Academic Standards Subcommittee Minutes, November 11, 2005

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Minutes for November 11, 2005

Present: Jeffreyl Walters (Chair), David Goetze, Dwight Israelsen, Bill Jensen (sub), John Mortensen, Edward Reeve, Weldon Sleight, Kathryn Turner, Spencer Watts

Excused: Scot Allgood, Heidi Beck, Gary Straquadine

Absent: Stan Allen, Todd Crowl

Guests: Jimmy Moore, Dallin Phillips

The meeting was called to order by Chairman Jeff Walters at 3:30 p.m. in Ag Sci 241.

1. Approval of the Minutes of the October 14, 2005 ASC meeting: Jeff Walters conveyed a clarification of the order of preference that Charlie Huenemann expressed at the October meeting with regard to how the results of the foreign language proficiency exam should be recorded on the student’s transcript as follows: (1) letter grade, (2) credit by exam, (3) PDF grade. Spencer Watts moved, seconded by Ed Reeve, that the October meeting Minutes be approved with the inclusion of the foregoing clarification. The motion was adopted.

Jimmy Moore, USU Director of Admissions, asked that items 10 and 11, which were placed on the agenda at his request, be given immediate attention. Dwight Israelsen so moved, seconded by Weldon Sleight. The motion was adopted.

10. Admission policy for home-schooled students: Jimmy Moore explained that hitherto home schooled students have been admitted to USU on an ad hoc basis. He desires to have a defined policy approved for this process, and has submitted a draft to the ASC for its consideration. In discussion, the ASC decided to change ‘School’ to ‘Schooled’ in the name and text of the policy; to insert ‘or an equivalent SAT score’ following ‘a minimum ACT score of 19’ in the second sentence of the first paragraph; and to insert ‘or an ACT score of 19 as well as grade of C or better on the GED’ following ‘an ACT score of 21’ in the second paragraph. A motion was adopted to approve the proposed policy with the foregoing changes and additions included.

11. UBSCT diploma/certificate system: The Utah Basic Skills Competency Test (UBSCT) is mandated by the Utah Code for high school students. The state issues one of three differentiated documents to student certifying their completion of the high school curriculum based on the outcome of the UBSCT. These are (1) a Basic High School Diploma, (2) an Alternative Completion Diploma, or (3) a Certificate of Completion. Jimmy Moore provided the ASC with information on the criteria for each of these, and a proposal for a USU admissions policy based on them. At present the Basic High School Diploma is accepted. Kathryn Turner felt that submission of a GED score should be
required with either of the alternate documents certifying high school completion. After further discussion, Admissions Director Moore was requested to provide the ASC with additional information on any legal considerations of differentiating between the two types of diplomas in admissions policy, and policies in other states under similar circumstances.

2. **Follow-up on Committee actions:** The ASC’s proposed change to the 18-credit limit policy was approved by the EPC at its 3 November 2005 meeting. Vice-Provost Kinkead requested that the ASC consider whether an adviser’s signature might be acceptable in place of that of a college dean to authorize a waiver of the 18-credit limit. After discussion it was moved by John Mortensen and seconded by Dwight Israelsen that students seeking a waiver should first obtain their adviser’s signature and then also obtain the dean’s signature. The motion was adopted.

3. **Foreign language test credits and cumulative GPA:** The remaining aspects of this issue were covered by the clarification added to the October meeting minutes.

4. **USU Courses requirement for graduation:** Weldon Sleight wondered if requiring 30 total USU credits was a desirable criterion for obtaining a USU degree. He felt that emphasis should be placed on upper division credits earned at USU, since these would include the core credits for the major. There was general support for the concept that it was the character of the USU credits that were taken that was important, rather than the timing of when these credits were earned. As an alternate to the present USU Courses policy that 10 of the last 40 credits presented for the bachelor’s degree be earned through USU, it was moved by Weldon Sleight, seconded by Ed Reeve, that the USU Courses policy specify that to earn a USU bachelor’s degree a student must complete at least 30 total USU credits, of which 20 must be upper division credits, of which 10 must be upper division credits required by the student’s major. The motion was adopted.

5. **Proposed provisional admission policy:** John Mortensen distributed a revised version of the handout that was considered at the October ASC meeting. The previously labeled ‘xxxxx Non degree Program’ is now designed ‘Provisional Admission’. The second sentence in the second paragraph of this section of the proposal was altered to read as follows: “For a new student, these provisions [might] include [registration for and] completion of 12 or more graded semester credits [with] while maintaining a cumulative GPA of 2.0 or higher within the first term.” (Words within brackets deleted; words in italics inserted). Also an ‘s’ should be added to ‘course’ in the third sentence of the second paragraph. A motion to approve the full proposed policy as amended was adopted.

6. **Academic accommodation / Excused absence:** Spencer Watts moved that consideration of this item be postponed to the next meeting, seconded by Dave Goetze. The motion was adopted.
7. **Split form issue: adjusting course level in Banner:** Bill Jensen indicated that Banner works better with a split form. A manual split form is also used. Bill requested that this issue be tabled.

8. **USU e-mail policy:** John Mortensen circulated a revised version of the proposed E-mail Communication policy. Bill Jensen stated that this was the official notification method used to alert students. All USU students must obtain a USU e-mail address, with the exception of incarcerated students. The committee felt that the last sentence in the third paragraph should be moved to the end of the second paragraph and read: *For verification and security reasons, once a student is enrolled at USU, only the USU e-mail account shall (instead of should) be used for official communications.*

9. **Uniform policy for appealing grades:** Spencer Watts and Dallin Phillips presented the current policy regarding cheating by students. They felt this policy should be current in all handouts, whether catalog, or provost’s office website, or the advisor handbook. The student policy should consist of (1) conduct – honor board hearing – appeal; (2) professors change grade – grievance against professor – grievance board which has 2 faculty and 4 students; (3) attorney – academic freedom. Right now this policy is not spelled out. How should the university deal with a student who cheats? Dallin Phillips felt something needs to be done. Weldon Sleight recommended that a draft be written. Chairman Walters will work with Dallin to accomplish this.

The meeting adjourned at 5:00 p.m.