EDUCATIONAL POLICIES COMMITTEE MINUTES
3 February 2022
3:00 – 4:00 p.m.
Old Main-Champ Hall (Zoom)

Minutes

Present: Paul Barr, Chair, Provost’s Office
Mateja Savoie Roskos, College of Agriculture and Applied Sciences
Richard Walker, Caine College of the Arts
Sterling Bone, Jon M. Huntsman School of Business
David Feldon, Emma Eccles Jones College of Education and Human Services
Scott Budge, College of Engineering
Matt Sanders, College of Humanities and Social Sciences and Curriculum Subcommittee Chair
Karen Beard, S.J. & Jessie E. Quinney College of Natural Resources
Dan Coster, College of Science
Renee Galliher, Academic Standards Chair
Shana Geffeney, Statewide Campuses
Robert Heaton, University Libraries
Richard Cutler, Graduate Council
Toni Gibbons, Registrar’s Office
Michele Hillard, Secretary
Harrison Kleiner, GE Assessment

Absent: Lee Rickords, General Education Subcommittee Chair
Jason Marshall, USU Eastern
Porter Casdorph, USUSA Executive Vice President
Niyonta Chowdhury-Magana, Graduate Studies Senator
Fen Hopkin, Registrar’s Office
Lucas Stevens, President USUSA

Guests: N/A

I. Approval of 6 January 2022 Minutes
Minutes approved as distributed.

II. Subcommittee Reports
   a. Curriculum Subcommittee (Matthew Sanders)
      Discussions regarding similar courses being taught in different colleges. This discussion will be included on next month’s Curriculum Subcommittee agenda.
      Motion to approve the Curriculum Subcommittee report made by Matt Sanders. Seconded by Richard Walker. Report approved.
**Course Approvals – 280**

**Program Proposals**
Request from the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences to offer a **Professional Bookkeeping Certificate of Proficiency**.

Request from the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences to offer a **Support and Web Development Certificate of Completion**.

Request from the Department of Communicative Disorders and Deaf Education in the Emma Eccles Jones College of Education and Human Services to offer a **Minor in American Sign Language Teaching**.

Request from the Department of Nursing in the Emma Eccles Jones College of Education and Human Services to change the name of **RN to BSN Completion Program (online program)**.

Request from the Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business to offer a **Data Analytics Minor**.

Request from the Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business to offer a **Web Development Minor**.

**b. Academic Standards Subcommittee (Renee Galliher)**
Motion to approve the Academic Standards Subcommittee report made by Renee Galliher. Seconded by Mateja Savoie-Roskos. Report approved.
Minutes – January 13, 2022

**c. General Education Subcommittee (Lee Rickords)**
No representative available to deliver report. Report will be held for next month’s agenda.
Minutes – January 18, 2022

**III. Other Business**
N/A

*Adjourn: 3:30 pm*
EDUCATIONAL POLICIES COMMITTEE MINUTES
6 January 2021
3:00 – 4:00 p.m.
Old Main-Champ Hall (Zoom)

Minutes

Present: Paul Barr, Chair, Provost’s Office
Mateja Savoie Roskos, College of Agriculture and Applied Sciences
Richard Walker, Caine College of the Arts
Sterling Bone, Jon M. Huntsman School of Business
Scott Budge, College of Engineering
Matt Sanders, College of Humanities and Social Sciences and Curriculum Subcommittee Chair
Karen Beard, S.J. & Jessie E. Quinney College of Natural Resources
Dan Coster, College of Science
Renee Galliher, Academic Standards Chair
Lee Rickords, General Education Subcommittee Chair
Shana Geffeney, Statewide Campuses
Robert Heaton, University Libraries
Richard Cutler, Graduate Council
Fran Hopkin, Registrar’s Office
Michele Hillard, Secretary
Jason Marshall, USU Eastern

Absent: David Feldon, Emma Eccles Jones College of Education and Human Services
Porter Casdorph, USUSA Executive Vice President
Niyonta Chowdhury-Magana, Graduate Studies Senator
Toni Gibbons, Registrar’s Office
Lucas Stevens, President USUSA

Guests: N/A

I. Approval of 2 December 2021 Minutes.
Minutes approved as distributed.

II. Subcommittee Reports
 a. Curriculum Subcommittee (Matthew Sanders)
   Motion to approve the Curriculum Subcommittee report made by Matt Sanders.
   Course Approvals – 91
Program Proposals
Request from the Extension office to create a Bastian Agricultural Center.

Request from the Department of Special Education and Rehabilitation Counseling in the Emma Eccles Jones College of Education and Human Services to move three online practical teacher training emphasis areas under the previously established program of Special Education.

Request from the Department of Journalism and Communication in the College of Humanities and Social Sciences to restructure the Journalism and Communication Bachelor of Arts and Bachelor of Science degrees.

Request from the Department of Watershed Sciences in the S.J. & Jessie E. Quinney College of Natural Resources to remove the Fisheries Biology PhD degree.

b. Academic Standards Subcommittee (Renee Galliher)
Minutes – No December meeting, nothing to report.
Will have agenda items moving forward. Registrar’s Office will work with the Academic Standards Subcommittee as they begin clean-up of the catalog. EPC will work with the subcommittee and the Registrar’s Office.

c. General Education Subcommittee (Lee Rickords)
Motion to approve the General Education Subcommittee report made by Lee Rickords. Seconded by Richard Cutler. Report approved.
Minutes – December 14, 2021

III. Other Business
The Utah System of Higher Education (USHE) is looking at helping students and incentivizing them to leave the college with a degree. There are discussions going on as to how we can help these students get from a certificate to an associate to bachelor’s degree. The advising office stated that students are getting 60 credits and applying for an associate of general studies and then using those same credits to get another associate degree. This is very limited and is not happening widespread. There is currently no policy regarding the associate degree like we have with a secondary bachelor’s degree. We will open the discussion on this item and then move it to the Academic Standards Subcommittee and ask for their assistance to develop a policy. The policy would then move through and be approved by the EPC. It is felt that we need to be more consistent with the dual bachelor and associate degrees and the policy should be similar for both. It might be easier to tackle the bachelor degree first. It doesn’t make sense to the committee having a second bachelor’s degree when a student could be getting a master’s degree. We need to encourage the student to receive one bachelor’s degree and not receive two diplomas. One option would be to receive and associate degree and then get a certificate of proficiency in another area. The preference from the committee is to receive an associate degree followed by a certificate. This implies that additional work was needed. Use the minor program and then move on to a master’s degree. There is a push at statewide campuses to achieve an associate degree and then achieve a certificate. If there is a quantitative cutoff it might help with this issue. Language will be drafted with the help of Vice Provost Paul Barr and Registrar Fran Hopkin. This language will be forwarded to the Academic Standards Subcommittee.
Need to come up with language that defines the difference between an institute and a center. It is believed that an institute is larger in scope than a center. It was agreed that the definition was good.

*Adjourn: 4:00 pm*
EDUCATIONAL POLICIES COMMITTEE MINUTES
2 December 2021
3:00 – 4:00 p.m.
Old Main-Champ Hall (Zoom)

Minutes

Present: Paul Barr, Chair, Provost’s Office
Mateja Savoie Roskos, College of Agriculture and Applied Sciences
Richard Walker, Caine College of the Arts
Sterling Bone, Jon M. Huntsman School of Business
David Feldon, Emma Eccles Jones College of Education and Human Services
Scott Budge, College of Engineering
Matt Sanders, College of Humanities and Social Sciences and Curriculum Subcommittee Chair
Karen Beard, S.J. & Jessie E. Quinney College of Natural Resources
Dan Coster, College of Science
Renee Galliher, Academic Standards Chair
Lee Rickords, General Education Subcommittee Chair
Shana Geffeney, Statewide Campuses
Robert Heaton, University Libraries
Jason Marshall, USU Eastern
Porter Casdorph, USUSA Executive Vice President
Toni Gibbons, Registrar’s Office
Michele Hillard, Secretary

Absent: Richard Cutler, Graduate Council
Niyonta Chowdhury-Magana, Graduate Studies Senator
Fran Hopkin, Registrar’s Office
Harrison Kleiner, GE Assessment
Lucas Stevens, President USUSA

Guests: N/A

I. Approval of 4 November 2021 Minutes.
   Motion to approve the 4 November 2021 minutes made by Lee Rickords. Seconded by Mateja Savoie-Roskos. Minutes approved as distributed.

II. Subcommittee Reports
   a. Curriculum Subcommittee (Matthew Sanders)
      Motion to approve the Curriculum Subcommittee report made by Matt Sanders. Seconded by Richard walker. Report approved.
Course Approvals – 91

Program Proposals
Request from the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences to offer a Drafting Design Certificate of Proficiency.

Request from the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences to offer a Bachelor of Science in Environmental Planning.

Request from the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences to offer a Minor in Environmental Planning.

Request from the Department of Plants, Soils and Climate in the College of Agriculture and Applied Sciences to offer an Ornamental Horticulture Certificate of Completion.

Request from the Department of Human Development and Family Studies in the Emma Eccles College of Education and Human Services to discontinue the Bachelor of Science in Family Life Studies degree.

Request from the Department of Special Education and Rehabilitation Counseling in the Emma Eccles College of Education and Human Services and USU Eastern to update the Certificate of Proficiency for the Aggies Elevated program and allow students at USU Eastern to receive the Integrated College and Community Studies Certificate.

Request from the Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business to create the new Analytics Solutions Center.

Request from the Department of Management in the Jon M. Huntsman School of Business to rename the emphasis in Operations Management to Operations and Supply Chain Management.

Request from the Department of Management in the Jon M. Huntsman School of Business to rename the Minor in Operations Management to the Minor in Operations and Supply Chain Management.

b. Academic Standards Subcommittee (Renee Galliher)
Minutes – No meeting.
Will hold a meeting in December with an agenda item from the Registrar. Discussed the final language for the post-humous degree. Renee will coordinate with Robyn Petersen so that the language can be included in the catalog.

c. General Education Subcommittee (Lee Rickords)
Motion to approve the General Education Subcommittee report made by Lee Rickords. Seconded by Sterling Bone. Report approved.
Minutes – November 16, 2021
One HIST course was approved and one more will be moved to the next meeting. Issue brought forward regarding dual attributes assigned to a single class. This doesn’t appear to be an issue at this point. Will hold off until we hear back from USHE regarding general education assessment. The process of screening the
designation requests is being worked on. Also working with the subcommittee to streamline and make the process more user friendly.

III. **Other Business**

At the Department Head Executive Committee, the issue of faculty leaving on sabbatical and their responsibilities to certain committees was discussed. The EPC Committee spent time talking about how the colleges/departments handle this issue. Should the policy be updated to include continued support on the committees even while on sabbatical? Most of the EPC committee members stated that in their colleges the faculty member on sabbatical leave continued working with graduate students and remained on promotion and tenure committees. It is felt that this should be the standard and the language should be changed to reflect this. The policy can be updated to cover those responsibilities. Questions can be added to the sabbatical form asking faculty what committees they serve on so that a decision can be made as to which committees they will continue to support during their sabbatical. Consensus is in support of language for faculty to remain on promotion and tenure and graduate student committees.

*Adjourn: 3:35 pm*
EDUCATIONAL POLICIES COMMITTEE MINUTES
4 November 2021
3:00 – 4:00 p.m.
Old Main – Champ Hall (Zoom)

Minutes

Present: Paul Barr, Chair, Provost’s Office
Mateja Savoie Roskos, College of Agriculture and Applied Sciences
Richard Walker, Caine College of the Arts
Sterling Bone, Jon M. Huntsman School of Business
Scott Budge, College of Engineering
Matt Sanders, College of Humanities and Social Sciences and Curriculum Subcommittee Chair
Karen Beard, S.J. & Jessie E. Quinney College of Natural Resources
Dan Coster, College of Science
Renee Galliher, Academic Standards Chair
Shana Geffeney, Statewide Campuses
Robert Heaton, University Libraries
Richard Cutler, Graduate Council
Fran Hopkin, Registrar’s Office
Michele Hillard, Secretary
Lee Rickords, General Education Subcommittee Chair

Absent: David Feldon, Emma Eccles Jones College of Education and Human Services
Jason Marshall, USU Eastern
Porter Casdorph, USUSA Executive Vice President
Niyonta Chowdhury-Magana, Graduate Studies Senator
Harrison Kleiner, GE Assessment
Lucas Stevens, President USUSA

Guests: N/A

1. Approval of 6 October 2021 Minutes.
   Minutes approved as distributed.

2. Subcommittee Reports
   a. Curriculum Subcommittee (Matthew Sanders)
      Motion to approve the Curriculum Subcommittee report made by Matt Sanders.
      Course Approvals – 109
Program Proposals
Request from the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences to offer an Additive Manufacturing Certificate of Proficiency.

Request from the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences to offer a Certificate specifically targeted toward Career and Technical Education (Career and Technical Education Teach Academy).

Request from the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences to offer a Welding Technology Certificate of Proficiency.

Request from the Departments of Human Development and Family Studies, Kinesiology and Health Science, Psychology, Communication Studies and Philosophy, History, Political Science, Social Work, Sociology and Anthropology, and Management in the Emma Eccles Jones College of Education and Human Services, Jon M. Huntsman School of Business and the College of Humanities and Social Sciences to offer an Institutional Certificate of Proficiency in Conflict Management and Facilitation.

Request from the Department of English in the College of Humanities and Social Sciences to add a specialization to the existing MA/MS in English that will be titled “Literature, Culture, and Composition”.

Request from the Departments of Communication Studies and Philosophy, Economics and Finance, Government Relations, History, Management, Political Science, and Social Work, Sociology and Anthropology in the College of Humanities and Social Sciences and the Jon M. Huntsman School of Business to offer a Certificate of Proficiency in Leadership and Diplomacy.

Request from the Department of Mechanical and Aerospace Engineering in the College of Engineering to offer a Master of Science in Composite Materials and Structures.

Request from the President’s Office and the Office of Research at Utah State University to establish the Institute for Land, Water, and Air.

b. Academic Standards Subcommittee (Renee Galliher)
Motion to approve the Academic Standards Subcommittee report made by Renee Galliher. Seconded by Mateja Savoie Roskos. Report approved. Amendment to remove the second paragraph on the email communication policy made by Richard Cutler. Seconded by Matt Sanders. Approved unanimously.
Minutes – October 14, 2021

c. General Education Subcommittee (Lee Rickords)
Minutes – No meeting (nothing to report).

3. Other Business
N/A

Adjourn: 3:40 pm
I. Approval of 2 September 2021 Minutes.
   Minutes approved as distributed.

II. Subcommittee Reports
   a. Curriculum Subcommittee (Matthew Sanders)
      Motion to approve the Curriculum Subcommittee Report made by Matt Sanders.

      Course Approvals – 126 – Held IOGP and POLS 4850. Will be reviewed next month.
      Changed five LAEP courses from inactive to deletions.
Program Proposals
Request from the Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences to offer a Certificate of Advanced Practice in Dietetics.

Request from the Department of Social Work in the College of Humanities and Social Sciences to establish the Transforming Communities Institute.

b. Academic Standards Subcommittee (Renee Galliher)
Minutes – No meeting/report.
Followed up on the conversation about the catalog change in regards to University initiated leave. Received great feedback, cleaned it up and sent to Krysten Deschamps, in Student Affairs and let them know that it was approved by the EPC. There are several items on the agenda for this month. A question has come up regarding the graduate post-humous degree. USU wants to look at the right timeframe/window for families to receive the post humous degree for graduate students. The institution also wants to be sensitive to the idea that this is goodwill gesture and that families are not upset about receiving it on behalf of their student. The question was asked if the university should look at the percentage of completion for the degree? Upon the death of a student the Provost’s Office will make the determination if a post-humous degree/certificate should be given. This will be done in consultation with the college, department head and advisor. The registrar’s office has a concern with giving a degree if they are not close enough to graduate. Could these be listed as an “honorary degree”? If a student is under the credit/percentage threshold the award would be a certificate. Should we ask the family if they would like a certificate or honorary degree for their student? The wording on the certificate needs to be more appreciation than completion. Typically, an honorary degree is given at commencement should we use the same wording for a student who has passed away? These discussions will continue.

c. General Education Subcommittee (Lee Rickords)
Motion to approve the General Education Subcommittee Report made by Lee Rickords. Seconded by Renee Galliher. Report approved.
Minutes – 21 September 2021
This was the first general education meeting of the new academic year. Harrison Kleiner brought up the language regarding quantitative literacy. The committee engaged in a lengthy discussion (see report). They are looking at changing language with Math 1050 as a prerequisite. Making sure that the catalog language is stating what really needs to occur. Rewriting, with USHE, the R470 for the state. USU will probably have to increase the number of credits required for general education. Looking at what the policy will dictate but anticipating that we will need to increase our credits. It is highly unlikely that USHE will let us continue what we’re doing. This update will help with the seamless transfer of credits from one institution to another. Traditionally general education has been completed during the freshman and sophomore degree. These changes may cause problems with some of the colleges/departments.

III. Other Business
N/A

Adjourn: 3:49 pm
EDUCATIONAL POLICIES COMMITTEE MINUTES
2 September 2021
3:00 – 4:00 p.m.
Old Main – Champ Hall (Zoom)

Minutes

Present: Paul Barr, Chair, Provost’s Office
Mateja Savoie Roskos, College of Agriculture and Applied Sciences
Richard Walker, Caine College of the Arts
Sterling Bone, Jon M. Huntsman School of Business
David Feldon, Emma Eccles Jones College of Education and Human Services
Scott Budge, College of Engineering
Matt Sanders, College of Humanities and Social Sciences and Curriculum Subcommittee Chair
Dan Coster, College of Science
Renee Galliher, Academic Standards Chair
Lee Rickords, General Education Subcommittee Chair
Robert Heaton, University Libraries
Richard Cutler, Graduate Council
Porter Casdorph, USUSA Executive Vice President
Fran Hopkin, Registrar’s Office
Toni Gibbons, Registrar’s Office

Absent: Karen Beard, S.J. & Jessie E. Quinney College of Natural Resources
Michele Hillard, Secretary
Harrison Kleiner, GE Assessment
Lucas Stevens, President USUSA
Shana Geffney, Statewide Campuses
Jason Marshall, USU Eastern
Niyonta Chowdhury-Magana, Graduate Studies Senator

Guests: N/A

I. Approval of 1 April 2021 Minutes.
   Motion to approve the 1 April 2021 minutes made by Scott Budge. Minutes approved as distributed.

II. Subcommittee Reports

   a. Curriculum Subcommittee (Matthew Sanders)
      Motion to approve the Curriculum Subcommittee report made by Matt Sanders.
Course Approvals – 80

Program Proposals
Request from Career Services in the Office of the Executive Vice President and Provost to change the name from Career Services to Career Design Center.

b. Academic Standards Subcommittee (Renee Galliher)
Motion to approve the Academic Standards Subcommittee report made by Sterling Bone. Seconded by Richard Cutler. Report approved
Minutes – March 11, 2021

Language on Post Humous degrees will be something that the Academic Standards Subcommittee will be looking at in October. The effort is to make the process smoother. If the student would have completed their degree on time it will now be automatically awarded rather than the family having to request it.

Was the wording approved for the involuntary withdrawal? Went back and did some clean up of the language. Academic Standards approved the language by electronic vote. Renee Galliher will double check on the language to make sure it is accurate and up to date. She will circulate the final wording to the EPC Committee and ask the USUSA representative for any suggestions/recommendations.

c. General Education Subcommittee (Lee Rickords)
Motion to approve the General Education Subcommittee report made by Richard Walker. Seconded by Mateja Savoie Roskos. Report approved.
Minutes – April 20, 2021

Had a significant discussion on General Education assessment plan. Harrison Kleiner is working on that and will have an update for the Gen Ed committee in a couple of weeks.

III. Other Business
Registrar’s review of impact reports – Toni Gibbons | Fran Hopkin
A year and a half ago the Registrar’s Office pulled together a group that would look at academic courses and do an in-depth review of every one of the semester course approval forms. In the past they had been looking at these requests in silos and not looking at them all together. The group found that these problems can be detrimental to student completion. Previously they had been spending hours to make sure that the reports and requests were correct. Everyone felt that these issues should not have to come to the Curriculum Committee but should be looked at and corrected or collaborated on in advance. The registrar has seen a benefit using this shared information. This summer the group went to Matt Sanders and Paul Barr to talk to them about the problem. It became apparent that no one was looking at or reviewing the impact reports. Instead of just cutting and pasting the impact report it is recommended that the individual explain what the impacts are. This information should be reviewed at the college curriculum committees before it is moved on the university level committees. It is incumbent on those colleges/departments who see a problem with the impact report to work it out with all those affected or impacted. The Registrar’s Office will compile a spreadsheet of deletions, deactivations, or course number changes. This information will be great to share with the department heads. The spreadsheet will not be sent out until after the agenda is completed and sent. Colleges and departments can also reach out and collaborate on the changes. This will help keep the catalog and Degree Works accurate and up to date.
Graduate Studies Update – Richard Cutler

COVID was a big issue for the Office of Graduate Studies. Surveyed the students to see what concerns they had. On the third survey it appeared that approximately 40% of the students were struggling with mental health. The office immediately started working on resources and ways to help the students with this issue. Held a town hall meeting and brought in CAPS to let the students know what resources are available. Strongly encouraged the students to utilize all resources. Followed up with numerous emails to the students. Distributed approximately $1.3M of CARES 2 funding to help support graduate students. The feedback received was very positive regarding the funding. Working on making the graduate experience transparent. Provost Galey has convened a working group to look at graduate studies. The group includes members from various campuses and all colleges. Hope to make recommendations, by February, to a larger working group that President Cockett has established. Any questions or concerns can be forwarded to Richard Cutler. President Cockett has asked that Graduate Studies get a handle on teaching assistants since the loads vary across the different units. She asked graduate studies to take a deep dive into departmental regulations regarding qualifying examinations and defenses as most of these decisions belong with the departments. Will work with the Graduate Council to develop a bona fide appeals process for students that is clearly laid out. Brought on a new communications and marketing person. Immediate task is to have them look at the website and come up with recommendations on how to streamline and revise the website. Going to start from scratch on the site. Ambitions for marketing goes beyond the website. The modern field of media, i.e., Facebook is something that they will be looking at. Keep the Registrar’s Office informed of information that needs to be in the university catalog.

Are there recruiting efforts for bringing in international/regional graduate students? There is currently a problem with international students getting into the United States. Working closely with Office of Global Engagement on this issue. Graduate Studies would like to partner with the colleges/departments to see what can be done to recruit students into graduate programs.

Adjourn: 4:00 pm
EDUCATIONAL POLICIES COMMITTEE MINUTES
1 April 2021
3:00 – 4:00 p.m.
Zoom Meeting

Minutes

Present: Paul Barr, Chair, Provost’s Office
Mateja Savoie Roskos, College of Agriculture and Applied Sciences
Nicholas Morrison, Caine College of the Arts and Curriculum Subcommittee Chair
Fran Hopkin, Registrar’s Office
Dan Coster, College of Science
Lee Rickords, General Education Subcommittee Chair
Shana Geffeney, Statewide Campuses
Robert Heaton, University Libraries
Richard Cutler, Graduate Council
Lucas Stevens, USUSA Executive Vice President
Michele Hillard, Secretary
Renee Galliher, Academic Standards Chair
Sterling Bone, Jon M. Huntsman School of Business
Toni Gibbons, Registrar’s Office
Jason Marshall, USU Eastern
Jessica Hansen, AIS

Absent: Alex Braeger, Graduate Studies Senator
Timothy Taylor, College of Engineering
Harrison Kleiner, GE Assessment
Sami Ahmed, President USUSA
Kat Oertle, Emma Eccles Jones College of Education and Human Services
Mike Conover, S.J. & Jessie E. Quinney College of Natural Resources
Matt Sanders, College of Humanities and Social Sciences

Guests: N/A

Approval of 4 March 2021 Minutes
Minutes approved as distributed.

1. Subcommittee Reports
   a. Curriculum Subcommittee (Nicholas Morrison)
      Motion to approve the Curriculum Subcommittee report made by Richard Cutler.
      Seconded by Dan Coster. Report approved.
Course Approvals – 45

Program Proposals
Request from the Academic Instructional Services to create a Student Money Management Center.

Request from the Department of Applied Economics in the College of Agriculture and Applied Sciences to create a Community Development Economics Minor.

Request from the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences to change the CIP Code for the BS Aviation Technology-Professional Pilot degree from 49.0102 to 49.0101.

Request from the Department of Computer Science in the College of Science to discontinue the Computer Science MS Plan C degree program.

Elected Matt Sanders as the new Curriculum Subcommittee chair for the 2012-2022 AY.

b. Academic Standards Subcommittee (Renee Galliher)
Motion to approve the Academic Standards Subcommittee made by Sterling Bone. Seconded by Richard Cutler. Report approved.

Approving only the first and third proposal. Academic Standards will be looking for an electronic vote from the EPC on item #2 before the September EPC meeting.
Minutes – 11 March 2021

c. General Education Subcommittee (Lee Rickords)
Motion to approve the General Education Subcommittee report made by Lee Rickords. Seconded by Richard Cutler. Report approved.
Minutes – 16 March 2021

2. Other Business
Communication Intensive Outcomes – Rubrics - Narrative
Subcommittee went through the Communications Intensive rubrics to make sure that milestones are being met (see links above). Will need to train the faculty to ensure they are teaching their courses utilizing these rubrics and meeting the milestones.

EPC/Curriculum Handbook Updates
Task force is working on the handbook and met recently. The handbook is approximately 44 pages long. The handbook refers to Utah System of Higher Education code, faculty code and provides definitions of the committees. The question is, “How do we make this useful for the end user and how do we insure that it is always current and updated”? The proposal was made to provide a document that would have hyperlinks and streamlined resources that would allow the individual to find the information more quickly. Working on a more ambitious revision of the handbook. Will provide a review of the work at the first meeting of the 2021-2022 academic year.

Educational Policy Committee Chair Nominations
Open for nominations – Nick Morrison nominated Paul Barr to continue as EPC chair. Motion to have Paul Barr remain as the Educational Policies Committee chair made by Nick Morrison. Seconded by Sterling Bone. Nomination was unanimous.

Adjourn: 3:42 pm
EDUCATIONAL POLICIES COMMITTEE MINUTES
4 March 2021
3:00 – 4:00 p.m.
Zoom Meeting

Minutes

Present: Paul Barr, Chair, Provost’s Office
Mateja Savoie Roskos, College of Agriculture and Applied Sciences
Nicholas Morrison, Caine College of the Arts and Curriculum Subcommittee Chair
Matt Sanders, College of Humanities and Social Sciences
Dan Coster, College of Science
Lee Rickords, General Education Subcommittee Chair
Shana Geffeney, Statewide Campuses
Robert Heaton, University Libraries
Richard Cutler, Graduate Council
Mike Conover, S.J. & Jessie E. Quinney College of Natural Resources
Michele Hillard, Secretary
Renee Galliher, Academic Standards Chair
Sterling Bone, Jon M. Huntsman School of Business
Toni Gibbons, Registrar’s Office
Jason Marshall, USU Eastern

Absent: Alex Braeger, Graduate Studies Senator
Timothy Taylor, College of Engineering
Lucas Stevens, USUSA Executive Vice President
Harrison Kleiner, GE Assessment
Sami Ahmed, President USUSA
Kat Certe, Emma Eccles Jones College of Education and Human Services
Fran Hopkin, Registrar’s Office

Guests: Jessica Hansen, AIS

I. Approval of 4 February 2021 Minutes
Minutes approved as distributed.

II. Subcommittee Reports
   a. Curriculum Subcommittee (Nicholas Morrison)
      Motion to approve the Curriculum Subcommittee report made by Richard Cutler.

      Course Approvals – 24
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.

Course descriptions have been updated in the catalog. There are now course descriptions for all courses. All descriptions were approved by the Curriculum Subcommittee. Electronic vote passed unanimously.

b. Academic Standards Subcommittee (Renee Galliher)
Minutes – No Meeting (nothing to report)
Several items for next week’s agenda and will have a report for the April meeting.

c. General Education Subcommittee (Lee Rickords)
Minutes – February 16, 2021
Motion to remove the Communications rubrics from the General Education report made by Lee Rickords. Seconded by Robert Heaton. Communication rubrics proposal removed.

III. Other Business
Curriculog has been shutdown and will reopen the first week of July. Any R401 proposal changes should be started in July or August so they can be approved for the following fall semester.

A small working group has been put together to look at updating the Curriculum/EPC handbook. Will bring these update/changes to the April meetings of the Curriculum and EPC committees.

Adjourn: 3:24 pm
EDUCATIONAL POLICIES COMMITTEE MINUTES
4 February 2021
3:00 – 4:00 p.m.
Zoom Meeting

Minutes

Present: Paul Barr, Chair, Provost’s Office
Mateja Savoie Roskos, College of Agriculture and Applied Sciences
Nicholas Morrison, Caine College of the Arts and Curriculum Subcommittee Chair
Matt Sanders, College of Humanities and Social Sciences
Dan Coster, College of Science
Lee Rickords, General Education Subcommittee Chair
Shana Geffney, Statewide Campuses
Robert Heaton, University Libraries
Richard Cutler, Graduate Council
Mike Conover, S.J. & Jessie E. Quinney College of Natural Resources
Fran Hopkin, Registrar’s Office
Michele Hillard, Secretary
Renee Galliher, Academic Standards Chair
Sterling Bone, Jon M. Huntsman School of Business
Adam Gleed, Registrar’s Office
Jason Marshall, USU Eastern

Absent: Alex Braeeger, Graduate Studies Senator
Timothy Taylor, College of Engineering
Lucas Stevens, USUSA Executive Vice President
Harrison Kleiner, GE Assessment
Sami Ahmed, President USUSA
Kat Oertle, Emma Eccles Jones College of Education and Human Services

Guests: Toni Gibbons, Assistant Registrar
Patrick Belmont, Department Head, Watershed Sciences

I. Approval of 7 January 2021 Minutes
Minutes approved as distributed.

II. Subcommittee Reports
   a. Curriculum Subcommittee (Nicholas Morrison)
      Motion to approve the Curriculum Subcommittee Report made by Nick Morrison.
      Course Approvals – 209
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.

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.

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).

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.

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.

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.

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).

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.

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.

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.

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.

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.
Request from the Department of Economics and Finance in the Jon M. Huntsman School of Business to offer a Master of Financial Economics degree.

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.

b. Academic Standards Subcommittee (Renee Galliher)
Minutes – No January Meeting (nothing to report)

c. General Education Subcommittee (Lee Rickords)
  Motion to approve the General Education Subcommittee report made by Dan Coster. Seconded by Nick Morrison. Report approved.
Minutes – 19 January 2021

There is some talk from USHE regarding identifying certain majors to see if they can standardize the general education requirements across the Utah institutions.

III. Other Business

Missing Course Descriptions (missing descriptions/examples) – Toni Gibbons
Registrar’s Office has identified courses that do not have course descriptions. Most of these courses are graduate programs. Curriculum Committee asked for a boilerplate description for the courses. These will be reviewed and an electronic vote will be taken.

