10-17-2018

**Academic Standards Subcommittee Minutes, October 17, 2018**

Utah State University

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ACADEMIC STANDARDS SUBCOMMITTEE OF THE EDUCATION POLICIES COMMITTEE
Meeting held October 17, 2018 from 3-3:45 p.m. in Champ Hall

Attended
- Scott Bates, Chair, Emma Eccles Jones College of Education & Human Services
- Sally Petersen (CCA) for Mykel Beorchia, Advising
- Dan Coster, College of Science
- Fran Hopkins, Registrar’s Office
- Kacy Lundstrom, University Libraries
- Cathy Bullock, College of Humanities and Social Sciences
- Barbara Williams, subcommittee secretary (ex officio; not a voting member)

Not Attending
- Allie Haas, USUSA
- Christa Haring, Emma Eccles Jones College of Education & Human Services
- Ed Reeve, EPC Chair (ex officio; not a voting member)

AGENDA

New business
- Scott introduced the purpose of the Academic Standards Subcommittee of the EPC, how it works, and each member introduced themselves.
- Barbara Williams presented changes to the University Terminology and Definitions page in the catalog as requested by Kevin Shanley (see attached language).
  - There was discussion about several of the proposed definitions and who defines the different course types, in addition to questions about removing “Independent Study” from the definitions when it is still used in course descriptions.
  - The committee would like to have Kevin Shanley or Jessica Hansen come in to present the changes and answer questions. It’s also possible that these changes should be reviewed by the policies task force. Fran Hopkin and Dan Coster seconded the motion. The committee voted unanimously to approve the motion to table this proposal.

Other Business
- Fran Hopkin discussed the possibility of creating a new grade type. The “T” grade would work as a placeholder for courses that do not fit neatly into the semesters, such as Thesis courses. Currently “I” grades are being misused for this purpose. It would be only on specified courses.
- Scott recommends presenting the idea to Grad Council. The committee also recommended stakeholders such as Service Learning, Lead Advisors, Continuing Grad Advisement, Grad Program Coordinators, and Study Abroad.
ACADEMIC STANDARDS SUBCOMMITTEE OF THE EDUCATION POLICIES COMMITTEE
Meeting to be held October 17, 2018 from 3-4 p.m. in Champ Hall

Members
• Scott Bates, Chair, Emma Eccles Jones College of Education & Human Services
• Mykel Beorchia, Advising
• Dan Coster, College of Science
• Allie Haas, USUSA
• Christa Haring, Emma Eccles Jones College of Education & Human Services
• Fran Hopkins, Registrar’s Office
• Kacy Lundstrom, University Libraries
• Cathy Bullock, College of Humanities and Social Sciences
• Ed Reeve, EPC Chair (ex officio; not a voting member)
• Barbara Williams, subcommittee secretary (ex officio; not a voting member)

AGENDA

New business
• Academic Standards Subcommittee of the EPC
• University Terminology and Definitions (Barbara Williams)

Old Business
• none

Other Business
• none
ACADEMIC STANDARDS SUBCOMMITTEE OF THE EDUCATION POLICIES COMMITTEE

PURPOSE OF THE SUBCOMMITTEE:

The Academic Standards Subcommittee: (a) recommends policy on all matters pertaining to academic evaluation of students, including admission, retention, grade assignment, and graduation; (b) recommends discipline policy regarding student academic dishonesty; and (c) approves the process for discipline regarding alleged academic violations by students and for grievance hearings in cases of alleged student academic dishonesty. Policy 402.12.6(7)

MAKEUP OF THE SUBCOMMITTEE:

The subcommittee shall consist of four faculty members and one student appointed from the Educational Policies Committee. Their terms will correspond to their Educational Policies Committee terms. Additional members may be appointed to the subcommittee for two-year terms by the Educational Policies Committee to lend expertise. Policy 402.12.6(7)

MEETING SCHEDULE FOR THE SUBCOMMITTEE: 2018-19

Meetings of the Academic Standards Subcommittee of the Educational Policies Committee will be held on the third Wednesday of every month, from 3pm - 4pm, in Champ Hall. This includes the following dates:

- October 17, 2018
- November 19, 2018 (note: Monday)
- December 19, 2018
- January 16, 2019
- February 20, 2019
- March 20, 2019

SUBCOMMITTEE AGENDAS

Each agenda will include New Business, Old Business, and Other Business. Other Business will include discussion items upon which no votes are taken, or information items.

