Utah State University

CURRICULUM SUBCOMMITTEE AGENDA
4 March 2021
2:00 – 3:00 p.m.
Zoom Meeting

Agenda

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1. ***Approval of** 4 February 2021 Minutes*

2. ***Program Proposals***
   Request from the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences requests approval to offer a Nail Technician Certificate of Proficiency.

   Request from the Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences requests approval to change the name of the Institute for Social Science Research on Natural Resources to Community and Natural Resources Institute.

3. ***Semester Course Approval Reviews***
   https://usu.curriculog.com/

   College of Agriculture and Applied Sciences
   ADVS =
   APEC = 1
   APPR =
   ASTE = 3
   AVTE = 5
   LAEP =
   NDFS =
   OPDD =
   PSC =

   Caine College of the Arts
   ART =
   CCA =
   MUSC =
   THEA = 4

   Jon M. Huntsman School of Business
   ACCT =
   BUS =
   DAIS =
   ECN =
   MGT =
   MSLE = 1

Emma Eccles Jones College of Education and Human Services
COMD =
EDUC =
HDFS =
KHS =
ITLS =
NURS =
PSY =
SPED =
TEAL =

College of Engineering
BENG = 1
CEE =
ECE =
EED =
ENGR =
MAE =

College of Humanities and Social Sciences
CHSS =
ENGL = 1
HIST = 1
IELI =
JCOM =
LPCS = 1
POLS = 2
SSWA =
WGS =

S.J. & Jessie E. Quinney College of Natural Resources
ENVS = 1
NR =
WATS =
WILD =

College of Science
BIOL =
CHEM =
CS =
GEOL =
MATH =
PHYS =
PUBH =
SCI =

HONR =
ISTU =
UN –CAS =
USU = 3

4. *Other Business*

Adjourn: 3:00 pm

UtahState University

CURRICULUM SUBCOMMITTEE MINUTES
4 February 2021
2:00 – 3:00 p.m.
Zoom Meeting

Minutes

Present: Nicholas Morrison, Chair, Caine College of the Arts
    Brian Warnick, College of Agriculture and Applied Sciences
    Chad Simon, Jon M. Huntsman School of Business
    Scott Hunsaker, Emma Eccles Jones College of Education & Human Services
    Thomas Fronk, College of Engineering
    Matt Sanders, College of Humanities and Social Sciences
    Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
    Greg Podgorski, College of Science
    Rachel Wishkoski, University Libraries
    Paul Barr, Provost's Office
    Richard Cutler, Graduate Council
    Toni Gibbons, Registrar's Office
    Chenese Boyle, Program Coordinator
    Michele Hillard, Secretary
    Mark Chynoweth, Statewide Campuses

Absent: Sami Ahmed, President USUSA
    Alex Braeger, Graduate Senator
    Harrison Kleiner, Gen Ed Assessment
    Scott Henrie, USU Eastern
    Lucas Stevens, Executive Vice President

Visitors: Patrick Belmont, Department Head, Watershed Science

1. *Approval of 7 January 2021 Minutes*
   Minutes approved as distributed.

2. *Program Proposals*
   Request from the Department of Animal, Dairy and Veterinary Sciences in the College of Agriculture and Applied Sciences to change the name of the minor from Equine Assisted Activities and Therapies to Equine-Human Science.
   Motion to approve proposal made by Brian Warnick. Seconded by Chad Simon. Proposal approved.

   Request from the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences to update the Certificate of Completion in the Plan of Study for Automotive Technology.
   Motion to approve proposal made by Brian Warnick. Seconded by Greg Podgorski. Proposal approved.

Request from the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences to offer a Certificate of Completion Unmanned Aerial Systems (UAS).
Motion to approve proposal made by Brian Warnick. Seconded by Chad Simon. Proposal approved.

Request from the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences to update the Medical Assistant Certificate of Completion.
Motion to approve proposal made by Brian Warnick. Seconded by Greg Podgorski. Proposal approved.

