Curriculum Subcommittee Minutes, February 4, 2016

Utah State University

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A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 4 February 2016 at 2:00 pm in Old Main 136 (Champ Hall Conference Room).

Present: Ed Reeve, Chair, College of Agriculture and Applied Sciences
        Larry Smith, Chair, EPC
        Adrienne Larson for Nicholas Morrison, Caine College of the Arts
        Michele Hillard, Secretary
        Erin Brewer, Graduate Council
        Richard Mueller, College of Science
        Mike Lyons for Dawn Kirby, College of Humanities and Social Sciences
        Karen Mock, S.J. & Jessie E. Quinney College of Natural Resources
        Jessica Hansen, Academic and Instructional Services
        Vijay Kannan, Jon M. Huntsman School of Business
        Kacy Lundstrom, Libraries
        Dean Adams, College of Engineering
        Scott Henrie, USU-Eastern
        Roland Squire, Registrar’s Office
        Scott Hunsaker, Emma Eccles Jones College of Education and Human Services
        Heidi Kesler for Marci Smith, Registrar’s Office
        Nathan Straight, Regional Campuses

Absent: Scott Bates, Chair, Academic Standards
        Ty Aller, Graduate Studies Senator
        Janet Anderson, Office of the Provost

Visitors: N/A

1. Approval of 14 January 2016 Minutes
   https://usu.box.com/s/8j7fjtw4b1l5qufhi5ivo0i6hfe9ix
   Motion to approve the minutes of the 14 January 2016 meeting made by Mike Lyons. Seconded by Vijay Kannan. Minutes approved with attendee change from Dean Anderson to Dean Adams

2. Semester Course Approval Reviews
   https://usu.curriculog.com/

   College of Agriculture and Applied Sciences
   Motion to approve the business of the College of Agriculture and Applied Sciences made by Dick Mueller. Seconded by Karen Mock. Business approved.
   ADVS =
   APEC =
   ASTE = 1
   LAEP =
   NDFS =
   PSC =
Caine College of the Arts
No business to approve.
ART =
MUSC =
THEA =

Jon M. Huntsman School of Business
Motion to approve the business of the Jon M. Huntsman School of Business made by Vijay Kannan. Seconded by Dick Mueller. Business approved.
ACCT =
BUS =
ECN = 13
MGT =
MIS =

Emma Eccles Jones College of Education and Human Services
Motion to approve the business of the Emma Eccles Jones College of Education and Human Services made by Scott Hunsaker. Seconded by Dick Mueller. Business approved.
COMD =
EDUC =
FCHD =
HPER =
ITLS =
NURS =
PSY =
SPED = 1 (SPED 5130 should be effective Fall 2016)
TEAL = 12 (SCED 4200 has N/A in justification. Scott Hunsaker will send justification to Jessica Hansen)

College of Engineering
Motion to approve the business of the College of Engineering made by Dean Adams. Seconded by Dick Mueller. Business approved.
BENG =
CEE = 2
CS =
ECE = 2
EED =
MAE =

College of Humanities and Social Sciences
No business to approve.
ENGL =
HIST =
JCOM =
LPCS =
POLS =
SSWA =
No business to approve.

