3-3-2005

Curriculum Subcommittee Minutes, March 3, 2005

Utah State University

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A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 3 March 2005 at 2 p.m. in Old Main 136 (Champ Hall Conference Room).

Present:   Todd Crowl, Chair, Graduate Council and Natural Resources  
           Don Snyder, Agriculture  
           Clifford Skousen, Business  
           Scot Allgood, Education and Human Services  
           Paul Wheeler, Engineering  
           Christine Hult, HASS  
           Richard Mueller, Science  
           Ronda Menlove, CIDL  
           Jennifer Duncan, Library  
           Norm Jones, General Education Subcommittee Chair  
           Cathy Gerber, Staff  
           Rachel Lewis, Staff  
           Cindy Moulton, Staff  

Absent:   A. J. Rounds, GSS President  
           Heidi Evans, ASUSU Academic VP  

Visitors:   Gary Straquadine, Associate Vice Provost  
            Heidi Beck, Registrar’s Office  
            John Mortensen, Advising and Transfer Services  
            Robert Schmidt, Coordinator of Service Learning  

Richard Mueller moved to approve the minutes of the 3 February 2005 meeting. Scot Allgood seconded. Motion carried.

Norm Jones moved to approve the business of the College of Agriculture, College of Business, College of Education and Human Services, College of Engineering, College of Humanities, Arts and Social Sciences, College of Natural Resources and College of Science. Don Snyder seconded. The motion was carried with the following changes: SOC 4800 was tabled until the 7 April 2005 meeting; BIOL 1610 has the following course description change: To receive University Studies Breadth Life Sciences (BLS) credit, students must complete both BIOL 1610 and either BIOL 1620 or (for Biological or Environmental Engineering majors only) BIOL 3300; and BIOL 2060 was withdrawn from the agenda.
College of Agriculture

Department of Animal, Dairy and Veterinary Sciences
Change Administrative Responsibility

ADVS 5260  Methods in Biotechnology: Molecular Cloning  3 cr.
Administrative Responsibility: ADVS Department
Multiple listed with BIOL, CHEM, NFS, and PSB
Effective Spring 2006

Department of Plants, Soils, and Biometeorology
Title Change

SOIL 5650/6650  Environmental Soil Physics  3 cr.
Previously Applied Soil Physics
Effective Spring 2006

College of Business

Department of Business Information Systems
Course Number Change

BIS 2200  Business Communication  3 cr.
Previously BIS 2550
University Studies Designation: CI
Effective Summer 2006

Department of Management and Human Resources
Course Number Change

MHR 2050  Legal and Ethical Environment of Business  3 cr.
Previously MHR 2990
Effective Summer 2006

College of Education and Human Services

Department of Elementary Education
Prerequisite Change, Course Description Change

ELED 4760/6760  ESOL Instructional Strategies  3 cr.
Prerequisite: Restricted to students who have been admitted into a teaching certification program
Multiple listed with SCED 4760/6760
Effective Spring 2006

Department of Secondary Education
Prerequisite Change, Course Description Change

SCED 4770/6770  ESOL Instructional Strategies in the Content Areas  3 cr.
Prerequisite: Restricted to students who have been admitted into a teaching certification program
Multiple listed with ELED 4770/6770
Effective Spring 2006
SCED 4780/6780  Assessment for Language Learners  
Prerequisite: Restricted to students who have been admitted into a teaching certification program 
Multiple listed with ELED 4780/6780 
Effective Spring 2006

**College of Engineering**  
**Department of Electrical and Computing Engineering**  
Course Number Change  
ECE/MAE 7330  Nonlinear and Adaptive Control  
Previously ECE/MAE 6330  
Effective Spring 2006

Add Multiple List  
ECE/MAE 7750  Distributed Control Systems  
Add multiple list of MAE 7750  
Effective Spring 2006

**College of Humanities, Arts, and Social Sciences**  
**Department of English**  
Course Number Change  
ENGL 2200  Understanding Literature  
Previously ENGL 1030  
University Studies Designation: BHU  
Effective Summer 2006

ENGL 2300  Introduction to Shakespeare  
Previously ENGL 2030  
University Studies Designation: BHU  
Effective Summer 2006

ENGL 2600  Introduction to Literary Theory  
Previously ENGL 2100  
Effective Summer 2006

**Department of History**  
University Studies Request  
HIST 3250  Renaissance Europe 1300 to 1520  
University Studies Designation: DHA, CI  
Effective Spring 2006
### Department of Languages, Philosophy, and Speech Communication

Delete Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LING 5600</td>
<td>Student Teaching in Secondary Schools</td>
<td>8 cr.</td>
</tr>
<tr>
<td></td>
<td>Effective Spring 2006</td>
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</table>