Request from the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences to offer an accelerated Bachelor of Landscape Architecture and a Master of Science in Environmental Planning.
Motion to approve proposal made by Brian Warnick. Seconded by Richard Cutler. Proposal approved.

Request from the Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences to offer a new Post Baccalaureate Certificate, Practitioner of Food Safety.
Motion to approve proposal made by Brian Warnick. Seconded by Richard Cutler. Proposal approved.

Request from the Departments of Communicative Disorders and Deaf Education, Human Development and Family Studies, Instructional Technology and Learning Sciences, Kinesiology and Health Science, Psychology, School of Teacher Education and Leadership and Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services to offer a Post-Baccalaureate (Graduate) Certificate Program: Certificate in Advanced Research Methods and Analysis – Quantitative (CARMA-Q).
Motion to approve proposal made by Scott Hunsaker. Seconded by Brian Warnick. Proposal approved.

Request from the Department of Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services to change the name of the Rehabilitation Counseling specialization within the Disability Disciplines doctoral program to Rehabilitation Counselor Education and Supervision.
Motion to approve proposal made by Scott Hunsaker. Seconded by Chad Simon. Proposal approved.

Request from the Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business to offer a Baccalaureate degree in Data Analytics.
Motion to approve proposal made by Chad Simon. Seconded by Greg Podgorski. Proposal approved.

Request from the Department of Economics and Finance in the Jon M. Huntsman School of Business to offer a new Business Economics emphasis within the BA/BS degree in Economics.
Motion to approve proposal made by Chad Simon. Seconded by Richard Cutler. Proposal approved.

Request from the Department of Economics and Finance in the Jon M. Huntsman School of Business to create a new Econometrics and Data Analytics emphasis within the existing BA/BS Economics degree.

Motion to approve proposal made by Chad Simon. Seconded by Richard Cutler. Proposal approved.

Request from the Department of Economics and Finance in the Jon M. Huntsman School of Business to create a new Financial Economics Emphasis within the existing BA/BS Economics degree.
Motion to approve proposal made by Chad Simon. Seconded by Richard Cutler. Proposal approved.

Request from the Department of Economics and Finance in the Jon M. Huntsman School of Business to offer a Master of Financial Economics degree.
Motion to approve proposal made by Chad Simon. Seconded by Richard Cutler. Proposal approved.

Request from the Department of Watershed Sciences in the S.J. & Jessie E. Quinney College of Natural Resources to offer a Master of Ecological Restoration.
Motion to approve proposal made by Claudia Radel. Seconded by Richard Cutler. Proposal approved.

3. ***Semester Course Approval Reviews***
https://usu.curriculog.com/
On behalf of the Jon M. Huntsman School of Business Chad Simon requested the addition of MSLE 6520 and MSLE 3810 to the agenda in order to make these courses more available to students by removing prerequisites prior to summer 2021. Motion made by Chad Simon. Seconded by Brian Warnick. Motion approved.

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 Thomas Fronk. Business approved.
ADVS = 9
APEC = 1
APPR =
ASTE = 9
AVTE = 20
LAEP =
NDFS =
OPDD =
PSC =

Caine College of the Arts
Motion to approve the business of the Caine College of the Arts made by Brian Warnick. Seconded by Thomas Fronk. Business approved.
ART =
CCA =
MUSC = 5
THEA = 12

Jon M. Huntsman School of Business
Motion to include two late MSLE courses to agenda made by Chad Simon. Seconded by Brian Warnick. Motion to approve the business of the Jon M. Huntsman School of Business made by Brian Warnick. Seconded by Thomas Fronk. Business approved.
ACCT =
BUS =
DAIS = 8
ECN = 1
MGT =

MSLE = 5

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 Thomas Fronk. Business approved.
COMD =
EDUC =
HDFS = 9
KHS = 3
ITLS =
NURS =
PSY =
SPER = 1
TEAL = 45

College of Engineering
Motion to approve the business of the College of Engineering made by Brian Warnick. Seconded by Thomas Fronk. Business approved.
BENG = 4
CEE = 1
ECE = 6
EED = 7
ENGR =
MAE = 17