### College of Natural Resources
ENVS =
WATS =
WILD =

### College of Science
No business to approve.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ASTE - 4100</td>
<td>Agricultural Structures and Environment</td>
</tr>
<tr>
<td>2. CEE - 6740</td>
<td>Surface Water Quality Modeling</td>
</tr>
<tr>
<td>3. CEE - 6800</td>
<td>Division of Environmental Engineering Seminar</td>
</tr>
<tr>
<td>4. ECE - 5780</td>
<td>Embedded Real-Time Systems</td>
</tr>
<tr>
<td>5. ECE - 6780</td>
<td>Embedded Real-Time Systems</td>
</tr>
<tr>
<td>6. FIN - 4250</td>
<td>Finance Internship</td>
</tr>
<tr>
<td>7. FIN - 4300</td>
<td>International Finance</td>
</tr>
<tr>
<td>8. FIN - 4410</td>
<td>Financial Institutions</td>
</tr>
<tr>
<td>9. FIN - 4420</td>
<td>Insurance</td>
</tr>
<tr>
<td>10. FIN - 4430</td>
<td>Real Estate Finance</td>
</tr>
<tr>
<td>11. FIN - 4460</td>
<td>Investments</td>
</tr>
<tr>
<td>12. FIN - 4470</td>
<td>Investing Practicum I</td>
</tr>
<tr>
<td>13. FIN - 4475</td>
<td>Investing Practicum II</td>
</tr>
<tr>
<td>14. FIN - 4480</td>
<td>Derivatives Market</td>
</tr>
</tbody>
</table>
3. **Program Proposals**

Request from the Department of Management in the Jon M. Huntsman School of business to transfer the minor in Business from the dean’s office to the Management Department.

https://usu.box.com/s/8j7fiqwt4b1l5qufhiedivo0i6hfe9ix

*Motion to approve the transfer of the minor of business from the dean’s office to the Management Department made by Vijay Kannan. Seconded by Dick Mueller. Proposal approved.*

4. **Other Business**

Curriculog discussions -

- Survey (what’s working/what’s not) – Originators still seem to be having problems with launching the proposal. The proposal is “launched” after the catalog information is imported. No changes should be made until the proposal is launched. Once it is launched changes should be made and then the proposal is “approved” by the originator. We need to stress to the originators that they print the instructions from the home page and follow them.
• Review of requests – Discussions were had regarding when to reject a request and how in-depth the reviews should be. It is the responsibility of the originator, department head, dean and college curriculum chair to insure that the request is correct and does not have spelling or any other errors. Jessica Hansen will be meeting with college curriculum representatives and working on changing the steps so that the request can be edited by them before it comes to the university curriculum committee. If the issue/error is not minor, it should still be rejected and sent back to the originator.

Questions were also asked about spell check. This function is already a part of Curriculog but it is apparent that originators are not using it. We will check to see if the spelling check can be automatic like it is in Word.

It was decided that in the justification and course description blocks that there be a word limit. That limit will now be 40 words or less.

The committee would like to see the syllabus as an attachment instead of being cut and pasted. It is too hard to read the syllabi when it is pasted into the block.

It was recommended that once a request has final approval that a notification goes back to the originator and department head.

• Submissions for March and April – Reminded committee members that April 7 will be the last committee meeting for AY 2015-2016. Any requests that are not submitted and approved through the committee by that date will be put on hold until the committee meetings in September.

Meeting adjourned at 3:00 pm
A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 14 January 2016 at 2:00 pm in Old Main 136 (Champ Hall Conference Room).

Present:  Ed Reeve, Chair, College of Agriculture and Applied Sciences  
           Nicholas Morrison, Caine College of the Arts  
           Michele Hillard, Secretary  
           Erin Brewer, Graduate Council  
           Richard Mueller, College of Science  
           Dawn Kirby, College of Humanities and Social Sciences  
           Karen Mock, S.J. & Jessie E. Quinney College of Natural Resources  
           Jessica Hansen, Academic and Instructional Services  
           Vijay Kannan, Jon M. Huntsman School of Business  
           Britt Fagerhein for Kacy Lundstrom, Libraries  
           Dean Adams, College of Engineering  
           Scott Henrie, USU-Eastern  
           Eric Humphrey for Roland Squire, Registrar’s Office  
           Gretchen Peacock for Scott Hunsaker, Emma Eccles Jones College of Education and Human Services

Absent:  Larry Smith, Chair, EPC  
           Scott Bates, Chair, Academic Standards  
           Marci Smith, Registrar’s Office  
           Ty Aller, Graduate Studies Senator  
           Nathan Straight, Regional Campuses  
           Janet Anderson, Office of the Provost