Institutional Certificates – Paul Barr
Fran Hopkin and Adam Gleed brought forth recommendations to establish policies to handle Institutional Certificates of Proficiencies. The committee discussed the various issues and recommended that ICP Programs and degree codes be developed in Degree Works. This would allow students to declare in a program which would improve tracking and advising. It was recommended that students apply for graduation and that the certificate would be treated the same as USHE certificates and appear in the commencement book at graduation. It was further recommended that the certificates be listed as an award on the transcript and the Registrar’s Office would provide a university style diploma. These recommendations will be summarized and presented to the Provost for approval.

Deans and department heads (DH) got email regarding fall semester and there will be a DH workshop to answer questions on how fall will be moving forward. Will be easier to transition from in-person to remote than it is from remote to in-person.

Adjourn: 3:57 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: 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.

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Step 3: Enter the Correct CIP Code Using the Following Website: Classification
Step 3: Enter the correct CIP Code using the following website: Classification
Instructional Programs

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
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.
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.

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.

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 critical 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:
Paul Barr: Vice Provost (797-0718)

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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
Step 3: Enter the correct CIP Code Using the Following Website: Classification of Instructional Programs

| 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
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- Post-Masters Certificate

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- 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 of 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: Describe 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 liaison librarian.

Library Related Needs:

- [ ] Yes
- [x] No

Graduate Council:

- [ ] Yes
- [x] No

Council on Teacher Education:

- [x] 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.
GENERAL EDUCATION COMMITTEE

February 16, 2021
8:30 a.m. – 9:30 a.m.
Zoom meeting

Present:  *Lee Rickords, College of Agriculture and Applied Sciences (Chair)
          *Christopher Scheer, Caine College of the Arts
          *Greg Podgorski, College of Science
          *Matt Sanders, Connections
          *Dory Rosenberg, University Libraries
          *Robert Mueller, Statewide Campuses/Communications Intensive
          *Charlie Huenemann, Humanities
          *Ryan Bosworth, Social Sciences
          *Toni Gibbons, Registrar’s Office
          *Mykel Beorchia, University Advising
          *Kristine Miller, University Honors Program
          *Shelley Lindauer, Emma Eccles Jones College of Education and Human Services
          *John Mortensen, Academic and Instructional Services
          *Thom Fronk, College of Engineering
          *Daniel Holland, Jon M. Huntsman School of Business
          *David Wall, Creative Arts
          *Daniel Coster, Quantitative Literacy/Intensive
          *Harrison Kleiner, College of Humanities and Social Science
          *Lawrence Culver, American Institutions
          *Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
          *Paul Barr, Office of the Executive Vice President and Provost
          *Beth Buyserie, CI Committee
          *Michelle Smith, Secretary

Excused:  Steve Nelson, USU Eastern
          Sami Ahmed, USUSA President
          Ryan Dupont, Life and Physical Sciences

Call to Order – Lee Rickords

Motion to approve the January minutes made by Shelley Lindauer
Seconded by David Wall
Approved unanimously by voting members

Course Approvals/Removals/Syllabi Approvals https://usu.curriculog.com/
Daniel explained the course and how the QI Committee came to a decision on the proposal. Without a QI rubric, they based their decision on the fact that the course did have a type of intensive QI activity worthy of the designation.

A motion was started but Bob Mueller had a question and wanted discussion on the proposal.

**Discussion**

Bob Mueller asked about the credits of the course. It is a one-week course, but he wanted to know how many hours in the day are also part of the course since it was three credits. The syllabus wasn’t clear. Daniel Coster said he was also surprised by the week-long course being three credits. Students were to spend all their time in field work the first few days, and the quantitative activity is fulfilled in the classroom after the field work. The particular QI activity was a quantitative literacy type of activity that builds on previous statistics courses. It would involve model progression of generalized variants, perhaps a general model, and the activity each student engaged upon depended on the particular question the student researched and attempted to answer. The vote by the QI Committee was a majority decision, not unanimous, because there was uncertainty on the amount of required work and length of the course.

Bob wanted to know if students are doing different things? Is the work required by this course comparable to other QI courses?

Daniel said the total QI assignment would require comparable work, but the number of hours may not be the same. He isn’t sure what that would look like based on the proposal. It has not been taught before.

Bob questioned whether it should be a general ed course without more information.

Claudia mentioned that as she understands, the course used to be taught by ENVS previously, but was difficult to teach in the last few years due to the intensive field component. It would be geared to recreation management students. It does align with learning outcomes for the program and career goals for the students. It would be a week-long intensive course because it mimics how data is collected within the actual career field.

Greg asked if the course was a weeklong or was the experience a week long followed by classroom experience? Claudia didn’t have the answer. Greg said the syllabus wasn’t clear – it seemed like it was a semester course. Claudia thought they were going to have two different deliveries – one intensive and one that is a semester long – because the course would be delivered statewide.

Greg stated that he is uncomfortable because the syllabus didn’t seem like an intensive course that was one week long but the proposal stated the course was one week long. They didn’t match. He wanted to know if there was time in the course for students to reflect on their data or would it be a rushed week-long experience.

Bob said he was uncomfortable in approving the designation when there might be two different methods of teaching the course using the same course number.

Claudia said she wasn’t certain that would be the case. She does want to support the proposal so that ENVS has the right kind of QI course for recreation management students. She does
say that USU does have the option for a three-credit week-long course and that those types of courses should be allowed an option for General Education designation since some summer and May courses do have the same outcomes.

Bob said he didn’t see how the syllabus showed they were getting the QI experience if they are simply collecting data for the week. He didn’t feel comfortable supporting it.

Lee asked Daniel if he had any knowledge about how many hours would be involved with the quantitative activity. Daniel said that he didn’t get a clear answer from the originator of the proposal in his discussions. It was clear they would collect the data, analyze it, and report on it. He didn’t have knowledge on the time involved.

Lee said it sounds like the committee should ask for more information about what is being delivered within that five-day period.

Bob moved that the committee get more information on how students are spending that intensive week before moving forward. Greg seconded the motion.

Bob also mentioned Harrison’s chat comments that stated the originator should make sure that the necessary information is in the syllabus.

Motion to ask for more information approved unanimously by voting members. Additional information would be presented to the committee at the next meeting.

Toni also pointed out that any approved designations would not be given the QI designation until Fall 2022 due to current curriculum deadlines.

Claudia said that ENVS had sought an exception for this proposal but it was contingent on approval at this meeting. She had not communicated clearly to ENVS about the timing.

John Mortensen also pointed out that there were nonvoting members of the committee and that they used to have that language in minutes pointing out there were nonvoting members and voting members. Michelle Smith will make sure minutes contain that language differentiating between the types of committee members.

Harrison said students could be given a designation for their course on appeal in the fall if the designation was approved before then, even if the course wasn’t given the designation in the catalog by Fall 2021.

Lee asked how many students would be affected by this course.

Claudia said about 30. Bob pointed out the syllabus said 14-20, but the proposal mentioned it was taught twice a year. Claudia said she knew the course was going to be taught in the fall semester and would be capped since it was intensive.

Daniel Coster and his committee would seek further information on the proposal and report to the committee next month.
Beth Buyserie introduced the proposal of the new communications sequence rubric by stating the courses are committed to teach oral and written communication throughout the sequence, and that each sequence intentionally builds on each other. They also wanted to emphasize that teaching writing doesn’t stop at CL2 but continues throughout the sequence even in CI courses. The four criteria are outlined in the outcomes.

CL1 and CL2 designations will be opened up to any course. They also wanted to ensure CL1 and CL2 designations aren’t major specific courses or writing discipline courses. Any proposal for those designations must show how they teach writing across the disciplines. CI will not use course caps in those courses. For CL they have to use course caps to teach intensive writing.

Beth explained the rubric after revisions were made by the committee following the feedback of the Gen Ed Committee. The rubric’s intention was to state what is learned in each course and progression through the sequence. Beth briefly explained the criteria of each rubric. The intention for CL1 was that students demonstrate an “adequate” ability to write. Currently English 1010 is the only CL1 course. Students should not have only an “adequate” ability to write by the end of CI. However, they didn’t want to indicate at the end of CL1 that students couldn’t write. They just write at the level of CL1.

Harrison said there was a word changed on the rubric following the Gen Ed Committee discussion in December. They removed “satisfactory” from the language and replaced it with “adequate”.

Beth said the other major change on the rubric was concerning engaging with credible and relevant text sources. CI courses engage with texts in some way but not in terms of academic research. The CI milestone previously stated that within each major, students will skillfully develop their ability to use sources within their discipline, but the rubric now says students will further develop their ability to thoughtfully engage with and incorporate credible and relevant sources within their discipline. The CI Committee wanted CI designations to use text sources, and for proposals to explain how they would be engaging with sources. By USHE’s code, CL1 and CL2 must use sources, but CI courses don’t necessarily have to engage in research with texts. CI courses do still need to engage with text sources.

Harrison said the sequence page of the rubric was geared to students and instructors. It would help students so they know the learning outcomes they should look to when they take these courses, and it is also for instructors so they know what students were expected to accomplish in previous CI courses of the sequence. The faculty will use the rubrics when they propose courses.

Beth also stated that the rubrics should help improve the quality of Gen Ed proposals. Instead of focusing on the amount in terms of word count or how much oral communication is required, proposals should also speak to how they will teach quality of writing.

Harrison said it might be a shift in mindset for CI instructors. Previously they had to have “enough” writing and oral work. Now they have to show in their syllabus how they are achieving proficiency. How are instructors helping students improve their writing? It will be a process over time.
Dory thanked Harrison and Beth for using her feedback in their rubrics. Beth said that the rubric was meant to promote teaching writing throughout course work with more approaches to this outcome.

Harrison said that the Communication Committee (he proposed it should be renamed from the CI Committee since they are also reviewing CL courses) is proposing that the Gen Ed Committee accept the proficiencies and outcomes.

Daniel Coster said he wasn’t present at past discussions and asked about the situation where there was a 5000-level course in statistics with a CI designation taught to grad and undergrad students, how do they deal with the idea that undergraduates are to achieve the outcomes of a CI designation but graduate students do not?

Harrison said he felt that from the point of view of the committee, it was somewhat irrelevant since the Gen Ed Committee is over undergraduate designations. If there are people taking the course who don’t need the CI, and as long as the course achieves the CI outcomes, it is still a CI course. Because the grad students don’t need the CI designation is irrelevant.

Lawrence asked how the courses are fitting in the overall education. For example, the lower CL courses are English courses, but the CI courses are much more major specific. It assumes that majors will be teaching enough CI courses with enough seats to fulfill the desire for the designation. Will this cause a bottleneck within majors that have less CI courses?

Harrison said that it is the case already that CI and QI courses are built into every major on campus. They are supposed to be accomplished within their major. Students may also take CI courses who are not interested in the designation but the topic. There are a handful of majors that don’t have CI built out but that is an exception, not the rule. The CI Committee wanted to write the CI outcomes to be inclusive so that existing quality CI courses won’t be threatened by the new CI outcomes.

Beth also stated that the CI Committee are not trying to shift CI so that they are only teaching writing within the majors. Students from other majors can also enroll in CI courses within a different major.

Bob motioned that they accept the rubrics for CL1, CL2, and CI courses. Matt Sanders seconded the motion. Daniel Coster abstained; the remaining voting members voted aye.

Harrison also made one additional comment to thank Beth, Bob, Brad, Kelsey, Dory, and others on the working group who contributed to the CI outcomes. It was a large effort over the past year and a half.

The next part of this conversation is talking about what type of instructional and student support will be needed for faculty to help students achieve and demonstrate communication proficiency, especially for faculty teaching a large group of students. Provost Galey is keen on engaging in that question to provide more support to faculty. Resources need to follow the promise of what will be accomplished. More will be forthcoming.

Adjourned at 9:12 a.m.
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<td>IAD</td>
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<td>IAD</td>
<td>6990</td>
<td>CONT GRAD ADVISEMENT</td>
<td>GA</td>
<td>This course covers special topics and projects directed toward enhancing principles and practices in Technology and Engineering Education. This course provides for enrollment in industry-related training that aligns with university-level competencies. Training is approved by department faculty upon evaluation of competency attainment/credential, application for/granting of a trade competency examination or certificate, and/or evidence of experiential use in work environments.</td>
</tr>
<tr>
<td>CAAS</td>
<td>ASTE</td>
<td>ASTE</td>
<td>6970</td>
<td>RESEARCH AND THESIS</td>
<td>TH</td>
<td>This course is designed for students preparing a master's degree thesis. This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
</tr>
<tr>
<td>CAAS</td>
<td>ASTE</td>
<td>TEE</td>
<td>5910</td>
<td>SP: ETE</td>
<td>SP</td>
<td>This course covers special topics and projects directed toward enhancing principles and practices in Technology and Engineering Education. This course provides for enrollment in industry-related training that aligns with university-level competencies. Training is approved by department faculty upon evaluation of competency attainment/credential, application for/granting of a trade competency examination or certificate, and/or evidence of experiential use in work environments.</td>
</tr>
<tr>
<td>CAAS</td>
<td>ASTE</td>
<td>TEE</td>
<td>5920</td>
<td>RELATED TECH TRAIN</td>
<td>O</td>
<td>This course is a graduate seminar related to Technology and Engineering Education topics and discipline.</td>
</tr>
<tr>
<td>CAAS</td>
<td>ASTE</td>
<td>TEE</td>
<td>6800</td>
<td>SEMINAR</td>
<td>SE</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
</tr>
<tr>
<td>CAAS</td>
<td>ASTE</td>
<td>TEE</td>
<td>6990</td>
<td>CONT GRAD ADVISEMENT</td>
<td>GA</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
</tr>
<tr>
<td>COE</td>
<td>BENG</td>
<td>BENG</td>
<td>6990</td>
<td>CONT GRAD ADVISEMENT MS</td>
<td>GA</td>
<td>This course consists of individual work on research problems for students enrolled in doctoral programs.</td>
</tr>
<tr>
<td>COE</td>
<td>BENG</td>
<td>BENG</td>
<td>7970</td>
<td>DISSERTATION RESEARCH</td>
<td>DI</td>
<td>This course consists of individual work on research problems for students enrolled in doctoral programs.</td>
</tr>
</tbody>
</table>

**Key:**
- **DI:** Dissertation
- **DP:** Design Project
- **DR:** Directed Reading
- **DS:** Directed Study
- **GA:** Grad Advisement
- **GI:** Grad Internship
- **GT:** Grad Topics
- **IS:** Independent Study
- **IW:** Workshop
- **O:** Other
- **RE:** Research
- **SE:** Seminar
- **SP:** Special Problems
- **ST:** Special Topics
- **TH:** Thesis
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Department</th>
<th>Title</th>
<th>Type</th>
<th>Description</th>
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<tr>
<td>COE BENG BENG 7990</td>
<td>CONT GRAD ADVISEMENT PHD</td>
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<td>GA</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
</tr>
<tr>
<td>COS BIOL BIOL 1750</td>
<td>TOPICS IN BIOLOGY</td>
<td></td>
<td>ST</td>
<td>This course allows an exploration of topics that are not part of the standard curriculum.</td>
</tr>
<tr>
<td>COS BIOL BIOL 4750</td>
<td>TOPICS IN BIOLOGY</td>
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<td>ST</td>
<td>This course allows an exploration of topics that are not part of the standard curriculum.</td>
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<tr>
<td>COS BIOL BIOL 5850</td>
<td>MICROBIOLOGY SEMINAR</td>
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<td>SE</td>
<td>This course is a seminar that explores current work in particular topics.</td>
</tr>
<tr>
<td>COS BIOL BIOL 6750</td>
<td>TOPICS IN BIOLOGY</td>
<td></td>
<td>ST</td>
<td>This course allows an exploration of topics that are not part of the standard curriculum.</td>
</tr>
<tr>
<td>COS BIOL BIOL 6850</td>
<td>MICROBIOLOGY SEMINAR</td>
<td></td>
<td>SE</td>
<td>This course is a seminar that explores current work in particular topics.</td>
</tr>
<tr>
<td>COS BIOL BIOL 6970</td>
<td>THESIS RESEARCH</td>
<td></td>
<td>TH</td>
<td>This course allows students to pursue research toward the M.S. degree.</td>
</tr>
<tr>
<td>COS BIOL BIOL 6990</td>
<td>CONT GRAD ADVISEMENT</td>
<td></td>
<td>GA</td>
<td>This course provides graduate students with continued advisement. It is usually taken following completion of all coursework required for the degree. This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS BIOL BIOL 7750</td>
<td>TOPICS IN BIOLOGY</td>
<td></td>
<td>ST</td>
<td>This course allows an exploration of topics that are not part of the standard curriculum.</td>
</tr>
<tr>
<td>COS BIOL BIOL 7970</td>
<td>DISSERTATION RESEARCH</td>
<td></td>
<td>DI</td>
<td>This course provides graduate students with continued advisement. It is usually taken following completion of all coursework required for the degree. This course allows an exploration of topics that are not part of the standard curriculum.</td>
</tr>
<tr>
<td>COS BIOL BIOL 7990</td>
<td>CONT GRAD ADVISEMENT</td>
<td></td>
<td>GA</td>
<td>Students study a specific area of discipline that is not part of the department’s regularly scheduled curriculum.</td>
</tr>
<tr>
<td>COS BIOL PUBH 4850</td>
<td>5: PUBLIC HEALTH</td>
<td></td>
<td>ST</td>
<td>This course allows students to pursue research toward the Ph.D. degree.</td>
</tr>
<tr>
<td>CCA CCA CCA 1250</td>
<td>INTERDISCIPLINARY WORKSHOP</td>
<td></td>
<td>IW</td>
<td>Students study a specific area of discipline that is not part of the department’s regularly scheduled curriculum.</td>
</tr>
<tr>
<td>CCA CCA CCA 5250</td>
<td>INTERDISCIPLINARY WORKSHOP</td>
<td></td>
<td>IW</td>
<td>This course allows undergraduate students to pursue personal research interests by formalizing an independent project under the guidance of a professor or faculty mentor.</td>
</tr>
<tr>
<td>CEHS CDDE COMD 6900</td>
<td>INDEPENDENT STUDY</td>
<td></td>
<td>IS</td>
<td>This course is designed for students preparing a master’s degree thesis. This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
</tr>
<tr>
<td>CEHS CDDE COMD 6970</td>
<td>THESIS</td>
<td></td>
<td>TH</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
</tr>
<tr>
<td>CEHS CDDE COMD 6990</td>
<td>CONT GRAD ADVISEMENT</td>
<td></td>
<td>GA</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
</tr>
<tr>
<td>CEHS CDDE COMD 7990</td>
<td>CONT GRAD ADVISEMENT</td>
<td></td>
<td>GA</td>
<td>This course consists of directed readings on advanced topics.</td>
</tr>
<tr>
<td>COE CEE CEE 6900</td>
<td>DIRECTED READING</td>
<td></td>
<td>DR</td>
<td>This course is designed for students preparing a master’s degree thesis. This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
</tr>
<tr>
<td>COE CEE CEE 6970</td>
<td>THESIS RESEARCH</td>
<td></td>
<td>TH</td>
<td>This course consists of individual work on research problems for students enrolled in doctoral programs.</td>
</tr>
<tr>
<td>COE CEE CEE 7990</td>
<td>CONT GRAD ADVISEMENT</td>
<td></td>
<td>GA</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree. This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COE CEE CEE 7970</td>
<td>DISSERTATION RESEARCH</td>
<td></td>
<td>DI</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
</tr>
<tr>
<td>COE CEE CEE 7990</td>
<td>CONT GRAD ADVISEMENT</td>
<td></td>
<td>GA</td>
<td>This course consists of directed readings on advanced topics.</td>
</tr>
<tr>
<td>COS CHEM CHEM 3750</td>
<td>CHEMISTRY SPECIAL TOPIC</td>
<td></td>
<td>ST</td>
<td>This course allows an exploration of topics that are not part of the standard curriculum.</td>
</tr>
<tr>
<td>Department</td>
<td>Course</td>
<td>Type</td>
<td>Description</td>
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<td></td>
</tr>
<tr>
<td>COS CHEM</td>
<td>6990</td>
<td>GA</td>
<td>This course provides graduate students with continued advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>COS CHEM</td>
<td>7970</td>
<td>DI</td>
<td>This course allows students to pursue research toward the Ph.D. degree.</td>
<td></td>
</tr>
<tr>
<td>COS CHEM</td>
<td>7990</td>
<td>GA</td>
<td>This course provides graduate students with continued advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>COS CS</td>
<td>6990</td>
<td>GA</td>
<td>This course provides graduate students with continued advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>COE ECE</td>
<td>6950</td>
<td>DP</td>
<td>This course is designed for students preparing a master's degree thesis.</td>
<td></td>
</tr>
<tr>
<td>COE ECE</td>
<td>6970</td>
<td>TH</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>COE ECE</td>
<td>6990</td>
<td>GA</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>COE ECE</td>
<td>7970</td>
<td>DI</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>COE ECE</td>
<td>7990</td>
<td>GA</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>HSB ECFN</td>
<td>4900</td>
<td>RE</td>
<td>This course allows undergraduate students to pursue personal research interests by formalizing an independent project under the guidance of a professor or faculty mentor.</td>
<td></td>
</tr>
<tr>
<td>HSB ECFN</td>
<td>4900</td>
<td>RE</td>
<td>This course allows undergraduate students to pursue personal research interests by formalizing an independent project under the guidance of a professor or faculty mentor.</td>
<td></td>
</tr>
<tr>
<td>COE EED</td>
<td>7970</td>
<td>DI</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>COE EED</td>
<td>7990</td>
<td>GA</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>ChASS ENGL</td>
<td>2030</td>
<td>O</td>
<td>This course offers credit for special assignments, reading, and seminars beyond regularly scheduled courses.</td>
<td></td>
</tr>
<tr>
<td>ChASS ENGL</td>
<td>6920</td>
<td>DS</td>
<td>This course is designed for students preparing a master's degree thesis.</td>
<td></td>
</tr>
<tr>
<td>ChASS ENGL</td>
<td>6970</td>
<td>TH</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>ChASS ENGL</td>
<td>6990</td>
<td>GA</td>
<td>This course offers credit for special assignments, reading, and seminars beyond regularly scheduled courses.</td>
<td></td>
</tr>
<tr>
<td>ChASS ENGL</td>
<td>7920</td>
<td>DS</td>
<td>This course consists of individual work on research problems for students enrolled in doctoral programs.</td>
<td></td>
</tr>
<tr>
<td>ChASS ENGL</td>
<td>7970</td>
<td>DI</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>ChASS ENGL</td>
<td>7990</td>
<td>GA</td>
<td>This course provides a focused study of selected topics.</td>
<td></td>
</tr>
<tr>
<td>QCNR ENV5</td>
<td>6800</td>
<td>SE</td>
<td>This course offers credit for special assignments, reading, and seminars beyond regularly scheduled courses.</td>
<td></td>
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<tr>
<td>QCNR ENV5</td>
<td>6910</td>
<td>DS</td>
<td>This course is designed for students preparing a master's degree thesis.</td>
<td></td>
</tr>
<tr>
<td>QCNR ENV5</td>
<td>6970</td>
<td>TH</td>
<td>This course provides a focused study of selected topics.</td>
<td></td>
</tr>
</tbody>
</table>
This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.

This course provides a focused study of selected topics.

This course consists of individual work on research problems for students enrolled in doctoral programs.

This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.

This course is a seminar that explores current work in particular topics.

This course allows students to pursue research toward the M.S. degree.

This course provides graduate students with continued advisement. It is usually taken following completion of all coursework required for the degree.

This course is a seminar that explores current work in particular topics.

This course allows students to pursue research toward the Ph.D. degree.

This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.

Students study a specific area of discipline that is not part of the department’s regularly scheduled curriculum.

This course is designed for students preparing a master’s degree thesis.

This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.

This course is designed for students preparing a master’s degree thesis.

This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.

The purpose of this course is to provide an introduction to health promotion practice and public health from a global perspective.

Students conduct independent projects under the direction of one or more professors. This course provides students with the opportunity for individualized study.

This course allows graduate students to pursue personal research interests by formalizing an independent project under the guidance of a graduate professor. Students complete individually-directed work in thesis writing with guidance from their committee chair.

This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.

This course consists of research for a dissertation, as arranged with an advisor.

This course is designed to prepare students as pool or nonsurf open water lifeguards. It presents knowledge and skills necessary for lifeguard functions.

This course covers methods of teaching swimming and lifesaving. It presents knowledge and skills necessary for lifeguard functions.
CEHS  KIN  KIN  6970  THESIS  TH  Students complete individually-directed work in thesis writing with guidance from their committee chair.

This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.

This course includes the study of different views of the nature of science: the classical traditions of Hempel and Popper, Kuhn’s subjectivism, and Feyerabend’s anarchism. Topics include confirmation, induction, scientific realism, reductionism, and the growth of scientific knowledge.

This course allows students to pursue personal research interests by formalizing an independent project under the guidance of a professor or faculty mentor.

This course is designed for students preparing a master's degree thesis.

This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.

This course consists of individual work on research problems for students enrolled in doctoral programs.

This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.

This course allows students to pursue research toward the M.S. degree.

This course provides graduate students with continued advisement. It is usually taken following completion of all coursework required for the degree.

This course explores a particular topic in greater depth and with narrower focus than a conventional course.

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COS MTST MATH 7220 ANALYSIS (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST MATH 7310 ALGEBRA (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST MATH 7320 ALGEBRA (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST MATH 7410 DIFFERENTIAL EQUATIONS (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST MATH 7420 DIFFERENTIAL EQUATIONS (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST MATH 7510 TOPOLOGY (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST MATH 7520 TOPOLOGY (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST MATH 7610 NUMERICAL ANALYSIS (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST MATH 7620 NUMERICAL ANALYSIS (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST MATH 7750 PROBABILITY (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST MATH 7760 PROBABILITY (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST MATH 7810 TOPICS IN MATH ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST MATH 7820 TOPICS IN MATH ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST MATH 7910 COLLEGE TEACHING INTERNSHIP GI
This course provides guided experience and supervision in teaching university-level courses.

COS MTST MATH 7970 DISSERTATION RESEARCH DI
This course allows students to pursue research toward the Ph.D. degree.

COS MTST MATH 7990 CONT GRAD ADVISEMENT GA
This course consists of directed readings on specific topics.

COS MTST STAT 4950 DIRECTED READING DR
This course consists of directed readings on specific topics.

COS MTST STAT 5820 TOPICS IN STATISTICS ST
This course consists of directed readings on specific topics.

COS MTST STAT 5940 DIRECTED READING DR
This course consists of directed readings on specific topics.

COS MTST STAT 6950 DIRECTED READING DR
This course provides graduate students with continued advisement. It is usually taken following completion of all coursework required for the degree.

COS MTST STAT 6990 CONT GRAD ADVISEMENT GA
This course provides graduate students with continued advisement. It is usually taken following completion of all coursework required for the degree.

COS MTST STAT 7110 LINEAR MODELS (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST STAT 7120 LINEAR MODELS (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST STAT 7180 TIME SERIES (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.

