Curriculum Subcommittee Minutes, March 1, 2018

Utah State University
A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 1 March 2018 at 2:00 pm in Old Main 136 (Champ Hall Conference Room).

Present: Edward Reeve for 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
   Dean Adams, College of Engineering
   Matt Sanders, College of Humanities and Social Sciences
   Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
   Richard Mueller, College of Science
   Scott Henrie, USU-Eastern
   Ed Reeve, Provost’s Office, Chair, EPC
   Geneva Harline, Graduate Council
   Anuj Khasgiwala, Graduate Studies Senator
   Jessica Hansen, Academic and Instructional Services
   Fran Hopkin, Registrar’s Office
   Barbara Williams, Catalog Editor
   Michele Hillard, Secretary
   Nicholas Morrison, Caine College of the Arts
   Clint Pumphrey, Libraries
   Blake Harms, USUSA Executive Vice President

Excused: Michelle Fleck, USU-Eastern
   TBD, Regional Campuses

Visitors: Kenneth Larsen, Academic and Instructional Services

1. Approval of 1 February 2018 Minutes
   Motion to approve the 1 February 2018 minutes made by Blake Harms. Seconded by Dean Adams. Minutes approved.

2. Program Proposal
   Request from the Department of Art and Design in the Caine College of the Arts to offer a Minor in Film Studies.
   Motion to approve the proposal made by Nick Morrison. Seconded by Dick Mueller. Proposal approved. Remove ARTH 4845 from list and check on THEA 3555. Fix fonts. Approved pending revisions.

3. 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 Brian Warnick. Seconded by Dick Mueller. Approved.
ADVS = 1
APEC =
APPR =
ASTE = 12
LAEP =
OPDD =
NDFS = 2
PSC = 3

Caine College of the Arts
Motion to approve the business of the Caine College of the Arts made by Nick Morrison. Seconded by Dick Mueller. Motion to approve pending discussions. Approved.
ART = 5 (ART 4855/4885 – Sally Peterson approved the ART 4885 combination of courses. Frank Hopkin would rather not have courses repurposed. Best to request a new course #. Fran Hopkin come back with recommendations on how to handle this in the future.)
MUSC = 1
THEA =
CCA =

Jon M. Huntsman School of Business
Motion to approve the business of the Jon M. Huntsman School of Business made by Dick Mueller. Seconded by Anuj Khasgiwala. Approved.
ACCT =
BUS =
ECN =
MGT = 3
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 Dean Adams. Approved.
COMD = 9
EDUC =
HDFS = 4 (HDFS 2520 – new course includes new justification. Notes have been added to comments in Curriculog.)
KHS = 1
ITLS =
NURS = 1
PSY = 2 (PSY 5400 – Syllabus?)
SPER = 2
TEAL = 49

College of Engineering
Motion to approve the business of the College of Engineering made by Dean Adams. Seconded by Anuj Khasgiwala. Approved.
BENG = 1
CEE = 3
CS =
ECE = 1
EED = 5
MAE = 9
College of Humanities and Social Sciences
Motion to approve the business of the College of Humanities and Social Sciences made by Matt Sanders. Seconded by Blake Harms. Approved.
ENGL =
HIST = 5
JCOM =
LPSC = 10
POLY = 1
SSWA = 3
IELI =

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 Claudia Radel. Seconded by Dick Mueller. Approved.
ENVS =
WATS = 3
WILD = 1
NR =

College of Science
Motion to approve the business of the College of Science made by Dick Mueller. Seconded by Scott Hunsaker. Approved.
BIOL = 2
CHEM = 4
GEOL = 4
MATH =
PHYS = 2
PUBH = 2
SCI =

Other
Motion to approve University business made by Blake Harms. Seconded by Dean Adams. Approved.
UN –CAS = 3

4. Other Business
   Syllabus updates – Kenneth Larsen
   Motion to add a section for “course objectives” in the Curriculog form in lieu of attaching a syllabus made by Scott Hunsaker. Seconded by Dick Mueller. Approved.

   What should be included on the syllabus for new courses on Curriculog? Add objectives field to Curriculog and remove the syllabus requirement and attachment. Kenneth provided an overview of Syllabus Tracker. Reviewed templates that are already built and ready to be populated. The template should include appropriate policies. It was recommended that a Fall ETE workshop be set up to discuss utilization of Syllabus Tracker.

