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## General Education Subcommittee Minutes, January 19, 2016

Utah State University

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## GENERAL EDUCATION SUBCOMMITTEE MINUTES

January 19, 2016

8:30 am – 9:30 am

Old Main - Champ Hall

**Present:** Dawn Kirby, Chair  
Eddy Berry, Social Sciences  
Harrison Kleiner, Connections  
Mary Leavitt, Advising  
Kacy Lundstrom, Library  
Kris Miller, Honors  
Melanie Nelson, USU Eastern  
Barbara Williams for Michele Hillard, Secretary  
Brock Dethier, Writing Program  
John Mortensen, Student Services  
Stephanie Hamblin, University Advising  
Karen Mock, Natural Resources  
Dean Adams, Engineering  
Dick Mueller, Science  
Brian McCuskey, Humanities  
Bob Mueller, Regional Campus  
Peggy Petrzalka, Humanities  
Laura Gelfand, Arts  
Larry Smith, Provost's Office  
Cindy Dewey, Creative Arts  
Dan Coster, Quantitative Intensive

**Absent:** Jessica Hansen, Academic and Instructional Services  
Lee Rickords, Agriculture and Applied Sciences  
Kathy Chudoba, Business  
Shelley Lindauer, Education and Human Services  
Ryan Dupont, Life and Physical Sciences  
Dan McInerney, American Institutions  
Trevor Olsen, USUSA President

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**Call to Order** - Dawn Kirby

**Approval of Minutes** – December 15, 2015

<https://usu.box.com/s/szf33l8cg5u3bdkuinmkno0wyltgfqa>

*Motion to approve the December 15, 2015 minutes made by Dean Adams. Seconded by Brian McCuskey. Minutes Approved.*

## **Course Approvals/Removals/Syllabi Approvals**

<https://usu.curriculog.com/proposals>

ARTH 3340 – African Art (CI) **APPROVED**..... Brock Dethier  
ARTH 3710 – Art, Culture & Crisis in Postwar Britain (CI) **APPROVED**..... Brock Dethier  
ARTH 3910 – Introduction to Film Theory (CI) **APPROVED** ..... Brock Dethier  
*Motion to approve all ARTH courses for CI designation made by Dan Coster. Seconded by Laura Gelfand. Designations approved.*

### **Business**

*USU Course Prefixes and Funding (8:30 – 9:00 am Noelle Cockett)*

The provost stated that funding from the Provost’s office will still be available for Gen Ed breadth courses that have changed from the USU prefix to a more specific prefix as long as additional seats are needed in that particular course. There were discussions about how departments have been and will continue to add seats and help predict the seats that will be needed in future semesters. The Provost’s new budget model will help fund additional seats as needed regardless of delivery mode (online, face-to-face, or broadcast.

The reduction of summer 2015 tuition resulted in a 25% increase in enrollment, most of which occurred in online classes. The “take more—save more” adjusted tuition plan will be in effect for summer 2016 courses, many of which will be general education courses. The first 7-weeks and full 14-week summer sessions are popular. Taking summer courses helps some students complete the 30 credits a year that are needed to remain on-track for on-time graduation. Another issue is that Logan and nearby areas provide only a limited pool of people who are qualified to teach these classes. USU is limited on instructors, classroom space, and getting enough TAs for summer because students continue as RAs to support faculty research rather than working as TAs. UTFs could potentially help with this concern.

This item will be discussed again at next month’s meeting.

### *Syllabus Tracking Tool*

The Curriculum Subcommittee has established a working group look to help standardize a basic course syllabus template. John Louviere has met with the working group and showed them the syllabus tracking tool, which may also serve as a central repository for syllabi. There are certain accreditation items that need to be on all syllabi. This process will assist students, faculty, accreditation needs, and others who review syllabi. John Louviere will be invited to the next General Education Committee meeting to demonstrate the tracking tool.