### Department of Sociology, Social Work and Anthropology

Title Change, Course Description Change

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 3150</td>
<td>Applied Anthropology Survey: History, Uses, Methods, and Careers</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Previously Field-Methods and Career Options in Anthropology</td>
<td></td>
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<td>Effective Spring 2006</td>
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</table>

Prerequisite Change

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 4250</td>
<td>Problems in Bioarchaeology</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: STAT 1040 or ANTH 3250 or permission of instructor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>University Studies Designation: QI</td>
<td></td>
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<td></td>
<td>Effective Spring 2006</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 4350</td>
<td>Archaeological Method/Theory and Cultural Resource Management</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: ANTH 1030, and ANTH 3300 or 3350 or 4360 or 4380</td>
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<td></td>
<td>Effective Spring 2006</td>
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</table>

Title Change, Prerequisite Change, Course Number Change

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 4990</td>
<td>Contemporary Issues in Anthropology</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Previously ANTH 5990, Contemporary Anthropological Theory and Method</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ANTH 1010</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommended Prerequisite: ANTH 3990</td>
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<td>Effective Spring 2006</td>
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### Department of Political Science

Credit Hour Change

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 5910</td>
<td>Campaign Internship</td>
<td>1-12 cr</td>
</tr>
<tr>
<td></td>
<td>Previously 2-15 cr.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repeatable for credit</td>
<td></td>
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<tr>
<td></td>
<td>Effective Spring 2006</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 5920</td>
<td>Washington Internship</td>
<td>1-12 cr</td>
</tr>
<tr>
<td></td>
<td>Previously 2-15 cr.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repeatable for credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective Spring 2006</td>
<td></td>
</tr>
</tbody>
</table>
POLS 5930  State Government Internship  1-12 cr
Previously 1-15 cr.
Repeatable for credit
Effective Spring 2006

Department of Theatre Arts
Course Number Change
THEA 1013  Understanding Theatre  3 cr.
Previously THEA 1010
University Studies Designation: BCA
Effective Summer 2006

THEA 1023  Introduction to Film  3 cr.
Previously THEA 1020
University Studies Designation: BCA
Effective Summer 2006

THEA 1033  Beginning Acting  3 cr.
Previously THEA 1400
Effective Summer 2006

THEA 1113  Beginning Voice  3 cr.
Previously THEA 1450
Effective Summer 2006

THEA 1223  Stage Makeup  2 cr.
Previously THEA 1530
Effective Summer 2006

THEA 1713  Introduction to Playscript Analysis  3 cr.
Previously THEA 1210
Effective Summer 2006

College of Natural Resources
Department of Environment and Society
Course Number Change
GEOG 1000  Physical Geography  3 cr.
Previously GEOG 1130
University Studies Designation: BPS
Effective Summer 2006

GEOG 1005  Physical Geography Lab  1 cr.
Previously GEOG 1140
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 1300</td>
<td>World Regional Geography</td>
<td>3 cr.</td>
<td>Effective Summer 2006</td>
</tr>
<tr>
<td>GEOG 1400</td>
<td>Human Geography</td>
<td>3 cr.</td>
<td>Effective Summer 2006</td>
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</table>

**College of Science**

**Department of Biology**

**Course Number Change**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1620</td>
<td>Biology II</td>
<td>4 cr.</td>
<td>Effective Summer 2006</td>
</tr>
<tr>
<td>BIOL 2320</td>
<td>Human Anatomy</td>
<td>4 cr.</td>
<td>Effective Summer 2006</td>
</tr>
<tr>
<td>BIOL 2420</td>
<td>Human Physiology</td>
<td>4 cr.</td>
<td>Effective Summer 2006</td>
</tr>
<tr>
<td>BIOL 3065</td>
<td>Genetics Laboratory</td>
<td>2 cr.</td>
<td>Effective Summer 2006</td>
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</table>

**Prerequisite Change, Course Number Change**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>BIOL 3060</td>
<td>Principles of Genetics</td>
<td>4 cr.</td>
<td>Effective Summer 2006</td>
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</table>

**Course Description Change, Course Number Change**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>BIOL 1610</td>
<td>Biology I</td>
<td>4 cr.</td>
<td>Effective Summer 2006</td>
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**Course Description Change**

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>BIOL 5800</td>
<td>Undergraduate Research</td>
<td>1-3 cr.</td>
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### Department of Computer Science

**New Course**

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<th>Course</th>
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<tbody>
<tr>
<td>CS 6670</td>
<td>Computer Science Applications in Bioinformatics with a Project</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: CS 5660</td>
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<td></td>
<td>Effective Spring 2006</td>
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</table>

**Course Number Change**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CS 5660</td>
<td>Computer Science Applications in Bioinformatics I</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Previously CS 5620</td>
<td></td>
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<tr>
<td></td>
<td>Effective Spring 2006</td>
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**Course Description Change, Course Number Change**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 5670</td>
<td>Computer Science Applications in Bioinformatics II</td>
<td>3 cr.</td>
</tr>
<tr>
<td></td>
<td>Previously CS 5630</td>
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<td>Effective Spring 2006</td>
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**Delete Course**