COS MTST STAT 7190 TIME SERIES (TOPIC) ST
This course explores a particular topic in greater depth and with narrower focus than a conventional course.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Program</th>
<th>Topic</th>
<th>Type</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>COS MTST STAT 7210</td>
<td>EXPERIMENTAL DESIGN (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7220</td>
<td>EXPERIMENTAL DESIGN (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7310</td>
<td>BUS/INDUSTRIAL STAT (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7320</td>
<td>BUS/INDUSTRIAL STAT (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7510</td>
<td>NONPARAMETRIC STAT (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7520</td>
<td>NONPARAMETRIC STAT (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7550</td>
<td>COMP-GRAPH (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
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<tr>
<td>COS MTST STAT 7560</td>
<td>COMP-GRAPH (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7610</td>
<td>MULTIVARIATE STAT (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7620</td>
<td>MULTIVARIATE STAT (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7710</td>
<td>MATH STATISTICS (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7720</td>
<td>MATH STATISTICS (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7730</td>
<td>BAYESIAN STAT/DEC (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7740</td>
<td>BAYESIAN STAT/DEC (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7810</td>
<td>TOPICS-STAT (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7820</td>
<td>TOPICS-STAT (TOPIC)</td>
<td>ST</td>
<td></td>
<td>This course explores a particular topic in greater depth and with narrower focus than a conventional course.</td>
</tr>
<tr>
<td>COS MTST STAT 7970</td>
<td>DISSERTATION RESEARCH</td>
<td>DI</td>
<td></td>
<td>This course allows students to pursue research toward the Ph.D. degree.</td>
</tr>
<tr>
<td>COS MTST STAT 7990</td>
<td>CONT GRAD ADVISEMENT</td>
<td>GA</td>
<td></td>
<td>This course provides graduate students with continued advisement. It is usually taken following completion of all coursework required for the degree.</td>
</tr>
<tr>
<td>COS PHYS PHYS 2700</td>
<td>SCIENCE EXCURSION</td>
<td>O</td>
<td></td>
<td>This course provides graduate students with continued advisement. It is usually taken following completion of all coursework required for the degree.</td>
</tr>
<tr>
<td>COS PHYS PHYS 6990</td>
<td>CONT GRAD ADVISEMENT</td>
<td>GA</td>
<td></td>
<td>This course provides graduate students with continued advisement. It is usually taken following completion of all coursework required for the degree.</td>
</tr>
<tr>
<td>COS PHYS PHYS 7510</td>
<td>SEMINAR</td>
<td>SE</td>
<td></td>
<td>This course is a seminar that explores current work in particular topics.</td>
</tr>
<tr>
<td>COS PHYS PHYS 7970</td>
<td>DISSERTATION RESEARCH</td>
<td>DI</td>
<td></td>
<td>This course allows students to pursue research toward the Ph.D. degree.</td>
</tr>
<tr>
<td>Program</td>
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<td></td>
</tr>
<tr>
<td>COS</td>
<td>PHYS 7990</td>
<td>CONT GRAD ADVISEMENT</td>
<td>This course provides graduate students with continued advisement. It is usually taken following completion of all coursework required for the degree.</td>
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</tr>
<tr>
<td>ChSs</td>
<td>POLS 3250</td>
<td>CHINESE GOVT/POLITIC (DSS)</td>
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<tr>
<td>ChSs</td>
<td>POLS 4890</td>
<td>SPECIAL TOPICS</td>
<td>This course provides an in-depth review and discussion of special topics that are not part of the standard curriculum.</td>
<td></td>
</tr>
<tr>
<td>ChSs</td>
<td>POLS 6910</td>
<td>GRADUATE TUTORIAL</td>
<td>This will be done via Curriculog (per email from Matthew Sanders)</td>
<td></td>
</tr>
<tr>
<td>ChSs</td>
<td>POLS 6970</td>
<td>THESIS RESEARCH</td>
<td>This course is designed for students preparing a master’s degree thesis. This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>ChSs</td>
<td>POLS 6990</td>
<td>CONT GRAD ADVISEMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAAS</td>
<td>PSC 6970</td>
<td>RESEARCH AND THESIS</td>
<td>This course consists of individual work on research problems for students enrolled in doctoral programs. This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>CAAS</td>
<td>PSC 6990</td>
<td>CONT GRAD ADVISEMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEHS</td>
<td>PSY 5500</td>
<td>INTERDISCIPLINARY WORKSHOP</td>
<td>Students study a specific area of discipline that is not part of the department’s regularly scheduled curriculum. Students should work with a professor before the semester begins to determine feasibility and scope of topic.</td>
<td></td>
</tr>
<tr>
<td>CEHS</td>
<td>PSY 6970</td>
<td>THESIS</td>
<td>This course consists of research for a master’s thesis, arranged with the advisor. Credits may vary by semester.</td>
<td></td>
</tr>
<tr>
<td>CEHS</td>
<td>PSY 6990</td>
<td>CONT GRAD ADVISEMENT</td>
<td>This course consists of continuing registration to complete thesis requirements.</td>
<td></td>
</tr>
<tr>
<td>CEHS</td>
<td>PSY 7970</td>
<td>DISSERTATION</td>
<td>This course covers dissertation research for students in the Curriculum and Instruction specialization. Credits may vary by semester.</td>
<td></td>
</tr>
<tr>
<td>CEHS</td>
<td>PSY 7990</td>
<td>CONT GRAD ADVISEMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEHS</td>
<td>SPER 6900</td>
<td>INDEPENDENT STUDY</td>
<td>This course allows undergraduate students to pursue personal research interests by formalizing an independent project under the guidance of a professor or faculty mentor.</td>
<td></td>
</tr>
<tr>
<td>CEHS</td>
<td>SPER 6910</td>
<td>INDEPENDENT RESEARCH</td>
<td>This course allows undergraduate students to pursue personal research interests by formalizing an independent project under the guidance of a professor or faculty mentor.</td>
<td></td>
</tr>
<tr>
<td>CEHS</td>
<td>SPER 6970</td>
<td>THESIS</td>
<td>This course is designed for students preparing a master’s degree thesis. This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>CEHS</td>
<td>SPER 6990</td>
<td>CONT GRAD ADVISEMENT</td>
<td></td>
<td></td>
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<tr>
<td>CEHS</td>
<td>SPER 7990</td>
<td>CONT GRAD ADVISEMENT</td>
<td></td>
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</tr>
<tr>
<td>CEHS</td>
<td>SPER 2790</td>
<td>SPECIAL TOPICS</td>
<td>This course consists of additional readings or research done beyond the material covered in other courses.</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Department</td>
<td>Title</td>
<td>Description</td>
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<tr>
<td>-------------</td>
<td>------------</td>
<td>--------------------------------------------</td>
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<td></td>
</tr>
<tr>
<td>CEHS SPER SPED 4790</td>
<td>SPECIAL TOPICS</td>
<td>ST</td>
<td>This course consists of additional readings or research done beyond the material covered in other courses.</td>
<td></td>
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<tr>
<td>CEHS SPER SPED 5200</td>
<td>STUDENT TEACHING (CI)</td>
<td>O</td>
<td>This course constitutes of a student teaching experience in the student's field of study.</td>
<td></td>
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<tr>
<td>CEHS SPER SPED 5790</td>
<td>SPECIAL TOPICS</td>
<td>ST</td>
<td>This course consists of additional readings or research done beyond the material covered in other courses.</td>
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<tr>
<td>CEHS SPER SPED 5900</td>
<td>INDEPENDENT STUDY</td>
<td>IS</td>
<td>This course allows undergraduate students to pursue personal research interests by formalizing an independent project under the guidance of a professor or faculty mentor.</td>
<td></td>
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<tr>
<td>CEHS SPER SPED 5910</td>
<td>INDEPENDENT RESEARCH</td>
<td>RE</td>
<td>This course allows undergraduate students to pursue personal research interests by formalizing an independent project under the guidance of a professor or faculty mentor.</td>
<td></td>
</tr>
<tr>
<td>CEHS SPER SPED 6810</td>
<td>SEMINAR IN SPED</td>
<td>SE</td>
<td>This course provides a focused study of selected topics.</td>
<td></td>
</tr>
<tr>
<td>CEHS SPER SPED 6900</td>
<td>INDEPENDENT STUDY</td>
<td>IS</td>
<td>This course allows undergraduate students to pursue personal research interests by formalizing an independent project under the guidance of a professor or faculty mentor.</td>
<td></td>
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<tr>
<td>CEHS SPER SPED 6910</td>
<td>INDEPENDENT RESEARCH</td>
<td>RE</td>
<td>This course allows undergraduate students to pursue personal research interests by formalizing an independent project under the guidance of a professor or faculty mentor.</td>
<td></td>
</tr>
<tr>
<td>CEHS SPER SPED 6990</td>
<td>CONT GRAD ADVISEMENT</td>
<td>GA</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>CHaSS SSWA ANTH 6950</td>
<td>SPECIAL TOPICS/SEMINAR</td>
<td>ST</td>
<td>This course is designed for students preparing a master's degree thesis.</td>
<td></td>
</tr>
<tr>
<td>CHaSS SSWA ANTH 6970</td>
<td>THESIS RESEARCH</td>
<td>TH</td>
<td>This course is designed for students preparing a master's degree thesis.</td>
<td></td>
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<tr>
<td>CHaSS SSWA SOC 6970</td>
<td>THESIS RESEARCH</td>
<td>TH</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>CHaSS SSWA SOC 6990</td>
<td>CONT GRAD ADVISEMENT</td>
<td>GA</td>
<td>This course consists of individual work on research problems for students enrolled in doctoral programs.</td>
<td></td>
</tr>
<tr>
<td>CHaSS SSWA SOC 7970</td>
<td>DISSERTATION RESEARCH</td>
<td>DI</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>CHaSS SSWA SOC 7990</td>
<td>CONT GRAD ADVISEMENT</td>
<td>GA</td>
<td>This course allows undergraduate students to pursue personal research interests by formalizing an independent project under the guidance of a professor or faculty mentor.</td>
<td></td>
</tr>
<tr>
<td>CEHS TEAL ELED 5900</td>
<td>INDEPENDENT STUDY</td>
<td>IS</td>
<td>This course allows undergraduate students to pursue personal research interests by formalizing an independent project under the guidance of a professor or faculty mentor.</td>
<td></td>
</tr>
<tr>
<td>CEHS TEAL SCED 5900</td>
<td>INDEPENDENT STUDY</td>
<td>IS</td>
<td>This course allows undergraduate students to pursue personal research interests by formalizing an independent project under the guidance of a professor or faculty mentor.</td>
<td></td>
</tr>
<tr>
<td>CEHS TEAL TEAL 6990</td>
<td>CONT GRAD ADVISEMENT</td>
<td>GA</td>
<td>This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.</td>
<td></td>
</tr>
<tr>
<td>CEHS</td>
<td>TEAL</td>
<td>TEAL</td>
<td>7050 THEORIES INSTR SUPERVISION</td>
<td>O</td>
</tr>
<tr>
<td>-------</td>
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<td>---------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>CEHS</td>
<td>TEAL</td>
<td>TEAL</td>
<td>7500 INTERDISCIPLINARY WORKSHOP</td>
<td>IW</td>
</tr>
<tr>
<td>CCA</td>
<td>THAR</td>
<td>THEA</td>
<td>6970 THESIS</td>
<td>TH</td>
</tr>
<tr>
<td>CCA</td>
<td>THAR</td>
<td>THEA</td>
<td>6990 CONT GRAD ADVISEMENT</td>
<td>GA</td>
</tr>
<tr>
<td>QCNR</td>
<td>WILD</td>
<td>WILD</td>
<td>6990 CONT GRAD ADVISEMENT</td>
<td>GA</td>
</tr>
<tr>
<td>QCNR</td>
<td>WILD</td>
<td>WILD</td>
<td>7990 CONT GRAD ADVISEMENT</td>
<td>GA</td>
</tr>
</tbody>
</table>

This course covers principles and the theoretical base of supervision as they relate to improving instructional practices. The course emphasizes research findings and recommended practices. Differentiated syllabi are provided between the master's and doctoral versions.

Students study a specific area of discipline that is not part of the department's regularly scheduled curriculum.

This course is designed for students preparing a master's degree thesis.

This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.

This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.

This course provides graduate students with continued support and advisement. It is usually taken following completion of all coursework required for the degree.
AIS - Student Money Management Center - New Center

4.1.c R401 New Administrative Unit

Proposal Information

Instructions for Completing R401:

Writing Guidelines/Suggestions

USHE R401 Policy

Contact Information

Paul Barr: 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) or Division(s) this proposal involves.

Select the Department(s) or Unit(s) this proposal involves.

---

**COLLEGE or UNIVERSITY DIVISION:** AIS

**DEPARTMENT or UNIT:** Student Money Management Center

**PROPOSED UNIT TITLE:** Student Money Management Center

Request
**Step 3: Select** the Proposed Type of Unit Being Requested.

<table>
<thead>
<tr>
<th>Proposed Unit Type*</th>
<th>New Center</th>
</tr>
</thead>
</table>

**Description/Narrative**
The state of Utah recognizes that financial literacy/personal finance knowledge is critical to the success of its citizens. To this end, the state of Utah requires all high school students to complete a financial literacy or a personal finance course before graduating from high school. Regardless, reports show that between 40% and 51% of college stop outs are due to money issues. With nearly one half of all students dropping out of college due to money issues, the Academic and Instructional Services (AIS) department believes having a Student Money Management Center where students can receive customized one-on-one counseling and advisement on their finances is critical to helping increase the number of students who persist to graduation.

AIS proposes a new center be created where USU students can receive individualized one-on-one financial advising.

The center will not be the Financial Aid office. It will not exist to help students get Federal Financial Aid or to get loans. It will exist to help students in their particular situations weigh the costs and benefits of an education and of taking or not taking out loans. It will exist to help students manage their finances in each of their unique situations.

The center will not be a financial literacy/personal finance course. These courses already exist for students who want to take them and receive excellent financial knowledge. The center will offer financially sound advice based on principles that are taught in financial literacy courses according to the specific need and situation of each student.

The center will not offer broad self-paced online financial courses as currently offered by USU Extension. The Student Money Management Center will offer specific, individualized, one-on-one financial advisement to USU students. This advisement will not be available to the general public.

Similar to academic advising, which provides every USU student one-on-one advising on the courses each student needs to take to graduate, the essential function of the Student Money Management Center will be to offer one-on-one financial advising to every student to help them progress financially to graduation.

The Student Money Management Center will expand USU’s student centered focus by allowing every student the opportunity to have one-on-one money management counseling sessions customized to their unique situations. Each session will provide students with sound financial advice to assist them with persistence toward graduation.

Finances

<table>
<thead>
<tr>
<th>Budget Category</th>
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<tbody>
<tr>
<td>Director salary</td>
<td>$86,755.00</td>
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<tr>
<td>Director benefits</td>
<td>$38,172.20</td>
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<tr>
<td>Director communication allowance</td>
<td>$1,320.00</td>
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<tr>
<td>Staff hourly wages</td>
<td>$90,000.00</td>
</tr>
<tr>
<td>Staff hourly benefits</td>
<td>$7,200.00</td>
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</tbody>
</table>
Step 4: **Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
CAAS - Applied Economics - Community Development Economics Minor

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: 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.

<table>
<thead>
<tr>
<th>COLLEGE (include all cross listed colleges)*</th>
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</thead>
<tbody>
<tr>
<td>CAAS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT (include all cross listed departments)*</th>
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</thead>
<tbody>
<tr>
<td>Applied Economics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Title (if applicable)*</th>
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</table>

<table>
<thead>
<tr>
<th>Proposed Title*</th>
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</thead>
<tbody>
<tr>
<td>Community Development Economics Minor</td>
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Step 3: Enter the Correct CIP Code Using the Following Website: Classification
### Step 3: Enter the Correct CIP Code Using the Following Website: Classification: Instructional Programs

<table>
<thead>
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<th>CIP Code (6-digits)</th>
<th>45.0602</th>
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<table>
<thead>
<tr>
<th>Minimum Number of Credits (if applicable)*</th>
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</thead>
<tbody>
<tr>
<td>Maximum Number of Credits (if applicable)*</td>
<td>15</td>
</tr>
</tbody>
</table>

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

### 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
**Section I: The Request**

**R401 Purpose**

The purpose of this minor is to provide support for students wishing to pursue a career in Environmental Planning, Regional Planning, Community Development, Natural Resource Management, and related fields. The program will provide training in microeconomic principles, natural resource economics, regional economics, and benefit-cost analysis.

**Section II: Program Proposal**

**Proposed Action & Rationale**

This action would create a minor to support students preparing for a career in Community Development, Environmental Planning, Regional Planning, Natural Resource Management, and related fields. This minor is designed to provide applied economic training to students majoring in fields complementary to economics.

**Labor Market Demand (if applicable)**

The Bureau of Labor Statistics (BLS) estimates job growth in the area of urban and regional planning at 11% (much faster than average) and economic training is an essential component of effective community development and planning. In a fast-growing state like Utah, labor market demand for planning and development professionals is likely to continue to grow.

**Consistency with Institutional Mission & Institutional Impact**

The proposed minor is consistent with USU's mission as a student-centered land-grant university. The minor is designed to provide economics training to the future professionals who will improve development in Utah's communities.
Finances*  

There will be no additional costs or savings associated with this minor. All courses proposed are currently being taught and additional demand will be absorbed by existing classes.

---

Section III: Curriculum (if applicable)

Program Curriculum Narrative  
The proposed minor will consist of 3 required courses: APEC 2010 (Introduction to Microeconomics), APEC 3012 (Introduction to Natural Resource and Regional Economics), and APEC 4300 (Agriculture Law). Students will then choose two classes from three options: APEC 5560 (Natural Resource and Environmental Economics), APEC 5700 (Regional and Community Economic Development), and APEC 5950 (Applied Economics Policy Analysis).

---

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.
CAAS - Aviation and Technical Education - Aviation Technology - Professional Pilot

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: 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
Step 3: Enter the correct CIP Code using the following Website: Classification: Instructional Programs

<table>
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<th>CIP Code (6-digits)</th>
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<table>
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<tr>
<th>Minimum Number of Credits (if applicable)*</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Maximum Number of Credits (if applicable)*</td>
<td>120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Degree: (BA, BS, etc.)*</th>
<th>BS</th>
</tr>
</thead>
</table>

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
Section I: The Request

**R401 Purpose**

The AVTE Aviation Curriculum Committee requests to change the CIP Code for the BS Aviation Technology - Professional Pilot degree.

The CIP Code for this degree is currently 49.0102 Airline/Commercial/Professional Pilot and Flight Crew.

This action will change the CIP Code to 49.0101 Aeronautics/Aviation/Aerospace Science and Technology, General.

The current Aviation Technology - Maintenance Management and Aviation Technology - Aviation Management degrees both have CIP Code 49.0101 as this covers the broad course topics each degree requires.

The change will also align our degree with other major aviation peer universities, such as Embry-Riddle Aeronautical University.

Section II: Program Proposal
Proposed Action & Rationale*

According to the National Center for Educational Statistics, the “Classification of Instructional Programs (CIP) is the taxonomic coding scheme used for instructional programs in higher education in the United States. Its purpose is to facilitate the organization, collection, and reporting of fields of study and program completions” (https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=88672). Further, the definition of CIP Code 49.0101 is “A program that focuses on the general study of aviation and the aviation industry, including in-flight and ground support operations. Includes instruction in the technical, business, and general aspects of air transportation systems.”

The Aviation Technology – Professional Pilot program has added over a dozen courses in the past six years that have expanded the required and elective courses that have increased the relevance and alignment of this degree to this CIP code.

In addition to harmonizing the three aviation technology degrees, which all have much of the aviation core and electives in common between them, the CIP code will also provide the opportunity for international students to have a STEM CIP code. This will grant the opportunity for international students to have a STEM degree for the OPT extension (see USU Office of Global Engagement).

Labor Market Demand (if applicable)

n/a

Consistency with Institutional Mission & Institutional Impact*

The Aviation Technology program has grown in the past six years from 250 to over 600 students in the major and minor degrees, including expansion to the Price campus at USU Eastern. AVTE has added a new small Unmanned Aerial Systems minor, and a new BS degree in Aviation Management with UAS and Aviation Operations emphases. With the creation of a new department, AVTE, the aviation program continues to support our international students as part of the USU mission, especially the focus on diversity, and this change in CIP code will enable USU to expand this mission for learning, discovery and engagement with our experiential learning STEM degrees in aviation technology, all which include extensive hands-on labs.

Finances*

No change to finances with the CIP code change.

Section III: Curriculum (if applicable)
### Program Curriculum Narrative

The Aviation Technology - Professional Pilot degree now includes courses that cover all aspects of the 49.0101 CIP code in each of the specified areas:

- In-flight support operations (National Airspace, Crew Resource Management, Aviation Weather)
- Ground support operations (Airline Transport Pilot, Commercial Pilot, Private Pilot)
- Business (Airline Management, Aviation Law, Airport Management)

---

**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.
### Proposal Information

#### Instructions for Completing R401:

- [Writing Guidelines/Suggestions](#)
- [USHE R401 Policy](#)

#### Contact Information:
Paul Barr: 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.

---

**COLLEGE** (include all cross listed colleges)*

![COS](#)

**DEPARTMENT** (include all cross listed departments)*

![Computer Science](#)

**Current Title (if applicable)***

Computer Science MS Plan C

**Proposed Title**

Computer Science MS Plan C

---

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

<table>
<thead>
<tr>
<th>CIP Code (6-digits)</th>
<th>11.0701</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Minimum Number of Credits (if applicable)</th>
<th>37</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Number of Credits (if applicable)</td>
<td>37</td>
</tr>
</tbody>
</table>

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

## Request

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

#### New Programs:
- [ ] Certificates of Completion
- [ ] Certificates of Proficiency
- [ ] Certificates of Proficiency - except Institutional Certificates
- [ ] Emphases within an Approved Degree
- [ ] Institutional Certificates of Proficiency
- [ ] K-12 Endorsements
- [ ] Minors
- [ ] Post-Baccalaureate and Post-Masters Certificates
- [ ] 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
Section I: The Request

**R401 Purpose** The Department of Computer Science proposes to discontinue the Computer Science MS Plan C degree program. This program is being replaced by the professional, coursework-only Master of Computer Science program.

Section II: Program Proposal

**Proposed Action & Rationale** This degree program was created in order to offer a coursework-only degree for students who chose not to complete research. While the program served students well for many years, it has been replaced by the Master of Computer Science.

**Labor Market Demand (if applicable)**

**Consistency with Institutional Mission & Institutional Impact** This discontinuation will allow for a more streamlined admissions process for the Computer Science department and will reduce confusion for students.

**Finances** No financial impact is to be expected, as the program is being replaced.
**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.
ACADEMIC STANDARDS SUBCOMMITTEE OF THE EDUCATION POLICIES COMMITTEE

Meeting held March 11, 2020 from at 3:00 p.m. via Zoom.

MEMBERS

Present:

- Renee Galliher, Chair, Associate Vice Provost
- Mykel Beorchia, Advising
- Sterling Bone, Jon M. Huntsman School of Business
- Dan Coster, College of Science
- Fran Hopkin, Registrar’s Office
- Kacy Lundstrom, University Libraries
- Robyn Peterson, subcommittee secretary (ex officio; not a voting member)

Absent:

- Porter Casdorph, USUSA

Guests:

- Claudia Radel
- Krystin Deschamps
- Chelsey Ritner
- Cliff Parkinson

AGENDA

1. New Business
   a. Proposed amendment to valedictorian selection criteria in the Catalog, presented by Dr. Claudia Radel.

   i. Dr. Claudia Radel represented the associate deans to address the subcommittee regarding the possibility of amending the valedictorian selection criteria verbiage in the Utah State General Catalog. She noted that the current language could be confusing regarding the role of the overall GPA versus the USU GPA in selecting a valedictorian. She noted that there may be some discrepancies between current selection processes and what the catalog outlines. The associate deans would like to create additional flexibility in terms of diversifying selection criteria among the colleges.
The subcommittee discussed what other individuals outside of the associate deans had examined the proposed changes. Fran Hopkin stated that college representatives knew that the conversation was being circulated, and Claudia mentioned the associate deans’ stake in the verbiage due to their task of guiding valedictorian selection on behalf of their deans.

Claudia highlighted that some of the proposed changes would include clarifying GPA specifications and removing the tiebreaker wording. The latter initiative is proposed to increase the flexibility in how other factors outside of the GPA are weighted. The subcommittee discussed wording in the current language that may be obsolete, including the mention of correspondence courses.

Renee Galliher inquired about the possibility of wordsmithing the current language, as well as what other stakeholders needed to be brought in to the conversation. The subcommittee determined that they would like to obtain student feedback about the proposed amendments before bringing the motion to the Educational Policies Committee. The subcommittee favored seeking the approval of the Executive VP of USUSA (the subcommittee’s student representative) as a means to obtain student feedback.

The subcommittee discussed the role of internships in the selection criteria and determined that this varies among colleges. Claudia recommended removing the sixth item in the selection criteria. Renee proposed that the motion could be forwarded to the EPC upon removing the sixth item and Renee obtaining the feedback from the subcommittee’s student representative.

ii. *Motion to support this proposal made by Sterling Bone. Seconded by Fran Hopkin. The vote was unanimous for all present, and Renee and Robyn will forward the adjustments to Dan Coster for his approval.*

iii. Addendum added 3/29/21: The student representative did not respond to the committee’s outreach regarding this proposal. Renee Galliher would like to move this item on to the EPC as the EPC also has a student representative.


i. Krystin Deschamps presented the proposal to create a university-initiated withdrawal policy. Krystin discussed recent changes in the Office of Civil
Rights (OCR) allowing the implementation of such a policy. Krystin discussed the university’s liability in situations concerning suicide and suicide attempts, as well as the disruption for surrounding students. Fran Hopkin expressed his appreciation and support of the current proposal. He inquired about the registration status and admission status of those students who would be subject to this policy.

Cliff Parkinson addressed the option of putting students on university-initiated leave of absence or withdrawal, depending on the severity of the situation. The subcommittee expressed their desire to become more familiar with the circumstances surrounding the distinguishing criteria. Chelsey Ritner and Cliff Parkinson discussed the case-by-case process of making determinations for individual students, both from a healthcare perspective and from an OCR perspective.

Krystin and Renee discussed suitability of having a more generalized policy in the catalog and having specifics posted on the Behavioral Intervention Team (BIT) website.

Renee noted a repeated sentence in the proposal. Cliff and Krystin agreed that the duplicate sentence should be removed. Renee proposed to have the complete procedures document forwarded to the subcommittee via email, after which the subcommittee would cast a vote on approving it to the EPC level via email. Fran Hopkin and Sterling Bone expressed their support of this motion. Krystin and Cliff will distribute the full policy to the subcommittee. The subcommittee will subsequently determine their vote via email.

ii. Addendum added 3/29/21: Renee Galliher reached out to Krystin Deschamps regarding distributing the full policy to committee members. Renee will report updates on this item at the EPC meeting on April 1, 2021.

c. Repeat policy discussion, presented by Fran Hopkin.

i. Fran Hopkin presented amendments to the current university repeat policy. He discussed the background of the policy, the difficulty of enforcing the current policy, and the current policy’s effect on student success. Fran noted that there is currently no evidence to support the 10 repeat threshold. Fran noted that students were much more likely to repeat a course a second time than they were to repeat it a third time. Fran proposed to insert language that would give the academic departments more autonomy in helping students who repeat courses
multiple times. He mentioned the ability of academic advisors to run reports and advise students per their individual situations. The subcommittee discussed the various roles of academic advisors and departments in helping students navigate multiple repeats. Mykel Beorchia expressed her support of having the policy enforcement come from the academic units. She mentioned that many of the academic processes currently in place could be utilized to locate students who may be in need of additional help or consideration.

The subcommittee discussed advisor and instructor roles in student success. Fran mentioned that current advisor platforms could be modified to additionally identify students at risk of not persisting or graduating. Mykel discussed the current repeat policy’s role in decisions made by the admissions committee.

Fran mentioned that departments would maintain their autonomy in enforcing repeat policies as they have outlined. The subcommittee discussed which department should be making repeat decisions for students: the student’s major department, or the department offering the courses that are being repeated. The subcommittee determined that the student’s major department should be empowered to make decisions regarding students’ repeated courses and how to direct their students.

Renee proposed approval of the proposed changes with modifying the last sentence to reflect, “determine by the academic unit associated with the student’s major.”

ii. Motion made by Kacy Lundstrom. Seconded by Mykel Beorchia. The vote of all present was unanimous.

Adjourn: 4:25 p.m.
Item #1

Background and intention for the proposed Catalog change

_Brought forward to Academic Standards by Dr. Claudia Radel, on behalf of CAAD, 3 March 2021_

**Proposal.** To revise the Catalog page that outlines the criteria for the college selection of valedictorians to make it more in line with shared and diverse practices in the colleges: [https://catalog.usu.edu/content.php?catoid=12&navoid=3163&hl=valedictorians&returnto=search](https://catalog.usu.edu/content.php?catoid=12&navoid=3163&hl=valedictorians&returnto=search)

**Background and Process.** In Spring 2020, the USU Council of Academic Associate Deans (CAAD) started a discussion of college practices related to the selection of valedictorians and the relation of these college practices to the criteria detailed in the Catalog. QCNR Associate Dean Claudia Radel brought this discussion to her colleagues on CAAD based on her concerns that college practice did not fully reflect what is detailed in the USU Catalog, leading to the possibility of grievance by a student not selected (but considering him or herself the rightful selection based on the catalog language). Discussion in the group led to a collective decision to work on potential revisions to bring the described practices in the Catalog better in line with current processes of valedictorian selection in the colleges, but also to clarify the language in the Catalog to address confusion in how to interpret the current language. Associate Dean Radel was tasked to draft revisions, which she brought back to CAAD early this current spring 2021 semester (CAAD meeting on 1/19/21). That draft was discussed and then circulated for edits among the CAAD members. It was reexamined at the 2/16/21 CAAD meeting, and a final change was requested by the group. The final version was then circulated via email to identify any remaining concerns, before Dr. Radel, on behalf of CAAD, forwarded the proposed revision to Academic Standards for review and consideration.

**Summary of Proposed Changes.** The primary changes between the current text and the proposed text are:

1. Clarification of the use of the USU GPA versus the overall GPA as the primary basis for selection. There was general agreement among CAAD members that the USU GPA was the more appropriate choice as the primary basis for selection and that this was the GPA currently given more weight in colleges’ valedictorian selections.
2. Specification that other factors may be taken into consideration in selection, not just to break a GPA tie.
3. The explicit inclusion of participation in University Honors as a possible consideration for selection.
4. The explicit inclusion of “college-relevant indicators of academic excellence or achievement” to allow for some college diversity in meaningful indicators of academic excellence (College of Engineering, for example, reported that membership in professional honor societies was a factor considered in valedictorian selection).
Mark-up for proposed changes to Catalog

USU Catalog: Proposed Changes to Entry on Valedictorian Selection
https://catalog.usu.edu/content.php?catoid=12&navoid=3163

Proposed by the Council of Academic Associate Deans, February 2021 (contact person: Claudia Radel)

Valedictorian Selection Criteria
The title of valedictorian has long been used to designate an individual who has achieved the highest academic excellence. Each USU college must annually select only one valedictorian. The following procedures should assure an acceptable degree of commonality in the selection of valedictorians.

The major consideration for selection of a college valedictorian should be the level of academic performance. The grade point average (GPA) earned at Utah State University should be used as the primary basis for comparison of academic performance, but colleges must also attend to USU semester credits, may consider the overall GPA, and may choose to evaluate other evidence of academic excellence. The selection criteria for each college’s valedictorian include:

1. GPA earned at Utah State University (primary basis for selection)
2. Overall GPA (may also be considered)
3. Minimum of 60 semester credits for which letter grades were earned at Utah State University
4. Other evidence of academic excellence or achievement as determined by the dean

The following are examples of additional, secondary factors that could be considered by the dean in the selection of a college valedictorian:

1. Availability to participate in commencement activities
2. Amount and quality of transfer credit
3. Number of courses repeated
4. Number of courses taken under the “P-D-F” grading option
5. Number of credits earned by examination, as well as level of achievement on such credits (e.g., CLEP scores)
6. Number of correspondence and independent study courses
7. Breadth of educational experience
8. Completion of University Honors
9. Other college-relevant indicators of academic excellence or achievement

Proposed changes to Catalog

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6. Number of correspondence and independent study courses
7. Breadth of educational experience
8. Completion of University Honors
9. Other college-relevant indicators of academic excellence or achievement

Item #2

UNIVERSITY-INITIATED LEAVE AND WITHDRAWAL

University-initiated Leave Policy Proposal:

The USU Behavioral Intervention Team (BIT) seeks to add to the University Catalog a proposed University-initiated Leave and Withdrawal Policy. The University Catalog is identified as the
appropriate location for this proposed policy, as it lists all academic policies, such as the University Leave of Absence policy.

The proposed policy identifies the conditions in which University-initiated leave or withdrawal is considered and describes the process of the individualized assessment undertaken to determine whether a University-initiated leave or withdrawal should be pursued. The policy also outlines the possible outcomes resulting from an individualized assessment, and possible conditions required for a student to return after a University-initiated leave or withdrawal.

The BIT proposes that the policy be placed in the University Catalog, and the policy AND procedures be listed on the BIT website.

(Note: The proposed policy is currently under final review by the Office of the General Counsel, and will be available on Monday, March 8, for the Academic Standards Subcommittee to review)

University-initiated Leave Policy Rationale:

Background from the NACUA Notes: National Association of College and University Attorneys January 21, 2021 | Vol. 19 No.3, pg. 5.

“In 2011, the Department of Justice (DOJ) amended the Americans with Disabilities Act (ADA) Title II regulations, which apply to public institutions of higher education.[5] The amendment mirrored existing Title III regulations, regulating private institutions as one form of a public accommodation, with respect to the concept of “direct threat,” and explicitly permitted institutions to address students who present a “direct threat” to others, while remaining silent on how to analyze a student who presents a threat of harm to him or herself. [6] Under both Titles II and III of the ADA, a direct threat is defined as a “significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services . . . .”[7]

There is no statement relating to a threat to oneself. That is where the statutory and regulatory law remains at this time.”