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 Thomas Fronk. Business approved.
CHSS =
ENGL = 3
HIST =
IELI =
JCOM =
LPCS = 1
POLS =
SSWA = 21
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 Brian Warnick. Seconded by Thomas Fronk. Business approved.
ENVS =
GEO = 2
NR =
WATS = 10
WILD = 3

College of Science
Motion to approve the business of the College of Science made by Brian Warnick. Seconded by Thomas Fronk. Business approved.
BIOL = 4
CHEM = 1
CS =

GEOL =
MATH =
PHYS = 2
PUBH =
SCI =

HONR =
ISTU =
UN –CAS =
USU =

4. ***Other Business***
   Missing Course Descriptions ([missing descriptions](#)/[examples](#)) – Toni Gibbons
   Course descriptions are coming in and the Registrar's Office greatly appreciates all the
   efforts that are being made in cleaning this up. Most colleges stated that they would like to
   have a boilerplate for the missing course descriptions. Have the Registrar's Office pinpoint
   one boilerplate description for each course type.
   *Motion to authorize the Registrar's Office to write course descriptions and provide them to
   the committee for electronic vote made by Scott Hunsaker. Seconded by Chad Simon.
   Authorization approved.*

   Deadlines for any catalog changes – March 1, 2021
   Be aware of changes that need to be made before the deadline. Training is available to
   help with Curriculog forms. There is always a rush at the end of February and the
   Registrar's Office stands ready to assist with whatever is needed. Toni Gibbons will provide
   a list that will be included with the distribution of the minutes. College administrators on the
   Curriculum Committee needs to get this information to individuals in their
   colleges/departments.

Adjourn: 2:57 pm

CAAS - Aviation and Technical Education - Nail Technician - Certificate of Proficiency

4.1.a R401 Abbreviated Program Proposal

Proposal Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

Contact Information:
Paul Barr: Vice Provost (797-0718)

Step 1: <u>Turn</u> 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: <u>Select</u> 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.

COLLEGE (include all cross listed colleges)*	CAAS

DEPARTMENT (include all cross listed departments)*	Aviation and Technical Education

Current Title (if applicable)*	NA

Proposed Title*	Nail Technician - Certificate of Proficiency

Step 3: Enter the Correct CIP Code Using the Following Website: [Classification](#)

CIP Code (6-digits) *	12.0410

Minimum Number of Credits (if applicable) *	18		**Maximum Number of Credits (if applicable)** *	18

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

Request

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

New Academic Program:
- ☐ Certificates of Completion (including CTE)
- ☑ Certificates of Proficiency (including CTE)
- ☐ Institutional Certificate of Proficiency
- ☐ K-12 Endorsement Program
- ☐ Minor
- ☐ New Emphasis for Existing Program
- ☐ Out of Service Area Delivery Program (attach signed MOU)
- ☐ Post-Baccalaureate
- ☐ Post-Masters Certificate

Existing Academic Program Changes:
- ☐ Name Change of Existing Program
- ☐ Program Restructure (with or without Consolidation)
- ☐ Program Transfer to a New Academic Department or Unit
- ☐ Program Suspension
- ☐ Program Discontinuation
- ☐ Reinstatement of Previously Suspended Program
- ☐ Out-of-Service Area Delivery Program (attach signed MOU)

Administrative Unit Changes:
- ☐ Name Change of Existing Unit
- ☐ Administrative Unit Transfer
- ☐ Administrative Unit Restructure (with or without Consolidation)
- ☐ Administrative Unit Suspension
- ☐ Administrative Unit Discontinuation
- ☐ Reinstatement of Previously Suspended Administrative Unit
- ☐ Reinstatement of Previously Discontinued Administrative Unit

New Administrative Unit:
- ☐ New Administrative Unit
- ☐ New Center
- ☐ New Institute
- ☐ New Bureau

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council*
- ☐ Yes
- ☑ No

Council on Teacher Education*
- ☐ Yes
- ☑ No

Section I: The Request

R401 Purpose*

Utah State University requests approval to offer a Nail Technician Certificate of Proficiency effective fall 2021. The Certificate of Proficiency in Nail Technician is an 18 credit hour standalone credential. This credential can then be used to meet some of the requirements within a Certificate of Completion in Cosmetology; and/or an Associate of Applied Science degree in Cosmetology or General Technology. In addition, this certificate qualifies students for nail technician jobs and business ownership. A Certificate of Proficiency provides an entry level credential for students and will stack into additional credentials/degrees as well.