   Curriculog shutdown – Curriculog forms will be shut down on March 20. All forms in the system must be approved up through EPC/Curriculum. If they are not the forms will be deleted and can be
resubmitted when the system reopens on July 1.

R401 proposal process – Move to April meeting. No time to discuss.

Adjourn: 3:05 pm
A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 1 February 2018 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
Dean Adams, College of Engineering
Matt Sanders, College of Humanities and Social Sciences
Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
Richard Mueller, College of Science
Scott Henrie, USU-Eastern
Ed Reeve, Provost’s Office, Chair, EPC
Geneva Harline, Graduate Council
Anuj Khasgiwala, Graduate Studies Senator
Jessica Hansen, Academic and Instructional Services
Fran Hopkin, Registrar’s Office
Barbara Williams, Catalog Editor
Amber Summers-Graham for Michele Hillard, Secretary

Excused: Nicholas Morrison, Caine College of the Arts
Clint Pumphrey, Libraries
Blake Harms, USUSA Executive Vice President
Michelle Fleck, USU-Eastern
TBD, Regional Campuses

Visitors: Charles Carpenter, Department Head, Nutrition, Dietetics and Food Sciences
Xiaojun Qi, Department Head, Computer Science

1. **Approval of 4 January 2018 Minutes**
   Motion to approve the minutes from the 4 January meeting made by Claudia Radel. Seconded by Dean Adams. Minutes approved.

2. **Program Proposal**
   Request from the Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences to offer a Bachelor of Science in Nutrition Science.
   Motion to approve the proposal made by Richard Mueller. Seconded by Geneva Harline. Proposal approved.

   Request from the Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences to offer a Bachelor of Science in Dietetics.
   Motion to approve the proposal made by Richard Mueller. Seconded by Geneva Harline. Proposal approved.
Request from the Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences to offer a Bachelor of Science in Food Science. 
Motion to approve the proposal made by Richard Mueller. Seconded by Geneva Harline. Proposal approved.

Request from the Jon M. Huntsman School of Business to establish a Department of Marketing and Strategy. 
Motion to approve the proposal made by Scott Hunsaker. Seconded by Richard Mueller. Proposal approved.

Request from the Department of Computer Science in the College of Engineering to offer a Master of Science in Data Science. (Approval subject to edits. Need a brief statement that will clarify how this degree will differ from the Master of Data Analytics.) Motion to approve the proposal made by Dean Adams. Seconded by Anuj Khasgiwala. Proposal approved pending requested edits.

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 Matt Sanders. Business approved.
ADVS = 
APEC = 
APPR = 
ASTE = 
LAEP = 
OPDD = 
NDFS = 
PSC = 3

Caine College of the Arts
ART = 
MUSC = 
THEA = 
CCA = 

Jon M. Huntsman School of Business
Motion to approve the business of the Jon M. Huntsman School of Business made by Scott Hunsaker. Seconded by Dean Adams. Business approved.
ACCT = 
BUS = 1 
ECN = 1 
MGT = 4 
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 Dean Adams. Business approved as noted below.
COMD =
EDUC =
HDFS = 3 (HDFS 2520 – Tabled pending communication with department regarding reactivating the course since it hasn’t been taught in years)
KHS =
ITLS =
NURS =
PSY =
SPER =
TEAL = 6

College of Engineering
BENG =
CEE =
CS =
ECE =
EED =
MAE =

College of Humanities and Social Sciences
Motion to approve the business of the College of Humanities and Social Sciences made by Matt Sanders. Seconded by Brian Warnick. Business approved.
ENGL =
HIST =
JCOM =
LPCS =
POLS = 1
SSWA =
IELI =
USU = 2

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 Claudia Radel. Seconded by Dean Adams. Business approved.
ENVS = 1
WATS = 1
WILD = 1
NR =

College of Science
Motion to approve the business of the College of Science made by Richard Mueller. Seconded by Anuj Khasgiwala. Business approved.
BIOL = 1
CHEM =
GEOL =
MATH =
4. **Other Business**  
Removing Semesters Traditionally Taught from Catalog Descriptions – Barbara Williams

Listing traditionally taught semesters with course descriptions in the catalog is causing confusion for students and academic advisors. Due to scheduling changes within departments, the listed semesters are not always accurate. It is proposed that language referring to semester traditionally taught be removed from the catalog description for each course.