Since this time, institutions, including Utah State University, have attempted to determine, and to seek clarity, on “the federal government’s stance on institutional interventions to protect a student who is at high risk for self-harm. On January 26, 2018, a senior official from the U.S. Department of Education for the Office for Civil Rights (“OCR”) conducted a NACUA briefing moderated by Paul Lannon. The official underscored OCR’s commitment to working with postsecondary institutions in a manner that both respects the rights of students but also acknowledges the challenges that maintaining a student’s enrollment may present for the student, for other students, and for the broader campus community. The official clarified that OCR would not second-guess institutional decision-making in this area if in fact the campus followed certain guidelines, drawn from OCR’s existing resolutions and agreements.
The OCR official shared principles of best practice (hereinafter “OCR Principles”), including the following:

- Postsecondary institutions are permitted to offer students mental health services.
- Campuses should consider what reasonable accommodations, if any, exist that would enable the student to remain enrolled and/or on campus.
- Colleges and universities should be cautious in addressing self-harming students through the student discipline system without first/also considering other forms of reasonable accommodation that might exist.
- Involuntary leaves of absence are permissible, but should only be considered as a last resort.
- Decisions to impose an involuntary leave of absence and any conditions for return must be determined on an individualized basis.
- Qualified personnel should be involved in reviewing clinical and medical information.
- Campuses may consider how the student’s behavior has impacted others.
- Campuses should invite and consider information provided by the student, including from the student’s care provider(s).
- Institutions should narrowly tailor requests for information from a student’s health care provider(s).
- Students should be accorded a mechanism for challenging the imposition of the leave and/or conditions for return.
- Institutional policies should be non-discriminatory on their face and applied equally to students with and without disabilities.
- Institutions may require that a student seeking to return submit an evaluation from the student’s provider(s) and may require the student to comply with a medically prescribed treatment plan.
- Institutions may impose behavioral contracts upon a student’s return and enforce their provisions.”

With this information in mind, since 2018, USU has worked with stakeholders to develop a policy that conforms with national best practices.

Certainly, USU aims to create a safe, inclusive, and supportive environment for all students to pursue their academic, intellectual and personal goals. The University values the health and safety of every individual in the University community. To that end, the University maintains a Behavioral Intervention Team (BIT), which is the centralized body for collecting, assessing, and addressing reports of concerning behavior and providing a safe physical and emotional environment for the University’s students.

When there is a health or safety threat or disruption, the University, at the recommendation of the BIT, may deem a University-initiated leave of absence or withdrawal necessary to successfully manage severe threats to safety, security, and well-being of the campus community and its individual members.
University-initiated leave or withdrawal are last resorts, which are generally considered only after voluntary actions by the student and reasonable accommodations are determined to be insufficient to address the threat or disruption. The determination to institute a University-initiated leave or withdrawal is made after an individualized assessment, which is a reasonable and fair evaluation of the student’s unique needs and circumstances. This process carefully considers information provided by the student, medical providers, and others in determining if a University-initiated leave or withdrawal is necessary.

Factors considered during the individualized assessment may include, but are not limited to, the nature, duration, and severity of risk associated with a student’s continued participation in University life; the probability that potential injury and/or harm will occur as a result of the student’s continued participation in University life; whether the student is substantially impeding the education process or functions of other members of the University community; and whether the identified risks can be significantly mitigated through reasonable modifications of policies, practices or procedures.

Endnotes:

[6] See 28 C.F.R. § 35.139 (Title II); 28 C.F.R. § 36.208 (Title III).
[7] 28 C.F.R. § 35.104 (Title II); 28 C.F.R. § 36.104 (Title III).
[9] As this Note will highlight, the consideration of reasonable accommodation prior to imposing an involuntary leave of absence on a student is a consistent theme of the agreements and the Stanford University Settlement Agreement and Policy to be discussed later.
required to take a leave of absence (University-initiated Leave of Absence) or to withdraw from courses (University-initiated Withdrawal).

**Individualized Assessment**

A University-initiated Leave of Absence or Withdrawal can only be required after the BIT has engaged in an individualized assessment. The determination to institute a University-initiated leave or withdrawal is made after an individualized assessment, which is a reasonable and fair evaluation of the student’s unique needs and circumstances. This process carefully considers information provided by the student, medical providers, and others in determining if a University-initiated leave or withdrawal is necessary.

Factors considered during the individualized assessment may include, but are not limited to, the nature, duration, and severity of risk associated with a student’s continued participation in University life; the probability that potential injury and/or harm will occur as a result of the student’s continued participation in University life; whether the student is substantially impeding the education process or functions of other members of the University community; and whether the identified risks can be significantly mitigated through reasonable modifications of policies, practices or procedures.

**University-initiated Leave of Absence or Withdrawal**

University-initiated Leave of Absence or Withdrawal are last resorts. They will generally only be required after voluntary actions by the student and reasonable accommodations are determined to be insufficient to address the threat or disruption.

The University may initiate either a temporary leave of absence or withdrawal of a student when:

- There is a reasonable basis to believe, based on a case-by-case, individualized assessment of the student’s behavior and other relevant information, that the student cannot safely and/or effectively participate in the University’s academic programs and/or the residential life of the University, such that the student is not otherwise qualified to attend Utah State University without requiring a level of care the University cannot reasonably provide; or that student is not otherwise qualified to attend Utah State University without requiring a level of care the University cannot reasonably provide.

(b) There is a reasonable basis to believe, based on a case-by-case, individualized assessment of the student’s behavior and other relevant information, that the student poses a significant risk of threatening the health or safety of others; or causes or threatens to cause property damage; or engages in behavior that is unduly disruptive of others in the Utah State community. (Behavior that is “unduly disruptive” includes but is not limited to conduct that substantially impedes the emotional or physical well-being of others and/or the academic, extracurricular, or social activities of others. The University-initiated leave or withdrawal processes are invoked when these behaviors cannot be addressed through existing policies and procedures, including the Disciplinary Procedures for Disruptive Classroom Behavior as outlined in the Student Code).

**Returning from University Initiated Leave of Absence of Withdrawal**

When a student wishes to return to Utah State University after a University-initiated leave or withdrawal they must be authorized to do so by the AVPSA or designee. Decisions regarding readmission requests are made on a case-by-case basis and readmission is not guaranteed for Utah State University or to any specific academic program.

Additional information regarding the process and procedures related to University-initiated Leaves of Absence, including notice requirements and the challenge rights of a students placed on University-initiated Leaves of Absence and Withdrawals can be found [here](#).
Proposal for Repeating Courses policy

Background:

Various questions have been raised over the last year regarding how many times students are allowed to repeat a course and, more importantly, the universities’ ability to proactively advise students who attempt to repeat courses. The number of times a student can take the same class is limited to a total of three times (once, plus two repeats). The total number of repeats allowed is limited to ten. Policy indicates students who exceed these limits will have an academic hold placed on their registration.

The efficacy of this policy has been questioned for quite some time. The Center for Student Analytics and the Office of the Registrar attempted to analyze the data related to repeats. The following is a summary of what was found:

1. We found no evidence that a 10 repeats overall threshold is valuable. Theoretically, we suspect it was a way of helping students transition away from a situation that wasn’t going too well. However, SAP guidelines in the financial aid office already take care of that from a standpoint of Title IV funds. Also, if a student wants to use other sources of money to continue pursuing a degree, it seems confusing for USU not to let them.

2. While students have had to repeat a course for a second time roughly 20,000 times over the past three years, that number dramatically reduces for students who have to take a course for a third time (the current limit). The overall count of third attempts since Spring 2017 is 2336, and a proportion of those go on to earn successful grades.

3. Most interestingly, third-attempt enrollments are concentrated in only 22 courses, as follows (at least 10 students a year):

<table>
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<th>SUBJ</th>
<th>CRSE</th>
<th>Count of students TAKEN_3_TIMES since sp 17</th>
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<tr>
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<td>1050</td>
<td>303</td>
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<tr>
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<td>129</td>
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<tr>
<td>MATH</td>
<td>0995</td>
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<tr>
<td>ENGL</td>
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<tr>
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<td>107</td>
</tr>
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<td>97</td>
</tr>
<tr>
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<td>94</td>
</tr>
<tr>
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<td>84</td>
</tr>
<tr>
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<td>78</td>
</tr>
<tr>
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<td>73</td>
</tr>
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<td>69</td>
</tr>
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<td>47</td>
</tr>
<tr>
<td>CHEM</td>
<td>1010</td>
<td>43</td>
</tr>
</tbody>
</table>
4. Although the data also shows that there are diminishing returns, on average, for taking a course a fourth or fifth time, there are still students who go on to earn a successful grade. As such, we may be more successful taking a proactive, rather than reactive approach, in encouraging advisors to show this data to their students upon a third attempt, a fourth attempt, and so on.

It is proposed to adopt an appreciative advising approach and use an advising hold that requires students to meet with their academic advisor and determine if an alternate major would be more appropriate (requiring different courses), given their struggles with a particular course or set of courses.

**Previous Language:**

**Repeating Courses:**

Students may repeat any course at USU for which they have previously registered. They may also retake a course originally taken at an institution where USU has an articulation agreement, if the agreement identifies a specific USU course as being equivalent to the one the student desires to replace. All other decisions dealing with retaking courses, including courses taken under the quarter system, will be determined by the department in which the course is offered.

The number of times a student can take the same class is limited to a total of three times (once, plus two repeats). Beyond three attempts, the student’s dean must approve additional registration for the class.

The total number of repeats allowed is limited to ten. Students who exceed this limit will have an academic hold placed on their registration. Beyond ten repeats, the student’s academic dean must approve additional registration.

**Proposed Language:**

**Repeating Courses:**

Students may repeat any course at USU for which they have previously registered. They may also retake a course originally taken at an institution where USU has an articulation agreement, if the agreement identifies a specific USU course as being equivalent to the one the student
The number of times a student can take the same class is not limited to a total of three times (once, plus two repeats). Beyond three attempts, the student’s dean must approve additional registration for the class. However, the academic unit associated with the student’s major has the authority to determine consequences of exceeding two attempts (once plus one repeat) of the same class. These actions may include one or more of the following but are not limited to: placing an advising hold (which prevents registration) on a student’s record, requiring a meeting with an academic advisor, requiring dean approval for additional registrations of the class, and/or requiring a change of academic program.

The total number of repeats allowed is limited to ten. Students who exceed this limit will have an academic hold placed on their registration. Beyond ten repeats, the student’s academic dean must approve additional registration.
GENERAL EDUCATION COMMITTEE

Date
8:30 a.m. – 9:30 a.m.
Zoom Meeting

Present:  *Lee Rickords, College of Agriculture and Applied Sciences (Chair)  
*Greg Podgorski, College of Science  
*Matt Sanders, Connections  
*Dory Rosenberg, University Libraries  
*Robert Mueller, Statewide Campuses/Communications Intensive  
*Charlie Huenemann, Humanities  
*Ryan Bosworth, Social Sciences  
*Toni Gibbons, Registrar's Office  
*Mykel Beorchia, University Advising  
*Kristine Miller, University Honors Program  
*John Mortensen, Academic and Instructional Services  
*Thom Fronk, College of Engineering  
*Steve Nelson, USU Eastern  
*Daniel Holland, Jon M. Huntsman School of Business  
*David Wall, Creative Arts  
*Harrison Kleiner, College of Humanities and Social Science  
*Lawrence Culver, American Institutions  
*Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources  
*Paul Barr, Office of the Executive Vice President and Provost  
*Ryan Dupont, Life and Physical Sciences  
*Michelle Smith, Secretary

Excused:  Daniel Coster, Quantitative Literacy/Intensive  
Christopher Scheer, Caine College of the Arts  
Shelley Lindauer, Emma Eccles Jones College of Education and Human Services  
Sami Ahmed, USUSA President

Call to Order – Lee Rickords

Approval of Minutes – February 16, 2021 (Box link: https://usu.app.box.com/file/776705301545)

Motion to approve the date minutes made by Bob Mueller  
Seconded by Kristine Miller  
Approved unanimously by voting members

Course Approvals/Removals/Syllabi Approvals https://usu.curriculog.com/
ENVS 4550 (QI) ................................................................. Lee Rickords (in lieu of Daniel Coster)
Recommended by Lee Rickords
Seconded by Greg Podgorski
Approved unanimously by voting members

Discussion
Lee represented Daniel Coster who was unable to attend the meeting. Claudia Radel would be able to answer any questions.

Greg explained that he approves the course but the course description in the catalog will need to be updated. It only addresses the week-long course, but excludes the Logan campus semester-long segment.

Claudia explained the course description was submitted to the course Curriculum Committee and EPC and will be updated for the next academic year’s catalog. It will also include adjustments to prerequisites.

Bob asked about the length. His concern was whether students would be doing the same amount of work in that week as is required or will be accomplished within a semester.

Claudia explained that the eight days are all day long (eight hours per day). If it qualifies as a three-credit course, it qualifies for length of time, and so it should qualify for a designation. If the committee wants to look at specific delivery types to limit for designations, that is something to address at another time. But as for now, all delivery types are open for designations.

Business

Implementation of CI Outcomes (Harrison Kleiner and Bob Mueller)

With CL outcomes defined for ENGL 1010 and 2010, the instructors of those two courses will be trained for Fall. CI is more of a challenge for training instructors in the new outcomes because there are instructors in every college statewide. That makes rolling out the implementation of CI outcomes more difficult. They are going before the EPC this month. Once the new CI outcomes are official, the Communications Committee was concerned that rolling out the new outcomes to CI faculty this semester would not have good reception across campuses due to the level of this academic year’s challenges.

Another issue with implementing CI outcomes effectively has to do with the class size of CI courses. Some are as low as 25 students and most have less than 40 students, but there is one course with 400 students and a number of courses with 150 students. These larger courses have one or two TAs. A faculty member could not realistically be expected to deliver on new CI outcomes without a better student-to-instructor ratio, such as a 30 to 35 student-faculty ratio. The process of rolling out CI outcomes involves a broader conversation on how to support faculty. There are several courses that would need a better instructional support in order to deliver a high quality CI course.

Bob explained that they don’t want to just broadcast the outcomes and expect the faculty to implement them in the same year. There isn’t a lot of thought within some CI courses to approach the CI outcomes as a progression from CL 1 to CI. The Communications Committee
has to think about how to handle the vast amount of CI courses already available and the prospect of new CI courses added each year. The Provost’s Office would be overwhelmed if everyone asked for TAs and UTFs to help implement the outcomes. The question is how to bring CI courses up to the standard in stages.

Harrison said they are evaluating methods to provide more faculty support by looking at the Writing Center and the Writing Fellows Program. For a $10 - $15 course fee, you could have a Writing Fellow in the course. The Writing Fellow could provide extra writing time with students. Some courses assign a lot of writing but don’t teach writing. They aren’t intentionally designed to teach those skills. So there are several ways to approach implementation but it will be a work in progress.

DHA, DSC, DSS, QI, and CI are not Gen Ed courses, they are University Studies courses. Gen Ed are determined by R470. University Studies are a USU requirement not a USHE requirement. USU is the only university that has our unique University Studies requirements. The Communication Committee has requested that CI courses be brought within the Gen Ed assessments this fall to help evaluate what types of support the faculty would need and how the courses are fitting within the Gen Ed requirements.

Harrison and Bob would like feedback on how the Gen Ed Committee would like to see implementation of CI outcomes.

Bob said a few years ago, there were members on the Gen Ed Committee who said their instructors aren’t trained to help with feedback on teaching writing and look to CI courses to help teach writing skills. He wants to see how all the colleges and departments with CI courses would prefer to have students learn writing since all majors include CI courses. Bob has also talked to Lee about expanding the CI committee to include a broader pool of members.

Harrison said that they did have CI instructors from every college participate in developing the outcomes who could be added to the Communications Committee.

Lee said it’s obvious it will take a few years to implement CI outcomes. He asked about the timeline the Communications Committee anticipates would be necessary.

Harrison said they discussed it but they haven’t worked out a timeline. They have started the conversation within English to examine supports. They are trying to identify courses such as one in Ag where they have been inventive with ways to give students feedback. They are trying to identify Best Practices courses within each college to add as examples on the website but they won’t have data until next January. They hope to have these ideas in place by next year. Some programs will have CI courses with high student class sizes. That’s the nature of the problem – they can’t cause a bottleneck. The idea for the assessment plan is to work for continual improvement. By this time next year the Communications Committee will have conclusions from the assessment data and ways to implement them in the following year.

Bob explained that right now the Communications Committee doesn’t have a lot of data. Courses are assessed with how they achieve CI outcomes. With the new outcomes, some instructors may ask to remove the CI designation. But the outcomes will also help with improving standards for instructors to achieve and assist them with meeting goals. The next steps are to gather data and then disperse information on the new outcomes. This will be a phased approach. It will be a deliberate but not a fast process.
Harrison said that they want to identify ways for instructors to add support to their courses rather than just throw out the standards and hope they are implemented.

Kristine said that while one piece could be the Writing Center, students cannot be the ones to teach other students to write. Even the best students in peer mentoring roles cannot really teach writing. Assessing the current CI courses is a good idea to start with. The committee may also want to look at outcomes on when peer mentoring is used and identify best and worst practices on peer mentoring. But some faculty might look at peer mentoring as their solution to meet CI outcomes so it would be important to be clear on what faculty can and cannot do to teach writing.

Harrison said that Writing Fellows are only part of the solution that Writing Fellows and UTFs create additional work for faculty and should not be the only approach. Faculty should not offload meeting CI outcomes to another source.

Matt asked that if there was a way for associate deans could help with implementation in their colleges. Department heads could be shown the outcomes in August and told that the outcomes would be the standard to reach within the next couple of years. Those that are doing well could be identified and those struggling could be looked at by deans to explore how to help those instructors/courses that are struggling with some extra support and test some solutions. They could find some models to help improve courses in focused areas.

Harrison said that he and Bob could work to develop a more defined timeline to give deans and department heads ways to start working on these outcomes.

Harrison asked when the committee will implement the Gen Ed Assessment Plan. Will they vote on it or is it something to look at and begin doing?

Lee said that since the committee decided to have assessments for Gen Ed a few years ago, it could be looked at that way, but the committee could take a vote to implement it for the record and it would start in the Fall.

Motion made to establish an assessment for all CI courses to begin Fall 2020 to collect data and inform faculty of student outcomes by Bob Mueller. Lee, Harrison, and Bob clarified it would be a multi-year assessment in perpetuity.

Harrison seconded the motion.

Greg asked for clarification if the assessment is intended for student outcomes or the assessment of outcomes taught within the Gen Ed courses.

Harrison outlined the process for assessment and explained CI assessments would follow the Gen Ed assessment model in place.

Motion approved unanimously by voting members

The Gen Ed Assessment Report

Harrison said he’d email the Gen Ed Assessment Report later that morning. He explained some of the report content.
This is the second year of the Gen Ed Assessment plan. They faced difficulties collecting data the first year so they didn’t write a report. They will work on having a better experience the second year. Methods to improve data collection include:

The assessment was moved to a calendar year.

The assessment was moved to annual reporting.

The assessment will no longer use second scoring.

Second scoring – where Gen Ed committee members review artifacts/assignments from students and score them again as a measure of how faculty are implementing their outcomes – was hard to assess since the data, scores from papers, scores from quizzes, etc. didn’t get pulled over using Portfolium from Canvas to review. Some designations were not properly assessed as a result. The committee is having to come up with another way to collect data for looking at the outcome.

Data collection on assignments was changed to follow submission date, but they found some faculty are creating dummy assignments for a variety of reasons (dummy assignments are assignments not submitted within Canvas but that have a due date). 30% – 40% of assignments were not pulled over from Canvas. So John Louviere and Peter Crosby are working on how to pull data from Canvas to get a pre- and post-score on assignments students must do for their Gen Ed designation courses.

They want to look at equity gaps but the data set this year was too limited to get a good picture of that. The data took a broad look at how Gen Ed is impacting students. The report is only able to look at some of the assignments due to limitations from collecting data.

Harrison showed the committee how the data they collected from this past year showed the progress of students. It showed that 91% of students were considered proficient at the start of the semester so it was hard to show progress throughout the course.

The IDEA assessments asked students to rate their perceived progress and the scores showed how much progress they felt they made. The overwhelming majority of students felt they had made progress and feel like they are learning.

The two pieces of data show that students feel like they are learning but instructors didn’t feel like their students were learning since they scored their students so high in the beginning of the course there wasn’t much room to improve.

Harrison drew some conclusions and some good news. When he went to 19 departments that teach 80% of Gen Ed courses and met with faculty, he asked if they’d seen the rubric before. Almost all Gen Ed instructors were ignorant of the learning outcomes they were to achieve in their Gen Ed course. Only 15% knew they existed. Now they are more aware. And that was one goal of the plan – to make faculty and students more aware and for faculty to be more intentional in their teaching.

One takeaway from the report is the need for professional development to help faculty understand what the rubric means. Faculty are scoring too generously.
A second item of business on the report is a request for the designation committee chairs to share the report with their subcommittees and ask them to reflect on it. Then they should talk about what kind of professional development will need to be implemented to help faculty achieve the outcomes.

Claudia asked whether we know how many assessed courses used an early assignment versus a true pre-test? An early assignment might result in assessment after teaching students to have success on that assignment so the skills of students are not captured the way a pre-test would.

Harrison said they don’t know that information. There is not a way to poll for that data.

Claudia said that she based her assessment in her course on the first exam and a final exam. She doesn’t know how widespread the early assignment vs pretest is used by faculty.

Harrison said that students would be scored well if they met where you want them to be based on the first quarter test. Scoring the assessment only works on the rubric if student outcomes are looked at based on where they are at week two and were they able to achieve where you want them to be at the end of the semester.

Claudia questioned on how to look at student progress using assessments throughout the semester. In her course, she uses unit assessments. There was not a true pre-test. She thought she was looking at her teaching within relation to the rubric but realizes she was basing her analysis of the outcome based on the content she had taught in that first unit.

Bob said that he looked at his assessment on how students scored on their first paper vs their last paper. He realized that he needs to have a real pre-test and post-test set up. His students already had five weeks of instruction before their first paper. He wondered why his data didn’t show a marked shift or improvement over time. Now he understands why that is happening based on Claudia’s comments.

Harrison said the true way to assess is to have a universal pre-test and post-test for all classes. Those tests would not be tailored to particular content but assess universal skills. Those tests aren’t popular because instructors feel such tests introduce an outside influence on what their content should be. Faculty need to separate assessment of the rubric from the grades of students. For the sake of the criteria in the rubric the students need to be scored on a fixed expectation both in the beginning and end of the course.

Harrison said the homework is for area committee chairs to share the report to their area committee, discuss the report, and draw conclusions from the report to look at what professional development needs to be implemented for instructors to improve courses or at least improve the Gen Ed Committee’s ability to collect assessment data. Then each committee chair should email Harrison with any recommendations and also bring them to the April meeting. Harrison will use the feedback to work on seminars that will be offered to faculty teaching courses in the fall.

Adjourned at 9:23
## Communication (CI - CL2 - CL1) Outcomes Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>CI Milestone</th>
<th>CL 2 Milestone</th>
<th>CL 1 Milestone</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Develop and write with purpose and consideration of various audiences in accordance with genre and disciplinary conventions.</strong></td>
<td>Demonstrate a skillful ability to write, using visual communication as appropriate, by accomplishing an intentional purpose, engaging with texts or source material, and adapting the written work to different audiences the discipline may need to address.</td>
<td>Demonstrate an effective ability to write, using visual communication as appropriate, by accomplishing an intentional purpose, engaging with texts or source material, and adapting the written work to a variety of audiences.</td>
<td>Demonstrate an adequate ability to write, using visual communication as appropriate, by focusing on a purpose, engaging with texts or source material, and adapting the written work to a variety of audiences.</td>
<td>Demonstrate a partial ability to meet the CL1 milestone in writing, using visual communication as appropriate, by focusing on a purpose, engaging with texts or source material, and adapting the written work to a variety of audiences.</td>
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<td><strong>2. Develop oral communication with purpose and consideration of various audiences in accordance with genre and disciplinary conventions.</strong></td>
<td>Demonstrate a skillful ability to communicate and express orally, using visual communication as appropriate, by accomplishing an intentional purpose, engaging with texts or source material, and adapting the communication to different audiences the discipline may need to address.</td>
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<td><strong>3. Engage in the iterative process of improving communication based on feedback from an informed audience.</strong></td>
<td>Demonstrate a skillful ability to reflectively engage with feedback from an informed audience to intentionally improve communication (e.g., clarifying organization, considering additional perspectives, refining claims and purpose), whether revising one project or across multiple projects.</td>
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<td><strong>4. Develop an ability to intentionally craft language for one's purposes.</strong></td>
<td>Demonstrate a skillful ability to craft language intentionally, using syntax and word choice appropriate to the discipline, that conveys meaning with clarity and fluency to various audiences.</td>
<td>Demonstrate an effective ability to craft language intentionally, using syntax and word choice appropriate to the audience, that conveys meaning with clarity and fluency to various audiences.</td>
<td>Demonstrate an adequate ability to craft language and construct sentences intentionally, using syntax appropriate to the audience, to convey meaning to various audiences.</td>
<td>Demonstrate a partial ability to construct sentences intentionally, using syntax appropriate to the audience, to convey meaning to various audiences.</td>
</tr>
<tr>
<td><strong>5. Engage with credible and relevant texts and sources appropriate to audience and purpose.</strong></td>
<td>In their major, students will further develop their ability to thoughtfully engage with and incorporate credible and relevant sources in disciplinary-specific ways.</td>
<td>Effectively identify and distinguish between different kinds of credible and relevant sources; consistently incorporate sources to support ideas by intentionally summarizing, paraphrasing, and/or quoting relevant material; and appropriately cite sources.</td>
<td>Adequately identify different kinds of credible and relevant sources; incorporate sources to support ideas by summarizing, paraphrasing, and/or quoting material; and consistently cite sources.</td>
<td>Begin to identify credible and relevant sources; incorporate sources to support ideas by summarizing, paraphrasing, and/or quoting (although may be too close to the original text); and may or may not consistently cite sources.</td>
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## Communications Intensive (CI) Rubric

<table>
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<th>Criteria</th>
<th>CI Milestone</th>
<th>CL2 Milestone</th>
<th>CL 1 Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students will learn to:</strong></td>
<td>The student who achieves proficiency will:</td>
<td>The student who approaches proficiency will:</td>
<td>The student who lacks proficiency will:</td>
</tr>
<tr>
<td>1. Develop and write with purpose and consideration of various audiences in accordance with genre and disciplinary conventions.</td>
<td>Demonstrate a skillful ability to write, using visual communication as appropriate, by accomplishing an intentional purpose, engaging with texts or source material, and adapting the written work to different audiences the discipline may need to address.</td>
<td>Demonstrate an effective ability to write, using visual communication as appropriate, by accomplishing an intentional purpose, engaging with texts or source material, and adapting the written work to a variety of audiences.</td>
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<td>2. Develop oral communication with purpose and consideration of various audiences in accordance with genre and disciplinary conventions.</td>
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<td>Demonstrate an effective ability to communicate and express orally, using visual communication as appropriate, by accomplishing an intentional purpose, engaging with texts or source material, and adapting the communication to a variety of audiences.</td>
<td>Demonstrate an adequate ability to communicate and express orally, using visual communication as appropriate, by focusing on a purpose, engaging with texts or source material, and adapting the communication to a variety of audiences.</td>
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<td>3. Engage in the iterative process of improving communication based on feedback from an informed audience.</td>
<td>Demonstrate a skillful ability to reflectively engage with feedback from an informed audience to intentionally improve communication (e.g., clarifying organization, considering additional perspectives, refining claims and purpose), whether revising one project or across multiple projects.</td>
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## Communications Literacy 2 (CL2) Rubric

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<th>Criteria</th>
<th>The student who <strong>achieves</strong> proficiency will:</th>
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<td>Demonstrate a partial ability to meet the CL1 milestone in writing, using visual communication as appropriate, by focusing on a purpose, engaging with texts or source material, and adapting the written work to a variety of audiences.</td>
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### Communications Literacy 1 (CL1) Rubric

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<th>CL 1 Milestone</th>
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<th>The student who approaches proficiency will:</th>
<th>The student who lacks proficiency will:</th>
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<tbody>
<tr>
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<td></td>
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<td></td>
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<td>Demonstrate a beginning ability to understand feedback from an informed audience that could be used to improve communication (e.g., clarifying organization, considering additional perspectives, refining claims and purpose).</td>
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<td><strong>5. Engage with credible and relevant texts and sources appropriate to audience and purpose.</strong></td>
<td></td>
<td>Adequately identify different kinds of credible and relevant sources; incorporate sources to support ideas by summarizing, paraphrasing, and/or quoting material; and consistently cite sources.</td>
<td>Begin to identify credible and relevant sources; incorporate sources to support ideas by summarizing, paraphrasing, and/or quoting (although may be too close to the original text); and may or may not consistently cite sources.</td>
<td>Begin to identify sources, but sources may not be credible or relevant; incorporate sources to support ideas by summarizing, paraphrasing, and/or quoting (although may be too close to the original text); and may begin to cite sources.</td>
</tr>
</tbody>
</table>
USU General Education and University Studies in Communication

The sequence of communication courses is meant to help students achieve proficiency in both written and oral communication. A general education in communication will teach students to:

- Write and speak with purpose, engaging with texts or source material, to different audiences while negotiating various genre and disciplinary conventions.
- Engage in an iterative process of improving communication and applying feedback from an informed audience.
- Develop an ability to intentionally craft language for a variety of purposes.
- Engage with texts or source material.

There are three levels of the curriculum in the communication sequence: Communications Literacy 1 (CL1), Communications Literacy 2 (CL2), and two Communications Intensive (CI) courses. This is an intentional sequence of courses, and each is meant to follow and build upon the course that came before it.

CL (lower-division) courses focus on foundational communication skills that are portable across disciplines and audiences as well as foundational information literacy skills. Given these goals, CL courses should not be major-specific or tied to disciplinary-specific modes of communication.

CI (upper-division) courses focus on communication within a discipline with a strong emphasis in both written and oral communication, and so tend to focus more narrowly on disciplinary audiences and conventions. Given these goals, ideally the CI courses will be built into a student’s major.

Proposals for these courses will be evaluated according to the above criteria as well as the following rubrics. The proposal memo should explain in detail—with reference to the syllabus—how the instructor intends to satisfy these criteria and achieve these outcomes. All courses must meet all of the goals.
# PROV - Career Services - Career Design Center

## 4.1.a R401 Abbreviated Program Proposal

### Proposal and Contact Information

**Instructions for Completing R401:**

- Writing Guidelines/Suggestions
- USHE R401 Policy
- Deadlines and Schedules
- Process and Flowchart

**Contact Information:**

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

**Step 1: 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.

<table>
<thead>
<tr>
<th>COLLEGE (include all cross listed colleges)*</th>
<th>PROV</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT (include all cross listed departments)*</td>
<td>Career Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Title (if applicable)*</th>
<th>Career Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Title*</td>
<td>Career Design Center</td>
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**Step 2: Enter** the Correct CIP Code Using the Following Website: Classification Instructional Programs

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</tr>
<tr>
<td>Maximum Number of Credits (if applicable)*</td>
<td>0</td>
</tr>
<tr>
<td>Type of Degree: (BA, BS, etc.)*</td>
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Step 3: 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

Other: (explain change)

Additional Approvals (if applicable)
- Graduate Council*
  - Yes
  - No
- Council on Teacher Education*
  - Yes
  - No

Section I: The Request

R401 Purpose*
Request: Career Services at Utah State University is requesting a name change to better reflect the work and services provided by the Center. The proposed new name is Career Design Center.
Section II: Program Proposal

Rationale: This unit has recently undergone a significant leadership change following the retirement of a long-term director. Additionally, there has been a lot of national conversation about student success and the role that career education plays in this success. Therefore, the career coaches, in conjunction with the interim director, have been conducting research into best practices and have been holding strategy sessions to reimagine career education at Utah State University. The objective of the career services unit is to empower all students to design their career paths through university-wide career education, experiential learning, and post-graduation opportunities by organizing and designing new services around the following student themes:

- **EXPLORE MAJORS & CAREERS - Major Exploration & Declaration**
  
  - Through a strong partnership with University & Exploratory Advising, students will have access to on-demand and guided learning. This education will help students develop a stronger understanding of their skills, personality, and interests and how they relate to choosing a major and designing a career path(s).
  - This process will include a credit-bearing course, an open Canvas course, and strategic touchpoints with career services and exploratory advising.

