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CURRICULUM SUBCOMMITTEE MINUTES
6 September 2012

A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 6 September 2012 at 2 p.m. in Old Main 136 (Champ Hall Conference Room).

Present: Ed Reeve, Chair, College of Agriculture
Darrin Brooks, Caine College of the Arts
Frank Caliendo, Huntsman School of Business
Scott Hunsaker, Emma Eccles Jones College of Education and Human Services
Dean Adams, College of Engineering
Patricia Gantt, College of Humanities and Social Sciences
Nancy Mesner, College of Natural Resources
Richard Mueller, College of Science
Michelle Fleck, USU-Eastern
Steve Beck, Graduate Council (representing Shelley Lindauer)
Norm Jones, General Education Subcommittee Chair
Marci Smith, Registrar's Office (representing Roland Squire)
Cathy Gerber, Registrar's Office

Absent: Travis Peterson, Regional Campuses and Distance Education
Wendy Holliday, Libraries
Jordan Hunt, ASUSU Academic Senate President
Zach Portman, Graduate Studies Vice President

Visitors: Larry Smith, Executive Senior Vice Provost
M. Scott Henrie, USU-Eastern, Criminal Justice Program
Jessica Hansen, Registrar's Office
Ann Mildenhall, Clinical Asst Professor, Wasatch Campus, Internship Director

Richard Mueller moved to approve the minutes of the 5 April 2012 meeting. Norm Jones seconded; motion approved.

Richard Mueller moved to approve the business of the College of Agriculture. Nancy Mesner seconded; motion approved.

College of Agriculture

Department of Agricultural Systems Technology and Education

Title Change, Credit Hour Change, Course Description Change

ASTE 3100	Personal Leadership in Agriculture	3 cr.
	Previously Leadership Applications in Agricultural Science, Management and Development, 2 cr.	
	Effective Spring 2013	

Department of Landscape Architecture and Environmental Planning

New Course

LAEP 4150	Field Studio Experience Prerequisites: LAEP 3500, 3600, and 3610 or permission of instructor Effective Spring 2013	3 cr.
LAEP 4930	Preparing for the Landscape Architect Registration Examination Prerequisite: Must be LAEP senior; LAEP 4910 (may be taken concurrently) or permission of instructor Effective Spring 2013	2 cr.
LAEP 6130	Preparing for the Landscape Architecture Registration Examination Prerequisite: Must be LAEP graduate student; LAEP 6160 (may be taken concurrently) or permission of instructor Effective Spring 2013	2 cr.
Title Change, Course Description Change		
LAEP 3120	Land Planning for Residential Development Previously Residential Planning and Design Effective Spring 2013	5 cr.
Title Change		
LAEP 6320	Land Planning and Design for Community Development Previously Residential Planning and Design Effective Spring 2013	5 cr.
Credit Hour Change		
LAEP 2700	Site Analysis: Social, Behavioral, and Biophysical Dimensions Previously 5 cr. Effective Spring 2013	4 cr.
LAEP 6270	Site Analysis: Social, Behavioral, and Biophysical Dimensions Previously 5 cr. Effective Spring 2013	4 cr.
Title Change, Credit Hour Change, Course Description Change		
LAEP 4910/6160	Communication and Leadership in Professional Practice Previously Professional Practice I, 1 cr. Effective Spring 2013	3 cr.

Darrin Brooks moved to approve the business of the Caine College of the Arts. Norm Jones seconded; motion approved.

Caine College of the Arts

Department of Art and Design

University Studies Request

ARTH 3510	Islamic Visual Cultures University Studies Designations: CI/DHA Effective Spring 2013	3 cr.
ARTH 3630	Medieval Art University Studies Designation: CI/DHA Effective Spring 2013	3 cr.
ARTH 4740	Nineteenth Century Art University Studies Designation: CI Effective Spring 2013	3 cr.
ARTH 4750	Twentieth Century Art University Studies Designation: CI Effective Fall 2012	3 cr.