Visitors:  John Louviere, Director, Center for Innovative Design & Instruction (CIDI)  
           Kenneth Larsen, Programmer/Analyst II, Center for Innovative Design & Instruction (CIDI)  
           Janis Boettinger, Director, Office of Global Engagement

1. Approval of 3 December 2015 Minutes  
   https://usu.box.com/s/r8alnwv8fq7blzjx4vc4gqd6iphnvqg7  
   Motion to approve the minutes of the 3 December 2015 meeting made by Dean Adams. Seconded by Dawn Kirby. Minutes approved.

2. Semester Course Approval Reviews  
   https://usu.curriculog.com/

College of Agriculture and Applied Sciences  
Motion to approve the business of the College of Agriculture and Applied Sciences made by Nick Morrison. Seconded by Dean Adams. Business approved.

   ADVS = 1  (ADVS 3520 no prerequisite mentioned. Freshman could register for this course)  
   APEC = 1  
   ASTE =  
   LAEP =
Caine College of the Arts
Motion to approve the business of the Caine College of the Arts made by Nick Morrison. Seconded by Vijay Kannan. Business approved.

ART = 10  (ART 6740/6750/6760 – Remove GRADUATE from course title – per Nick Morrison)
MUSC =   (ART 2830 & 4200 – Change wording to “Admitted to”)
THEA =

Jon M. Huntsman School of Business
Motion to approve the business of the Jon M. Huntsman School of Business made by Vijay Kannan. Seconded by Nick Morrison. Business approved.

ACCT = (The deadline for all business requests being moved from Spring 2016 to Fall 2016)
BUS =
ECN = 2
MGT = 12  (MGT 6430 – 2 difference credit amounts instead of 2 difference classes)
MIS = 2

Emma Eccles Jones College of Education and Human Services
Motion to approve the business of the Emma Eccles Jones College of Education and Human Services made by Gretchen Peacock. Seconded by Nick Morrison. Business approved

COMD =
EDUC = 1
FCHD =
HPER = 1
ITLS =
NURS =
PSY = 2  (PSY 7950 – Internship with no credits for accreditation)
SPER =
TEAL =

College of Engineering
Motion to approve the business of the College of Engineering made by Dean Adams. Seconded by Dawn Kirby. Business approved.

BENG =
CEE =
CS = 7   (CS 6810/7810 check the spelling for analytic)
ECE =
EED =
MAE = 4
College of Humanities and Social Sciences
Motion to approve the business of the College of Humanities and Social Sciences made by Dawn Kirby. Seconded by Nick Morrison. Business approved.

ENGL = 1
HIST = 1
JCOM =
LPCS =
POLS = 1
SSWA = 3  (ANTH 3340 – check software link)

S.J. & Jessie E. Quinney College of Natural Resources
Motion to approve the business of the S.J. & Jessie E. Quinney College of Natural Resources made by Karen Mock. Seconded by Vijay Kannan. Business approved.

ENVS = 2  (ENVS 4100 rejected – needs correct syllabus attached)
WATS =
WILD =

College of Science
Motion to approve the business of the College of Science made by Dick Mueller. Seconded by Vijay Kannan. Business approved.

BIOL =
CHEM = 1
GEOL =
MATH =
PHYS =

Other
Motion to approve the USU business made by Dawn Kirby. Seconded by Dick Mueller. Business approved.