- **EXPERIENTIAL LEARNING - Enhanced Preparation for Post-Graduate Experiences**
  
  - Career Services will strive to engage all students in experiential learning through academic as well as extracurricular activities. Academic activities include internships, practicum, field work, etc. Extracurricular activities include volunteer work, on-campus and off-campus employment, and leadership opportunities engaged in during their studies.
  - Focused on helping students design career paths that lead to their success, this focus on experiential learning will educate students on the importance of experiential opportunities, how to obtain these opportunities, and how to reflect and move forward in their career design.
  - This process will include a mix of guided and on-demand learning. Examples include a credit-bearing course, an open Canvas course, guidance on topics such as the job search, resume writing, interviewing strategies, employer engagement through events such as career fairs, and access to a career design specialist.

- **LAUNCH & PIVOT - Post-Graduation Maintenance**
  
  - Students will have education on and access to the tools needed to secure post-graduation opportunities that are related to their career goals. This process will help students navigate the job search and understand ongoing career design as alumni.
  - This process will include a credit-bearing course, guidance on topics such as the job search, resume writing, interviewing strategies, offer negotiation, graduate school application preparation, employer engagement through events such as career fairs, and access to a career design specialist.

This new proposed name will accurately reflect the strategic new value propositions for career education that include a revised mission/objective statement, reimagining career education resources so that they are flexible and scalable, and developing new technology tools to improve and expand. This will ultimately improve the expansion to support the students and key partners.

Another prominent change to the unit is the title for the career coaches. Moving forward they will be called “Career Design Specialists,” which better reflects the role they will have moving forward.
The newly reimagined Career Design Center focuses on ensuring that all USU students receive career education. Analytics will be used to identify students who have historically been less likely to seek services (i.e., marginalized populations, including first generation students). The Career Design Specialists will be proactive in inviting these students to receive this education. Eventually, the career education will be built into existing academic programs to ensure that all students receive it. Assessments will be used to improve services going forward.

**Budget:** This proposed name change will not require additional funding. The following budget will be used going forward.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Total</th>
<th>Title</th>
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<td>Staff hourly benefits</td>
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**Section III: Curriculum (if applicable)**

**Program Curriculum Narrative**

**Step 4:** **Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

**Step 5:** **Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
GENERAL EDUCATION COMMITTEE

April 20, 2021
8:30 a.m. – 9:30 a.m.
Zoom Meeting

Present:  
*Lee Rickords, College of Agriculture and Applied Sciences (Chair)  
*Christopher Scheer, Caine College of the Arts  
*Greg Podgorski, College of Science  
*Matt Sanders, Connections  
*Dory Rosenberg, University Libraries  
*Charlie Huenemann, Humanities  
*Ryan Bosworth, Social Sciences  
*Toni Gibbons, Registrar's Office  
*Mykel Beorchia, University Advising  
*Kristine Miller, University Honors Program  
*John Mortensen, Academic and Instructional Services  
*Thom Fronk, College of Engineering  
*Daniel Coster, Quantitative Literacy/Intensive  
*Harrison Kleiner, College of Humanities and Social Science  
*Lawrence Culver, American Institutions  
*Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources  
*Paul Barr, Office of the Executive Vice President and Provost  
Michelle Smith, Secretary

Excused:  
David Wall, Creative Arts  
Shelley Lindauer, Emma Eccles Jones College of Education and Human Services  
Sami Ahmed, USUSA President  
Ryan Dupont, Life and Physical Sciences  
Robert Mueller, Statewide Campuses/Communications Intensive  
Steve Nelson, USU Eastern  
Daniel Holland, Jon M. Huntsman School of Business

______________________________

Call to Order – Lee Rickords

Approval of Minutes – March 17, 2021
Motion to approve the date minutes made by Ryan Bosworth
Seconded by Christopher Scheer
Approved unanimously by voting members

Course Approvals/Removals/Syllabi Approvals https://usu.curriculog.com/
Harrison explained his homework to committees about providing feedback. He heard from BAI and BHU committees via email.

Feedback provided will be used for developing professional support in the fall.

Lee asked about the comment Lawrence mentioned from a faculty member who was critical of the report. Did the faculty member realize the assessment report was necessary for accreditation?

Lawrence explained the criticism was that the university doesn’t put enough resources and funds into developing useful assessments and that only a few courses should be assessed. There should also be compensation for faculty who provide feedback.

Harrison said that he appreciates the feedback and comments. It seems that some faculty don’t realize the need for assessments. Some faculty may not realize the assessment of education is part of their job. It would be nice if faculty would see the assessment as a way to evaluate their teaching and find room for improvement. Not everyone has that attitude.

Lee explained his question is from the viewpoint that there is a misconception from some faculty that they can do whatever they want and there isn’t a requirement from accreditation or need to show improvement in teaching and learning.

Harrison said that there is an information campaign that needs to be done with faculty so there is accountability for student learning. Demonstrating that accountability is a requirement that has increased over the last decade and will only increase more in the future. USU will be required to look at demographics and equity gaps and how to address them. He is hopeful faculty will be interested in identifying challenges in equity and find ways to improve. The assessment of student learning will remain part of education. The comment that students and faculty should be compensated indicates that faculty don’t see that it is part of their job.

Lee said that USHE will have more emphasis on assessment and faculty understanding their role in assessment.

Kristine said that there are two ways to look at assessment and one is to look at how learning outcomes are affecting student learning in their class. The other way is to look at the university’s job of assessing the outcomes. Kristine says that faculty aren’t the ones solely at fault. They use assessments to figure out how to realign or change their courses. Administration has the job of interpreting and helping faculty use outcomes.
Harrison said he is not faulting faculty. It is faculty’s job to assess outcomes, and administration’s job to look at outcomes and develop professional development for faculty to improve outcomes.

Kris said professional development should end up looking at how faculty approach teaching the outcomes. Faculty teaching courses with a particular rubric outcome should look at what they have in common and talk to each other about how they are teaching it.

Harrison said that faculty needed basic training in assessment. His problem was that 90% of BHU faculty said that student had master at the start of the class according to the report. It means that faculty aren’t looking at approaching the assessment with a measure of how to rate student success.

Kristine said that faculty should be trained to look at ways to develop common assignments to help students progress to achieve rubric outcomes.

Charlie pointed out that the report showed that BHU’s 90% proficiency rate at the start of the semester had dropped to 85% by the end of the term.

Lawrence said that raises the question on how faculty well faculty are being prepared to design exercises, when they should be assigned, and how students complete their assignments. He received informal feedback that it would be great to see examples of what this might look like. Successful examples might help faculty have more confidence to know what to do.

Nominations/Election of General Education Subcommittee Chair ............................ Lee Rickords

Lee explained it is a requirement to nominate and vote on committee chairs.

Harrison nominated Lee Rickords.

Matt made a motion to re-appoint Lee Rickords as chair. Seconded by Thom.

Voting was unanimous by voting members.

Paul expressed his thanks for Lee serving as chair for another year.

Lee also thanked those on the committee for all the work they are doing and have done.

Lee also said that committee members will be assumed to continue serving next year. If they are not serving, please let Michelle Smith know.

Gen Ed Appeals to Excuse Depth Requirements and Minors......................... Harrison Kleiner

Harrison said that he gets Gen Ed appeals asking to be excused from a depth requirement. Their justification is that they are a History major with a Biology second major. The advisor asked that the depth science requirement be excused. For this case it’s easy to excuse the requirement. However, if it was a minor, it would be more difficult to waive the requirement. He would like to develop some major/minor combinations where some depth requirements might be waived and wanted feedback from the committee.
Charlie said that he is inclined to agree with Harrison that a minor would be a reason to waive a requirement. If a student has a major or minor in a field, the student has had more exposure and that addresses the purpose of a depth course.

Christopher asked how many minors are made up of depth classes. If a minor contains mostly depth classes, the waiver is a moot point, such as with Music classes.

Harrison said that one way to address it is to use the list of depth courses as alternatives for how to plan a minor. A minor is typically six classes. Surely six classes adds up to a depth course.

Lee said that the point of a minor is to get depth and breadth in another discipline.

Mykel said that logistically with the advising community, there are 90 advisors and they don’t have programming in DegreeWorks or reports to tell who has which minor to exempt. Is this going to be a rule or exception and whose responsibility will it be to initiate the question—advisor or student?

Toni said that they could program DegreeWorks to automatically waive requirements and it could be part of the catalog. It would be another year before it could be programmed into the catalog.

John pointed out that the old catalog said that there was a way to waive breadth requirements. (He read the wording in the catalog.) There are exceptions for breadth that could be addressed by advisors, could there be exceptions for depth?

Harrison said that Mykel’s question addresses equity—did an advisor or student realize how to ask for an exception? Coding exceptions in the catalog would be the best way to address it. He will work with vice provosts and then work on the issue with Toni and John for the fall of 2022.

Adjourned at 8:59 a.m.
ACADEMIC STANDARDS SUBCOMMITTEE OF THE EDUCATION POLICIES COMMITTEE

Meeting held March 11, 2020 from at 3:00 p.m. via Zoom.

MEMBERS

Present:

- Renee Galliher, Chair, Associate Vice Provost
- Mykel Beorchia, Advising
- Sterling Bone, Jon M. Huntsman School of Business
- Dan Coster, College of Science
- Fran Hopkin, Registrar’s Office
- Kacy Lundstrom, University Libraries
- Robyn Peterson, subcommittee secretary (ex officio; not a voting member)

Absent:

- Porter Casdorph, USUSA

Guests:

- Claudia Radel
- Krystin Deschamps
- Chelsey Ritner
- Cliff Parkinson

AGENDA

1. New Business
   a. Proposed amendment to valedictorian selection criteria in the Catalog, presented by Dr. Claudia Radel.
      i. Dr. Claudia Radel represented the associate deans to address the subcommittee regarding the possibility of amending the valedictorian selection criteria verbiage in the Utah State General Catalog. She noted that the current language could be confusing regarding the role of the overall GPA versus the USU GPA in selecting a valedictorian. She noted that there may be some discrepancies between current selection processes and what the catalog outlines. The associate deans would like to create additional flexibility in terms of diversifying selection criteria among the colleges.
The subcommittee discussed what other individuals outside of the associate deans had examined the proposed changes. Fran Hopkin stated that college representatives knew that the conversation was being circulated, and Claudia mentioned the associate deans’ stake in the verbiage due to their task of guiding valedictorian selection on behalf of their deans.

Claudia highlighted that some of the proposed changes would include clarifying GPA specifications and removing the tiebreaker wording. The latter initiative is proposed to increase the flexibility in how other factors outside of the GPA are weighted. The subcommittee discussed wording in the current language that may be obsolete, including the mention of correspondence courses.

Renee Galliher inquired about the possibility of wordsmithing the current language, as well as what other stakeholders needed to be brought in to the conversation. The subcommittee determined that they would like to obtain student feedback about the proposed amendments before bringing the motion to the Educational Policies Committee. The subcommittee favored seeking the approval of the Executive VP of USUSA (the subcommittee’s student representative) as a means to obtain student feedback.

The subcommittee discussed the role of internships in the selection criteria and determined that this varies among colleges. Claudia recommended removing the sixth item in the selection criteria. Renee proposed that the motion could be forwarded to the EPC upon removing the sixth item and Renee obtaining the feedback from the subcommittee’s student representative.

ii. Motion to support this proposal made by Sterling Bone. Seconded by Fran Hopkin. The vote was unanimous for all present, and Renee and Robyn will forward the adjustments to Dan Coster for his approval.

iii. Addendum added 3/29/21: The student representative did not respond to the committee’s outreach regarding this proposal. Renee Galliher would like to move this item on to the EPC as the EPC also has a student representative.


i. Krystin Deschamps presented the proposal to create a university-initiated withdrawal policy. Krystin discussed recent changes in the Office of Civil
Rights (OCR) allowing the implementation of such a policy. Krystin discussed the university’s liability in situations concerning suicide and suicide attempts, as well as the disruption for surrounding students. Fran Hopkin expressed his appreciation and support of the current proposal. He inquired about the registration status and admission status of those students who would be subject to this policy.

Cliff Parkinson addressed the option of putting students on university-initiated leave of absence or withdrawal, depending on the severity of the situation. The subcommittee expressed their desire to become more familiar with the circumstances surrounding the distinguishing criteria. Chelsey Rtnner and Cliff Parkinson discussed the case-by-case process of making determinations for individual students, both from a healthcare perspective and from an OCR perspective.

Krystin and Renee discussed suitability of having a more generalized policy in the catalog and having specifics posted on the Behavioral Intervention Team (BIT) website.

Renee noted a repeated sentence in the proposal. Cliff and Krystin agreed that the duplicate sentence should be removed. Renee proposed to have the complete procedures document forwarded to the subcommittee via email, after which the subcommittee would cast a vote on approving it to the EPC level via email. Fran Hopkin and Sterling Bone expressed their support of this motion. Krystin and Cliff will distribute the full policy to the subcommittee. The subcommittee will subsequently determine their vote via email.

ii. Addendum added 3/29/21: Renee Galliher reached out to Krystin Deschamps regarding distributing the full policy to committee members. Renee will report updates on this item at the EPC meeting on April 1, 2021.

c. Repeat policy discussion, presented by Fran Hopkin.

i. Fran Hopkin presented amendments to the current university repeat policy. He discussed the background of the policy, the difficulty of enforcing the current policy, and the current policy’s effect on student success. Fran noted that there is currently no evidence to support the 10 repeat threshold. Fran noted that students were much more likely to repeat a course a second time than they were to repeat it a third time. Fran proposed to insert language that would give the academic departments more autonomy in helping students who repeat courses
multiple times. He mentioned the ability of academic advisors to run reports and advise students per their individual situations. The subcommittee discussed the various roles of academic advisors and departments in helping students navigate multiple repeats. Mykel Beorchia expressed her support of having the policy enforcement come from the academic units. She mentioned that many of the academic processes currently in place could be utilized to locate students who may be in need of additional help or consideration.

The subcommittee discussed advisor and instructor roles in student success. Fran mentioned that current advisor platforms could be modified to additionally identify students at risk of not persisting or graduating. Mykel discussed the current repeat policy’s role in decisions made by the admissions committee.

Fran mentioned that departments would maintain their autonomy in enforcing repeat policies as they have outlined. The subcommittee discussed which department should be making repeat decisions for students: the student’s major department, or the department offering the courses that are being repeated. The subcommittee determined that the student’s major department should be empowered to make decisions regarding students’ repeated courses and how to direct their students.

Renee proposed approval of the proposed changes with modifying the last sentence to reflect, “determine by the academic unit associated with the student’s major.”

ii. Motion made by Kacy Lundstrom. Seconded by Mykel Beorchia. The vote of all present was unanimous.

Adjourn: 4:25 p.m.
Item #1

Background and intention for the proposed Catalog change

*Brought forward to Academic Standards by Dr. Claudia Radel, on behalf of CAAD, 3 March 2021*

**Proposal.** To revise the Catalog page that outlines the criteria for the college selection of valedictorians to make it more in line with shared and diverse practices in the colleges: https://catalog.usu.edu/content.php?catoid=12&navoid=3163&hl=valedictorians&returnto=search

**Background and Process.** In Spring 2020, the USU Council of Academic Associate Deans (CAAD) started a discussion of college practices related to the selection of valedictorians and the relation of these college practices to the criteria detailed in the Catalog. QCNR Associate Dean Claudia Radel brought this discussion to her colleagues on CAAD based on her concerns that college practice did not fully reflect what is detailed in the USU Catalog, leading to the possibility of grievance by a student not selected (but considering him or herself the rightful selection based on the catalog language). Discussion in the group led to a collective decision to work on potential revisions to bring the described practices in the Catalog better in line with current processes of valedictorian selection in the colleges, but also to clarify the language in the Catalog to address confusion in how to interpret the current language.

Associate Dean Radel was tasked to draft revisions, which she brought back to CAAD early this current spring 2021 semester (CAAD meeting on 1/19/21). That draft was discussed and then circulated for edits among the CAAD members. It was reexamined at the 2/16/21 CAAD meeting, and a final change was requested by the group. The final version was then circulated via email to identify any remaining concerns, before Dr. Radel, on behalf of CAAD, forwarded the proposed revision to Academic Standards for review and consideration.

**Summary of Proposed Changes.** The primary changes between the current text and the proposed text are:

1. Clarification of the use of the USU GPA versus the overall GPA as the primary basis for selection. There was general agreement among CAAD members that the USU GPA was the more appropriate choice as the primary basis for selection and that this was the GPA currently given more weight in colleges’ valedictorian selections.
2. Specification that other factors may be taken into consideration in selection, not just to break a GPA tie.
3. The explicit inclusion of participation in University Honors as a possible consideration for selection.
4. The explicit inclusion of “college-relevant indicators of academic excellence or achievement” to allow for some college diversity in meaningful indicators of academic excellence (College of Engineering, for example, reported that membership in professional honor societies was a factor considered in valedictorian selection).
Mark-up for proposed changes to Catalog

USU Catalog: Proposed Changes to Entry on Valedictorian Selection
https://catalog.usu.edu/content.php?catoid=12&navoid=3163

Proposed by the Council of Academic Associate Deans, February 2021 (contact person: Claudia Radel)

Valedictorian Selection Criteria
The title of valedictorian has long been used to designate an individual who has achieved the highest academic excellence. Each USU college must annually select only one valedictorian. The following procedures should assure an acceptable degree of commonality in the selection of valedictorians.

The major consideration for selection of a college valedictorian should be the level of academic performance. The grade point average (GPA) earned at Utah State University should be used as the primary basis for comparison of academic performance, but colleges must also attend to USU semester credits, may consider the overall GPA, and may choose to evaluate other evidence of academic excellence. The selection criteria for each college’s valedictorian include:
1. GPA earned at Utah State University (primary basis for selection)
2. Overall GPA (may also be considered)
3. Minimum of 60 semester credits for which letter grades were earned at Utah State University
4. Other evidence of academic excellence or achievement as determined by the dean

The following are examples of additional, secondary factors that could be considered by the dean in the selection of a college valedictorian:
1. Availability to participate in commencement activities
2. Amount and quality of transfer credit
3. Number of courses repeated
4. Number of courses taken under the “P-D-F” grading option
5. Number of credits earned by examination, as well as level of achievement on such credits (e.g., CLEP scores)
6. Number of correspondence and independent study courses
7. Breadth of educational experience
8. Completion of University Honors
9. Other college-relevant indicators of academic excellence or achievement

Proposed changes to Catalog

USU Catalog: Proposed Changes to Entry on Valedictorian Selection
https://catalog.usu.edu/content.php?catoid=12&navoid=3163
Proposed by the Council of Academic Associate Deans, February 2021 (contact person: Claudia Radel)

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6. Number of correspondence and independent study courses
7. Breadth of educational experience
8. Completion of University Honors
9. Other college-relevant indicators of academic excellence or achievement

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**Item #2**

**UNIVERSITY-INITIATED LEAVE AND WITHDRAWAL**

University-initiated Leave Policy Proposal:

The USU Behavioral Intervention Team (BIT) seeks to add to the University Catalog a proposed University-initiated Leave and Withdrawal Policy. The University Catalog is identified as the
appropriate location for this proposed policy, as it lists all academic policies, such as the University Leave of Absence policy.

The proposed policy identifies the conditions in which University-initiated leave or withdrawal is considered and describes the process of the individualized assessment undertaken to determine whether a University-initiated leave or withdrawal should be pursued. The policy also outlines the possible outcomes resulting from an individualized assessment, and possible conditions required for a student to return after a University-initiated leave or withdrawal.

The BIT proposes that the policy be placed in the University Catalog, and the policy AND procedures be listed on the BIT website.

(Nota: The proposed policy is currently under final review by the Office of the General Counsel, and will be available on Monday, March 8, for the Academic Standards Subcommittee to review)

University-initiated Leave Policy Rationale:

Background from the NACUA Notes: National Association of College and University Attorneys January 21, 2021 | Vol. 19 No.3, pg. 5.

“In 2011, the Department of Justice (DOJ) amended the Americans with Disabilities Act (ADA) Title II regulations, which apply to public institutions of higher education.[5] The amendment mirrored existing Title III regulations, regulating private institutions as one form of a public accommodation, with respect to the concept of “direct threat,” and explicitly permitted institutions to address students who present a “direct threat” to others, while remaining silent on how to analyze a student who presents a threat of harm to him or herself. [6] Under both Titles II and III of the ADA, a direct threat is defined as a “significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services . . . .”[7]

There is no statement relating to a threat to oneself. That is where the statutory and regulatory law remains at this time.”

Since this time, institutions, including Utah State University, have attempted to determine, and to seek clarity, on “the federal government’s stance on institutional interventions to protect a student who is at high risk for self-harm. On January 26, 2018, a senior official from the U.S. Department of Education for the Office for Civil Rights (“OCR”) conducted a NACUA briefing moderated by Paul Lannon. The official underscored OCR’s commitment to working with postsecondary institutions in a manner that both respects the rights of students but also acknowledges the challenges that maintaining a student’s enrollment may present for the student, for other students, and for the broader campus community. The official clarified that OCR would not second-guess institutional decision-making in this area if in fact the campus followed certain guidelines, drawn from OCR’s existing resolutions and agreements.
The OCR official shared principles of best practice (hereinafter “OCR Principles”), including the following:

- Postsecondary institutions are permitted to offer students mental health services.
- Campuses should consider what reasonable accommodations, if any, exist that would enable the student to remain enrolled and/or on campus.
- Colleges and universities should be cautious in addressing self-harming students through the student discipline system without first/also considering other forms of reasonable accommodation that might exist.
- Involuntary leaves of absence are permissible, but should only be considered as a last resort.
- Decisions to impose an involuntary leave of absence and any conditions for return must be determined on an individualized basis.
- Qualified personnel should be involved in reviewing clinical and medical information.
- Campuses may consider how the student’s behavior has impacted others.
- Campuses should invite and consider information provided by the student, including from the student’s care provider(s).
- Institutions should narrowly tailor requests for information from a student’s health care provider(s).
- Students should be accorded a mechanism for challenging the imposition of the leave and/or conditions for return.
- Institutional policies should be non-discriminatory on their face and applied equally to students with and without disabilities.
- Institutions may require that a student seeking to return submit an evaluation from the student’s providers(s) and may require the student to comply with a medically prescribed treatment plan.
- Institutions may impose behavioral contracts upon a student’s return and enforce their provisions.”

With this information in mind, since 2018, USU has worked with stakeholders to develop a policy that conforms with national best practices.

Certainly, USU aims to create a safe, inclusive, and supportive environment for all students to pursue their academic, intellectual and personal goals. The University values the health and safety of every individual in the University community. To that end, the University maintains a Behavioral Intervention Team (BIT), which is the centralized body for collecting, assessing, and addressing reports of concerning behavior and providing a safe physical and emotional environment for the University’s students.

When there is a health or safety threat or disruption, the University, at the recommendation of the BIT, may deem a University-initiated leave of absence or withdrawal necessary to successfully manage severe threats to safety, security, and well-being of the campus community and its individual members.
University-initiated leave or withdrawal are last resorts, which are generally considered only after voluntary actions by the student and reasonable accommodations are determined to be insufficient to address the threat or disruption. The determination to institute a University-initiated leave or withdrawal is made after an individualized assessment, which is a reasonable and fair evaluation of the student’s unique needs and circumstances. This process carefully considers information provided by the student, medical providers, and others in determining if a University-initiated leave or withdrawal is necessary.

Factors considered during the individualized assessment may include, but are not limited to, the nature, duration, and severity of risk associated with a student’s continued participation in University life; the probability that potential injury and/or harm will occur as a result of the student’s continued participation in University life; whether the student is substantially impeding the education process or functions of other members of the University community; and whether the identified risks can be significantly mitigated through reasonable modifications of policies, practices or procedures.

Endnotes:
[6] See 28 C.F.R. § 35.139 (Title II); 28 C.F.R. § 36.208 (Title III).
[7] 28 C.F.R. § 35.104 (Title II); 28 C.F.R. § 36.104 (Title III).
[9] As this Note will highlight, the consideration of reasonable accommodation prior to imposing an involuntary leave of absence on a student is a consistent theme of the agreements and the Stanford University Settlement Agreement and Policy to be discussed later.

**University-initiated Leave and Withdrawal**: DRAFT (03-07-21)

**Introduction**

Utah State University aims to create a safe, inclusive, and supportive environment for all students to pursue their academic, intellectual and personal goals. The University values the health and safety of every individual in the University community.

To that end, the University maintains a Behavioral Intervention Team (BIT), which is the centralized body for collecting, assessing, and addressing reports of concerning behavior and providing a safe physical and emotional environment for the University’s students. When an individual presents a health or safety threat or disruption, the University, at the recommendation of the BIT, may determine that a student be
required to take a leave of absence (University-initiated Leave of Absence) or to withdraw from courses (University-initiated Withdrawal).

**Individualized Assessment**

A University-initiated Leave of Absence or Withdrawal can only be required after the BIT has engaged in an individualized assessment. The determination to institute a University-initiated leave or withdrawal is made after an individualized assessment, which is a reasonable and fair evaluation of the student’s unique needs and circumstances. This process carefully considers information provided by the student, medical providers, and others in determining if a University-initiated leave or withdrawal is necessary.

Factors considered during the individualized assessment may include, but are not limited to, the nature, duration, and severity of risk associated with a student’s continued participation in University life; the probability that potential injury and/or harm will occur as a result of the student’s continued participation in University life; whether the student is substantially impeding the education process or functions of other members of the University community; and whether the identified risks can be significantly mitigated through reasonable modifications of policies, practices or procedures.

**University-initiated Leave of Absence or Withdrawal**

University-initiated Leave of Absence or Withdrawal are last resorts. They will generally only be required after voluntary actions by the student and reasonable accommodations are determined to be insufficient to address the threat or disruption.

The University may initiate either a temporary leave of absence or withdrawal of a student when:

a. There is a reasonable basis to believe, based on a case-by-case, individualized assessment of the student’s behavior and other relevant information, that the student cannot safely and/or effectively participate in the University’s academic programs and/or the residential life of the University, such that the student is not otherwise qualified to attend Utah State University without requiring a level of care the University cannot reasonably provide; or that student is not otherwise qualified to attend Utah State University without requiring a level of care the University cannot reasonably provide.

b. There is a reasonable basis to believe, based on a case-by-case, individualized assessment of the student’s behavior and other relevant information, that the student poses a significant risk of threatening the health or safety of others; or causes or threatens to cause property damage; or engages in behavior that is unduly disruptive of others in the Utah State community. (Behavior that is “unduly disruptive” includes but is not limited to conduct that substantially impedes the emotional or physical well-being of others and/or the academic, extracurricular, or social activities of others. The University-initiated leave or withdrawal processes are invoked when these behaviors cannot be addressed through existing policies and procedures, including the Disciplinary Procedures for Disruptive Classroom Behavior as outlined in the Student Code).

**Returning from University Initiated Leave of Absence of Withdrawal**

When a student wishes to return to Utah State University after a University-initiated leave or withdrawal they must be authorized to do so by the AVPSA or designee. Decisions regarding readmission requests are made on a case-by-case basis and readmission is not guaranteed for Utah State University or to any specific academic program.

Additional information regarding the process and procedures related to University-initiated Leaves of Absence, including notice requirements and the challenge rights of a students placed on University-initiated Leaves of Absence and Withdrawals can be found [here](#).
Proposal for Repeating Courses policy

Background:

Various questions have been raised over the last year regarding how many times students are allowed to repeat a course and, more importantly, the universities’ ability to proactively advise students who attempt to repeat courses. The number of times a student can take the same class is limited to a total of three times (once, plus two repeats). The total number of repeats allowed is limited to ten. Policy indicates students who exceed these limits will have an academic hold placed on their registration.

The efficacy of this policy has been questioned for quite some time. The Center for Student Analytics and the Office of the Registrar attempted to analyze the data related to repeats. The following is a summary of what was found:

1. We found no evidence that a 10 repeats overall threshold is valuable. Theoretically, we suspect it was a way of helping students transition away from a situation that wasn’t going too well. However, SAP guidelines in the financial aid office already take care of that from a standpoint of Title IV funds. Also, if a student wants to use other sources of money to continue pursuing a degree, it seems confusing for USU not to let them.

2. While students have had to repeat a course for a second time roughly 20,000 times over the past three years, that number dramatically reduces for students who have to take a course for a third time (the current limit). The overall count of third attempts since Spring 2017 is 2336, and a proportion of those go on to earn successful grades.

3. Most interestingly, third-attempt enrollments are concentrated in only 22 courses, as follows (at least 10 students a year):

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<tr>
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</table>
4. Although the data also shows that there are diminishing returns, on average, for taking a course a fourth or fifth time, there are still students who go on to earn a successful grade. As such, we may be more successful taking a proactive, rather than reactive approach, in encouraging advisors to show this data to their students upon a third attempt, a fourth attempt, and so on.

It is proposed to adopt an appreciative advising approach and use an advising hold that requires students to meet with their academic advisor and determine if an alternate major would be more appropriate (requiring different courses), given their struggles with a particular course or set of courses.

**Previous Language:**

**Repeating Courses:**

Students may repeat any course at USU for which they have previously registered. They may also retake a course originally taken at an institution where USU has an articulation agreement, if the agreement identifies a specific USU course as being equivalent to the one the student desires to replace. All other decisions dealing with retaking courses, including courses taken under the quarter system, will be determined by the department in which the course is offered.

The number of times a student can take the same class is limited to a total of three times (once, plus two repeats). Beyond three attempts, the student’s dean must approve additional registration for the class.

The total number of repeats allowed is limited to ten. Students who exceed this limit will have an academic hold placed on their registration. Beyond ten repeats, the student’s academic dean must approve additional registration.

**Proposed Language:**

**Repeating Courses:**

Students may repeat any course at USU for which they have previously registered. They may also retake a course originally taken at an institution where USU has an articulation agreement, if the agreement identifies a specific USU course as being equivalent to the one the student
desires to replace. All other decisions dealing with retaking courses, including courses taken under the quarter system, will be determined by the department in which the course is offered.

The number of times a student can take the same class is not limited, to a total of three times (once, plus two repeats). Beyond three attempts, the student’s dean must approve additional registration for the class. However, the academic unit associated with the student’s major has the authority to determine consequences of exceeding two attempts (once plus one repeat) of the same class. These actions may include one or more of the following but are not limited to: placing an advising hold (which prevents registration) on a student’s record, requiring a meeting with an academic advisor, requiring dean approval for additional registrations of the class, and/or requiring a change of academic program.

