2-27-2020

Curriculum Subcommittee Minutes, February 27, 2020

Utah State University

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A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 27 February 2020 at 2:00 pm in AGRS-412 (Luke Conference Room).

Present: Nicholas Morrison, Chair, Caine College of the Arts
Brian Warnick, College of Agriculture and Applied Sciences
Scott Hunsaker, Emma Eccles Jones College of Education and Human Services
Thomas Fronk, College of Engineering
Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
Greg Podgorski, College of Science
Robert Heaton for Rachel Wishkoski, University Libraries
Matt Sanders, College of Humanities and Social Sciences
Dexton Lake, Executive Vice President
Paul Barr, Provost’s Office
Michele Hillard, Secretary
Adam Gleed, Registrar’s Office
Chenese Boyle, Program Coordinator
Toni Gibbons, DegreeWorks
Merideth Thompson, Jon M. Huntsman School of Business
Robyn Peterson, Catalog Editor
Harrison Kleiner, Gen Ed Assessment

Absent: Sami Ahmed, President USUSA
Richard Inouye, Graduate Council
Jared Fry, Graduate Senator
Scott Henrie, USU Eastern
Mark Chynoweth, Statewide Campuses

Visitors: N/A

1. **Approval of 6 February 2020 Minutes**
   Motion to approve the 6 February Minutes made by Merideth Thompson. Seconded by Greg Podgorski. Minutes approved as distributed.

2. **Program Proposals**
   Request from the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services to add Science Education as a specialization to the existing Master of Education in Curriculum and Instruction.
   Motion to approve the R401 proposal made by Merideth Thompson. Seconded by Thomas Fronk. Proposal approved.

   Request from the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services to add Science Education as a specialization to the existing Master of Science in Curriculum and Instruction.
   Motion to approve the R401 proposal made by Greg Podgorski. Seconded by Matt Sanders. Proposal approved.
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 Dexton Lake. Business approved.

ADVS = 3  
APEC =  
APPR =  
ASTE = 7  
AVTE = 10  
LAEP = 2  
NDFS = 3  
OPDD = 12  
PSC = 1

**Caine College of the Arts**
Motion to approve the business of the Caine College of the Arts made by Matt Sanders. Seconded by Merideth Thompson. Business approved.

ART = 1  
MUSC = 16  
THEA = 2  
CCA =

**Jon M. Huntsman School of Business**
Motion to approve the business of the Jon M. Huntsman School of Business made by Merideth Thompson. Seconded by Greg Podgorski. Business approved.

ACCT = 14  
BUS =  
ECN = 21  
MGT = 26  
MSLE = 41  
MIS = 24

**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 Brian Warnick. Seconded by Robert Heaton. Business approved.

COMD = 1  
EDUC =  
HDFS =  
KHS =  
ITLS = 2  
NURS =  
PSY =  
SPED = 1  
TEAL = 6
College of Engineering
Motion to approve the business of the College of Engineering made by Thomas Fronk. Seconded by Brian Warnick. Business approved.
BENG = 8
CEE = 2
ECE = 4
EED =
MAE =
ENGR =

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 Greg Podgorski. Business approved.
ENGL = 10
HIST = 1
JCOM = 11
LPCS = 8
POLS = 4
SSWA = 4
IELI =
CHSS =
WGS =

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 Matt Sanders. Business approved.
ENVS = 1
WATS =
WILD =
NR =

College of Science
Motion to approve the business of the College of Science made by Greg Podgorski. Seconded by Dexton Lake. Business approved.
BIOL = 2
CHEM = 8
CS = 6
GEOL =
MATH =
PHYS =
PUBH =
SCI =

HONR =
ISTU =
UN –CAS =
USU = 5
Motion to approve the USU business made by Paul Barr. Seconded by Matt Sanders. Business approved.
4. Other Business

College of Agriculture and Applied Sciences CIP Code Requests

Motion to approve the updated CIP Codes made by Brian Warnick. Seconded by Claudia Radel. Codes approved.

Colleges are reporting their Undergraduate Teaching Fellows (UTF) positions. Assignment will be sent out soon.

