Academic Standards Subcommittee Minutes, December 9, 2005

Utah State University
USU ACADEMIC STANDARDS SUBCOMMITTEE
of the EDUCATIONAL POLICIES COMMITTEE

Minutes for December 9, 2005

Present: Jeffrey Walters (Chair), Stan Allen, Scot Allgood, Heidi Beck, David Goetze, Vince Lafferty (sub), John Mortensen, Gary Straquadine, Kathryn Turner
Excused: Dwight Israelsen, Weldon Sleight, Spencer Watts
Absent: Todd Crowl, Edward Reeve
Guests: Dallin Phillips

The meeting was called to order by Chairman Jeff Walters at 3:35 p.m. in Ag Sci 241, and he welcomed Vince Lafferty.

1. Approval of the Minutes of the November 11, 2005 ASC meeting: Scot Allgood moved and Kathryn Turner second that the minutes be approved as written. The motion was adopted.

2. Follow-up Committee actions: The ASC’s actions at its November 2005 meeting will be submitted to the EPC at its January 2006 meeting. At the December EPC meeting the ASC’s October progress report was the main topic. The EPC approved the revision of the B.A. degree requirements. With respect to the 30 credits for a USU degree, the EPC had no concerns.

3. Schedule of ASC meetings during Spring Semester, 2006: The committee decided to hold the ASC meetings the Tuesday after the EPC meeting from 3:00 to 4:30 p.m. (January 17; February 7; March 7; April 11 for unfinished items only).

4. Academic accommodation/Excused absence for (a) Jury Duty (b) Graduate School Interviews: Since Spencer Watts was not in attendance, Chairman Walters deferred consideration to the next meeting.

5. Split form issue: adjusting course level in Banner: Heidi Beck discussed the old system of SIS and how it handled the levels of the student. Courses at level 1000 through 4999 are set to be undergraduate courses by default. Courses at level 6000 and above are set to be graduate level by default. The 5000 level courses are set to be either undergraduate or graduate. The default for the level of the course is dependent on the primary level of the student. If the student is an undergraduate, the course would default to an undergraduate course. If the student is a graduate student the course would default to a graduate level course. Heidi said that there are times when the default level does not represent the desired level, and there needs to be a way to set the level of the course to the desired level. Heidi recommended there be an alternative where the level of the course for the student for a specific semester be updated directly to the desired level. The approval process would take place in the various colleges and then be forwarded to the Registrar’s Office for data entry. The ramifications of this approach would be that the course will be included on the transcript with the adjusted level. The committee who reviewed this issue felt strongly that...
this would be the most straightforward approach and it would also be consistent with what 
has been done in the past. It would also make the most sense to other universities as they 
reviewed transcripts from USU.

The committee felt the current policy on pgs 57 and 95 of the Catalog should be replaced 
with: “Courses numbered 0010 through 4990 will be posted to an undergraduate transcript. 
Courses numbered 6000 through 7990 will be posted to a graduate transcript. Courses 
numbered 5000 through 5990 will be posted to either an undergraduate or graduate 
transcript based on the primary program level of the student. In cases where an 
undergraduate has taken a graduate level course that is required for program completion, a 
form will need to be submitted to the registrar’s office, requesting that the course be posted 
to the undergraduate transcript. Please see your undergraduate advisor for help with filing 
the appropriate form. In cases where a graduate student has taken an undergraduate level 
course as part of the approved program of study, a form will need to be submitted to the 
registrar’s office, requesting that the course be posted to the graduate transcript. Please see 
your graduate advisor for help with filing the appropriate form.”

Heidi Beck moved that the wording be accepted with Scot Allgood seconding, and the 
motion carried.

6. **Uniform policy for appealing grades:** Dallin Phillips provided a handout where he had 
drafted some language dealing with academic dishonesty. It is his desire that the Student 
Code and the Faculty Code be identical. He reviewed the Academic Appeals which the 
Provost’s Office had drafted in 1999. After a lengthy discussion concerning this draft, 
Chairman Walters felt that the committee needed to review the draft and make any changes 
at a future meeting.

7. **Registration of Provisional Graduate Students as 2\textsuperscript{nd} Bachelor’s degree students:** Todd 
Crowl was concerned about this topic, but since he was not in attendance at the meeting, it 
was felt that the graduate council should review it first and then the ASC committee could 
consider it at a future meeting.

8. **How to display degree GPA for dual and 2\textsuperscript{nd} degrees:** Heidi Beck presented a handout 
showing how majors and minors appeared on transcripts. The committee felt the first 
proposal looked the best and felt a key needed to be included on the transcript with a 
footnote for the first option. There needed to be a summary line for both. It was felt the 
Associate Deans needed to review this, too. Heidi would check with the Associate Deans.

The meeting adjourned at 4:35 pm.