Academic Standards Subcommittee Minutes, September 28, 2006
Utah State University

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USU Academic Standards Subcommittee
of the Educational Policies Committee

Minutes for September 28, 2006

In attendance: Chris Call
Ed Reeve
Stan Allen
Peter McNamara in for David Jensen
Michelle Lundberg
John Mortensen
Scot Allgood
Kathryn Turner
Susan Haddock

The meeting was called to order by Chairman Scot Allgood at 3 pm in FL 113.

1. Approval of the Minutes of April 11, 2006: It was moved and seconded to approve the minutes as printed. The minutes were adopted.

2. Follow up on committee actions: The uniform policy for appealing grades was not circulated to department heads, nor was a copy forwarded to the committee so the item was tabled.

3. Registrar Items:
   i. Add form issues- students sometimes turn in add form weeks into the semester. Fees for late adds also discussed- John Mortensen will work on official language for the next meeting.
   ii. Incomplete grade policy- The issue was raised whether the Registrar needs a copy of the incomplete contract. More study will be done by John Mortensen.

4. Syllabi issues: This issue was initially raised by the General Education Committee last Spring and this committee was asked to review USU policies.
   i. Policies relating to syllabi are not readily available. The issue was raised if there were even USU policies relating to syllabi- PRPC committee chair will be contacted for clarification
   ii. There were recollections from other committees that disability information and strongly held beliefs have been discussed, but no one was could recollect or find the policies. PRPC committee chair will be contacted.
   iii. Syllabi can be put on Banner for students to access as needed. John Mortensen will check on feasibility.
   iv. Syllabi are traditionally viewed as a contract and incomplete syllabi may imply promises that are not kept. PRPC will be contacted.
   v. There may be some guidelines for syllabi from Northwest Accreditation. Craig Peterson will be contacted for information.
   vi. Assess possibility of putting disability and other policies on Provost web page and all syllabi would reference that page. The above policies will be gathered and reviewed before this is pursued.
5. **Other Issues for this Year**: Content area committees from around the state will meet and have recommendations for math placement policies and exams. The Language credits may also be problematic. John Mortensen will provide information as available to this committee. Future committee meetings will be held the second Thursday of the month in FL 113.

6. **Academic Standards Web Page**: This is not as functional as most committees. Scot will contact Provost office to see if agenda and minutes can be put on line.

Meeting was adjourned at 4 pm.