Definition of substantive vs. non-substantive changes is being reviewed. Looking at having these definitions and reviews being conducted by next year. As part of the checklist on these changes we will have to have info to see if these changes will impact another college/department.

Talking about timelines and deadlines. Discussed with Dean’s Council, President’s Council and EPC. Work over the summer to outline a one-page deadline/timeline that can be linked in Curriculog.

Adjourn: 2:55 pm
A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 6 February 2020 at 2:00 pm in Old Main 136 (Champ Hall Conference Room).

Present: Nicholas Morrison, Chair, Caine College of the Arts  
Brian Warnick, College of Agriculture and Applied Sciences  
Nate Trauntvein for Scott Hunsaker, Emma Eccles Jones College of Education and Human Services  
Scott Budge for Thomas Fronk, College of Engineering  
Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources  
Greg Podgorski, College of Science  
Rachel Wishkoski, University Libraries  
Mark Chynoweth, Statewide Campuses  
Paul Barr, Provost’s Office  
Michele Hillard, Secretary  
Adam Gleed, Registrar’s Office  
Chenese Boyle, Program Coordinator  
Toni Gibbons, DegreeWorks  
Merideth Thompson, Jon M. Huntsman School of Business  
Robyn Peterson, Catalog Editor

Absent: Sami Ahmed, President USUSA  
Richard Inouye, Graduate Council  
Matt Sanders, College of Humanities and Social Sciences  
Jared Fry, Graduate Senator  
Dexton Lake, Executive Vice President  
Scott Henrie, USU Eastern

Visitors: Jessica Hansen, Academic and Instructional Services  
Bruce Miller, Aviation and Technical Education  
Fran Hopkin, Registrar’s Office  
Grayson Layton, Registrar’s Office

1. Approval of 9 January 2020 Minutes  
Motion to approve the minutes made by Greg Podgorski. Seconded by Claudia Radel. Minutes approved as distributed.

2. Program Proposals  
Request from the Department of Aviation, Career and Technical Education to create a Cybersecurity emphasis in the Technology Systems Bachelor of Science degree.  
Motion to approve the R401 proposal made by Brian Warnick. Seconded by Merideth Thompson. Proposal approved.

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 Greg Podgorski. Business approved.
ADVS = 1
APEC =
APPR =
ASTE =
LAEP =
NDFS =
OPDD =
PSC =

Caine College of the Arts
Motion to approve the business of the Caine College of the Arts made by Merideth Thompson. Seconded by Rachel Wishkoski. Business approved.
ART = 2
MUSC =
THEA =
CCA =

Jon M. Huntsman School of Business
ACCT =
BUS =
ECN =
MGT =
MSLE =
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 Nate Trauntvein. Seconded by Greg Podgorski. Business approved.
COMD =
EDUC =
HDFS = 1
KHS =
ITLS =
NURS =
PSY =
SPER = 15
TEAL = 15

College of Engineering
BENG =
CEE =
ECE =
EED =
MAE =
ENGR =
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 Merideth Thompson. Business approved.
ENGL = 23 (6440 & 7440 listed as repeatable - dept. will manage requirements) (4400 and 5430 CI designations changed title and course description) (64XX, 7000 and 7400 does this restrict students?)

HIST =
JCOM =
LPCS =
POLS =
SSWA = 1
IELI =
CHSS =
WGS =

S.J. & Jessie E. Quinney College of Natural Resources
Motion to approve the updated CIP Codes for Natural Resources made by Claudia Radel. Seconded by Greg Podgorski. CIP codes approved for submission to the Registrar’s office.
Looked at all CIP courses for Natural Resources. Identified better fit for CIP codes. These have gone through the approval of the college curriculum committee as well as the department heads and dean.
ENVS =
WATS =
WILD =
NR =

College of Science
Motion to approve the business of the College of Science made by Greg Podgorski. Seconded by Rachel Wishkoski. Business approved.
BIOL = 2
CHEM =
CS = 1
GEOL =
MATH = 1
PHYS =
PUBH =
SCI =

HONR =
ISTU =
UN –CAS =
USU = 1
Motion to approve the business of USU made by Paul Barr. Seconded by Greg Podgorski. Business approved.