Frank Caliendo moved to approve the business of the Huntsman School of Business. Pat Gantt seconded; motion approved.

Huntsman School of Business

Department of Management

Prerequisite Change

MGT 3520	New Venture Management Prerequisites: MGT 3510, Admittance to a USU major, cumulative GPA of 2.67 or higher, completion of at least 40 credits Effective Spring 2013	2 cr.
MGT 3540	New Venture Financing Prerequisites: MGT 3510, Admittance to a USU major, cumulative GPA of 2.67 or higher, completion of at least 40 credits Effective Spring 2013	2 cr.

Scott Hunsaker moved to approve the business of the Emma Eccles Jones College of Education and Human Services. Nancy Mesner seconded; motion approved.

Emma Eccles Jones College of Education and Human Services

School of Teacher Education and Leadership

Course Description Change

ELED 3100	Classroom Reading Instruction Effective Spring 2013	3 cr.
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Department of Communicative Disorders and Deaf Education

Title Change, Credit Hour Change, Course Description Change

COMD 6120 Adult Language Disorders 3 cr.
Previously Adult Disorders of Motor Speech and Swallowing, 4 cr.
Effective Spring 2013

COMD 6810 Voice, Resonance, and Craniofacial Disorders 1-4 cr.
Previously Disorders of Phonation, 3 cr.
Effective Fall 2013

Title Change, Course Description Change

COMD 6130 Neural Bases of Communication and Motor Speech Disorders 1-4 cr.
Previously Neuropathologies of Speech and Language
Effective Spring 2013

COMD 6140 Dysphagia 1-3 cr.
Previously Pediatric Neurogenic Disorders
Effective Spring 2013

Department of Psychology

Course Description Change

PSY 3460 Physiological Psychology 3 cr.
Effective Fall 2012

Dean Adams moved to approve the business of the College of Engineering. Richard Mueller seconded; motion approved.

College of Engineering

Department of Electrical and Computer Engineering

Prerequisite Change, Course Description Change

ECE 5600 Introduction to Computer Networks 3 cr.
Prerequisites: ECE 3620 and MATH 5710; or graduate standing
Effective Fall 2013

ECE 6600 Wireless and Mobile Networking 3 cr.
Prerequisite: ECE 5600
Effective Fall 2013

Department of Mechanical and Aerospace Engineering

Prerequisite Change

MAE 5580 Aircraft Design 3 cr.
Prerequisites: MAE 5500 and MAE 5510
Effective Summer 2013

Pat Gantt moved to approve the business of the College of Humanities and Social Sciences.
Norm Jones seconded; motion approved.

College of Humanities and Social Sciences

Department of English

Prerequisite Change

ENGL 3305	Medieval Literary History No Prerequisites needed Effective Spring 2013	3 cr.
ENGL 3315	Early Modern British Literary History No Prerequisites needed Effective Spring 2013	3 cr.
ENGL 3325	Eighteenth-Century British Literary History No Prerequisites needed Effective Spring 2013	3 cr.
ENGL 3335	Nineteenth-Century British Literary History No Prerequisites needed Effective Spring 2013	3 cr.
ENGL 3345	Literary History of the British Isles Since 1900 No Prerequisites needed Effective Spring 2013	3 cr.
ENGL 3355	Literary History of the Early Americas No Prerequisites needed Effective Spring 2013	3 cr.
ENGL 3365	Nineteenth-Century American Literary History No Prerequisites needed Effective Spring 2013	3 cr.
ENGL 3375	Literary History of the Americas Since 1900 No Prerequisites needed Effective Spring 2013	3 cr.
ENGL 3385	World Literary History Pre-1900 No Prerequisites needed Effective Spring 2013	3 cr.
ENGL 3395	World Literary History Since 1900 No Prerequisites needed Effective Spring 2013	3 cr.

