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Academic Standards Subcommittee Minutes, March 10, 2005

Utah State University

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USU ACADEMIC STANDARDS SUBCOMMITTEE
of the EDUCATIONAL POLICIES COMMITTEE

Minutes for March 10, 2005

Present: Jeffrey Walters (Chair), Vicki Allan, Scot Allgood, Heidi Beck, Dwight Israelsen, John Mortensen, Weldon Sleight, Gary Straquadine, Paul Wheeler
Absent: Stan Allen, Richley Crapo, Heidi Evans, Helga Van Miegroet
Guest: Rachel Lewis

The meeting was called to order by Chairman Jeff Walters at 3:12 p.m. in Ag Sci 241.

1. Approval of the Minutes of the February 10, 2005 Committee meeting:
Heidi Beck moved and Dwight Israelsen seconded that the minutes should be approved. The motion was adopted.

2. Follow-up on Committee Actions: Three items were presented to the EPC. The EPA accepted the ASC’s two recommended actions on “USU Syllabus Resources and course syllabus content” and the change in language on Fee Refunds. They were informed that the committee was still working on the “Policy on Course Cancellation after the start of the term.” The issue of “GPA requirements for course registration” will be considered further by the Curriculum Subcommittee.

3. Policy on Course Cancellation After the Start of the Term: It was felt that the department needed to inform the students that the course was deleted within one week of the start of the semester. The Athletic and Financial Aids Offices okayed the ASC’s planned action on this issue. Vicki Allan moved that this proposal be sent to EPC with the following language “that departments must provide notification of any scheduled courses that they have administratively cancelled to both the Registrar’s Office and any students who are affected within two weeks after the beginning of each semester. Students shall be notified by both e-mail and surface mail. It is the department’s responsibility to ensure that students’ registrations in such courses are cancelled.” Weldon Sleight seconded the motion. The motion carried.

4. Proposal changes in catalog language:

(a) Auditing Classes – This item was withdrawn at Heidi Beck’s request.

(b) Late Registration – Following discussion Heidi Beck proposed that the language be changed from “A $20 late registration fee is assessed beginning the first day of classes” to read instead “A $5 transaction fee for each course added or dropped will be assessed all undergraduate students beginning the
fifth day of classes and graduate students beginning the sixteenth day of classes. This fee does not apply to courses taught at continuing education centers.” Heidi moved that this language be adopted and John Mortensen seconded the motion. The motion carried.

5. **Maintenance of Course Grade Books:** Heidi Beck proposed that faculty using the WEB CT should download grade records for their courses at the end of each term and maintain them for two years. There was a problem with the grades becoming subject to government regulations if the university maintains them beyond the end of each term. Dwight Israelsen and Paul Wheeler suggested that after downloading grades following the end of the term they should be purged from WEB CT by the faculty member. Heidi felt this issue should be sent to the DEED Committee for further consideration.

6. **P/F grades and GPA manipulation:** Paul Wheeler proposed that something needed to be done to address a situation in which students are able to complete courses with minimal work while not imperiling their GPA by registering for P/F grading, while other students who perform better may lower their GPA if they receive a B in the same course. To address this perceived inequity, he moved that P/F grading be abolished. The motion died for lack of a second.

7. **Transfer Courses and Course Repeat Policy:** Rachel Lewis discussed Scenario 4 in a handout she distributed in which there are single or multiple courses transferred to Utah State from two or more different institutions that are equivalent to the same USU course. No USU course is taken. When calculating course repeats, including courses transferred to Utah State, it is the USU equivalent (articulated course) of the transfer course that drives the repeat. She asked if the courses are deemed equivalent to the same course at Utah State, should they too, be marked as repeats in the course repeat process? An example was given of a student who had transferred BS 100 from BYU-I and BIOL 1010 from Snow to Utah State. Both courses are equivalent to BIOL 1010 at Utah State. Rachel wanted to know if one of the transfer courses should remain articulated to the USU equivalent, and the other course counted as elective credit. Banner by default would report the courses as repeats. The committee felt that in all cases where multiple transfer courses were articulated to the same USU course, all of them except the first should be counted as repeats. Any exceptions would be handled on an individual basis by appeal from the student affected.

8. **Proposed Change in Readmission Following Academic Suspension Policy:** Heidi Beck indicated that Krystin Deschamps of the Academic Action Committee felt that one semester off for a student on first suspension is not enough, and that an entire year was needed for suspension to give adequate time for students to become prepared to succeed academically. The current policy states that a student must sit out for one semester after the first suspension; one year after the second; and five years after the third
suspension. After some discussion by the committee, John Mortensen moved that initial suspension be extended to two semesters, and Vicki Allan seconded the motion. The motion carried.

9. **Election of ASC Chair for 2005-6:** John Mortensen proposed that Jeff Walters continue as the ASC Chair, and Vicki Allan seconded the motion. The motion carried.

10. **Other Business:** It was indicated that Vicki Allan and Paul Wheeler’s terms as committee members ended this academic year. The Chair thanked them for their contributions to the work of the Subcommittee.

The final 2004-05 meeting adjourned at 4:30 p.m.

RE: Agenda item 4b. On March 18, 2005, Heidi Beck submitted the following revision on capability of Banner: We can do the transaction fee for adds only (not drops). This fact should be shared with the EPC and an amendment may need to be suggested at that time. If we feel strongly about the new policy a request for modification would have to be approved by the Banner Executive Committee.