USU = 2  (Need to develop clear guidelines for future 0 credit courses)
1. ADVS - 3520 - Equine Nutrition and Exercise Physiology

2. ANTH - 3330 - Geophysical Survey Systems for Archaeology

3. ANTH - 3340 - Geographic Information Science for Anthropology

4. APEC - 5040 - Agriculture and Food Based Tourism

5. ART - 2830 - Photographic Technologies

6. ART - 4200 - Advanced Drawing and Painting Studio

7. ARTH - 3740 - ART OF THE AVANT-GARDES: 1872-1945

8. ARTH - 3750 - HIGH-MODERNISM TO POST-MODERNISM: 1945-1989

9. ARTH - 3760 - AMERICAN ART AND VISUAL CULTURE

10. ARTH - 3770 - American Apocalypse: Disaster and Dystopia in Hollywood Film

11. ARTH - 3910 - Introduction to Film Theory

12. ARTH - 6740 - GRADUATE ART OF THE AVANT-GARDES: 1872-1945

13. ARTH - 6750 - GRADUATE HIGH-MODERNISM TO POST-MODERNISM: 1945-1989
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. ARTH - 6760</td>
<td>GRADUATE AMERICAN ART AND VISUAL CULTURE</td>
</tr>
<tr>
<td>15. CHEM - 5720</td>
<td>Introductory Biochemistry Laboratory</td>
</tr>
<tr>
<td>16. CS - 5110</td>
<td>MultiAgent Systems</td>
</tr>
<tr>
<td>17. CS - 5680</td>
<td>Computer Vision: Foundations and Applications</td>
</tr>
<tr>
<td>18. CS - 6110</td>
<td>MultiAgent Systems</td>
</tr>
<tr>
<td>19. CS - 6680</td>
<td>Computer Vision: Foundations and Applications</td>
</tr>
<tr>
<td>20. CS - 6810</td>
<td>Wavelets and Wavelet Algorithms</td>
</tr>
<tr>
<td>21. CS - 7150</td>
<td>Computational Complexity</td>
</tr>
<tr>
<td>22. CS - 7820</td>
<td>Speech and Language Processing</td>
</tr>
<tr>
<td>23. EDUC - 6040</td>
<td>Applied Research Methods</td>
</tr>
<tr>
<td>24. ENGL - 5400</td>
<td>Social Justice in Technical Communication</td>
</tr>
<tr>
<td>25. ENVS - 4100</td>
<td>Introduction to Modeling Human-Environment Systems</td>
</tr>
<tr>
<td>26. FIN - 3200</td>
<td>Financial Management (QI)</td>
</tr>
<tr>
<td>27. FIN - 3400</td>
<td>Corporate Finance (QI)</td>
</tr>
<tr>
<td>28. GEOG - 4400</td>
<td>Natural Hazards and Society</td>
</tr>
<tr>
<td>29. MAE - 5320</td>
<td>Mechatronics</td>
</tr>
<tr>
<td>30. MAE - 6350</td>
<td>Kinematics</td>
</tr>
<tr>
<td>31. MAE - 5440</td>
<td>Computational Fluid Dynamics</td>
</tr>
<tr>
<td>32. MAE - 7570</td>
<td>Monte Carlo and Linear Covariance Techniques for Closed-Loop GN&amp;C System Analysis</td>
</tr>
<tr>
<td>33. MGT - 3550</td>
<td>Entrepreneur Leadership Series</td>
</tr>
<tr>
<td>34. MGT - 6430</td>
<td>Enterprise Growth and Management</td>
</tr>
<tr>
<td>35. MGT - 6730</td>
<td>Problem Solving and Continuous improvement</td>
</tr>
<tr>
<td>36. MGT - 6735</td>
<td>Continuous Improvement in a Lean Environment</td>
</tr>
</tbody>
</table>
3. Program Proposals

Request from the Department of Psychology in the Emma Eccles Jones College of Education and Human Services to restructure its current specialization within the Psychology PhD program in Professional Scientific Psychology to two separate specializations 1) combined Clinical/Counseling Psychology and 2) School Psychology.

https://usu.box.com/s/r8alnwv8fq7blzjx4vc4gqd6iphnvg7
Motion to approve the restructure of the Psychology specializations made by Nick Morrison. Seconded by Dean Adams. Proposal approved.