*Motion to remove this language from the catalog made by Scott Hunsaker. Seconded by Richard Mueller. Motion approved.*

Zero Credit Classes | Handbook-Continuing Education Units and Workforce Development

This committee’s policy states that zero-credit courses should not be approved. Fran Hopkin reached out to some of USU’s peer institutions where he found the same enforced policy. Zero-credit courses were initially created to give prerequisite requirements for courses before that capability was available in Banner alone. This committee will review zero-credit courses currently being offered and will work to create an updated policy that will clarify conditions under which a zero-credit course would be approved. Jessica Hansen will create a list of zero-credit courses for discussion at the March meeting.

Syllabus Update – Ed Reeve

Ed Reeve met with Kevin Shanley in Academic & Instructional Services (AIS) about the status of the Canvas course development. Kevin will attend the next Curriculum subcommittee meeting to demonstrate the progress of the course. Ed will put together the minimum set for syllabi and bring them forward for discussion at the next committee meeting in March.

Adjourn: 3:01 PM
Institution Submitting Request:  Utah State University  
Proposed or Current Program Title:  Film Studies  
Sponsoring School, College, or Division:  Caine College of the Arts  
Sponsoring Academic Department(s) or Unit(s):  Art & Design  
Classification of Instructional Program Code¹ :  50.0601  
Min/Max Credit Hours Required of Full Program:  12 / 12  
Proposed Beginning Term²:  Fall 2019  
Institutional Board of Trustees’ Approval Date:  

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<th>Certificate of Proficiency</th>
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<th>Mid-level CP</th>
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<td><strong>NEW</strong> Emphasis for Regent-Approved Program</td>
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<td>Out of Service Area Delivery Program</td>
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Chief Academic Officer (or Designee) Signature:
I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Laura Gelfand  Date: February 15, 2018

☒ I understand that checking this box constitutes my legal signature.


² “Proposed Beginning Term” refers to first term after Regent approval that students may declare this program.
Section I: The Request

Utah State University requests approval to offer the following Minor: Film Studies effective Fall 2019. This program was approved by the institutional Board of Trustees on.

Section II: Program Proposal/Needs Assessment

Program Description/Rationale
Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.

Since its emergence in the 1950s as a distinct academic discipline, Film Studies has established itself at most major research universities throughout the United States. However, Utah State University’s Film Studies offerings (and related courses) have historically been extremely limited. Past offerings consisted of a small number of special topics courses in various departments/programs, language-specific courses that sometimes use film as the primary focus; a course taught in the Department of English entitled Studies in Film (ENGL 4365); a film-centered course in the Department of Anthropology entitled North American Indian Cultures (ANTH 3110); and Film Seminar (THEA 3555), offered through the Department of Theater Arts.

Along with those faculty members in other departments and programs who teach courses to be included as offerings within the Minor, the tenure and promotion in 2017 of a faculty member in the Department of Art + Design, with a specialization in Film Studies provides solid foundations for a successful program. There are currently nine approved courses in Art & Design that, when offered, are routinely over-subscribed with some of the longest waiting lists in the department, thus showing significant student demand and interest in Film Studies. There are also currently three courses outside of Art + Design offered as part of the Minor. (See full list of courses below.)

Successful completion of the Film Studies minor will require a minimum of 12 credits and will offer students a broad grounding in the theoretical and historical analysis of cinema with all students required to complete ARTH 3850 Film Studies as the core course for the minor. Though housed in the Department of Art & Design, the Film Studies minor will be open to all undergraduate students at USU regardless of major and will draw on cognate courses across the university.

Faculty who have committed to offering courses that could help fulfill the Film Studies minor include: Candi Carter Olson (J.Comm); Bruce Duerden (Theater Arts); Judson Finley (Anthropology); Brian McCuskey (English); Carsten Meier (Art & Design); Claudia Schwabe (German). These classes along with the offerings in the Department of Art & Design, will ensure that these courses are offered frequently enough for students to complete the minor without any unnecessary delays.
Labor Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).