Section II: Program Proposal

Proposed Action & Rationale*

The Nail Technician Certificate of Proficiency is designed to help students prepare for and pass state certification tests and licensure administered by the state of Utah. The aim of the State of Utah Licensure is to ensure safety and efficacy of Nail Technicians related to standards of health procedures. Students who complete the certificate will be prepared with entry-level training to create their own small business and/or work as an independent contractor.

Labor Market Demand (if applicable)	The United States Bureau of Labor Statistics projects employment of personal appearance workers and esthetician workers to grow 19 and 17 percent respectively from 2019 to 2029 (https://www.bls.gov/ooh/personal-care-and-service/manicurists-and-pedicurists.htm#tab-6). Nail Technician is a sizeable occupation with a low barrier for entry and a higher opportunity for earning potential for the technician, over individuals with a full cosmetologist license. In the coming decade, business expansion and retiring workers will create greater demand and a high volume of annual job openings for Nail Technicians. An opportunity to earn certification in Nail Technology during the course of one semester, will allow students to become familiar with higher education and gain current occupational training in a short period of time. Additionally, this program allows students earning potential throughout their educational experience with flexible hours and a skill which they can take anywhere. Students enrolled in the certificate program will also have an opportunity to complete an internship which will reduce the on-the-job learning curve and enable them to quickly earn an equitable wage.

Nail Technician jobs fall within esthetic and cosmetology occupations. The statewide median wage for Nail Technicians is $17.12 an hour which is above the national average. The proposed certificate of proficiency offers accelerated entrance to the job market and a short-term credential which students can build upon to access more advanced jobs and higher wages. The proposed certification will be especially important for businesses in regions of the state with a diverse tourism, travel and recreation industry.

Consistency with Institutional Mission & Institutional Impact*	The proposed Nail Technician Certificate of Proficiency will be offered as a technical education (a.k.a. CTE) program offering within the department of Aviation and Technical Education (AVTE) at the Southeast region location in Price. Existing faculty, staff, facilities and equipment will implement and sustain the proposed certificate program. No additional resources will be required.

The Certificate of Proficiency will provide an independent, state-regulated certification as well as a stackable credential toward a Certificate of Completion in Cosmetology. Credits earned in the certificate program(s) will meet some requirements for two existing AAS degrees:

· AAS, Cosmetology

· AAS, General Technology, General Business Emphasis.

The AVTE department offers a broad-based Associate of Applied Science degree in General Technology, and it is intended that students pursue the general business emphasis. The proposed certificate provides an opportunity to develop region-specific training at a USU residential campus.

Finances*	The proposed Certificate of Proficiency will be cost neutral, funded by internal reallocation of funds and tuition revenue. All courses for the proposed certificate are currently offered, and no new faculty, staff, library or operational funds are required. There will be no budgetary impact, including cost savings, to other programs or units at Utah State University.

Section III: Curriculum (if applicable)

Program Curriculum Narrative This certificate is based upon a nine-credit hour course focused upon the skills required of a nail technician. The balance of the certificate develops communication and small business operation skills crictical for student success in the workplace.

Step 5: Attach (if applicable) 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.