*Motion to adjourn made by Harrison Kleiner. Seconded by Dawn Kirby. Adjourned at 9:45 am.*



## GENERAL EDUCATION SUBCOMMITTEE MINUTES

December 15, 2015

8:30 am – 9:30 am

Old Main - Champ Hall

**Present:** Dawn Kirby, Chair  
Eddy Berry, Social Sciences  
Harrison Kleiner, Connections  
Mary Leavitt, Advising  
Kacy Lundstrom, Library  
Kris Miller, Honors  
Melanie Nelson, USU Eastern  
Michele Hillard, Secretary  
Dan McInerney, American Institutions  
Brock Dethier, Writing Program  
Trevor Olsen, USUSA President  
John Mortensen, Student Services  
Stephanie Hamblin, University Advising  
Karen Mock, Natural Resources  
Dean Adams, Engineering  
Dick Mueller, Science

**Absent:** Jessica Hansen, Academic and Instructional Services  
Brian McCuskey, Humanities  
Lee Rickords, Agriculture and Applied Sciences  
Kathy Chudoba, Business  
Bob Mueller, Regional Campus  
Peggy Petzelka, Humanities  
Laura Gelfand, Arts  
Larry Smith, Provost's Office  
Cindy Dewey, Creative Arts  
Dan Coster, Quantitative Intensive  
Shelley Lindauer, Education and Human Services  
Ryan Dupont, Life and Physical Sciences

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**Call to Order** - Dawn Kirby

**Approval of Minutes** – November 17, 2015

<https://usu.box.com/s/7kjepqjee9b4ul7x1dz2vi0mo2sljvnx>

*Motion to approve the November 17 General Education minutes made by Dean Adams.*

*Seconded by Karen Mock. Minutes approved.*

**Course Approvals/Removals/Syllabi Approvals**

<https://usu.curriculog.com/proposals>

*Motion to approve designations made by Eddy Berry. Seconded by Dean Adams. Designations approved.*

ARTH 3730 – The Documentary (CI) **Approved**.....Brock Dethier  
ENGL 4610 – Western American Literature (CI/DHA) **Approved** Brock Dethier/Brian McCuskey  
ENVS 4700 – Communicating Sustainability (CI) **Approved** .....Brock Dethier

### **Business**

#### *USU Prefixes*

Committee members thought it would be best to let each faculty/department decide if they want to change the USU prefixes or leave them as is. There needs to be a clear understanding with the Provost's office on continued funding. Some concerns that have arisen are as follows:

- What prefix to use
- Caps on seating and student enrollment
- Repeating courses

It was recommended that a letter be sent to the department heads discussing the policy of how this would work. This is a discussion that will continue. Dawn Kirby will make an appointment to meet with Provost Cockett and Larry Smith to discuss the pros/cons of changing the prefixes.

#### *Designation Subcommittee Approval Processes*

The committee was in full agreement to move ahead with the process for submitting designation requests. The new process will be posted on the General Education subcommittee website located at: [http://www.usu.edu/epc/subcommittees/general\\_education/](http://www.usu.edu/epc/subcommittees/general_education/) so that faculty are aware of this redesigned process. The process can be viewed now at the following link:

<https://usu.box.com/s/6ktqib9ts1e1ivtfjlnrajyinzv4djq7>

*Motion to approve this process made by Eddy Berry. Seconded by Harrison Kleiner. Process approved.*

#### *Update/Questions on R470*

The state's General Education Task Force has been working on a revised R470. Many revisions have already been made. The most current revisions are in red on the document available at <https://usu.box.com/s/r8o8ft9724jpc48a2a7m0d16fs8of0sj>. This revision is a collaborative process in which faculty input is essential. Revisions will continue to emerge over the next few months, and this committee's input is vital. At this point, Dan McInerney suggested that for section 3.2.3 regarding the American Institutions designation, more specific statements about content are needed, and that more specifics be added about information literacy. Dawn Kirby will present these and future suggestions to the state's task force.

#### *Enrollment Updates*

John Mortensen presented the enrollment numbers for Fall 2015 and Springs 2016. Fall enrollment was up 1,123 students and Spring will be up 936 students over last year. There are up to 1,800 students on campus taking on-line courses, and it is looking good for filling seats and also being able to accommodate the additional students. It was noted that the faculty has responded quickly and well to USU's increasing needs for more General Education classes and higher enrollments in existing classes in order to accommodate students' academic needs.

Adjourn: 9:23 am