The proposed minor includes a single course in basic film production (THEA 3555 Film Seminar) and the flexibility to allow for the occasional offering of production courses under "Special Topics," however, Film Studies is a humanities-based, academic discipline. Students minoring in Film Studies develop and hone their writing, critical thinking, and analytic skills. Students gain essential skills in synthesizing, explicating, and understanding broader cultural and historical contexts. These are precisely the kinds of skills often identified as most desirable for potential employees by prospective employers. (See the Association for American Colleges and Universities Report (2014) https://www.aacu.org/sites/default/files/files/LEAP掩饰nchems.pdf.).

Beyond the general desirability of these skills in the workforce, there are numerous careers in the film industry for which the study of Film Studies serves as strong preparation. The state of Utah has a thriving Film Industry (not least as the home to the world-renowned Sundance Independent Film Festival) and there are numerous jobs in the film industry for which a Minor in Film Studies would be invaluable: these range from writing and production to film and video editing, all of which require an understanding and knowledge of the narrative and visual structures of storytelling.

Employment in the film industry is highly desirable and thus quite competitive, but with Utah's long history of involvement in film production and its proximity to California, the Utah Economic Data Viewer (https://jobs.utah.gov/jsp/utalmis/#/occupation/27-4032.00/report) for positions in the film industry projects approximately 180 positions (across the range of occupations from editing to photography) opening in the next 12 months alone. Beyond this, Film Studies provides useful skills for those who wish to pursue professions of academia, journalism, writing, and high school teaching.

Consistency with Institutional Mission/Impact on Other USHE Institutions

Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals. Institutional mission and roles may be found at higheredutah.org/policies/policyr312/ . Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/.

The presence of a Film Studies minor would offer an attractive option for undergraduate students throughout the university. It would allow students to develop an understanding of film in its regional, global, historical, economic, and cultural contexts as well as to develop critical thinking skills that are important for success as a student and after graduation. The minor would serve also to raise the profile of USU generally across the state and encourage further institutional and academic collaborations and connections with other local colleges and universities including Salt Lake Community College, the University of Utah, and Weber State University.

The state of Utah has played an important role in the history of American film as well as the current film industry with countless films and television shows filmed here and a thriving film culture as evidenced by the success of the Utah Film Commission. Utah is also home to the annual Sundance Film Festival, one of the world’s premier film festivals. In establishing the Film Studies minor, USU will position itself advantageously in terms of these broader networks and signal a commitment to one of the state’s most dynamic and thriving industries.

Finances

What costs or savings are anticipated in implementing the proposed program? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the institution.

There would be no additional costs incurred by the Minor in Film Studies.
Section III: Curriculum

Program Curriculum

List all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to receive the award. For NEW Emphases, skip to emphases tables below.

For variable credits, please enter the minimum value in the table below for credit hours. To explain variable credit in detail as well as any additional information, use the narrative box below.

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<th>Course Number</th>
<th>NEW Course</th>
<th>Course Title</th>
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<td>General Education Courses (list specific courses if recommended for this program on Degree Map)</td>
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<td>General Education Credit Hour Sub-Total</td>
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<td>Required Courses</td>
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<td>+ -</td>
<td>ARTH 3850</td>
<td>Foundations in Film Studies</td>
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<td></td>
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<td>Elective Courses</td>
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<tr>
<td>+ -</td>
<td>Choose 3 of the Following Courses:</td>
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<tr>
<td>+ -</td>
<td>ANTH 3110</td>
<td>North American Indian Cultures</td>
<td>3</td>
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<td>+ -</td>
<td>ARTH 3360</td>
<td>Bad Cinema</td>
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<tr>
<td>+ -</td>
<td>ARTH 3540</td>
<td>African American Cinematic Experience</td>
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<td>+ -</td>
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<td>British Cinema of the Sixties</td>
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<td>+ -</td>
<td>ARTH 3730</td>
<td>The Documentary</td>
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<td>ARTH 3770</td>
<td>Apocalypse Cinema</td>
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<td>ARTH 4845</td>
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</table>
Program Curriculum Narrative

Describe any variable credits. You may also include additional curriculum information, as needed.
Degree Map

Degree maps pertain to undergraduate programs ONLY. Provide a degree map for proposed program. Degree Maps were approved by the State Board of Regents on July 17, 2014 as a degree completion measure. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see http://higheredutah.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf (Item #3).

Please cut-and-paste the degree map or manually enter the degree map in the table below.