ENGL 4300	Shakespeare No Prerequisites needed Repeatable for credit Effective Spring 2013	3 cr.
ENGL 4310	American Writers No Prerequisites needed Repeatable for credit Effective Spring 2013	3 cr.
ENGL 4320	British Writers No Prerequisites needed Repeatable for credit Effective Spring 2013	3 cr.
ENGL 4330	World Writers No Prerequisites needed Repeatable for credit Effective Spring 2013	3 cr.
ENGL 4340	Studies in Prose No Prerequisites needed Repeatable for credit Effective Spring 2013	3 cr.
ENGL 4350	Studies in Poetry No Prerequisites needed Repeatable for credit Effective Spring 2013	3 cr.
ENGL 4360	Studies in Drama/Film No Prerequisites needed Repeatable for credit Effective Spring 2013	3 cr.

Department of Languages, Philosophy and Communication Studies

New Course

SPAN 3560	Introduction to U.S. Latino/a Culture Effective Spring 2013	3 cr.
SPAN 3640	Introduction to U.S. Latino/a Literature Prerequisite: SPAN 3040 or permission of instructor Effective Spring 2013	3 cr.

Credit Hour Change, Add Repeatable for Credit		
CHIN 3880	Individual Readings in Chinese Previously 1-2 cr. Repeatable for credit Effective Spring 2013	1-4 cr
Course Number Change, Course Description Change		
CMST/LANG 4330	Communication in a Global Era Previously CMST/LANG 2330 Effective Spring 2013	3 cr.
University Studies Request		
LANG 2100	Languages of the World University Studies Designation: BSS Effective Spring 2013	3 cr.
Department of Political Science		
New Course		
POLS 4462	Intelligence and Covert Action Prerequisites: POLS 1100 and POLS 2100 Effective Spring 2013	3 cr.
POLS 4770/6770	Strategic Culture Prerequisite: POLS 2100 Effective Spring 2013	3 cr.
POLS 5300	Cyber Warfare and International Politics Effective Spring 2013	3 cr.
POLS 6405	Seminar on Intelligence and Covert Action Effective Spring 2013	3 cr.
Grade Mode Change		
POLS 5920	Washington Internship Change to letter grade Repeatable for credit Effective Fall 2012	1-12 cr
POLS 5930	State Government Internship Change to letter grade Repeatable for credit Effective Fall 2012	1-12 cr
POLS 5940	Administrative Internship Change to letter grade Repeatable for credit Effective Fall 2012	1-12 cr

Department of Sociology, Social Work and Anthropology

New Course

CJ 1390 Introduction to Policing 3 cr.
Effective Spring 2013

Prerequisite Change

ANTH 5420 Lithic Analysis 1-3 cr.
Repeatable for credit
Dual List with ANTH 6420
Prerequisite for ANTH 5420: ANTH 1030 and at least two courses from
the "archaeology track" suite on the anthropology major green sheet
Effective Fall 2012

(This change was missed on the April 5, 2012 agenda.)

Nancy Mesner moved to approve the business of the College of Natural Resources. Pat Gantt seconded; motion approved.

College of Natural Resources

New Course

NR 6580 Data Analysis and Programming for Natural Resource Managers 3 cr.
Effective Spring 2013

NR 6910 Geographic Information Systems for Natural Resource Applications 3 cr.
Effective Spring 2013

Department of Watershed Sciences

University Studies Request

WATS 4490/5490 Small Watershed Hydrology 4 cr.
University Studies Designation: QI
Effective Spring 2013

Richard Mueller moved to approve the business of the College of Science. Darrin Brooks seconded; motion approved.