CHASS - Sociology, Social Work and Anthropology - Community and Natural Resources Institute

4.1.a R401 Abbreviated Program Proposal

Proposal Information

Instructions for Completing R401:

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

Contact Information:
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Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

COLLEGE (include all cross listed colleges) *	CHASS

DEPARTMENT (include all cross listed departments) *	Sociology, Social Work and Anthropology

Current Title (if applicable) *	Institute for Social Science Research on Natural Resources

Proposed Title *	Community and Natural Resources Institute

Step 3: <u>Enter</u> the Correct CIP Code Using the Following Website: [Classification](#)

| CIP Code (6-digits) * | 00.0000 |

| Minimum Number of Credits (if applicable)* | 0 | | Maximum Number of Credits (if applicable)* | 0 |

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

Request

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

New Academic Program:
- ☐ Certificates of Completion (including CTE)
- ☐ Certificates of Proficiency (including CTE)
- ☐ Institutional Certificate of Proficiency
- ☐ K-12 Endorsement Program
- ☐ Minor
- ☐ New Emphasis for Existing Program
- ☐ Out of Service Area Delivery Program (attach signed MOU)
- ☐ Post-Baccalaureate
- ☐ Post-Masters Certificate

Existing Academic Program Changes:
- ☐ Name Change of Existing Program
- ☐ Program Restructure (with or without Consolidation)
- ☐ Program Transfer to a New Academic Department or Unit
- ☐ Program Suspension
- ☐ Program Discontinuation
- ☐ Reinstatement of Previously Suspended Program
- ☐ Out-of-Service Area Delivery Program (attach signed MOU)

Administrative Unit Changes:
- ☑ Name Change of Existing Unit
- ☐ Administrative Unit Transfer
- ☐ Administrative Unit Restructure (with or without Consolidation)
- ☐ Administrative Unit Suspension
- ☐ Administrative Unit Discontinuation
- ☐ Reinstatement of Previously Suspended Administrative Unit
- ☐ Reinstatement of Previously Discontinued Administrative Unit

Reinstatement or Previously Discontinued Administrative Unit

New Administrative Unit:	☐ New Administrative Unit
	☐ New Center
	☐ New Institute
	☐ New Bureau

Other: (explain change)	

Additional Approvals (if applicable)

Step 5: <u>Describe</u> the library resources required to offer the proposed program, including those needed for new courses or research areas. Include specialized resources that the Library already provides as well as new resources that would need to be acquired (with funding sources detailed in Appendix D). If you need assistance in completing this section, contact your department's assigned <u>liaison librarian</u>.w Field

Library Related Needs*	No known library resources required beyond those already offered to the university community.

Graduate Council* ☐ Yes ☑ No		**Council on Teacher Education*** ☐ Yes ☑ No	

Section I: The Request

R401 Purpose*	The Institute for Social Science Research on Natural Resources (ISSRNR or the Institute) has been in existence since 1968 and has been an active contributor of applied research in the service of state agencies and other entities throughout the Western U.S. on issues related to community well-being, water, energy, land use, and beyond. Under new leadership and in an attempt to prioritize branding and new initiatives for the Institute, the Institute is seeking to change the name to something that more directly conveys the focus of the Institute's work. The Institute is dropping the word "Research" so as to expand initiatives to Extension outreach, civic engagement, and teaching (though research will remain a primary objective). The Sociology program at USU has been nationally-recognized for its expertise in natural resource and community social science for many decades. The faculty associated with the Institute are proud to continue this legacy.

Section II: Program Proposal

Proposed Action & Rationale* The Institute faculty seek to change the name of the Institute for Social Science Research on Natural Resources (ISSRNR) to the Community and Natural Resources Institute (CANRI).

Labor Market Demand (if applicable)

Consistency with Institutional Mission & Institutional Impact* This Institute and associated name change are in line with the land grant mission of USU. The Institute seeks to provide applied research and engagement on timely issues related to the human dimensions of natural resources and the wellbeing of communities in Utah, the Western U.S., the U.S., and the world.

Finances* The Institute has an existing index with modest funds accumulated by the previous director and has an agreement with CHASS to hire a staff person for the Institute for the next six months. Pending and planned grant proposals will hopefully further support the Institute.

Section III: Curriculum (if applicable)

Program Curriculum Narrative

Step 6: Attach (if applicable) 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 7: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch ▶ icon to launch your proposal.