The total number of repeats allowed is limited to ten. Students who exceed this limit will have an academic hold placed on their registration. Beyond ten repeats, the student’s academic dean must approve additional registration.
Proposal and Contact Information

Instructions for Completing R401:

- Writing Guidelines/Suggestions
- USHE R401 Policy
- Deadlines and Schedules
- Process and Flowchart

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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.

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**Step 2: Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

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<tr>
<td>Type of Degree: (BA, BS, etc.) *</td>
<td>Post-baccalaureate certificate</td>
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**Request**

**Step 3: 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)
Section I: The Request

**R401 Purpose***  The Department of Nutrition, Dietetics and Food Sciences requests the approval of a new Post-Baccalaureate Certificate, named the Certificate of Advanced Practice in Dietetics. This will be a restructuring of the existing Coordinated Program in Dietetics, currently offered as an emphasis to the Dietetics undergraduate degree.

Section II: Program Proposal
Registered Dietitian Nutritionists (RDNs) are food and nutrition experts who have met specific academic and professional criteria to earn the RDN credential. As food and nutrition experts, RDNs play a vital role in health care and use their expertise to help people improve their nutrition status in a variety of ways. USU has a long history of offering dietetics programs that prepare students to become RDNs and to successfully enter the profession of dietetics.

The Commission on Dietetic Registration (CDR) is the credentialing agency for the Academy of Nutrition and Dietetics, the world’s largest organization of food and nutrition professionals, and establishes the criteria to earn the RDN credential. Prior to January 1, 2024, the minimum requirements needed for eligibility for the registration examination for dietitian nutrition professionals were a bachelor’s degree. However, the Commission on Dietetics Registration has voted to change the minimum degree requirement needed for eligibility for the registration examination from a bachelor’s degree to a graduate degree. The Post-Baccalaureate Certificate of Advanced Practice in Dietetics (CAPD) is designed to emphasize training in clinical nutrition and will integrate with existing graduate degrees in the NDFS department, including the Master of Public Health Nutrition degree and the Master of Science degree, or other science-related graduate degrees. The program will be offered as a traditional face-to-face program on the Logan Campus. Upon successful completion of the Certificate of Advanced Practice in Dietetics and a graduate degree, students will be eligible to take the registration examination.
Demand for dietitians remains steady. The Bureau of Labor Statistics predicts that demand for dietitians will grow 8% in the next 10 years. This represents above-average growth with an anticipated addition of 5,090 jobs over the next 10 years. Projected growth for dietetics in Utah is well above the national average. Job growth in Utah is projected at 24% with approximately 70 job openings per year. At present, the four dietetics programs in Utah, including the USU BS Coordinated Program in Dietetics, graduate an average of 52 dietitians per year. Of these 52 students, the CAPD will train a cohort of 12. This will match the number of dietitians previously trained by the bachelor’s-level program.

Wages for dietitians in Utah remain below national numbers but are on par with other master's-degree level healthcare professionals in the state, including social workers, respiratory therapists, and family therapists. However, wages for dietitians remain below rates for physical and occupational therapists, and nurses who have similar training. One justification put forward by the Commission on Dietetic Registration for the transition to master's-level training for RDNs was to improve the economic strength of the profession by improving wages. Another justification was to ensure that RDNs have similar training to other healthcare workers who make clinical decisions.

In 2017, the director of the existing USU dietetics program surveyed 32 current employers and training sites of RDNs for the USU dietetics programs to determine program preferences in preparation for the transition in dietetics education from a bachelor's to a master's level. Stakeholders strongly preferred the coordinated program that existed at the bachelor’s-level to transition to a master’s-level program.

Fifty-five percent of stakeholders preferred the coordinated program emphasize training in Medical Nutrition Therapy, nutrition counseling, and chronic disease prevention and management as it had been when offered at the bachelor’s level. The skills stakeholders desired to see trained in students included disease management, critical thinking, interdisciplinary communication, counseling skills, and using evidence-based guidelines in practice. Most of the stakeholders had no preference for the type of master's degree granted to the students.

While other dietetics programs at USU and in the state provide training sufficient to pass the registration exam, the coordinated program at USU meets the specific needs for clinical nutrition training required by healthcare employers. The traditional coordinated program at USU has demonstrated a high job placement rate in clinical dietetics over the past 10 years. Primary employers of past graduates include Intermountain Healthcare, MountainStar Network, Salt Lake County public health programs, and University of Utah Healthcare. Per annual student survey data, 60% of past graduates are employed in clinical dietetics within one year of graduation. Approximately 30% of those graduates pursued master’s education directly after graduating with a bachelor’s degree.
The CAPD mission complements the mission of USU by creating career-ready dietitians who will compassionately serve the public. Dietitians trained in clinical dietetics have a special charge to improve the health of communities through application of nutrition care and treatment.

There will be minimal impact on the institution since the program has been offered at the bachelor’s level for many years. Upon approval of the CAPD certificate program, the bachelor’s level program will be discontinued.

The CAPD will seek to enroll 12-14 students per year; the same number that has been enrolled in the bachelor’s level coordinated dietetics program since 1978. The CAPD students will be primarily recruited from USU’s bachelor’s-level Didactic Dietetics program (DPD), though slots will be available to non-DPD students who have completed the prerequisites.

Likely negative impacts include an increased burden on the undergraduate program to provide foundational training for future coordinated students. Students may also be frustrated by increased costs since they will be required to enroll in master’s training beyond the bachelor’s level. There is also the potential that extended education will become a barrier for underserved populations.

These impacts will be ameliorated by coordinating with the DPD to ensure that the program meets undergraduate students’ needs without prolonged time to obtain a degree. The CAPD will also engage in efforts to recruit from traditionally underserved populations by engaging with programs at community colleges and paraprofessional who might benefit from becoming dietitians.

To reduce student costs, the department provides an education award through Americorps for students who enroll in the program. The department continues to explore scholarship options and the potential for graduate assistantships.
Finances*

In-person training at external facilities is overseen by certified and licensed RDNs. This adds to the cost of this and similar programs. The annual cost of offering the Certificate of Advanced Practice in Dietetics to 12 students per year is $83,600. The NDFS department will provide $14,400 of support to the program per year from an internal reallocation. The remaining cost of the program will be structured as course fees that will be distributed across the seven courses taken as part of the certificate program. The course fee attributed to each course will be assigned based on the percent of the costs of the program associated with each specific course. The total amount of course fees assessed will be approximately $5,767 per student. The course fees will be adjusted each year if necessary, using the appropriate form in Curriculog. The program director will oversee the request to change course fees as necessary. The total cost of the certificate program to students is $10,418 ($651/credit), including $4,651 in tuition and fees plus $5,767 in course fees. Many students will complete the certificate credits as they are taking credits for the needed graduate degree, which due to USU’s tuition plateau, will significantly decrease the cost per credit of the certificate.

It is difficult to compare costs of this program to other dietetics programs due to the variability in the organization of these programs. Because the goal for students will be to gain eligibility for the registration exam for RDNs, the cost comparison will consider earning the needed graduate degree and will be based on tuition and fees associated with the Certificate of Advanced Program in Dietetics partnered with the Master of Public Health (MPH) in community health sciences.

The cost per student to obtain the proposed certificate plus a Master of Public Health in community health sciences would be $21,054 ($376/credit). (7) Costs for similar education in Idaho, Utah and Arizona range from $19,320 (the USU Distance Internship with MDA) to $44,352 (the University of Utah Coordinated Master of Science). The costs per credit for these programs range from $483-$704. (8) The MPH option for the CAPD provides a low cost per credit for dietetics programs, but the credit load required for an MPH will increase total absolute costs.

Time to completion impacts costs of attendance as well as tuition. The CAPD will require three semesters for completion. Master’s degree requirements may require an additional semester beyond the certificate. This is similar to most programs in the West. Therefore, the CAPD + master’s degree option for in-person learning at Utah State University is a cost-effective option for high quality education similar to other programs in the area.

Section III: Curriculum (if applicable)
The Certificate in Advanced Practice in Dietetics (CAPD) allows for practitioners at several levels to train for and obtain registration in dietetics. The certificate stacks with ongoing master's degree studies to permit students to create an education plan that best aligns with their career goals. The program has been designed to best integrate with master's degrees in the nutrition department. The certificate offers 18 credits and will allow students to complete the supervised practice hours required for eligibility to take the dietitian registration examination.

The 18 credits are spread across seven courses. Required courses include Clinical Dietetics Skills I, Clinical Dietetics Skills II, Foodservice Skills, Community Dietetics Skills I, Community Dietetics Skills II, Advanced Medical Dietetics, and Advanced Dietetics Practicum. All these courses were previously provided at the bachelor's level but will be redesigned to be consistent with a master's-level program. (The bachelor's level courses will be discontinued after the certificate program is launched.) In addition, students will be encouraged to plan their master's coursework with consideration of dietetics skills.

Courses that are being discontinued will be submitted to Curriculog for removal from the catalog in Fall 2021. New courses will be submitted in Summer 2022.

Accreditation will be maintained with the Accreditation Council on Education in Nutrition and Dietetics (ACEND). The program will require approval for a major program change since it will change from the bachelor's to the master's level; however, it will not need to be re-accredited due to the program's current accredited standing. ACEND has waived fees for this type of change due to the mandate from the Commission on Dietetic Registration. The program change paperwork will be submitted to ACEND after university approval is granted. Approval is anticipated in 2022. The first cohort of students will be admitted in August 2023.

**Step 4:** Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

**Step 5:** 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 - Social Work - Transforming Communities Institute

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: 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.

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Current Title (if applicable)*: Transforming Communities Initiative

Proposed Title*: Transforming Communities Institute

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

CIP Code (6-digits) * 44.0701

Minimum Number of Credits (if applicable) * 0

Maximum Number of Credits (if applicable) * 0

Type of Degree: (BA, BS, etc.) * N/A

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
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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
Section I: The Request

R401 Purpose*  Utah State University requests approval to establish the Transforming Communities Institute effective July 1, 2021.
The Transforming Communities Initiative (TCI) was formed by Utah State University (USU) Social Work faculty in 2014, to reinvigorate the way in which social work research was taught at Utah State University and the way research is performed in Utah communities. Prior to this initiative, social work students lacked enthusiasm for research courses, and many community-based agencies did not have the resources to conduct research projects that would benefit their clients and communities.

The creation of TCI has allowed for enhanced local and statewide community engagement and program impact as TCI has partnered with social service agencies to address community-identified needs. Specifically, TCI aims to conduct research in and for the community while teaching the next generation of social work leaders to be data-driven and civically engaged. The research conducted under the TCI umbrella spurs action in communities that challenges social injustices and promotes positive social change. For example, TCI projects concerning housing justice issues have led to increased public awareness of homelessness, increased funding for homeless services, and a strong and mutually beneficial partnership between social work and housing service providers in the region. Together, TCI has been able to make an impact in Utah communities, and students have benefitted from the real-world experience and the sense of meaning and impact they experience as a result.

After several years of successful projects, changes in the department structure, a growing faculty, and different community needs, it is time to reexamine the mission and strategy of TCI. Currently, TCI is being reimagined to ensure relevancy to the communities served by faculty and to ensure maximum impact. Further, TCI aims to increase statewide impact through robust statewide presence. Thus, the current request proposes to expand the initiative to an interdisciplinary institute engaged in addressing social issues through research, teaching, policy, and service benefitting communities throughout Utah and the nation.

Most Utah universities have a campus-wide center for community engagement, but fewer have discipline specific institutes or centers that exclusively work from a community-engaged perspective to promote positive social change in Utah communities. The closest comparison is the University of Utah’s Social Research Institute within the College of Social Work; however, that institute uses a broad range of methods and its efforts often focus on the Wasatch Front and/or state of Utah human services evaluation projects. The TCI is different in that it is an intentional fusion of research, teaching, policy, and service that impacts rural communities across the state of Utah — often those without the resources or expertise to conduct research.

| Labor Market Demand (if applicable) | N/A |
TCI is aligned with the mission of USU's land-grant mission of serving the public through learning, discovery, and engagement. TCI employs community-based research that brings together faculty, students, and community leaders to meet pressing social needs within local and statewide communities and social service systems through research, teaching, and action.

No new faculty will be required for the creation of the institute. The director position will be filled by a current faculty member, Dr. Jayme Walters. To support the administrative efforts of TCI, a part-time student worker is needed — a cost which the department can support.
GENERAL EDUCATION COMMITTEE

September 21, 2021
9:30 a.m. – 10:30 a.m.
Zoom Meeting

Present: *Lee Rickords, College of Agriculture and Applied Sciences (Chair)
*Charlie Huenemann, (what is Charlie’s role or college)
*Greg Podgorski, College of Science
*Dory Rosenberg, University Libraries
*Beth Buyserie, Communications Intensive
*Mykel Beorchia, University Advising
*Kristine Miller, University Honors Program
*John Mortensen, Academic and Instructional Services
*Toni Gibbons, Registrar’s Office
*Thom Fronk, College of Engineering
*Scott Findley, Jon M. Huntsman School of Business
*David Wall, Creative Arts
*Dave Brown, Quantitative Literacy/Intensive
*Harrison Kleiner, College of Humanities and Social Science
TBD, American Institutions
*Karen Beard, S.J. & Jessie E. Quinney College of Natural Resources
*Ryan Dupont, Life and Physical Sciences
*Michelle Smith, Secretary

Excused: Shelley Lindauer
Matt Sanders
Robert Mueller
Christopher Scheer
Paul Barr
Lucas Stevens
Steve Nelson

Call to Order – Lee Rickords

Approval of Minutes – April 20, 2020
(https://usu.box.com/s/sw6f99fnqw08hm6mqmjiu34kwf4duqcu)

Motion to approve the minutes dated April 20, 2020, made by Greg Podgorski
Seconded by Karen Beard
Approved unanimously

Course Approvals/Removals/Syllabi Approvals https://usu.curriculog.com/
None at this time

Business

QL Catalog Language ............................................................................................................. Harrison Kleiner

An issue came up regarding Gen Ed assessment and professors who said they didn’t teach a QL course. There are currently five courses listed in the catalog that fulfill QL requirements along with a list of exam scores on AP/SAT/ACT tests. The catalog also states that any Math/Stats course that requires Math 1050 as a prerequisite also fulfills the QL requirement. There are four courses listed that require Math 1050 as a prerequisite but more exist than are mentioned. And some students are able to take one of those courses requiring Math 1050 as a prerequisite but didn’t take Math 1050 and don’t have a QL. They were waived into that higher course.

There are a couple of options:

1) Don’t assess the “Or” courses that require Math 1050 as a prerequisite
2) Find out how many students were able to take a QI course without taking a QL course, submit a gen ed appeal, and waive those students out of QL courses if they do a QI course or take one of the courses requiring Math 1050 as a prerequisite and don’t have Math 1050.

Toni stated they do have DegreeWorks programmed in to waive QL if students took one of the four courses requiring Math 1050 or if they take a QL course. Kristi Swainston can help provide a report to find out how many students may have taken one of those courses requiring Math 1050 as a prerequisite but don’t have a QL fulfillment via another method. No one has really requested waiving a QL in appeal before using one of those courses. There are only a handful of students who had an exception granted on QL by advisors so far.

Greg – If they had Math 1050 or one course that had Math 1050 as a prerequisite and they took Math 1050 they should have QL.

Harrison said that it is possible they had a prerequisite waived and didn’t have to take Math 1050, but that student didn’t get a QL requirement fulfilled to get into a higher course. A student may have received a high enough score on the ALEKS test.

Greg – Does anyone who meets the QI requirement have the QL fulfilled? If a course is good enough to be a prerequisite for Math 1050, they should be able to meet the QL requirement.

Harrison – Yes, those students who enroll in a higher course than 1050 should have the advisor submit a request to waive the QL. DegreeWorks is only coded for courses listed in the catalog. Catalog says “such as...” and includes four courses on a list. There are more courses that require Math 1050 though.

Greg – can we change the catalog language that says that if a student has taken 1050 or are viewed as having a similar course, then they have satisfied the QL requirement.
John – There are 47 courses that the catalog says requires 1050 or equivalent but the catalog says it must be a Math/Stats course so Chemistry courses won’t count. If a student takes AP they get QL counted, or if a student gets a high ACT score or SAT score, they can get QL waived. Most of these cases are from a high ACT score. But as far as gen ed assessment, if they already took a higher-level course than QL, they shouldn’t be required to take a QL assessment.

David Brown said he believes Harrison is referring to those teaching the Calculus 2 course. Those faculty teaching a Calculus 2 course were being asked to assess as a QL course. There aren’t many students who fall into this category. Most likely, 99% of students who took 1220 took a QL assessment.

Harrison told those faculty to forget the assessment until they figure it out.

David said that it’s probably a homeschooling student who tests above 1050 on the ALEKS but didn’t have a waiver.

Toni said there are two issues – the catalog language and the requirement. Harrison said that it may be best to strike the language stating QL can be fulfilled by a Math/Stats course requiring Math 1050. They just need to affirm the number of students that might require this exception each year in case it is a larger number.

John stated the biggest issue was with engineering students. When CIL was eliminated there was a band aid exploratory requirement. For engineering students, they must take one more breadth or QL course to satisfy the exploratory requirement. So, with their first enrollment in a higher math course, they can use that for QL and then enroll in another QL course and that course satisfies QI. They can do that within the major but they need to take a QL course without going over the 126 required credits. It may help to have a QL on those additional courses that require Math 1050 to benefit engineering students from having to take an additional course due to the high credit requirements within the Engineering major.

Thom mentioned he really prefers that the catalog not remove the language about taking a course that requires Math 1050 as a prerequisite for the QL requirement. Engineering already requires students to qualify for Math 1210 to enter the program and be calculus ready.

Harrison said most of them get their QL because of their entrance exam score. But they are actually counting six QL credits toward their gen ed. They are getting three credits for a course with a prerequisite of Math 1050 and counting that as Integrated Studies, while waiving the QL requirement due to their exam score (3 credits).

Beth stated that in English, they also have language in the catalog that states CL courses can be fulfilled by any course that requires English 1010. They don’t assess students who meet the CL requirements in another way besides the designated CL1 and 2 courses. It may be best to focus the gen ed assessment on those courses designated as QL. There is no way to assess students who meet CL or QL via an entrance exam.

Toni said the catalog doesn’t say “Or” it says, “Such as”. The catalog language may need to be updated to state “Or” and list the four Math/Stats courses discussed. There are some courses requiring Math 1050 not on that list, though, it is not a comprehensive list.
Harrison – The least disruptive options might be 1) don’t assess gen ed on courses with a prerequisite of Math 1050, (not many students use that method as QL fulfillment) or 2) take the “such as” list for QL in the catalog and make it comprehensive. That way DegreeWorks and the catalog can get aligned. The second method may be the least disruptive approach. Thom Fronk agreed.

Lee asked how many students are coming into Engineering each year?

Thom said 400-500 each year. Lee restated that 400-500 students come into Engineering ready for QL.

Thom said 300 – 350 do come in calculus ready. Others have to take prerequisite math to become calculus ready. Harrison mentioned that for those who take prerequisite courses get QL satisfied with their prerequisite math course and use the other QL course to fulfill their Integrated Studies requirement. Those who are ready use calculus to fulfill intensive requirement.

Engineering relies on math department to determine if they are calculus ready. There are several ways to determine who is ready using ACT, math scores, etc.

John stated if students take ALEKS exam and qualify for calculus, they don’t get credit for QL. They just get placed into the higher class.

David said a score on the ALEKS exam doesn’t get a QL credit. Students aren’t calculus ready off the street. They had to qualify with an entrance exam or they took a previous credit that expired and were sent to 1210.

Thom said students who score an AP math score of 27, and then are away for a while and take the ALEKS test, don’t get credit for the QL fulfillment.

Lee asked do we have a motion out of that discussion?

Harrison motioned to 1) agree to only do gen ed assessment of QL courses that are designated on the list, and 2) to alter the catalog so that it says “Or” one math/stats course requiring Math 1050 as a prerequisite and list the courses that could satisfy.

Toni said someone will need to submit a Curriculog proposal to make that change in the catalog for next year as this year’s catalog is published.

Greg asked for those instructors teaching courses that they didn’t think were designated as QL courses but technically will be in the future, what will be communicated to those instructors? What sort of assessment criteria would they be responsible for?

Harrison said according to the motion, they wouldn’t need to do assessment for Gen Ed. They would already have the point of view that students in those courses already fulfilled the QL requirement.
Lee stated first component of motion is to only assess Gen Ed for those listed in the catalog as specific as a QL course, and second is to list a comprehensive set of courses that fulfill QL since they require a prerequisite of Math 1050.

Toni wanted to add that the list in the catalog should be courses that ONLY require Math 1050 as a prerequisite. There are also courses that can allow for placement with a high enough ALEKS, AP, ACT, or Math 1050 score. Those courses have several methods for qualifying for the course and would not need to be added to the list and programmed into DegreeWorks.

Vote on the motion passes unanimously.

**Catalog Question** .......................................................... Toni Gibbons

Had a question from an advisor with a student that had a Music course upper division, that was a DHA and was only a one-credit course.

For depth courses there are five music courses that are one credit classes. Most DHA are three credits. The catalog states that students should take “one additional class” but doesn’t specify credits in that language. DegreeWorks looks for one additional class to fulfill DHA, not at the credit requirement. Should the catalog list the DHA requirement as three to four credits or as one additional course for integrated studies?

Greg asked what does the one-credit Music course look like and does it fulfill the spirit of integrated studies? Toni answered the course in question was a choral class.

Harrison said his initial impulse was that a one-credit class violates the spirit of what depth requires. For Gen Ed depth the requirement is at least two, for breadth at least three.

Toni listed the one-credit Music courses – Symphony Orchestra, Symphonic Band, University Choral, Chamber Singers, Wind Orchestra, and Marching Band. They require a lot of time but don’t fulfill many credits

John said there was a precedent with CCA 3330 Art Symposium where students took one credit one semester and the other credit the next semester, counted the classes as two credits, and they were allowed to fulfill the DHA requirement.

Harrison said depth courses only need to be two credits in the catalog.

John said there are other courses that are one credit. They need to take a one credit and then should take another one credit course of the same course, as in Chamber Singers, and the combination satisfies the requirement.

Harrison said it was worth noting the Music courses are repeatable for credit.

Toni wondered if it was worth changing the language to remove the three to four credit requirement and state that a there must be a minimum of two credits coming from a depth course to fulfill that requirement, or remove the credits entirely.
Mykel asked Harrison regarding the reason for integrated studies. Isn’t it to help add another 3 credits on top of USU’s previously required 27 credits to make up the total 30 required by USHE?

Harrison said yes, the integrated studies was to offer a band aid solution but it’s been in place for two decades now. He mentioned that maybe one solution is to punt because R470 is being revised and there will be new requirements to reconfigure learning outcomes and possible credits offered/required. When the new R470 comes down the committee can decide at that time.

Lee said that’s his preference. Let’s punt until we get more direction from USHE. Toni said she will tell advisor that student is fine for now until we get more direction.

**USHE GE Task Force Update** .......................... Lee Rickords, Harrison Kleiner

Lee said the final topic is that USHE is revamping R470. The negative side is that most likely, USU will need to increase the number of credits being required for Gen Ed. Students and faculty may not be happy with that.

Harrison said that issue has come and gone, depending on the meeting you attend. Right now, the range is 30-39 credits. USU is at 30 credits. This doesn’t include institution-specific requirements (CI, QI, Depth). Every other institution also had institution requirements but with different names and purposes. R470 addresses the six Breadth, the QL, and CL.

USU is on the low end for range of credits required. UVU us on the high end. The range is 30-36 right now being discussed. The range keeps changing each meeting.

John commented that in ’98 when they went to semesters, the Gen Ed category was really wide. Depth requirements were huge and transfer students suffered, so USU separated Gen Ed and University Studies and changed their requirements.

Other schools have a requirement to take three Life Science and an additional requirement to take three classes in Humanities or Creative Arts instead of using depth. That gets them over the 30 credits. These classes don’t have prerequisites that are necessary to enroll such as with upper-division courses at USU. If USU increases Gen Ed requirements, they have to decrease depth, especially in Engineering.

Harrison said when R470 comes down we will have to look at the whole. Other institutions keep Gen Ed and Depth clearly divided between lower and upper division but USU doesn’t always do that.

Thom said it would help if they could have a table showing what other universities are doing with their Gen Ed and Depth requirements so they can compare apples to apples with what USU is doing. If they tried to squeeze anything or took out anything more from Engineering, they would struggle.

Lee commented that one of the main impetus to initiate the R470 discussion is to allow two-year associates degrees to transfer to another university and not have to take more courses and pay more tuition because not everything transfers between schools.
Thom said we shouldn’t be letting UVU be the tail wagging the dog. Lee said that’s correct, but that’s why the requirement numbers keep vacillating based on who leads the discussion at USHE meetings.

Harrison said the trend is to streamline, not add requirements.

Thom said Engineering is well aware and they do have pressure to make it easier for engineering students to transfer. In ‘98 they went form 140 credits to 126 and squeezed it once before when they went to semesters. It is hard to prepare students for their profession if they take less than 126 credits.

Harrison said it’s too early to worry about the R470 requirements yet. Already in the R470 there is a never-before-used structure where USHE can call majors meetings for the Gen Ed areas. Most have attended a majors meeting. There is a task group working on that revised R470. The task force wants to empower faculty to drive Gen Ed, not USHE bureaucrats, and amplify the majors meeting option. It’s likely leaders in the areas for USHE R470 will start having a majors’ meeting each year where area committees and faculty from institutions come to discuss.

One principle up for discussion is having a diversity/equity/inclusion requirement. Some institutions have that requirement already. The view that won out is that a DEI requirement would be a problem but should integrate DEI around breadth courses. They will have to revise breadth outcomes to include DEI language. Area committees’ majors’ meetings will need actual faculty to talk among themselves about what does that DEI component look like within a breadth course of a major? Want to have faculty decide what outcomes would be but must be coordinated at the USHE level and USU would be beholden to whatever the document is developed to say. USU needs to be well represented at those Gen Ed area majors’ meetings to ensure we have a say in what the outcome will be. There will be additional work for the breadth area committees for USU Gen Ed coming up.

Adjourned at 10:15 a.m.
CAAS - Aviation and Technical Education - Additive Manufacturing

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

Writing Guidelines/Suggestions

USHE R401 Policy

Deadlines and Schedules

Process and Flowchart

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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.

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Step 2: Enter the Correct CIP Code Using the Following Website: Classification
### Instructional Programs

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### Request

**Step 3: Select** the Type of Change Being Requested.

#### New Academic Program:
- [ ] Certificates of Completion (including CTE)
- [x] 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
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 an Additive Manufacturing Certificate of Proficiency effective Fall 2022. The Certificate of Proficiency in Additive Manufacturing is an 18 credit hour stackable credential that will also fulfill some of the requirements for the Associate of Applied Science degree in General Technology with a Technology Systems emphasis and upward into the Technology Systems Bachelor Program with an emphasis in Product Development. This certificate also qualifies students for positions within the additive manufacturing industry sector and business ownership. A Certificate of Proficiency will build programmatic momentum to facilitate student transitions and support student completions of certificate and degree programs in related areas of interest in the burgeoning new field of advanced manufacturing practices.

Section II: Program Proposal

Proposed Action & Rationale* The Additive Manufacturing Certificate of Proficiency has been designed through collaboration with industry and education contacts in order to help displaced skilled workers from the mining sector in the Southeast region find new employment opportunities. The aim of the Additive Manufacturing Certificate of Proficiency is to allow students a fast entry into the 3D printing manufacturing space with a marketable skill set and industry-developed curriculum. Students who complete the certificate will be prepared to work in the industry or develop their own small business built around their acquired skills.
According to the Kem C. Gardner Policy Institute, in 2020 in Utah, the average annual salary in the manufacturing industry was $72,565, 38.6% higher than the statewide average for all industries (https://utah.org/news/dustless-technologies-plays-pivotal-role-in-training-future-generation/). Additive manufacturing is a sizable occupation with a low barrier for entry and a higher opportunity for earning potential for the technician over individuals with similar educational background. In the coming decade, business expansion and retiring workers will create greater demand and a high volume of annual job openings for manufacturing technicians. An opportunity to earn certifications in additive manufacturing during the course of one semester will allow students to become familiar with higher education and gain relevant occupational training in a short period of time. Additionally, this program will allow students to utilize their skillset throughout their educational careers. Utilizing design, drafting, product creation, and manufacturing skills they will obtain through the certificate program, finding flexible work even in rural communities is attainable. Students enrolled in the certificate program on the Eastern campus also have the option to complete an apprenticeship with local industry partners which will offset educational costs and prepare them for better-than entry level advanced manufacturing positions as this will also reduce the on-the-job learning curve, in their future.

Additive manufacturing jobs fall within similar occupations of designers, materials science, and emerging technical fields. These are occupations where most moderate training occurs on the job and in industry settings. The median wage for these occupations as manufacturing technicians and designers in Carbon County is $24.57 per hour which is above the state and national average for similar positions at $17.26. As the proposed certificate of proficiency offers accelerated entrance to the job market and a short-term credential, students can access more advanced jobs and higher wages. The proposed certification will be especially important for businesses in regions of the state looking to diversify into manufacturing through other state initiatives.

The proposed Certificate of Proficiency in Additive Manufacturing will be offered through the Department of Technical Education in 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, nationally developed certification as well as a stackable credential toward a two-year Associate of Applied Science in General Technology.

- AAS, General Technology

The Department of Aviation and Technical Education (AVTE) at Utah State University offers a broad-based Associate of Applied Science degree in General Technology. The proposed Certificate of Proficiency would most likely lead toward the emphasis in Technology Systems. The proposed certificate will provide an opportunity to develop region-specific training at a USU’s Eastern campus in Price Utah and creates a needed framework to lead the state in forming new partnerships and alignment with the Utah System of Higher Education – Technical Education Division.
**Finances**

The proposed Certificate of Proficiency will be cost neutral, funded by a previously awarded Strategic Workforce Investment by the Governor's Office of Economic Opportunity which allocates ongoing funding for this certificate program.

All courses for the proposed certificate are currently offered, and have been previously developed. No new faculty, staff, library, or operational funds are required to facilitate this offering. There will be no budgetary impact, including cost savings, to other programs or units at Utah State University.

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**Section III: Curriculum (if applicable)**
The core curriculum is developed in collaboration with industry leaders in additive manufacturing and will allow students to graduate with the ability to create products ready for market. With the ability to create products on demand, the variable credit offerings in business will allow students to create solid business strategies and an online market presence to begin creating their own businesses of the future.

EDDT 1110, EDDT 1700, EDDT 2700, BCIS 2710 are awaiting renaming and classification pending university approval. All courses have been developed through CARES grant funding and Learn and Work collaboration with the State of Utah and are being brought into the for-credit and permanent course listings.

