telephone since many students don't check their e-mail often; and then notify the registrar's office by the second or third week of the semester. The latter is intended to allow time for students to adjust their schedules in order to avoid adverse consequences. Heidi Beck stated that the Registrar's Office would refund 100% if the department cancelled. Scot Allgood felt that the Athletics and Financial Aids offices needed to be contacted concerning this matter. Jeff Walters indicated he would report to the EPC that the committee was pursuing the details and implications relating to this policy.
  
6. **GPA requirements for course registration:** Vicki Allan reviewed a handout which indicated that Business had changed its policy so that everyone taking certain of their classes must have a B- in the prerequisites and a B- cumulative GPA. This policy would make other colleges have to change their GPA standards in order for their students to be able to take these Business classes. Requiring a certain GPA in prerequisites seems valid, but not overall GPA requirements for non-majors. Business Dean Caryn Beck-Dudley indicated that because of accreditation issues their other option would be to close business classes to all students who are not accepted into the College. Dean Beck-Dudley stated that English and Instructional Technology had closed most of their classes to non-majors, too.

Paul Wheeler felt it was an issue of accreditation, faculty, and student ratio. A department with stricter grading standards would be disadvantaged in placing their students in courses offered by other units that impose GPA prerequisites based on their own standards.

Heidi Beck felt that the Curriculum Subcommittee needed to handle this, and Weldon Sleight suggested it should be turned over to the EPC.

7. **Other Business:** Heidi Beck passed out a handout dealing with three topics.

(1) *Auditing Classes, (p. 33 of GC):* It was proposed that the last sentence of the first paragraph be changed from "Students are not permitted to register as auditors during Priority Registration," to "Students are not permitted to register as auditors

until the first day of the semester.” The committee decided to discuss this in a future meeting.

(2) *Late Registration*, (p. 33 of GC): There seemed to be a Banner problem with respect to the existing policy. There were various comments made concerning this topic. John Mortensen wanted to check the on-line catalog. It came out of EPC. There were suggestions to change the deadline date to the second week, or drop the fee altogether. The committee finally decided to withhold a recommendation pending further review.

(3) *Fee Refunds*. (p. 39 of GC): The proposal was to delete item (1) and the first phrase of item (2) so it begins “a proportionate share . . .” Heidi proposed that the language be approved, seconded by Scot Allgood. The motion carried.

Jeff Walters asked the committee to consider who should be chosen to serve as the chair of the ASC committee for 2005-6. He felt this position needed to be rotated to someone else since he had held it for six years. A discussion was held regarding the terms of committee members. There is a rotation for EPC members appointed to serve; a college appointment carries no specific term limit.

John Mortensen questioned why there was no representative attending from ASUSU or HASS. The ASUSU Academic VP is an ex officio member of the ASC. Neither of these individuals has been regular in their attendance this year. Jeff Walters will convey the committee members’ concerns to Vice-Provost Kinkead.

The meeting adjourned at 4:45 p.m.