4. Other Business
Course and Program Approval Timeline and Background Information – Fran Hopkin
Confusion of deadlines has brought about this item for discussion. All deadlines have been looked at, not just certain requests. Align the input/deadlines for Banner and the catalog. Align the deadlines based on the different requirements from federal, state and university policies. See proposed approval timeline.
Changing Program Requirements, R401 Process and Accreditation – Paul Barr
Michael Torrens will attend the EPC meeting and discuss the issues with these types of changes. This should take affect now since it affects graduation and accreditation. Students would be grandfathered in on the catalog/courses they began with. Can we use the 2.1 Curriculog catalog change process instead of submitting new R401s?

EPC/Curriculum Subcommittee meetings held during Spring break.
*Motion to move the March 5 Curriculum Committee meeting to February 27 made by Merideth Thompson. Seconded by Greg Podgorski. Date of meeting changed.*

*Adjourn: 3:05 pm*
Emma Eccles Jones College of Education and Human Services - School of Teacher Education and Leadership

4.1.a R401 Abbreviated Program Proposal

Proposal Information

Instructions for Completing R401:

- Writing Guidelines/Suggestions
- USHE R401 Policy

Contact Information

Edward Reeve: Interim Vice Provost (797-0718)

Step 1: Turn on "Help Tips" by clicking on the Show Help TextPrint icon (small blue circle with i inside) at the top right-hand side of your proposal.

Step 2: Select the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.
Select the Department(s) this proposal involves.

Step 3: Enter the Correct CIP Code Using the Following Website:
**Classification Instructional Programs**

<table>
<thead>
<tr>
<th>CIP Code (6-digits) *</th>
<th>13.0301</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Minimum Number of Credits (if applicable) *</th>
<th>36</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Maximum Number of Credits (if applicable) *</th>
<th>36</th>
</tr>
</thead>
</table>

**Type of Degree:** MEd

**Request**

**Step 4: Select** the Type of Change Being Requested.

**New Programs:**
- [ ] New Certificates of Proficiency (except Institutional Certificates of Proficiency)
- [ ] New Certificates of Completion
- [ ] New Post-Baccalaureate and Post-Masters Certificates
- [ ] New Minors
- [ ] New Emphases within an Approved Degree
- [ ] New K-12 Endorsements
- [ ] Other

**Existing Program Changes:**
- [ ] Program Transfer
- [X] Program Restructure
- [ ] Program Consolidation
- [ ] Program Suspension
- [ ] Program Discontinuation
- [ ] Program Name Change
- [ ] Out-of-Service Area Delivery of a Program
- [ ] Reinstatement of a Previously Suspended Program
- [ ] Other

**Administrative Unit Changes:**
- [ ] New Administrative Units
- [ ] Administrative Unit Transfer
- [ ] Administrative Unit Restructure
- [ ] Administrative Unit Consolidation
- [ ] Reinstatement of Previously Suspended Administrative Units
- [ ] Other

**Creation of Non-Administrative**
- [ ] New Center

https://usu.curricolog.com/proposal:10191/print
Additional Approvals (if applicable)

Graduate Council*  Yes

Council on Teacher Education*  No

Section I: The Request

R401 Purpose*  The School of Teacher Education and Leadership (TEAL) requests to add Science Education as a specialization to the existing Master of Education in Curriculum and Instruction found within the department.

Section II: Program Proposal

Proposed Action & Rationale*  In the 2016-2017 academic year, the department faculty of TEAL requested that the Master of Education in Elementary Education and Master of Education in Secondary Education be changed to the Master of Education in Curriculum and Instruction. During this restructuring, the department faculty also updated their specializations by deleting some and revising others. This change was approved and implemented during the Fall of 2017. Before the restructuring, the department of TEAL had a specialization in Math and Science Education. After the restructuring, the Math and Science Education specialization was eliminated and a specialization of Elementary Math was established. However, a specialization in Science Education was inadvertently not included within the new updated specializations on that original R401.