Agenda items are welcome from any member. They are submitted to the chair.

Agenda items may be proposed to the chair by anybody in the USU community. When an agenda is proposed to the chair, it is at the discretion of the chair to include it on a subcommittee meeting agenda.

Complete agenda items (including documentation) must be submitted to the chair eight days prior to the meeting.

The subcommittee meeting agenda will be distributed to members seven days before each meeting.

SUBCOMMITTEE MINUTES

Meeting minutes will be taken by the subcommittee secretary and revised in conjunction with the subcommittee chair. Draft minutes will be distributed to the subcommittee no later than three business days after the meeting is held. The committee will have four days from distribution to review minutes, which will stand approved in not revised in that process.
MEETING PROCEDURES

There are seven voting members of the subcommittee, four of whom must be present at a meeting for quorum. If a subcommittee member is unable to attend a meeting, the subcommittee member should identify an alternate who will stand-in and vote by proxy, and notify the chair ahead of the meeting.

PROCESSES WITH EDUCATIONAL POLICIES COMMITTEE & FACULTY SENATE

The Academic Standards Subcommittee is a subcommittee of the Educational Policies Committee. As such, minutes from each subcommittee meeting are presented by the subcommittee chair at the next meeting of the Educational Policies Committee. If the subcommittee report is approved by the Educational Policies Committee, the minutes of EPC—including the minutes from the subcommittee—are forwarded to the Faculty Senate for approval.

Upon approval of the EPC report to the Faculty Senate, policy changes are implemented and appropriate materials (e.g., university catalog, websites) are updated. The timing of implementation of any actions by the committee follows these guidelines: (1) Any action by the committee that is to students’ advantage will be implemented immediately in banner but may not be updated in the General Catalog until the next catalog year; (2) any action by the committee that creates additional requirements for students will not be implemented until the next academic calendar year (summer term).

DISTRIBUTION

All documents (e.g., agendas, agenda items, and minutes) will be distribute via box.

MEMBERSHIP: 2018-2019

Membership for the 2018-19 academic year includes:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Office</th>
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University Terminology and Definitions page

On this page the definition for Independent Study should be removed, since we no longer offer those types of courses. It would also be good to add the following definitions.

BROADCAST COURSES (a.k.a. Internet Video Conferencing - IVC): Broadcast/IVC courses connect to multiple classrooms across the state using interactive video conferencing technology (IVC). An instructor in one location can interact with students at Regional Campus locations throughout Utah. Meetings take place at a specific day/time. Classrooms located at Utah State University Regional Campuses and other cooperating sites, let students in many parts of the state attend classes close to home.

WEB BROADCAST COURSES: Web broadcast courses have specific meeting days/times, but no specific location. Students participate using online communications software such as Adobe Connect from personal locations instead of from Regional Campus classrooms. This allows for streaming video and live chat with students and the instructor in real-time.

ONLINE COURSES: In online courses students submit assignments electronically over the Internet and interact with their instructors and other students via email and online discussions. There are no specific meeting times, however, students must have access to a computer and login regularly. On the first day of the semester, students should log in to their classes to become familiar with course structures and requirements. Some courses require online exams to be taken under the supervision of an approved proctor, an educational official who supervises a student during an exam. While most local proctoring services are free, some may charge small fees.

BLENDED COURSES: Blended courses are a combination of delivery types with specific meeting days/times, and unscheduled online participation. Blended courses meet less often than traditional or broadcast courses. On the first day of the semester, students should log in to their classes to become familiar with course structures and requirements. Participation is between 21% and 79% online (asynchronous) with the remainder being In-person or IVC (synchronous).

SUPERVISED: Supervised courses do not have specific meeting days/times or locations. Students work directly with an instructor or an advisor to complete specific requirements. They include directed readings, independent study, internships, practicums, and other classes that do not have lectures.