Request from the Department of Psychology in the Emma Eccles Jones College of Education and Human Services to utilize the existing MEd degree in Psychology but with a specialization as an en route degree for students in the School Psychology EdS program.

https://usu.box.com/s/r8alnwv8fq7blzjx4vc4gqd6iphnvg7
Motion to approve the School Psychology EdS made by Nick Morrison. Seconded by Dean Adams.
Proposal approved.

Request from the Department of Environment and Society in the S.J. and Jessie E. Quinney College of Natural Resources to suspend admissions in the Master of Science in Bioregional Planning.

https://usu.box.com/s/a9lgigm6g6y1zhshj2ayk267hhawj3hke

Motion to approve the admission suspension in the MS in Bioregional Planning made by Dawn Kirby. Seconded by Dean Adams. Proposal approved.

Request from the Department of Environment and Society in the S.J. and Jessie E. Quinney College of Natural Resources to rename the Master of Science and PhD in Human Dimensions of Ecosystem Science and Management to Environment and Society.

https://usu.box.com/s/a9lgigm6g6y1zhshj2ayk267hhawj3hke

Motion to approve the name change to Environment and Society made by Dean Adams. Seconded by Dawn Kirby. Proposal approved.

Request from the Department of Geography in the S.J. and Jessie E. Quinney College of Natural Resources to discontinue the Bachelor of Science degree in Geography Teaching.

https://usu.box.com/s/a9lgigm6g6y1zhshj2ayk267hhawj3hke

Motion to approve the discontinuation of the BS in Geography Teaching made by Nick Morrison. Seconded by Dawn Kirby. Proposal approved.

**Approval Timeline**

<table>
<thead>
<tr>
<th>Category</th>
<th>Date</th>
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<tbody>
<tr>
<td>EPC/Curriculum</td>
<td>14 January 2016</td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>1 February 2016</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>4 March 2016</td>
</tr>
<tr>
<td>Board of Regents</td>
<td>20 May 2016</td>
</tr>
</tbody>
</table>

4. **Other Business**

Syllabus task force update. (John Louviere)

The Syllabus Task Force met with John Louviere on 01/13/16 to discuss utilizing Syllabus Tracker and streamlining the process as well as standardizing the form. The task force will continue to meet and define the process. John Louviere and Kenneth Larsen provided a demonstration of Syllabus Tracker. The following link: [www.elearn.usu.edu/canvascustomtools/syllabus/](http://www.elearn.usu.edu/canvascustomtools/syllabus/) will take you directly to the tracking program.

The following accreditation standards are necessary for all syllabi:

- Course outcomes must be stated.
- Must be available to all students.
- All degrees need an objective.

There is a state requirement that the retention should be permanent until the program is obsolete.

Curriculog reflections.

Adjourned at 3:03 pm
Institution Submitting Request: Jon M Huntsman School of Business, Utah State University
Proposed Title:
Currently Approved Title: Minor in Business
School or Division or Location: Jon M Huntsman School of Business
Department(s) or Area(s) Location: Dean's Office
Recommended Classification of Instructional Programs (CIP) Code¹ (for new programs):
Current Classification of Instructional Programs (CIP) Code (for existing programs): 52.0201
Proposed Beginning Date (for new programs): 07/01/2016
Institutional Board of Trustees’ Approval Date:

Proposal Type (check all that apply):