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<tr>
<th>Course</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 2600</td>
<td>Computer Use and Scientific Programming for Scientists and Engineers</td>
<td>3 cr.</td>
</tr>
<tr>
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<td>Effective Spring 2006</td>
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</table>
Effective Spring 2006

**Department of Mathematics and Statistics**  
Credit Hour Change  

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 6990</td>
<td>Continuing Graduate Advisement</td>
<td>1-9 cr.</td>
</tr>
<tr>
<td></td>
<td>Previously 1-3 cr.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repeatable for credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pass/Fail only</td>
<td></td>
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<td></td>
<td>Effective Spring 2006</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 6990</td>
<td>Continuing Graduate Advisement</td>
<td>1-9 cr.</td>
</tr>
<tr>
<td></td>
<td>Previously 1-3 cr.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repeatable for credit</td>
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<tr>
<td></td>
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<td></td>
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**Department of Physics**  
Credit Hour Change  

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYX 6990</td>
<td>Continuing Graduate Advisement</td>
<td>1-9 cr.</td>
</tr>
<tr>
<td></td>
<td>Previously 1-3 cr.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repeatable for credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pass/Fail only</td>
<td></td>
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<td>Effective Spring 2006</td>
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</tbody>
</table>

**Other Business**

In order for proposals to be put on the agenda, departments must email the electronic version of proposals to Cathy Gerber (cathy.gerber@usu.edu) in the Registrar’s Office and the originals must be sent to Cindy Moulton, TSC 246, with all the required signatures.

The update on inactive courses in the General Catalog was tabled until the 7 April 2005 meeting.

The request for minor changes in the names of two specialization areas listed under the PhD in Sociology was approved.

The request from the Marriage and Family Therapy program to allow transcripts for Plan A students who complete requirements to be posted with graduation on the date all requirements are met, was tabled until the 7 April 2005 meeting.

Scot Allgood moved to approve the request from the Department of Instructional Technology to change the name of the Center for Online Education (COLE) to the Center for Open and Sustainable Learning (COSL). Richard Mueller seconded; motion carried.

The request from the Economics Department to change the names of the two areas of emphases within the Agribusiness Major was tabled until the 7 April 2005 meeting.

Christine Hult moved to approve the request to delete stand-alone teaching majors in the College
of HASS. Norm Jones seconded; motion carried.

Cliff Skousen removed the proposal of the Administration of programs transferred from the Department of Business Information Systems to the Center for Independent and Distance Learning.

John Mortensen discussed common course numbering. Norm Jones moved to approve the use of course numbers that have not been used for five years, even though USU has a policy which states we can not reuse course numbers until they have been dead for five years. We will forego this policy for State mandated course changes. Don Snyder seconded; motion carried. Also, course numbers can now end in a number other than zero if needed.

Robert Schmidt, Coordinator of Service Learning, gave an update on Service Learning.

**Interdisciplinary Certificate in Service-Learning**

**Academic Service-Learning Program and Certificate**

**Coordinator:** Robert H. Schmidt  
**Location:** Student Center 316A  
**Phone:** (435) 797-7947  
**FAX:** (435) 797-2919  
**E-mail:** rschmidt@cc.usu.edu

**Vice President for Student Services:** Juan N. Franco  
**Location:** Student Center 220  
**Phone:** (435) 797-1712  
**E-mail:** juan.franco@usu.edu

**Vice Provost for Undergraduate Studies and Research:** Joyce Kinkead  
**Location:** Main 142  
**Phone:** (435) 797-1706  
**E-mail:** joyce.kinkead@usu.edu

**Assistant Director for Service and Leadership:** Nellene Howard  
**Location:** Student Center 326  
**Phone:** (435) 797-7482  
**E-mail:** nellene@cc.usu.edu

**Service-Learning Scholars Program Description**

Utah State University has implemented an Academic Service-Learning Program that leads to a Certificate in Service-Learning. This program provides a much needed and desired academic component complementing the extensive public service efforts of many USU students. It supports broader state and national movements promoting more civic engagement among
college and university students. It also supports USU’s undergraduate education mission, which is to prepare citizen scholars “...who participate and lead in local, regional, national, and global communities.”

Service-Learning is a well-researched and highly effective teaching pedagogy, which incorporates community service into the course curriculum. Academic Service-Learning is a credit bearing educational experience where students: (1) gain a broader understanding of course content, (2) earn a deeper appreciation of the discipline, (3) help meet community needs, (4) reflect on service activities, and (5) develop an enhanced sense of civic responsibility. Many opportunities for service-learning are available for USU students. Courses with the “SL” designation will signify that these courses have been approved by the Service-Learning Steering Committee to meet the criteria listed above.