College of Science

Inactivate Course

SCI 4300 Science in Society 2 cr.
Effective Fall 2012

Department of Biology

New Course

BIOL/BENG/CHEM 5790/6790 Protein Structure/Function and Purification 3 cr.
Prerequisites: Microbiology or Biochemistry or equivalent
Effective Spring 2013

Prerequisite Change

BIOL 3760 Independent Study 1-3 cr.
Prerequisites: BIOL 1620 and permission of instructor
Repeatable for credit
Effective Spring 2013

BIOL 5100/6100	Neurobiology Prerequisites: BIOL 1620; CHEM 1220; and PHYS 2120 or PHYS 2220 Effective Summer 2013	3 cr.
Prerequisite Change, Add Repeatable for Credit		
BIOL 4250	Internship/Co-op Prerequisite: Permission of instructor Repeatable for credit Effective Spring 2013	1-2 cr.
Department of Geology		
New Course		
GEO 6650/7650	Quaternary Geochronology Effective Spring 2013	3 cr.
Department of Physics		
Prerequisite Change, Course Description Change, Add Dual List		
PHYS 5330/6330	Plasma Physics I Prerequisite: PHYS 4600 Add dual list of PHYS 5330 Effective Spring 2013	3 cr.
PHYS 5530/6530	Solid State Physics I Prerequisites: PHYS 3700 and PHYS 4600; PHYS 4710 (can be taken concurrently) Add dual list of PHYS 5530 Effective Summer 2013	3 cr.
PHYS 5910/6910	Relativity I Prerequisites: PHYS 3710 and PHYS 4600 Add dual list of PHYS 5910 Effective Summer 2013	3 cr.
Prerequisite Change, Course Description Change		
PHYS 6340	Plasma Physics II Prerequisite: PHYS 5330 or PHYS 6330 Effective Summer 2013	3 cr.
PHYS 6540	Solid State Physics II Prerequisite: PHYS 5530 or PHYS 6530 Effective Summer 2013	3 cr.
PHYS 6920	Relativity II Prerequisite: PHYS 5910 or PHYS 6910 Effective Summer 2013	3 cr.

Other Business

The request from the Nutrition, Dietetics and Food Science Department to offer a Distance Dietetic Internship was withdrawn from the agenda. Larry Smith, Chuck Carpenter and Ann Mildenhall will meet to discuss this certificate.

Information Item

At my request as chair of the EPC, an expedited electronic review was conducted by the EPC membership between April 19 and 20. The result of the proposal review and vote was 14 votes unanimously in favor of the proposal. I therefore will revise or amend the April EPC report to include this action and am, in this email, reporting this EPC action to the Faculty Senate Executive Committee.

Highlights of this proposal are:

- The USU-Eastern Center for Workforce Development will provide students in the region with a greater awareness of career and technical education (CTE) and workforce programs offered by the institution.
- The center will also be a major student recruiting entity, again by being a resource for potential students inquiring about CTE and resulting employment opportunities
- The center will actively partner with state workforce and vocational rehabilitation divisions
- The center will promote student employment success by connecting regional employers with students
- The center will help promote economic development and employment in the region
(see below)

EPC and Curriculum Subcommittee Schedule for 2012-2013

Agenda Items Due

August 23, 2012
September 20, 2012
October 18, 2012
November 22, 2012
December 13, 2012
January 24, 2013
February 21, 2013
March 21, 2013

EPC and Curriculum Subcommittee Meetings

September 6, 2012
October 4, 2012
November 1, 2012
December 6, 2012
January 10, 2013
February 7, 2013
March 7, 2013
April 4, 2013

Update on Electronic Course Approval Form

The process to create an electronic Course Approval Form is still underway. We have **been** meeting throughout the summer to build this form and create the approval workflow. We will be meeting again after Labor Day to make more adjustments. Once the form is finished, work on finishing up the workflow approval process will take place. Testing on this form will be done this fall.

Information on EPC and its subcommittees, policies, forms, R401 proposal submission and more can be found at this site. Please take some time to familiarize yourself with this information.
<http://www.usu.edu/epc/>

Clarification on signatures needed on the Course Approval Form. Signatures needed are: Dean, Department Head and the Curriculum Subcommittee representative.

Meeting adjourned 2:40 p.m.

Ed Reeve conducted the meeting.

Cathy Gerber recorded the minutes.