**Utah State University**

Certificate of Proficiency

*Additive Manufacturing*

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Step 4: **Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

Step 5: **Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
CAAS - Aviation and Technical Education - Career and Technical Education Teaching Academy

4.1.a R401 Abbreviated Program Proposal

## Proposal and Contact Information

### Instructions for Completing R401:
- [Writing Guidelines/Suggestions](#)
- [USHE R401 Policy](#)
- [Deadlines and Schedules](#)
- [Process and Flowchart](#)

### Contact Information:
Paul Barr, ViceProvost (797-0718) [paul.barr@usu.edu](mailto:paul.barr@usu.edu)

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| Current Title (if applicable)* | NA |

| Proposed Title* | Career and Technical Education Teaching Academy |
Step 2: **Enter** the Correct CIP Code Using the Following Website: Classification Instructional Programs

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<th>Type of Degree: (BA, BS, etc.)*</th>
<th>Institutional Certificate</th>
</tr>
</thead>
</table>

**Request**

Step 3: **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)
Section I: The Request

R401 Purpose* The purpose of this certificate is to provide a series of six pedagogy courses specifically targeted toward Career and Technical Education (CTE) and competency-based education methods. This certificate has been requested by educational partners at the technical colleges throughout the state of Utah to aid industry experts as they transition to teaching in the classroom.
Similar to the rest of the nation, Utah faces the challenge of finding qualified, skilled workers to fill not only open jobs in manufacturing but also future jobs. However, as efforts have made to create and enlarge training programs for this workforce, there are not enough qualified candidates to fill technical teaching positions (in both K-12 and higher education). Filling these positions is a critical element of expanding the state’s ability to provide the high-quality training needed to meet the demands of industry. Educational partners throughout the state have indicated similar challenges in meeting the demand for qualified CTE teachers. It is anticipated that the academy will be available to and beneficial for all CTE faculty, thus benefiting students in all career clusters and at all academic levels throughout the state of Utah. The CTE Teaching Academy focuses primarily on improving participants’ understanding of the pedagogy required to teach CTE content through competency-based education methods. Courses to achieve these goals will focus on the following five areas of study:

- Methods of Teaching and Learning
- Curriculum and Program Development
- Evaluation and Assessment
- Teaching with Technology
- Classroom and Laboratory Management

According to data retrieved from the Utah Department of Workforce Services (DWS) (see Appendix B), between May 1, 2020, and April 30, 2021, there were at least 354 job openings seeking a CTE teacher or instructor. Educational institutions with the most job openings include Salt Lake Community College (17), Bridgerland Technical College (16), Utah State University (14), and Mountainland Technical College (13). This number of openings is consistent with previous years and needs of educational institutions within the state of Utah. With the advancement of technology and continuous improvements needed for educational institutions to stay current, the number of CTE teachers/instructors needed will only continue to increase. Our educational partners have indicated the continued difficulty to find qualified applicants for CTE job openings. Many institutions hire a non-highly qualified candidate in hopes that the candidate will enroll in additional training to become highly qualified. The CTE Teaching Academy addresses this need and can help meet the additional training needs of these candidates and institutions along with increasing the number of qualified candidates in future searches.

A successful pilot of the CTE Teaching Academy program was implemented at Davis Technical College with eleven instructors. Ninety-one percent of the instructors achieved positive outcomes. Two students used the academy for professional development, one of which was preparing to reenter the teaching field. Three students will complete the coursework that will be used by the academy Spring 2021 and are using the credits for occupational upgrades and toward undergraduate degree programs. Five students have been accepted into the CTE master’s program at Utah State and will complete the CTE Teaching Academy as part of the master’s program. The success of the CTE Teaching Academy resonated with several industry and educational partners, and multiple inquiries and requests were received to expand the program throughout the state and create an ongoing program that will increase the number and teaching skills of trained teachers for CTE programs at both the technical colleges and public schools.
Consistency with Institutional Mission and Institutional Impact*

Utah State University already offers these courses as a part of Technical Education emphasis in the Technology and Engineering Education program. This certificate will allow better access to the program statewide and provide an avenue for professional development for Career and Technical Education professionals.

Finances*

Funds will be reallocated internally in the Department of Aviation and Technical Education (AVTE) to be able to accommodate the program. The courses will be taught online and not require facilities or physical space to accommodate students.

Section III: Curriculum (if applicable)

Program Curriculum Narrative

The CTE Teaching Academy focuses primarily on improving participants' understanding of the pedagogy required to teach CTE content through competency-based education methods. Courses to achieve these goals will focus on the following five areas of study:

Methods of Teaching and Learning

- TEE 3200 Methods of Teaching Engineering and Technology Education I
- TEE 4400 Methods of Teaching Engineering and Technology Education II

Curriculum and Program Development

- TEE 5220 Program and Course Development (CI)

Evaluation and Assessment

- TEE 3930 Evaluation of Career and Technical Education

Teaching with Technology

- TESY 3100 Digital Tools for Learning (new course submitted for approval)

Classroom and Laboratory Management

- TESY 3120 Classroom and Laboratory Management (new course submitted for approval)

Step 4: **Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.
Step 5: **Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
CAAS - Aviation and Technical Education - Welding Technology

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

- Writing Guidelines/Suggestions
- USHE R401 Policy
- Deadlines and Schedules
- Process and Flowchart

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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.

| COLLEGE (include all cross listed colleges)* | CAAS |
| DEPARTMENT (include all cross listed departments)* | Aviation and Technical Education |
| Current Title (if applicable)* | None |

Proposed Title* Welding Technology

Step 2: Enter the Correct CIP Code Using the Following Website: Classification Instructional Programs

| CIP Code (6-digits) * | 48.0508 |

Minimum Number of Credits (18)
Type of Degree: (BA, BS, etc.)*

Certificate of Proficiency

Request

Step 3: **Select** the Type of Change Being Requested.

**New Academic Program:**
- [ ] Certificates of Completion (including CTE)
- [x] 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

**Other: (explain change)**

**Additional Approvals (if applicable)**

**Graduate Council**
- [ ] Yes
- [x] No

**Council on Teacher Education**
- [ ] Yes
- [x] No
Section I: The Request

R401 Purpose*  
Utah State University requests approval to offer a Welding Technology Certificate of Proficiency effective Fall 2022. The Certificate of Proficiency in Welding Technician is an 18 credit hour stackable credential that will also fill some of the requirements for the Certificate of Completion and an Associate of Applied Science degree in Welding Technology. In addition, this certificate program also qualifies students for welding technician jobs and business ownership. A Certificate of Proficiency will build momentum to facilitate student transitions and support student completions of certificate and degree programs in related fields.

Section II: Program Proposal

Proposed Action & Rationale*  
The Welding Technology Certificate of Proficiency is designed to help students prepare for and pass industry welding tests for employment and implementation administered by employers and job sites. The aim of the Welding Technician Certificate of Proficiency is to allow students a fast entry into the welding field with a marketable skill set and industry recognized credentials. Students who complete the certificate will be prepared to work in the industry or create their own small business built around their acquired skills.

Labor Market Demand (if applicable)  
The United States Bureau of Labor Statistics projects employment of welders to grow 4% year over year from 2019 to 2029 (https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm). The industry has outperformed past expectations, however, with a 19% growth in the preceding five-years. Welding Technician is a sizeable occupation with a low barrier for entry with a higher opportunity for earning potential for the technician over comparable certificate programs. In the coming decade, business expansion and retiring workers will create greater demand and a high volume of annual job openings for skilled welders and fitters. An opportunity to earn certifications in welding 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 apprenticeship with local industry partners. This will help to alleviate educational costs and will also reduce the on-the-job learning curve and enable students to quickly earn an equitable wage mandated by the state of Utah as a registered apprenticeship program.

Welding jobs fall within similar occupations of cutting, soldering, and brazing: occupations where most moderate training occurs on the job and industry hours are required. The statewide median wage for these occupations which vary within individual emphasis area pay structure is $21.25 per hour, which is above the national average. As the proposed certificate of proficiency offers accelerated entrance to the job market and a short-term credential which students can build on to access more advanced jobs and higher wages. The proposed certification will be especially important for businesses in regions of the state looking to diversify into manufacturing through other state initiatives.
The proposed Certificate of Proficiency in Welding Technician will be offered through the Department of Technical Education in 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 one-year Certificate of Completion in Welding Technology. Credits earned in the certificate program(s) will be applied to requirements for existing Certificate and AAS programs:

- CC, Welding Technology
- AAS, Welding Technology
- AAS, General Technology

The Department of Aviation and Technical Education (AVTE) at Utah State University currently offers as Associate of Applied Science degree in Welding Technology. The proposed certificate provides an opportunity to develop region-specific training at a USU residential campus and creates a needed framework to lead the state in forming new partnerships with the Utah System of Higher Education – Technical Education Division, including specific partnerships with the Davis Applied Technology College (DATC), Uintah Basin Technical College (UBTech), and Bridgerland Technology College (BATC) campuses. The certificate will carefully articulate with other USHE campuses to provide additional opportunities for students while avoiding unnecessary duplication of effort and also allow students a pathway into university credentials through prior licensure with supplemental coursework.

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 to other programs or units at Utah State University.

Section III: Curriculum (if applicable)
The certificate will allow students a pathway into the institution from previously earned concurrent enrollment credits. WELD 1110 and WELD 1120 which make up a large portion of the proposed certificate are eligible for concurrent enrollment credit through Utah State University Eastern.

**Utah State University**

Certificate of Proficiency in General Technology

*Core Welding Processes*

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<th>First Name:</th>
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<tr>
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<tr>
<th>Welding Theory Course (select one 3 credit course)</th>
<th>Credit Hours</th>
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<th>Semester/Year Completed</th>
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<tr>
<td>WELD 2400 – Print Reading for Welders</td>
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<tr>
<td>WELD 2500 – Weld Inspection</td>
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<tr>
<td>WELD 2600 – Metallurgy</td>
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<table>
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<th>Semester/Year Completed</th>
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<td>WELD 1100 – Shielded Metal Arc Welding (SMAW)</td>
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<tr>
<td>WELD 1120 – Beginning Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW)</td>
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<tr>
<td>WELD 1150 – Beginning Gas Tungsten Arc Welding (GTAW)</td>
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<tr>
<td>Technical Credit Hours:</td>
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<tr>
<td>TOTAL MINIMUM CREDIT HOURS</td>
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<td></td>
</tr>
</tbody>
</table>

I have reviewed this degree plan with my advisor and understand that it represents the most effective way to achieve my educational goals based on the information that I supplied to my advisor at that time.

Student’s Signature: ___________________________ Date: ______________________

Advisor’s Signature: ___________________________ Date: ______________________

**Step 4: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.
Step 5: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
CEHS CHASS HSB - *CHaSS Courses Communication Studies and Philosophy History Human Development and Family Studies Kinesiology and Health Science Management Political Science Psychology Social Work Sociology and Anthropology - Conflict Management and Facil

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

Writing Guidelines/Suggestions

USHE R401 Policy

Deadlines and Schedules

Process and Flowchart

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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.
Proposed Title* Conflict Management and Facilitation - Institutional Certificate of Proficiency

Step 2: Enter the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

CIP Code (6-digits) 30.0501

Minimum Number of Credits (if applicable)* 18

Maximum Number of Credits (if applicable)* 18

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

Request

Step 3: 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

### Other: (explain change)

### Additional Approvals (if applicable)

<table>
<thead>
<tr>
<th>Graduate Council*</th>
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<th>No</th>
</tr>
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<table>
<thead>
<tr>
<th>Council on Teacher Education*</th>
<th>Yes</th>
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</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Section I: The Request

**R401 Purpose***  The Department of Communication Studies and Philosophy in the College of Humanities and Social Sciences is requesting permission to create a Certificate of Proficiency in Conflict Management and Facilitation. The proposal uses existing courses and faculty across a number of departments and colleges, and develops a certificate that will enhance job prospects for students in any major.

### Section II: Program Proposal
The Department of Communication Studies and Philosophy recognises an ongoing need for educational offerings and training related to conflict management and facilitation. This is seen in the high demand and large waitlists for CMST 3600 Communication and Conflict. A similar demand exists for the CMST 5600 Advanced Communication and Conflict course. This demand for courses includes students from within the Communication Studies program as well as non-majors. This certificate will help to meet the educational demand for skills and training in this area for students across USU’s campus and provide an educational credential that can accompany students upon graduation.

Currently, the only university in the State of Utah where students can acquire undergraduate degrees/certification in conflict is through the University of Utah. The proposed Institutional Certificate of Proficiency Conflict Management and Facilitation at Utah State University will provide USU learners an additional opportunity to receive this kind of training.

In discussing these issues within the department and in conjunction with the Dean’s Office it was proposed to create this certificate program.

Conflict management and facilitation skills are useful and in high demand for jobs in a wide range of careers. Employees in United States companies spend roughly 2.8 hours each week involved in interpersonal and group conflict. This amounts to approximately $359 billion in hours paid each year that are focused on conflict (CPP Inc., 2008, Pollack, 2021). Conflict in the workplace has grown prevalent for most workers, with 85 percent of workplace employees experiencing some kind of conflict (CCP Inc., 2008). Many people report that conflict makes them feel confused and anxious. Conflict arises in many settings and can negatively impact relationships, opportunities, and communities. The capacity to understand and manage conflict is a highly valued professional skill that can help to foster healthy relationships and support a more peaceful and productive way of being.

The mission of Utah State University is to be a “premier student-centered land-grant and space-grant university.” In order to accomplish this goal, the university emphasizes that academics come first and places importance on cultivating diversity of thought and culture and by serving the public through learning, discovery, and engagement. The Conflict Management and Facilitation Certificate of Proficiency is consistent with the mission of Utah State by offering a program for students that focuses on improving the common good through various types of organizations and practices.

At USU, conflict management skills help students become more resilient and successful in their classes and relationships during their time at USU. For several years, USU 1010: University Connections has held a Conflict and Communication workshop for all first-year incoming USU students. It has been consistently rated the most successful and useful workshop by Connections students. It is clear that there is both a need and a demand for more curriculum on conflict management and facilitation skills.

This certificate of proficiency will be created using existing courses across a number of...
Section III: Curriculum (if applicable)

Program Curriculum Narrative

This certificate of proficiency will be housed in the Department of Communication Studies and Philosophy. The course offerings will include classes from across several disciplines. This will provide flexibility to students as they pursue the different emphasis areas offered within the certificate program.

The certificate will have a core of required classes. These classes will cover theory and practices of collaborative conflict, conflict management, and facilitation. Additionally, students will choose a group of classes in specific interest areas including negotiation and persuasion, social justice and equality, intercultural/global, peace building, and relational/organizational. Students can select a group of classes from one of these areas, or they can choose any collection of courses from the various programs. See the attached program curriculum for details.

The idea behind this structure is that many programs talk about the importance of communication and conflict skills. Therefore, a student in political science, education, business, etc., can use their relevant coursework and add the core conflict communication classes to it. Additionally, a student who hasn’t chosen a major yet but wants to pursue this certificate can do the core courses and then explore coursework in a variety of programs that are connected to it. Thus, students in majors and those still looking for one can use this certificate as a way to focus their studies.

In developing the program curriculum for this certificate of proficiency, support has been given from the various department heads and section coordinators. These include: Jennifer Peeples (Communication Studies and Philosophy), Anthony Peacock (Political Science), Ravi Gupta (History), Scott Bates (Psychology), Jessica Lucero (Social Work), Judson Finley (Sociology and Anthropology), Scot Allgood (Human Development and Family Studies), Eadric Bressel (Health Education Promotion), Patrick Mason (Religion Studies), and Vijay Kannan (Business).

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

Step 5: 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 - English - English - MA MS

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: 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

CIP Code (6-digits) * 23010

Minimum Number of Credits (if applicable)* 30

Maximum Number of Credits (if applicable)* 30

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

Request

Step 4: Select the Type of Change Being Requested.

New Programs:
- Certificates of Completion
- Certificates of Proficiency
- Certificates of Proficiency - except Institutional Certificates
- Emphases within an Approved Degree
- Institutional Certificates of Proficiency
- K-12 Endorsements
- Minors
- Post-Baccalaureate and Post-Masters Certificates
- 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
Section I: The Request

R401 Purpose* The Department of English is requesting permission to add a specialization to the existing MA/MS in English that will be titled "Literature, Culture, and Composition" (LCC). With the addition of this second track, students would have to choose between one of two tracks: Creative Writing (which requires that students take four graduate workshops in creative writing and complete a creative thesis) or Literature, Culture, and Composition (which requires that students take one face-to-face course in each of the specialization’s three areas: Literature, Culture, and Composition). Students would no longer receive an MA/MS in English without a specialization.

Section II: Program Proposal

Proposed Action & Rationale* The addition of this second specialization within the MA/MS in English will balance the options within the degree program, giving students a choice between two structured specializations. They will make that choice when they apply, and their applications will be reviewed by an admissions committee of faculty who teach courses in the specialization to which they have applied. In the current organization, students who do not choose the structured Creative Writing specialization find themselves, by default, in a “no specialization” or “general” option that has no specific requirements to guide students in their choice of courses for their program of study. This amorphous option is atypical of master’s degree programs at other institutions and fails to attract prospective students with a definable course of study.
Consistency with Institutional Mission & Institutional Impact

The proposed changes retain the existing program's consistency with USU's mission and give graduate students two clear and well-defined programs of study.

Finances*

The proposed changes to the existing specialization will use existing courses and faculty. No new financial resources are needed.

Section III: Curriculum (if applicable)

Program Curriculum Narrative

The MA/MS in English is a great program for students who are looking for a broad education in English. Students are able to take a variety of classes and gain a broad base of knowledge to prepare them for further education or teaching. Students receive the kind of training necessary to prepare them for the professional world of academia. They are able to gain experience presenting their work at conferences and submitting for publication.

The MA degree requires students to gain proficiency in one or more foreign languages. The MS degree is identical, except that it does not require foreign language study.

The MA/MS in English consists of two specializations—Literature, Culture, and Composition, and Creative Writing. All students apply for, and are admitted to, one specialization or the other.

Literature, Culture, and Composition: This specialization is for students who wish to do advanced work in the fields of literature, cultural studies, and/or composition and rhetoric. The aim is to professionalize students, helping them to become scholars and teachers of English.

Creative Writing: This specialization allows students to do advanced work in creative writing, concentrating on poetry, fiction, and/or creative nonfiction. Students with a strong background in creative writing who desire to continue on that path are encouraged to apply.

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.
Proposal and Contact Information

Instructions for Completing R401:

Writing Guidelines/Suggestions
USHE R401 Policy
Deadlines and Schedules
Process and Flowchart

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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.

<table>
<thead>
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<th>COLLEGE (include all cross listed colleges)*</th>
<th>CHASS</th>
<th>HSB</th>
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<tr>
<td>DEPARTMENT (include all cross listed departments)*</td>
<td>Communication Studies and Philosophy</td>
<td>Economics and Finance</td>
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<tr>
<td></td>
<td>Government Relations</td>
<td>History</td>
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<td>Management</td>
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<td></td>
<td>Marketing and Communications</td>
<td>Political Science</td>
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<td>Sociology and Anthropology</td>
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Current Title (if applicable) Leadership and Diplomacy Certificate of Proficiency
Proposed Title* Leadership and Diplomacy Certificate of Proficiency

Step 2: **Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

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

**Request**

Step 3: **Select** the Type of Change Being Requested.

- New Academic Program:
  - [ ] Certificates of Completion (including CTE)
  - [x] 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)
Section I: The Request

R401 Purpose* The purpose of this certificate is to increase student awareness, knowledge, and skills that will make them more effective leaders, communicators, negotiators, and problem solvers in their respective careers and communities locally, nationally, and internationally.

Section II: Program Proposal

Proposed Action & Rationale* As the world and its problems become more complicated, the need for effective leadership and diplomacy at all levels of society is paramount. Key to this effectiveness are improved communication skills that help students better communicate ideas as well as understand the varied perspectives of different societal stakeholders. Also essential is an understanding of how governmental institutions and policy processes structure societal interactions and how they can facilitate and constrain leadership objectives and actions. As a result, this certificate focuses on developing skills and knowledge within two primary academic areas -- communication and government (i.e., political science). Other supportive academic areas include coursework from history, religious studies, sociology, social work, and business.
| **Labor Market Demand (if applicable)** | While there are myriad definitions of leadership, it can be defined as “a process of social influence, which maximizes the efforts of others, towards the achievement of a goal.”

Relatedly, diplomacy can be defined as the “art and science of maintaining peaceful relationships between nations, groups, or individuals.” Both concepts require individuals to inspire or work with others and imply that problems and goals require social or collective efforts.

To get others to work towards a collective goal requires skills in communication, conflict resolution, active listening, empathy, strategic thinking, and problem-solving, among others. This certificate is designed to help students develop these skills that will prepare them for a variety of careers in government, journalism, law, the foreign service, nongovernmental organizations, international organizations, and business.


| **Consistency with Institutional Mission & Institutional Impact** | The mission of Utah State University is to be one of the nation’s premier student-centered land-grant and space-grant universities by fostering the principle that academics come first, by cultivating diversity of thought and culture, and by serving the public through learning, discovery, and engagement. This certificate builds upon these aims by enabling students to think critically about leadership while building the skills to effectively engage with others in their local, national, and international communities. |

| **Finances** | The new certificate will require no additional costs and will be administered by the faculty and staff associated with the Institute of Government and Politics (IOGP). The development of one new course (Leadership Seminar) will be taught and administered by existing IOGP faculty and staff.

The capstone internship requirement will require some student investment for internships outside of Utah (e.g., Washington DC, International), but for students that are unable or unwilling to finance such endeavors there are local internship options (including international) available. Development of scholarship funds to support additional national and international internship opportunities for more students are strongly encouraged at the departmental, college, and university level. |

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**Section III: Curriculum (if applicable)**
This proposed certificate program proposal has been submitted to and received prior approval by the department heads of all affected departments. Once implemented, students will need to apply for the certificate program as the program builds capacity in terms of course and internship offerings. Limits on the number of students participating in the program, as well as course offerings, will be evaluated annually after consulting with affected departments and advising offices.

Applications will be accepted and vetted by the IOGP working in conjunction with CHaSS advising. The CHaSS advising staff will review and officially sign off on the certificate requirements for participating students.

All students in the certificate program must select either a domestic or an international/global track. The dual tracks aim to ensure that all students graduating with the certificate have key communication skills as well as an understanding of government and governmental processes, either at the national/local or the international/global level. This foundation will help students wishing to exert leadership in a variety of professions, in particular careers in government, nonprofits, or business. It is also designed to complement a wide variety of majors and minors, as well as existing certificate programs, throughout CHaSS and the wider university.

In addition to this foundational background, all students will be required to participate in a leadership course that aims to introduce students to a variety of career options as well as networking opportunities with alumni and other professionals working domestically and internationally. This course may include a combination of speakers with site visits (to Salt Lake City and/or Washington DC), and or international conference participation (e.g., UN Youth Summit, annual UN Commission on the Status of Women conference).

In addition to the above foundation, students deepen their knowledge and skills by selecting from a variety of electives in the departments of Political Science, Communication, Sociology, and the School of Business.

As a capstone experience, juniors and seniors in the program will be required to complete an internship for academic credit that will allow them to both observe in practice and apply the knowledge and skills they have acquired from their courses to real world settings. To help with placement, students in the program will receive individual advising and mentoring from USU faculty and staff to help secure an internship that best meets their personal and professional skills and objectives.

**Step 4:** **Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.
Step 5: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
Institution Submitting Request: Utah State University

Proposed Program Title: Composite Materials and Structures - MS

Are There New Emphases: Yes ☐ No ☑

Names of New Emphases (Separated by Commas):

Sponsoring School, College, or Division: Utah State University, College of Engineering

Sponsoring Academic Department(s) or Unit(s): MAE

Classification of Instructional Program Code¹: 14.0201

Min/Max Credit Hours Required of Full Program: 33 / 33

Proposed Beginning Term²: Fall 2022

Institutional Board of Trustees’ Approval Date:

Program Type (check all that apply):

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<td>☐</td>
<td>NEW Professional School</td>
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² “Proposed Beginning Term” refers to first term after Regent approval that students may declare this program.
³ Please indicate award such as APE, BFA, MBA, MEd, EdD, JD
Changes to Existing Programs or Administrative Units Required (check all that apply, if any):

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<td>Emphases transfer from another program or academic unit</td>
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<td>Name Change of Existing Program or Academic Unit</td>
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<td>Program transfer to a different academic unit</td>
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<td>Suspension or discontinuation of a unit or program</td>
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<tr>
<td>Reinstatement of a previously suspended/discontinued program or unit</td>
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<td>Other</td>
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</table>

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.

Please type your first and last name Date:  

I understand that checking this box constitutes my legal signature.
Utah System of Higher Education
Program Description - Full Template

Section I: The Request
Utah State University requests approval to offer the following Master's degree(s): Composite Materials and Structures - MS effective Fall 2022. This program was approved by the institutional Board of Trustees on .

Section II: Program Proposal

Program Description
Present a complete, formal program description.

The proposed MS in Composite Materials and Structure program will be administered and delivered by the USU Mechanical and Aerospace Engineering (MAE) department. The MAE department will host the degree program.

The program is an MS Plan-C Program (coursework only) and requires a total of 33 credit hours of coursework (15 core credit hours and 18 elective credit hours) with a minimum of 15 credit hours at the 6000-level or higher. Instruction will include the design, formulation, modeling, construction, and analysis of composite materials.

The program is directed at providing USU graduate students and industry professionals the opportunity to become familiar with how composites materials are used in several areas of engineering research and design across multiple industries. Graduates will develop the ability to better understand the applicability of these materials in improving and advancing product design.

Consistency with Institutional Mission
Explain how the program is consistent with the institution's Regents-approved mission, roles, and goals (see mission and roles at higheredutah.org/policies/policyr312) or, for "out of mission" program requests, the rationale for the request.

The College of Engineering provides unwavering support to the USU mission to be a premier student-centered land-grant university focused on quality research and excellent student outcomes. The MAE department is a key component of the college. The addition of this MS program will support USU’s mission by:

1) Furthering our students' proficiency in material science, which is often cited by industry as a valuable strength.

2) Advancing their long history of working with composite materials. Several of their current courses focus on the use and application of advanced materials. For example, the Mechanics of Composite Materials I (MAE 5060) provides instruction on the formulation, construction, and use of non-isotropic materials.

3) Continuing to support industry funded research projects, dealing with the analysis and properties of composite materials, by providing the student talent necessary to perform this research.

4) Supporting the MAE department's aerospace emphasis. Aerospace is a significant consumer of composite materials.

5) Continuing to support the UTAH Governor’s Office of Economic Development (GOED), which encourages programs that will support Utah’s aerospace industry. Recently, GOED indicated that Utah's core aerospace and defense competencies, including design, composites manufacturing, software and control systems, supported regional and national air service as well as advanced space systems, and thanks to research universities such as Utah State University, their state lead the nation in aerospace technology development.
Section III: Needs Assessment

Program Rationale

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.

Recently the college began an effort to improve its interactions with industry by focusing on their hiring and research needs and how they can be supported by them. Initially, they began by collecting information on the academic rigor and capabilities partners look for when hiring. One outcome of this data collection was a request to incorporate more composite materials coursework into the degree, particularly if the coursework can be accessed by industry.

The College of Engineering has a long-standing relationship with the Utah Advanced Materials and Manufacturing Initiative (UAMMI), a 501 c3, which brings together public, private, community, industry and education partners to assure growth and sustainability of Utah's advanced material and manufacturing industry. UAMMI's mission is to ensure Utah is the global leader in value-added advanced materials, manufacturing, technology development, and design by integrating industry, academic and government contributors in ways that enhance collaboration, promote business opportunities, share knowledge resulting from relevant research and engage a skilled and trained workforce. UAMMI is a strong supporter of the need for, and value of, the proposed program.

Another outcome of our industry data gathering was a request to establish a Center for Advanced Composite Materials and Structures. With significant industry support, the Center was recently approved for funding by the Utah State Legislature as a collaborative effort between USU and Weber State University. In addition to a strong research focus, this Center will serve as a key component of the MS program by supporting the hands-on instruction portion of the course. Combined with available online learning resources and traditional in-class instruction, the primary components of the MS program are now in place.

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 College of Engineering (COE) and each department in COE have very active Industry Advisory Boards (IAB). IAB member representatives include Boeing, Northrop Grumman, Lockheed Martin, Hill Air Force Base, Idaho National Laboratory, Autoliv, Williams Aviation, and ENVE Composites. The IAB members represent companies that use advanced materials in their products and research. All of these companies have expressed a desire to make the composite materials and structures program available to their engineers.

Recently the Utah GOED, working with a consortium of universities including USU, companies, and foundations such as UAMMI, received funding from the US Department of Defense (DOD) to be designated as a Defense Manufacturing Community (DMC). Utah is now one of six DMCS in the US. This multi-year, multi-million dollar grant establishes Utah as a core provider of the research, products, systems, and talent deemed of highest value to the DOD's mission. Advanced materials and an expertise in their application play a very significant role in this mission.

The Utah DMC supporters encompass more than 70 industry organizations, including America Makes, American Manufacturing Community Collaborative (AMCC), the Institute for Advanced Composites Manufacturing Innovation (IACMI), Society for the Advancement of Material and Process Engineering (SAMPE), and the American Composites Manufacturing Association (ACMA). They provide both a local and national perspective. All of these organizations are looking for programs that provide their member companies with the necessary advanced
knowledge and hands-on training in composite materials in support of their contribution to the Utah DMC.

UAMMI shared an analysis conducted in 2020 which found that from 2015 to 2019 there were 4,905 job postings in Utah for engineers with composite materials backgrounds. Of those, 91% (4,463) required a minimum of a bachelor’s degree with most preferring or requiring a master’s degree. In that same period, 40 companies were actively hiring. From 2015 to 2019 there were 3,609 Composite Technicians job postings which required a bachelor’s or master’s degree. The analysis also revealed the need for engineers and technicians with a composite materials background in Utah is expected to grow to over 15,000 in the next few years.

**Student Demand**

*Provide evidence of student interest and demand that supports potential program enrollment. Use Appendix D to project five years’ enrollments and graduates. Note: If the proposed program is an expansion of an existing program, present several years enrollment trends by headcount and/or by student credit hours that justify expansion.*

Both recent graduates and current students have requested courses which provide more advanced understanding of composite materials and their application in industry. As these students look toward careers in aerospace, they appreciate the need to better understand the role composites play in this industry. With this need in mind, the MAE Department at USU recently added several senior design projects dealing with composites and related technologies. This MS program will provide an additional avenue for these students to gain proficiency in working with composite materials. While some of these students will likely not pursue a master’s degree until after entering the workforce, it is expected they will turn to USU for this degree.

**Similar Programs**

*Are similar programs offered elsewhere in the USHE, the state, or Intermountain Region? If yes, identify the existing program(s) and cite justifications for why the Regents should approve another program of this type. How does the proposed program differ from or compliment similar program(s)?*

While some USHE institutions currently offer undergraduate courses in composite materials, currently no USHE institution offers an advanced degree in this area. Their review of the courses provided in the intermountain area did not find any graduate-level courses in composite materials.

**Collaboration with and Impact on Other USHE Institutions**

*Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in higheredutah.org/policies/policyr315/. Assess the impact the new program will have on other USHE institutions. Describe any discussions with other institutions pertaining to this program. Include any collaborative efforts that may have been proposed.*

As was previously mentioned, the recently funded and to-be-established Center for Advanced Composite Materials and Structures will be a collaboration between USU and Weber State University (WSU). Given WSU’s more central location, they anticipate that much of the MS program’s hands-on learning will take place at WSU. The USU faculty will work with their colleagues at WSU to develop the curriculum for this aspect of the program. It is believed this will be a very mutually beneficial partnership.

