Curriculum Subcommittee Minutes, April 6, 2017

Utah State University
A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 6 April 2017 at 2:00 pm in Old Main 136 (Champ Hall Conference Room).

Present: Vijay Kannan, Chair, Jon M. Huntsman School of Business
    Brian Warnick, College of Agriculture and Applied Sciences
    Scott Hunsaker, Emma Eccles Jones College of Education and Human Services
    Michele Hillard, Secretary
    Cara Allen, Graduate Council
    Richard Mueller, College of Science
    Kurt Becker for Dean Adams, College of Engineering
    Fran Hopkin, Registrar’s Office
    Barbara Williams, Catalog Editor
    Kathy Puzey for Nicholas Morrison, Caine College of the Arts
    Nancy Mesner for Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
    Jessica Hansen, Academic and Instructional Services
    Nathan Straight, Regional Campuses
    Ed Reeve, Chair, EPC
    Kacy Lundstrom for Clint Pumphrey, Libraries

Absent: Scott Bates, Chair, Academic Standards
    Ty Aller, Graduate Studies Senator
    Janet Anderson, Office of the Provost
    Heidi Kesler, Registrar’s Office
    Scott Henrie, USU-Eastern
    Matt Sanders, College of Humanities and Social Sciences
    Ryan Bentall, USUSA Executive Vice President

Visitors: Scot Allgood, Department Head, Family, Consumer and Human Development
    Jared Schultz, Director, Rehab Counseling Program
    Keith Christensen, Assistant Professor, Landscape Architecture and Environmental Planning
    Mike Freeman, Associate Professor, School of Teacher Education and Leadership
    Nicole First,
    Dennis Dolny, Interim Department Head, Nursing and Health Professional

1. **Approval of 2 March 2017 Minutes**
   Motion to approve the March minutes made by Richard Mueller. Seconded by Cara Allan. Minutes approved.

2. **Program Proposals**
   Request from the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences to offer an accelerated Masters of Landscape Architecture. (*Edits: split form for graduate and undergraduate degrees | spelling errors*)
   Motion to approve pending edits made by Brian Warnick. Seconded by Richard Mueller. Proposal approved.
Request from the Department of Family, Consumer, and Human Development in the Emma Eccles Jones College of Education and Human Services to change the name to Human Development and Family Studies.
(Clarity in proposal that it is a department name change | fonts need to be consistent)
Motion to approve pending clarification and format changes made by Scott Hunsaker. Seconded by Brian Warnick. Proposal approved.

Request from the Departments of Family, Consumer, and Human Development and Psychology in the Emma Eccles Jones College of Education and Human Services to offer a Mental Health Advocacy and Awareness minor.
(Typo – needs to be existing resources)
Motion to approve pending correction of typos made by Scott Hunsaker. Seconded by Nancy Mesner. Proposal approved.

Request from the Department of Nursing and Health Professions in the Emma Eccles Jones College of Education and Human Services to offer a Surgical Technician Certificate of Completion.
(Minor edits from Ed Reeve and Vijay Kannan | include additional letters of support for inclusion)
Motion to approve pending minor edits and inclusion of support letters made by Scott Hunsaker. Seconded by Brian Warnick. Proposal approved.

Request from the Department of Nursing and Health Professions in the Emma Eccles Jones College of Education and Human Services to offer a Pharmacy Technician Certificate of Proficiency.
Motion to approve made by Scott Hunsaker. Seconded by Brian Warnick. Proposal approved.

Request from the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services to restructure the MEd in Curriculum and Instruction.
Motion to approve made by Scott Hunsaker. Seconded by Nancy Mesner. Proposal approved.

Request from the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services to restructure the Master of Science in Curriculum and Instruction.
(Include MS in the title)
Motion to approve pending addition to title made by Scott Hunsaker. Seconded by Nancy Mesner. Proposal approved.

Request from the Department of Special Education and Rehabilitation in the Emma Eccles Jones College of Education and Human Services to restructure the Certificate of Proficiency in Rehabilitation.
(Third person)
Motion to approve pending third person revisions made by Scott Hunsaker. Seconded by Nancy Mesner. Proposal approved.

3. Semester Course Approval Reviews

College of Agriculture and Applied Sciences
Motion to approve the business of the College of Agriculture and Applied Sciences made by Brian Warnick. Seconded by Scott Hunsaker. Business approved.

ADVS = 1
APEC =
ASTE =
Caine College of the Arts
Motion to approve the business of the Caine College of the Arts made by Kathy Puzey. Seconded by Richard Mueller. Business approved.

ART = 1
MUSC = 2
THEA =

Jon M. Huntsman School of Business
ACCT =
BUS =
ECN =
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 Kathy Puzey. Business approved.

COMD = 14
EDUC = 3
FCHD = 3 (Provisional approval — pending Gretchen — add to comments - FCHD 3700)
KHS = 3
ITLS =
NURS = 13
PSY = 2
SPED = 34
TEAL = 14

College of Engineering
Motion to approve the business of the College of Engineering made by Kathy Puzey. Seconded by Scott Hunsaker. Business approved.

BENG =
CEE =
CS =
ECE = 1
EED = (5 — EEDC — email approvals)
MAE =

College of Humanities and Social Sciences
Motion to approve the business of the College of Humanities and Social Sciences made by Brian Warnick. Seconded by Scott Hunsaker. Business approved.

ENGL = 9
HIST = 1
JCOM =
LPCS =
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 Nancy Mesner. Seconded by Scott Hunsaker. Business approved.

ENVS = 15
WATS = 1
WILD =

College of Science

Motion to approve the business of the College of Science approved by Richard Mueller. Seconded by Kathy Puzey. Business approved.

BIOL = 2
CHEM =
GEOL =
MATH = 7
PHYS =

UN = 1

Motion to approve the University business made by Scott Hunsaker. Seconded by Nancy Mesner. Business approved.

4. Other Business

Syllabus Tracker Update – Ed Reeve
Dr. Reeve was asked to lead a taskforce and see how syllabi are created. Information regarding completing syllabi is located on the new Provost’s office website. Four items are required: Course Description, Course Fees, Course Objectives and Disability. Suggestions and/or questions should be forwarded to Ed Reeve.

R401s Moved to the EPC Website from the new Provost’s office website

Curriculog Update

New law on USHE/Board of Regents approvals (SB 238) – R401 process for USU is still business as usual. Last Thursday meeting of the CAOs they spent time with the associate commissioner to try to figure out what this new process will look like. As far as USU committees go, this has no effect on them and it will be business as usual up through Faculty Senate. Once the report has gone to Faculty Senate before it goes to the USU Board of Trustees, they will go to the commissioner’s office for 2 levels of review. First is editorial review by USHE staff (always done) Second level of review is a CANVAS based review across the entire state involving all Utah institutions. After the completion of the two reviews, USHE will then compile a report based on the input and feedback from the statewide review. They then, by law, must send a report to the USU Board of Trustees. What will the report look like? No one knows right now, however, they’re thinking the simplest way possible. Could be a check box with no major concerns. Could be a little more language about any major points raised about the proposal. How does it get to the BoT? –Regents would have to send it directly to the trustees. The university has received a draft of what this will look like. This change is just a small piece of SB 238.
Election of Chair for 2017-2018 AY
Vijay Kannan’s name was submitted to continue as the Curriculum Committee Chair.

*Motion to elect Vijay as chair for 2017-2018 made by Scott Hunsaker. Seconded by Brian Warnick. Vijay accepted the nomination and will serve as chair next year.*

Adjournment: 3:10 pm