Cover/Signature Page - Abbreviated Template

Institution Submitting Request: USU Eastern

Proposed Title: Center for Workforce Development

School or Division or Location: Division of Workforce Education and Division of Professional and Technical Education, Price Campus

Institutional Board of Trustees' Approval Date: MM/DD/YEAR

Proposal Type (check all that apply):

R401-5		R401-6	
<i>Items submitted will be reviewed by OCHE. If there are any issues, the proposal will be returned for clarification/correction. If no issues, the proposal will be returned with a note of approval and the request will be placed on the General Consent Calendar of the next Regents' agenda.</i>		<i>Items submitted will be reviewed by OCHE. If there are any issues, the proposal will be returned for clarification/correction. If no issues, the proposal will be returned with a note of approval and the request will be placed on the General Consent Calendar of the next Regents' agenda.</i>	
Section #	Item	Section #	Item
4.15.2	<input type="checkbox"/> Minor*	6.1.1	<input type="checkbox"/> Reinstatement of Previously Suspended Program
5.1.1.1	<input type="checkbox"/> New Emphasis on an Existing Degree*	6.1.5	<input type="checkbox"/> Reinstatement of Previously Suspended Unit
5.1.2	<input type="checkbox"/> Certificate of Proficiency Not Eligible for Financial Aid		
5.1.3	<input type="checkbox"/> Out-of-Service Area Delivery of Programs		
5.1.4	<input type="checkbox"/> Name Change of Existing Programs		
	<input type="checkbox"/> Program Transfer		
5.1.5	<input type="checkbox"/> Program Restructure		
	<input type="checkbox"/> Program Consolidation		
5.1.6	<input type="checkbox"/> Program Discontinuation		
	<input type="checkbox"/> Program Suspension		
5.1.7	<input type="checkbox"/> Administrative Unit Creation		
	<input type="checkbox"/> Administrative Unit Transfer		
	<input type="checkbox"/> Administrative Unit Consolidation		
	<input checked="" type="checkbox"/> New Center		
5.1.8	<input type="checkbox"/> New Institute		
	<input type="checkbox"/> New Bureau		
5.1.9	<input type="checkbox"/> Graduate Certificate		

*Requires "Section VI: Program Curriculum" of Abbreviated Template

Chief Academic Officer (or Designee) Signature: I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

_____ **Signature Date:** *MM/DD/YEAR*

Printed Name: Dr. Ray Coward

Program Request - Abbreviated Template

USU Eastern, Center for Workforce Preparation

Section I: Request

USU Eastern requests approval to create a Center for Workforce Preparation.

A major part of the College's mission is to prepare a workforce that "creates and sustains" our region. Poor coordination with the local business community, lack of awareness and low visibility of CTE and workforce programs, and confusion with the other academic functions of the College often hamper complete success in this mission function.

The proposed "Center for Workforce Preparation," occupying a very prominent Price Campus location on a major traffic thoroughfare, will signal to the community and to students the prominence of this mission within the College's mission portfolio; will showcase program availability and recruit and enroll CTE and workforce students into degree and training programs that meet local workforce needs; and will stimulate interest and community engagement in aligning workforce supply and workplace demand.

The DWS and Vocational Rehabilitation are invited to partner in the proposed Center, with offices and services on site, functioning in tandem with USU Eastern's current Career Services and workforce-related academic programs. Also, economic development officers from Carbon and Emery Counties have participated in conceptualizing and promoting this request, and will play an ongoing role in planning.

The Center will focus on the following outcomes:

1. Provide more effective coordination among the DWS, Vocational Rehabilitation, the College, Economic Development officers and other related agencies.
2. Engage the employer-community and improve communication of specific workplace demands and needs.
3. Decrease local employers' need to recruit prospective employees from outside the region, and increase the likelihood that employers turn to the College as their preferred source for trained workers.
4. Enhance the likelihood that prospective students turn to the College to improve their economic prospects by seeking workforce training.
5. Transition regional residents from untrained and under-employed or unemployed, to trained and gainfully employed.
6. Align programs and encourage students to train for existing opportunities in the local workplace.
7. Increase enrollment and efficiency in CTE and workforce programs, as measured by the ratio of faculty FTE to student FTE in Workforce and CTE programs.
8. Provide career services to all enrolled students, encouraging them to establish and maintain their DWS database registration and profiles.