<table>
<thead>
<tr>
<th>Regents’ General Consent Calendar Items</th>
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<tbody>
<tr>
<td>R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar</td>
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<tr>
<td>SECTION NO.</td>
<td>ITEM</td>
</tr>
<tr>
<td>5.1.1</td>
<td>Minor*</td>
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<tr>
<td>5.1.2</td>
<td>Emphasis*</td>
</tr>
<tr>
<td>5.2.1</td>
<td>(CER P) Certificate of Proficiency*</td>
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<td>5.2.3</td>
<td>(GCR) Graduate Certificate*</td>
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<tr>
<td>5.4.1</td>
<td>New Administrative Unit</td>
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<tr>
<td></td>
<td>Administrative Unit Transfer</td>
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<tr>
<td></td>
<td>Administrative Unit Restructure</td>
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<td>Administrative Unit Consolidation</td>
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<td>5.4.2</td>
<td>Conditional Three-Year Approval for New Centers, Institutes, or Bureaus</td>
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<td>5.4.3</td>
<td>New Center</td>
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<td>New Institute</td>
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<td>New Bureau</td>
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<tr>
<td>5.5.1</td>
<td>Out-of-Service Area Delivery of Programs</td>
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<td>Program Transfer</td>
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<td>5.5.3</td>
<td>Name Change of Existing Programs</td>
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<td>5.5.4</td>
<td>Program Discontinuation</td>
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<td></td>
<td>Program Suspension</td>
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<tr>
<td>5.5.5</td>
<td>Reinstatement of Previously Suspended Program</td>
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<tr>
<td></td>
<td>Reinstatement of Previously Suspended Administrative Unit</td>
</tr>
</tbody>
</table>

¹Requires “Section V: 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:

Printed Name:

Section I: Request

Utah State University’s Jon M Huntsman School of Business has for many years offered a Minor in Business for students with majors outside the School. The School requests that the administrative home of the program be transferred from the Dean’s Office to the Management Department, and that the curriculum be streamlined to better meet program objectives.

Section II: Need

The Minor in Business has historically been housed in the Dean’s Office of the Jon M. Huntsman School of Business. However, by not having a home in an academic department, the program has lacked the academic ownership that other programs with homes in academic units in the school have. The goal of the program is to offer training in core business principles to students with majors outside the School of Business for whom this will enhance their career prospects. As such, program development and administration will be better served if the program is housed in the Management Department of the School.

Given the objective of giving non-business students a broad education in core business functions, the curriculum will also be streamlined. When it was last revised, the curriculum was expanded to give students flexibility. However, in doing so, the curriculum lacked focus on core business functions. Moreover, course prerequisites significantly expanded the number of credits actually needed to complete the minor.
Section III: Institutional Impact

The proposed changes will have no impact on staffing, course offerings, or course availability. All courses within the program are already offered and represent a subset of the existing curriculum. Ownership of the program by the Management Department and streamlining of the curriculum will make it easier to promote the program which may lead to increased enrolments. Any such increases can be absorbed by existing course offerings.

Section IV: Finances

No additional resources are required.

Section V: Program Curriculum

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2010</td>
<td>Financial Accounting Principles</td>
<td>3</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>FIN 3200</td>
<td>Financial Management</td>
<td>3</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MGT 3500</td>
<td>Fundamentals of Marketing</td>
<td>3</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MGT 3110 or MGT 3800</td>
<td>Managing Organizations and People or Leadership</td>
<td>3 or 2</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MGT 3700</td>
<td>Operations Management</td>
<td>2</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MIS 2100</td>
<td>Principles of Management Information Systems</td>
<td>3</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>STAT 2000 or STAT 2300</td>
<td>Statistical Methods or Business Statistics</td>
<td>4</td>
<td>Fall, Spring, Summer</td>
</tr>
</tbody>
</table>

**Total Number of Credits** 20/21
Institution Submitting Proposal:

College, School or Division in Which Program/Administrative Unit Will Be Located: Jon M. Huntsman School of Business

Department(s) or Area(s) in Which Program/Administrative Unit Will Be Located: Management Department

Program/Administrative Unit Title: Minor in Business

Recommended Classification of Instructional Programs (CIP) Code: 520201

Certificate, and/or Degree(s) to Be Awarded:

Proposed Beginning Date: 7/1/2016

Institutional Signatures (as appropriate):

Department Chair

Dean or Division Chair

Date: 1/28/2016