The program is housed organizationally in the Office of the Provost, with oversight by the Vice Provost for Undergraduate Studies and Research. The program’s faculty and staff work very closely with the ASUSU Service Vice President, the Val R. Christensen Service Center program directors, and the Vice-President for Student Services. The Service-Learning Coordinator is assisted by a steering committee made up of faculty, students, and staff.

Certificate
Service-Learning Scholars are awarded a Service-Learning Certificate, recorded on a student’s official transcript, so employers and graduate programs can see evidence of a student’s determination to go the extra mile. As a Service-Learning Scholar, students will also be recognized at graduation with a banquet in their honor, cords to wear during commencement, and their name in the graduation program.

Admission Requirements
Service-Learning Scholars at USU are an elite group of students dedicated to making a difference in their community. Each year 25 students will be admitted to the program. Admission to the program is competitive and is limited to a maximum of 100 students at any one time. In order to be admitted to the program, students must submit an application, have a 3.0 grade point average or better, and submit a written essay detailing their interest in Service-Learning and their dedication to community engagement.

Certificate Requirements
To receive a Service-Learning Certificate, a student must:

• Apply and be accepted in the Service-Learning Scholars Program.

• Take a minimum of nine SL designated credit hours (with a grade of B or better in each course)

• Perform a minimum of 400 service hours.

• Develop and complete an approved capstone project.
• Maintain and present a reflective portfolio.

The nine credit hours must come from an approved list of Service-Learning courses. Course adaptations will be considered by the Service-Learning Coordinator (for example, an instructor may work with one student in a non-SL course to complete the SL requirement). Contact the Service-Learning Coordinator for an up-to-date list of approved SL courses, program applications, or any questions.

Criteria for Designation as a Service-Learning Course

Academic Service-Learning is a credit bearing educational experience where students: (1) gain a broader understanding of course content, (2) earn a deeper appreciation of the discipline, (3) help meet community needs, (4) reflect on service activities, and (5) develop an enhanced sense of civic responsibility.

Courses that meet the criteria listed below may be designated as Service-Learning (SL) and be so designated in the course catalog. The designation process is simple: after being approved by the department and college (and their respective curriculum committees where appropriate), the faculty member or department submits the proposed course to the Service-Learning Coordinator, Val R. Christensen Service Center. The Coordinator will submit the proposal to the Service-Learning Faculty Steering Committee which will determine if the course meets SL criteria. The Committee will work with interested faculty to help ensure the course meets the criteria.

The following criteria must be met in order to be considered for SL designation:

• The course must include a Service-Learning activity which comprises a significant component of the course. This service-learning activity must be considered as part of the grade earned by the student in the class (normally the SL activity will comprise 10 to 20% of the course grade).

• The course integrates action and reflection. The course will combine a substantial service-learning activity with critical examination of theory or application of disciplinary concepts and skills relevant to that activity. Students will be required to write a reflective paper (or comparable exercise e.g. an oral discourse) in which they relate the activity to the disciplinary content being discussed in the course. It is also expected that some class time will be devoted to discussions of what students learned through the activity and how it relates to course content.

• Students in the class provide an instructor approved needed service to the community (which could include community organizations or individuals).

• Students need to abide by the rules of the organization in which they are participating and are to refrain from forcing their personal views and values on individuals they may be working with.
Course Proposal Approval Form For Service-Learning Courses

Please complete this form and submit to Juan N. Franco, Office of the Service-Learning Coordinator, UMC 0175. The proposal must first receive the approval of the department head and college dean.

1. Date: ________________

2. Department submitting the proposal: ________________________________

3. Instructor of course: ______________ phone _________ UMC ________

4. Course title: ______________________________________________________

5. Course prefix: __________ Number: __________ Credit hours: _____

6. This course is: proposed ________ existing ________
   If an existing course is, does it already have a SL component? Yes ___ No ___

7. Brief description of course:

8. Describe how this course meets the requirements of Service-Learning courses as described in the attached “Criteria for Designation as a Service-Learning Course”

9. Please attach a copy of the course syllabus.

Approved:

Instructor: ________________________________ Date: ______________

Department Head: ______________________________ Date: ______________

Dean: ______________________________ Date: ______________

Service-Learning Coordinator: ____________________ Date: ______________

Robert Schmidt will report back to the Curriculum Subcommittee on 7 April 2005, concerning designating sections of courses for service learning. Submission deadline for items to be effective Spring 2006 Semester is March 24, 2005 for the
April 7, 2005 Curriculum Subcommittee meeting. Also, the April 7, 2005 meetings will be the last meetings for the Curriculum Subcommittee and EPC until September 2005.

Meeting adjourned 3:10 p.m.
Todd Crowl conducted the meeting.
Cathy Gerber recorded the minutes.