Section II: Need

To serve the regional economy, the College must engage partners, communicate, plan, and align CTE and workforce programs. Communication and planning must occur among the following:

- College faculty and staff.
- Prospective and currently enrolled students.
- Employers.
- The Department of Workforce Services and Vocational Rehabilitation.

At present, USU Eastern's Price Campus CTE and Workforce programs operate without widely recognized headquarters – geographically dispersed on campus among other general education, transfer, and upper-division programs. In fact, some students and community patrons say that the CTE and Workforce programs are “hidden” among other general education and transfer programs, with the result that there is low awareness of CTE and Workforce programs among College constituents.

The proposed Center is intended to be a prominent venue for promoting, planning, and aligning programs. It is intended to be –

- The recognized Price campus location for admission, registration, and advisement in workforce and CTE programs;
- The location for the College's career advisement activities;
- A public and employer reception, communication, and planning center;
- An administrative suite where credit and non-credit programs coordinate and leverage resources;
- A presence for DWS and Vocational Rehabilitation personnel to offer services that attract their various clienteles to the campus and increase the collaboration between workforce and educational agencies.

National sources point to the need for this sort of communication, planning, and alignment:

From Community College Times:

It is the question that puzzles community colleges, employers and workforce development officials around the country: How can an economy that has 14 million unemployed people have so many jobs that seemingly can't be filled? Call it the great jobs mismatch, the persistent and frustrating gap between idle workers and open jobs. The mismatch is hampering the economic recovery and severely impacting those without jobs. According to Georgetown University's Center on Education and the Workforce, the problem is rooted in the fact that many community colleges are not well-connected enough to their local communities to meet emerging job demands (Fixing the Jobs Mismatch).

From the Lumina Foundation:

If colleges expect to attract more students and graduate them prepared for sustainable careers, they must better align program offerings and course curricula to the needs of their

local labor markets. Decisions on which programs to offer and what to teach in class should correspond to employers' immediate and ongoing demand for workers in a particular occupation or with a specific set of skills.

Community colleges already take steps to address the workforce needs of local employers, but their efforts often are hampered by a lack of detailed, up-to-date information about occupations and skills in demand ([Aligning Community Colleges to their Local Labor Markets](#)).

Section III: Institutional Impact

USU Eastern will not hire new personnel as a result of the proposed Center. Instead, administrators and staff support personnel for non-credit Workforce Education and for credit CTE programs will co-locate in a newly remodeled space, alongside College-provided office space for DWS and Vocational Rehabilitation colleagues.

The proposed space is the Art Building on the Price Campus, a 5,000 square foot facility located adjacent and south of the current Student Center.

The Art Building currently provides space for a very small number of ceramics and three-dimensional design courses, totaling about six (6) student FTE per year. The College has no degree offerings in art, and no other programs are offered in the Art Building. A single adjunct instructor offers all of the courses that are taught in the Art Building. The College feels that, given the small enrollment in these art courses, this medium-sized facility can be put to more strategic use. Some art courses can be located in other locations, and others can be discontinued or deferred.

The College has identified funding for remodeling the Art Building, providing a new public entry, furnishings, signage, offices, and reception and meeting space. The remodeling is expected to be quite comprehensive, with upgrades and changes to most of the facility.

Section IV: Finances

The remodeling of the 5,000 square foot building is projected to cost \$300,000 one-time. The Art Building is currently on the campus's O & M inventory, and because no new space will be created, there will be no increase to O & M requests associated with the remodeling.

Another important financial impact relates to efficiency of CTE and Workforce programs at USU Eastern's Price Campus. Currently, the ratio of faculty to student FTE in these programs is approximately 1:8. With greater alignment, subscription, and enrollment growth, the College can achieve a higher ratio, leading to a higher number of program completers (who will fulfill the demands of the local labor market) without a substantial increase in fixed costs, especially those related to salary and benefits.