Labor Market Demand (if applicable)

Consistency with Institutional Mission & Institutional Impact*  Several of TEAL’s current specializations have courses that students can use to obtain an endorsement through the Utah State Board of Education (USOE). The specialization in Science Education will be similar with the science concentration and elective courses leading to an USOE Elementary STEM endorsement. Like the other specializations, there will be a Plan B or Plan C option. Both planning guides are attached.

Finances*  The Elementary STEM endorsement courses are already offered within the
Section III: Curriculum (if applicable)

Step 5: **Attach** completed Program Curriculum and Degree Map to this request by clicking on the Files icon located in the upper left-hand corner of the Proposal Toolbox.

Step 6: **Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
Emma Eccles Jones College of Education and Human Services -
School of Teacher Education and Leadership

4.1.a R401 Abbreviated Program Proposal

Proposal Information

Instructions for Completing R401:

Writing Guidelines/Suggestions
USHE R401 Policy

Contact Information

Edward Reeve: Interim Vice Provost (797-0718)

Step 1: Turn on "Help Tips" by clicking on the Show Help TextPrint icon (small blue circle with i inside) at the top right-hand side of your proposal.

Step 2: Select the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

Step 3: Enter the Correct CIP Code Using the Following Website:

https://usu.curriculog.com/proposal:10193/print
Classification Instructional Programs

CIP Code (6-digits) * 130301

Minimum Number of Credits (if applicable) * 36

Maximum Number of Credits (if applicable) * 36

Type of Degree: (BA, BS, etc.) * MS

Request

Step 4: **Select** the Type of Change Being Requested.

New Programs:
- New Certificates of Proficiency (except Institutional Certificates of Proficiency)
- New Certificates of Completion
- New Post-Baccalaureate and Post-Masters Certificates
- New Minors
- New Emphases within an Approved Degree
- New K-12 Endorsements
- Other

Existing Program Changes:
- Program Transfer
- Program Restructure
- Program Consolidation
- Program Suspension
- Program Discontinuation
- Program Name Change
- Out-of-Service Area Delivery of a Program
- Reinstatement of a Previously Suspended Program
- Other

Administrative Unit Changes:
- New Administrative Units
- Administrative Unit Transfer
- Administrative Unit Restructure
- Administrative Unit Consolidation
- Reinstatement of Previously Suspended Administrative Units
- Other

Creation of Non-Administrative

New Center
Section I: The Request

R401 Purpose* The School of Teacher Education and Leadership (TEAL) requests to add Science Education as a specialization to the existing Master of Science in Curriculum and Instruction found within the department.

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Consistency with Institutional Mission & Institutional Impact* Several of TEAL's current specializations have courses that students can use to obtain an endorsement through the Utah State Board of Education (USBE). The specialization in Science Education will be similar with the science concentration and elective courses leading to an USOE Elementary STEM endorsement. A planning guide is attached.

Finances* The Elementary STEM endorsement courses are already offered within the department, so no additional costs are anticipated.
Section III: Curriculum (if applicable)

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<thead>
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<th>Program</th>
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</thead>
<tbody>
<tr>
<td>Curriculum</td>
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<tr>
<td>Narrative</td>
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</table>

**Step 5:** **Attach** completed Program Curriculum and Degree Map to this request by clicking on the Files icon located in the upper left-hand corner of the Proposal Toolbox.

**Step 6:** **Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
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<td>This description is most appropriate given the program's study of atmosphere dynamics, chemistry, physics and interaction with land surfaces.</td>
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Capture the multi-disciplinary subject matter around which our MSBRP degree was built in 2000; Best reflects the curricular content of this unique degree that was previously based in the College of Natural Resources due to its environmental science foci; Is supported by our national academic and professional organizations

This CIP code description explicitly encompasses landscape architecture
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- Encompasses landscape architecture, as well as planning;
- Best reflects the curricular content of these three degrees we offer;
- Is supported by our national academic and professional organizations; updated CIP code aligns with peer programs nationally