**External Review and Accreditation**

*Indicate whether external consultants or, for a career and technical education program, program advisory committee were involved in the development of the proposed program. List the members of the external consultants or advisory committee and briefly describe their activities. If the program will seek special professional accreditation, project anticipated costs and a date for accreditation review.*

No external consultants were involved in the development of this program. However, it is believed of value to note
that the feedback from USU's recently completed ABET accreditation process indicated the importance of the high level of industry involvement in the MAE programs. The ABET Review Committee referenced several instances where industry involvement was of significant value to USU. ABET encouraged the MAE Department to continue to find ways to expand and strengthen industry relationships.

Section IV: Program Details

Graduation Standards and Number of Credits

Provide graduation standards. Provide justification if number of credit or clock hours exceeds credit limit for this program type described in R401-3.11, which can be found at higheredutah.org/policies/R401.

- Plan C - Coursework only
- 33 credits total (Graduate School requirement for Plan C)
- At least 15 credits at the 6000-level or above (Graduate School minimum)

Admission Requirements

List admission requirements specific to the proposed program.

- BS in an engineering, or materials science and engineering, or other relevant discipline;
- A minimum admission GPA of 3.3 (calculated using all grades from last 60 semester or 90 quarter credits earned);
- GRE scores at or above the 40th percentile for Verbal Reasoning and 70th percentile for Quantitative Reasoning.

Curriculum and Degree Map

Use the tables in Appendix A to provide a list of courses and Appendix B to provide a program Degree Map, also referred to as a graduation plan.

Section V: Institution, Faculty, and Staff Support

Institutional Readiness

How do existing administrative structures support the proposed program? Identify new organizational structures that may be needed to deliver the program. Will the proposed program impact the delivery of undergraduate and/or lower-division education? If yes, how?

The new degree program will be administered by the MAE Department which has in place the administrative infrastructure necessary to manage the program. MAE has a graduate committee that oversees the graduate programs and a full-time staff member assigned to the graduate program. Additional institutional resources for the development of the program have been approved by the state, and no additional financial resources beyond this are required. The only impact of this program on the current course load is that it will slightly increase the 5000-7000 level class sizes. However, enrollment in these courses is typically below enrollment caps.

Faculty

Describe faculty development activities that will support this program. Will existing faculty/instructors, including teaching/graduate assistants, be sufficient to instruct the program or will additional faculty be recruited? If needed, provide plans and resources to secure qualified faculty. Use Appendix C to provide detail on faculty profiles and new hires.
Two additional Professor of Practice positions required by the MAE department for the development of the program have been approved.

Staff
Describe the staff development activities that will support this program. Will existing staff such as administrative, secretarial/clerical, laboratory aides, advisors, be sufficient to support the program or will additional staff need to be hired? Provide plans and resources to secure qualified staff, as needed.

Additional staff lines will not be required. Existing staff will be sufficient to support this program.

Student Advisement
Describe how students in the proposed program will be advised.

The mechanics of admission to the program and fulfilling program requirements are handled by an existing full-time staff graduate coordinator. Since this is primarily a coursework-only degree, students may also be advised by course instructors.

Library and Information Resources
Describe library resources required to offer the proposed program if any. List new library resources to be acquired.

Current library resources are sufficient for this program.

Projected Enrollment and Finance
Use Appendix D to provide projected enrollment and information on related operating expenses and funding sources.

Section VI: Program Evaluation

Program Assessment
Identify program goals. Describe the system of assessment to be used to evaluate and develop the program.

The goal of the program is to provide graduate students and early- and mid-career professionals with an opportunity to develop an understanding of composite materials and structures. It also provides an opportunity to achieve a broad high-level knowledge in this area. Attainment of these goals will be measured by employers and the placement rate of graduates within local and national organizations in industry and government.

Student Standards of Performance
List the standards, competencies, and marketable skills students will have achieved at the time of graduation. How and why were these standards and competencies chosen? Include formative and summative assessment measures to be used to determine student learning outcomes.

Progress of student learning for each course is assessed with formative measures such as quizzes and projects assignments during each course. Learning as a whole is assessed with summative measures based on final exams or comprehensive final projects.
Appendix A: 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 be awarded the degree.

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

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Add An Emphasis
Program Curriculum Narrative
Describe any variable credits. You may also include additional curriculum information.

This is an MS Plan-C Program coursework-only. The program of study has 5 required courses (15 credit hours) and 6 electives (18 credit hours) for a total of 33 credit hours. A minimum of 15 credit hours must be at the 6000-level or higher. The 5 required courses are designed to provide an overview of composite materials and structures as well as elements that are unique to composite materials and structures. Students have the opportunity to choose 6 courses from 12 different electives to either specialize in a particular area or diversify into different areas. The program is designed to provide students and early- and mid-career professionals in the mechanical and aerospace community with an opportunity to seek an advanced degree. The courses will be offered face-to-face on the USU Logan campus, WSU campus, and/or with the online format.
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](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.
Appendix C: Current and New Faculty / Staff Information

Part I. Department Faculty / Staff

Identify # of department faculty / staff (headcount) for the year preceding implementation of proposed program.

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<th># Tenure -Track</th>
<th># Non - Tenure Track</th>
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<td>Staff: Part Time</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Part II. Proposed Program Faculty Profiles

List current faculty within the institution -- with academic qualifications -- to be used in support of the proposed program(s).

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Tenure (T) / Tenure Track (TT) / Other</th>
<th>Degree</th>
<th>Institution where Credential was Earned</th>
<th>Est. % of time faculty member will dedicate to proposed program.</th>
<th>If &quot;Other,&quot; describe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thom</td>
<td>Fronk</td>
<td>T</td>
<td>PhD</td>
<td>Virginia Tech</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Juhyeong</td>
<td>Lee</td>
<td>TT</td>
<td>PhD</td>
<td>Mississippi State</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Nadia</td>
<td>Kouraytem</td>
<td>TT</td>
<td>PhD</td>
<td>KAUST</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Ryan</td>
<td>Berke</td>
<td>TT</td>
<td>PhD</td>
<td>UIUC</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Haoran</td>
<td>Wang</td>
<td>TT</td>
<td>PhD</td>
<td>UIUC</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Yanqing</td>
<td>Su</td>
<td>TT</td>
<td>PhD</td>
<td>Georgia Tech</td>
<td>10%</td>
<td></td>
</tr>
</tbody>
</table>

Add Another Full Time

Part Time Faculty

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>% Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>% Instructor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% Instructor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% Instructor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% Instructor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% Instructor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% Instructor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% Instructor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% Instructor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% Instructor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% Instructor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% Instructor</td>
</tr>
</tbody>
</table>

Add Another Part Time
### Part III: New Faculty / Staff Projections for Proposed Program

*Indicate the number of faculty/staff to be hired in the first three years of the program, if applicable. Include additional cost for these faculty/staff members in Appendix D.*

<table>
<thead>
<tr>
<th></th>
<th># Tenured</th>
<th># Tenure-Track</th>
<th># Non-Tenure Track</th>
<th>Academic or Industry Credentials Needed</th>
<th>Est. % of time dedicated to proposed program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty: Full Time with Doctorate</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>3 years of research lab or industry experience</td>
<td>90%</td>
</tr>
<tr>
<td>Faculty: Part Time with Doctorate</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty: Full Time with Masters</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>3 years of research lab or industry experience</td>
<td>90%</td>
</tr>
<tr>
<td>Faculty: Part Time with Masters</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty: Full Time with Baccalaureate</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty: Part Time with Baccalaureate</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching / Graduate Assistants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff: Full Time</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff: Part Time</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix D: Projected Program Participation and Finance

Part I.

Project the number of students who will be attracted to the proposed program as well as increased expenses, if any. Include new faculty & staff as described in Appendix C.

### Three Year Projection: Program Participation and Department Budget

<table>
<thead>
<tr>
<th></th>
<th>Year Preceding Implementation</th>
<th>New Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Year 1</td>
</tr>
<tr>
<td><strong>Student Data</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Majors in Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Majors in Proposed Program(s)</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td># of Graduates from Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td># Graduates in New Program(s)</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Department Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year Preceding Implementation (Base Budget)</td>
</tr>
<tr>
<td><strong>EXPENSES</strong> – nature of additional costs required for proposed program(s)</td>
<td></td>
</tr>
<tr>
<td>Personnel (Faculty &amp; Staff Salary &amp; Benefits)</td>
<td>$0</td>
</tr>
<tr>
<td>Operating Expenses (equipment, travel, resources)</td>
<td>$0</td>
</tr>
<tr>
<td>Other:</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL PROGRAM EXPENSES</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FUNDING – source of funding to cover additional costs generated by proposed program(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Reallocation</td>
<td>$0</td>
</tr>
<tr>
<td>Appropriation</td>
<td>$0</td>
</tr>
<tr>
<td>Special Legislative Appropriation</td>
<td>$0</td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>$0</td>
</tr>
<tr>
<td>Special Fees</td>
<td>$0</td>
</tr>
<tr>
<td>Tuition</td>
<td>$0</td>
</tr>
<tr>
<td>Differential Tuition (requires Regents approval)</td>
<td>$0</td>
</tr>
<tr>
<td><strong>PROPOSED PROGRAM FUNDING</strong></td>
<td>$425,000</td>
</tr>
<tr>
<td><strong>TOTAL DEPARTMENT FUNDING</strong></td>
<td>$0</td>
</tr>
<tr>
<td><strong>Difference</strong></td>
<td>Funding - Expense</td>
</tr>
</tbody>
</table>
Part II: Expense explanation

Expense Narrative
Describe expenses associated with the proposed program.
USU COE has received $425K from the state to establish the program, with $250K one-time funding, and $175K ongoing funding. The one-time funding will be used to develop lab equipment and travels related to the establishment of the program. The ongoing funding will be used to hire two new Professors of Practice to develop and teach the new courses and related labs for the program. Other additional workload imposed by this degree is minimal and will have no impact on tasks that would normally be done by current faculty and staff.

Part III: Describe funding sources

Revenue Narrative 1
Describe what internal reallocations, if applicable, are available and any impact to existing programs or services.
College of Engineering differential tuition received from this program may be directed back to this program as needed.

Revenue Narrative 2
Describe new funding sources and plans to acquire the funds.
USU COE has received $425K from the state to establish the program, with $250K one-time funding, and $175K ongoing funding. Additionally, our collaborator, Weber State University, also received $425K from the state.
PRES VPRS - Government Relations Office of Research Administration Office

4.1.c R401 New Administrative Unit

Proposal Information

Instructions for Completing R401:

  Writing Guidelines/Suggestions
  USHE R401 Policy
  Deadlines and Schedules
  Process and Flowchart

Contact Information

  Paul Barr: Vice-Provost (797-0718) paul.barr@usu.edu

**Step 1: Select** the College and Department Involved in the Process to Ensure the Correct Workflow and Approval.

Select the College(s) or Division(s) this proposal involves.

Select the Department(s) or Unit(s) this proposal involves.

<table>
<thead>
<tr>
<th>COLLEGE or UNIVERSITY DIVISION:*</th>
<th><strong>PRES</strong> <strong>VPRS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT or UNIT: *</td>
<td>Government Relations <strong>Office of Research Administration Office</strong></td>
</tr>
<tr>
<td>PROPOSED UNIT TITLE:</td>
<td>Institute for Land, Water, and Air</td>
</tr>
</tbody>
</table>

Request
**Step 2: Select** the Proposed Type of Unit Being Requested.

<table>
<thead>
<tr>
<th>Unit Being Requested*</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ New Administrative Unit (except new colleges and professional schools - use full template)</td>
</tr>
<tr>
<td>☐ New Centers</td>
</tr>
<tr>
<td>☐ New Institutes</td>
</tr>
<tr>
<td>☐ New Bureaus</td>
</tr>
</tbody>
</table>

**Description/Narrative**

<table>
<thead>
<tr>
<th>Administrative Unit Description and Narrative*</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Institute for Land, Water, and Air is an interdisciplinary unit designed to communicate and expand USU’s excellence in land, water, and air research. The institute brings together USU researchers in these areas and connects them with Utah problem solvers, including members of local, state, and federal government. The vision of the institute is to help Utah maintain a high quality of life for its citizens while valuing and optimizing the state’s shared resources. The outreach-focused institute helps fulfill USU’s land-grant mission by providing the state with informed and unbiased expertise on Utah’s shared resources to clarify the impact of past and potential actions. The institute reports directly to the Office of the President and collaborates closely with the Office of Research and the Vice President for Federal and State Relations.</td>
</tr>
</tbody>
</table>

**Step 3: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch ✨icon to launch your proposal.
ACADEMIC STANDARDS SUBCOMMITTEE OF THE EDUCATION POLICIES COMMITTEE

Meeting held October 14, 2021 from 3:00-4:00 p.m. in Champ Hall and via Zoom.

MEMBERS

Present:

- Renee Galliher, Chair, Associate Vice Provost
- Mykel Beorchia, Advising
- Dan Coster, College of Science
- Fran Hopkin, Registrar’s Office
- Kacy Lundstrom, University Libraries
- Katie Burns, Student Affairs
- Robyn Peterson, subcommittee secretary (ex officio; not a voting member)

Absent:

- Porter Casdorph, USUSA
- Sterling Bone, Jon M. Huntsman School of Business

Guest:

- Janet Andersen, Vice Provost

AGENDA

1. New Business
   a. Introductions
   b. Welcome to Katie Burns, the new representative from the Division of Student Affairs.
   c. Posthumous Degree Language Adjustment: Janet Anderson

   i. Janet Anderson presented proposed adjustments to the Posthumous Degrees language in the catalog. She noted that Utah State does not currently have a standardized process regarding posthumous degrees and that there has been interest in standardizing the process. She mentioned support from various individuals, including the president, provost, various deans, and individuals in the Division of Student Affairs. If students were not close to completing a degree, Janet said that a certificate of achievement could be considered.

   Janet mentioned the involvement of Student Affairs and the academic departments in determining whether a posthumous degree is appropriate for individual students. She would like the process to be more standardized and comparable with other USHE institutions. Janet
outlined the current process of handling posthumous degrees, including working with the Division of Student Affairs, associate deans, department heads, and academic advisors.

The committee discussed the determination of degree progress (semesters, credits, degree requirements, etc.). The committee discussed the possibility of creating an honorary-type degree in lieu of an actual degree. Members of the committee considered instituting various levels of degree progress (e.g., 50% or more progress would satisfy the requirements for a posthumous degree, whereas less than 50% progress may constitute a certificate of achievement). Janet would like the decision to be more conversationally based and less mathematically based. The committee discussed revising the current language to include differentiation between degrees that require four or more years to complete and those that are generally completed in less than two years. They talked about the affordances of using the language “reasonably complete” and determined that this approach provides flexibility for all involved.

The committee revised the statement as follows:

“When a current USU student dies, the Office of the Provost will initiate a review of the academic work that has been completed. If it is determined, in consultation with the academic advisor, department head and dean, that the student could have reasonably completed all remaining requirements for a bachelor’s or a doctoral degree (a four-or-more year degree) with an additional two semesters of enrollment, the degree will be granted. If it is determined that the student could have reasonably completed all remaining requirements for an associate’s degree or a master’s degree (a one-to-two-year degree) with an additional one semester of enrollment, the degree will be granted. If the student does not qualify for a posthumous degree, a certificate of achievement may be awarded to honor the work the student completed. If it is determined that a degree can be awarded, the Office of the Provost will work with the Office of the Registrar to have the posthumous degree posted.”

ii. Motion to approve the proposed wording to the Educational Policies Committee made by Fran Hopkin. Seconded by Mykel Beorchia. The vote was unanimous for all present.
d. Email Communication Policy Language Adjustment: Fran Hopkin

i. Fran announced that the Registrar’s Office is doing a thorough audit of the university catalog content and may find additional policies that will need revisions. The committee determined that the Registrar’s Office would have the autonomy to clean up obsolete terms or processes, but that substantive changes would need to be brought to the committee. The committee talked about the various approval methods of entering policies into the catalog.

Fran explained that the decommissioning of the Aggiemail service necessitated a revision to the Email Communication Policy in the General Catalog due to its language surrounding the preferred email address, which is no longer in effect.

The committee revised the proposed statement as follows:

“USU now provides an official A#@usu.edu email account to all students for use during their academic career. The university uses this address to send important communications to students.

“University officials, including advisors, professors, administrators, and various office personnel, will use this email account as an official means of communication.

“It is the responsibility of all students to check their email accounts on a regular basis. Students will be held accountable as being officially notified when any correspondence is sent by university representatives to their official email account.”

ii. Motion to approve the proposed wording to the Educational Policies Committee made by Mykel Beorchia. Seconded by Katie Burns. The vote was unanimous for all present.

Adjourn: 3:44 p.m.
CAAS - Aviation and Technical Education - Drafting Design - Certificate of Proficiency

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

Writing Guidelines/Suggestions
USHE R401 Policy
Deadlines and Schedules
Process and Flowchart

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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.

<table>
<thead>
<tr>
<th>COLLEGE (include all cross listed colleges)*</th>
<th>CAAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT (include all cross listed departments)*</td>
<td>Aviation and Technical Education</td>
</tr>
<tr>
<td>Current Title (if applicable)*</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Proposed Title*</td>
<td>Drafting Design - Certificate of Proficiency</td>
</tr>
</tbody>
</table>
Step 2: Enter the Correct CIP Code Using the Following Website: Classification Instructional Programs

<table>
<thead>
<tr>
<th>CIP Code (6-digits) *</th>
<th>15.1302</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Number of Credits (if applicable)*</td>
<td>17</td>
</tr>
<tr>
<td>Maximum Number of Credits (if applicable)*</td>
<td>17</td>
</tr>
<tr>
<td>Type of Degree: (BA, BS, etc.)*</td>
<td>Certificate of Proficiency</td>
</tr>
</tbody>
</table>

Request

Step 3: 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)
Section I: The Request

R401 Purpose* Utah State University requests approval to offer a Certificate of Proficiency in Drafting Design effective Fall 2022. The Drafting Design Certificate of Proficiency is a 17-credit-hour stackable credential that will also fulfill requirements leading to Certificates of Completion and the Associate of Applied Science degree in General Technology. In addition, this certificate also qualifies students for positions within the engineering, drafting, and design area and business ownership. A Certificate of Proficiency will build momentum to facilitate student transitions and support student completions of certificate and degree programs including related areas of interest in design and advanced manufacturing.

Section II: Program Proposal
The Drafting Design Certificate of Proficiency has been designed through collaboration with industry and education in order to help frontier individuals find a skill set in a new areas of the Southeast. The certificate program has been created with the four-corners region as the intended space for launch with campus homes in Blanding, Price, and future expansion to Moab. This program will facilitate individuals from the reservation an entry into the university with the ability to earn a University certificate after one semester and marketable skills that are able to be performed from anywhere. The aim of the Drafting Design Certificate of Proficiency is to allow students a fast entry into the 2D and 3D design space with a marketable skill set and industry developed curriculum. Students who complete the certificate will be prepared to work in the industry, create their own small business built around their acquired skills with low barriers for entry, or work toward more advanced degrees centered around their interests.

According to the Bureau of Labor Statistics, in 2021 the average annual salary in the drafting industry is $54,500, with a median wage of $26.20, significantly higher than the average wage for all industries (https://www.bls.gov/oes/current/oes173019.htm#ind). Drafting is a sizable occupation with a low barrier for entry and a higher opportunity for earning potential for the technician once the student selects a concentration area. Average wages fluctuate depending on drafting area of expertise, with architectural drafters earning an average wage of $27.91 and electrical and power generation drafters earning $36.54 per hour. An opportunity to earn certifications in Drafting Design 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.

Drafting jobs fall within similar occupations of designers, surveyors, and emerging technical fields. These are occupations where specific tasks and expectation training occurs on-the-job and in industry settings. The median wage for these occupations as manufacturing technicians and designers in Carbon County is $22.50 per hour, which is above the state and national average. As the proposed Certificate of Proficiency offers accelerated entrance to the job market and a short-term credential, students are able to access more advanced jobs and higher wages. The proposed certification will be especially important for businesses in regions of the state looking to diversify and help to bring new jobs to rural areas of Utah.
The proposed Certificate of Proficiency in Drafting Design will be offered through Technical Education in the Department of Aviation and Technical Education (AVTE) at the Southeast region location in Price and Blanding. 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, nationally developed certification as well as a stackable credential toward a one-year Certificate of Completion in Engineering Drafting and Design Technology. Credits earned in the certificate program(s) will meet requirements for existing certificate and AAS programs:

- CC, Engineering Drafting and Design Technology
- AAS, General Technology

Additionally, the Department of Aviation and Technical Education (AVTE) at Utah State University offers a broad-based Associate of Applied Science degree in General Technology with emphasis areas in General Business, Design and Creative Arts, Allied Health Systems, and Technology Systems. The proposed Certificate of Proficiency would likely lead toward the emphasis in Technology Systems. The proposed certificate provides an opportunity to develop region-specific training at USU residential campuses in rural parts of the state and creates a needed framework to lead the state in forming new partnerships and alignment with the Utah System of Higher Education – Technical Education Division.

The proposed Certificate of Proficiency will be cost neutral. All courses for the proposed certificate are currently offered and no new faculty, staff, library, or operational funds are required to facilitate this offering. There will be no budgetary impact to other programs or units at Utah State University.

**Section III: Curriculum (if applicable)**
## Program Curriculum Narrative

### Utah State University Eastern

**Certificate of Proficiency**

**Drafting Design**

<table>
<thead>
<tr>
<th>Required Drafting Theory Course (14 credit hours)</th>
<th>Credit Hours</th>
<th>Complete</th>
<th>Semester/Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDDT 1010 – Technical Drafting</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDDT 1040 – CAD Level I: Intro to CAD</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDDT 1200 – 3D Modeling (Solidworks)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELET 1110 – Technical Mathematics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>14</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Technical Courses (3 credit hours)</th>
<th>Credit Hours</th>
<th>Complete</th>
<th>Semester/Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDDT 1100 – Residential Architectural Drafting</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCIS 2500 – Web Business</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSN 2710 – Entrepreneurial Thought</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDDT 2977 – Internship Education Experiences</td>
<td>1-3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required Technical Credit Hours:</td>
<td><strong>3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL MINIMUM CREDIT HOURS</strong></td>
<td><strong>17</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 4:** Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

**Step 5:** Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
Utah System of Higher Education
New Academic Program Proposal
Cover/Signature Page - Full Template

Institution Submitting Request: Utah State University

Proposed Program Title: Bachelor of Science in Environmental Planning

Are There New Emphases: [ ] Yes [X] No

Names of New Emphases (Separated by Commas):

Sponsoring School, College, or Division: College of Agriculture and Applied Sciences
Sponsoring Academic Department(s) or Unit(s): Landscape Architecture and Environmental Planning

Classification of Instructional Program Code\(^1\) : 6-Digit CIP: 03.0103

Min/Max Credit Hours Required of Full Program: 120 Min Cr Hr / 120 Max Cr Hr

Proposed Beginning Term\(^2\): Fall 2022

Institutional Board of Trustees’ Approval Date:

Program Type (mark all that apply with an x):

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] (AAS)</td>
<td>Associate of Applied Science Degree</td>
<td></td>
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\(^2\) “Proposed Beginning Term” refers to first term after Regent approval that students may declare this program.

\(^3\) Please indicate award such as APE, BFA, MBA, MEd, EdD, JD
Changes to Existing Programs or Administrative Units Required (mark all that apply with an x, if any):

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<td>Emphases transfer from another program or academic unit</td>
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<td>Reinstatement of a previously suspended/discontinued program or administrative unit</td>
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<td>Other</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.

Please type your first and last name __________________________ Date: __________________________

☐ I understand that checking this box constitutes my legal signature.
Section I: The Request
Utah State University's Department of Landscape Architecture and Environmental Planning requests approval to offer the following degree(s): Bachelor of Science in Environmental Planning

To be effective on: Fall 2022

This program was approved by the institutional Board of Trustees on:

Section II: Program Proposal

Program Description
Utah State University (USU), College of Agriculture and Applied Sciences (CAAS), Department of Landscape Architecture and Environmental Planning (LAEP) proposes to offer a Bachelor of Science in Environmental Planning. The mission of the B.S. in Environmental Planning undergraduate program is to prepare future professionals to recognize the reciprocal relationship between the biophysical attributes of a region and the human dimensions of settlement and culture; build expertise in large-scale landscape level analysis and planning; and serve as leaders within a transdisciplinary environment to develop better alternatives for land-use decisions and policy.

As a department within a land-grant university, LAEP will accomplish this mission through community-engaged learning in core series of environmental planning, economic development, natural resources, and environmental policy coursework. The program will produce highly skilled environmental planners for multiple levels of professional practice while actively engaging and benefitting communities with landscape-scale planning projects. The undergraduate program will complement LAEP's existing Master of Science in Environmental Planning degree program.

Consistency with Institutional Mission
The proposed undergraduate program in Environmental Planning is consistent with USU's mission “to discover, create, and transmit knowledge through education and training programs at the undergraduate, graduate, and professional levels; through research and development; and through service and extension programs” (R312, 4.1.1). This program specifically addresses the mission of USU to be one of the nation’s premier student-centered land-grant universities through a student-focused and community-engaged program developing future professionals to develop air, water, and land-use decisions and policies. The B.S. in Environmental Planning program will benefit USHE and the state by serving the public through learning and engagement. With a new cadre of professionals and leaders, environmental planning will be advanced as an important problem-solving mechanism in the planning and management of natural and built landscapes across the Intermountain West and around the world.
Section III: Needs Assessment

Program Rationale
The demand for environmental planning professionals is strong with projected growth of 11% between 2019 and 2029. The fields of landscape architecture and environmental planning are naturally complementary, and USU’s Department of Landscape Architecture and Environmental Planning has a longstanding Master of Science in Environmental Planning degree program. With the majority of faculty and curriculum resources already in place to support the MSEP degree program, the complementary landscape architecture degree programs, as well as USU’s economic development and environmental policy programs, it is reasonable to seek to prepare students to be future professionals through an undergraduate program. Doing so allows LAEP to increase recruitment of undergraduate students, raise the marketability of graduates to meet the growing demand, and increase interaction across graduate and undergraduate programs, thereby enhancing the quality of both. Similarly, the program allows LAEP to strengthen collaborations with allied programs across campus and institutions while delivering a transdisciplinary degree program. In effect, LAEP is poised to serve increasing numbers of undergraduate students in environmental planning within the department’s existing resources. In a growing field, with significant impact on society and the world, where there is a shortage of professionals, students benefit by earning a meaningful degree with a clear path to a career.

Labor Market Demand
The Bureau of Labor Statistics projects a ten-year national job growth outlook to be 7% (as fast as average) for Urban and Regional Planners, where environmental planning is urban and regional planning with a specialized sub-focus on sustainability. Environmental planners need at least a B.S. or B.A. in environmental planning, environmental science, planning, regional planning, or a related field with many positions preferring a master’s degree (where the connection to LAEP’s MSEP degree program is complementary). The typical median salary of an Environmental Planner is $75,950 annually as of 2020. While the Utah DWS Occupation Information Data Viewer indicates that Utah’s median salary for Environmental Planning was $67,680 in 2020, with the job outlook projected to increase at 2.2% due to business expansion, the Bureau of Labor Statistics indicates that Utah’s median salary for Environmental Planning was $70,820 in 2020, with the job outlook projected to increase at 7%. The proposed undergraduate environmental planning program in LAEP will respond to these market characteristics by training strong professionals and future leaders to be well-positioned to move into professional practice, and provide a ready transition to LAEP’s master’s degree programs.

Student Demand
As referred to in the previous section on labor market demand, there is strong demand for an environmental planning degree. LAEP’s Master of Science in Environmental Planning graduate program is presently experiencing growing enrollment. The undergraduate program will complement the graduate program and provide a strong link to graduate study in LAEP and allied disciplines. Additionally, LAEP’s undergraduate landscape architecture degree program is a matriculated program with an average of 5-10 students not accepted to continue their landscape architecture studies each year. The environmental planning degree program will provide an alternative, complementary degree program for these students. Considering the attractiveness of a degree in environmental planning, there is strong expected initial demand among USU’s undergraduate students, although a modest initial enrollment of 3-10 students is expected while the program builds awareness.
Similar Programs
The University of Utah's College of Architecture + Planning offers a bachelor of science/arts in Urban Ecology, which is an urban and community planning degree. The program is similar to LAEP's proposed B.S. in Environmental Planning, albeit without the specialized focus on landscape-level analysis, planning, and environmental policy. The similarity between the two undergraduate degree programs is akin to the similarity between the University of Utah's College of Architecture + Planning's master's degree in City & Metropolitan Planning and USU's existing Master of Science in Environmental Planning. The two programs focus on different aspects of planning, urban/metropolitan and environmental, and are not in direct competition with each other.

Outside of Utah there are several universities offering undergraduate and graduate degrees in urban and community planning, which again, while similar, differ in focus between urban/metropolitan and environmental.

The most similar program within Utah State University is the B.S. in Environmental Studies offered by the Quinney College of Natural Resources’ Department of Environment and Society. There is considerable overlap with the natural resources and environmental policy core of LAEP’s proposed program. However, the two programs differentiate with LAEP’s proposed program’s primary emphasis on spatial planning and policy.

Within the Intermountain region states, a few universities offer undergraduate degrees in environmental science, and a few programs offer undergraduate degrees in environmental design (University of Colorado Boulder). Regarding graduate degrees in environmental planning, Arizona State University offers a Master of Urban and Environmental Planning, and the University of Idaho offers a Master of Bioregional Planning.

With regard to all these programs, LAEP proposes to offer an undergraduate degree program akin to its current graduate degree program. The proposed environmental planning degree program will emphasize community-engaged learning in a core series of environmental planning, economic development, natural resources, and environmental policy coursework. This emphasis on environmental factors and planning is unique across USU, the USHE system, and the Intermountain region.

Collaboration with and Impact on Other USHE Institutions
Very little impact is expected on other USHE institutions. What impact may occur will be due to environmental studies students presently taking LAEP’s environmental planning courses as electives seeking the proposed environmental planning degree as a more direct path to career preparation.

Little collaboration with other USHE institutions, other than what presently occurs, is expected given this is an internal expansion of an existing graduate program to an undergraduate program within USU.

External Review and Accreditation
The B.S. in Environmental Planning degree will be unaccredited, as is the current Master of Science in Environmental Planning graduate degree. At present there are no plans to seek accreditation through the Planning Accreditation Board for these degree programs, as such is not necessary for professional practice. A curriculum committee of LAEP faculty with input from LAEP Advancement Board members from professional practice in planning will oversee the Bachelor of Science in Environmental Planning program.
Section IV: Program Details

Graduation Standards and Number of Credits
In addition to the minimum grade point average (GPA) requirements described in the University Policies, the B.S. in Environmental Planning degree program will require all LAEP-prefix courses used to fulfill major requirements be completed with a grade of C- or better. A minimum overall GPA of 2.5 is required in LAEP-prefix courses. A minimum overall GPA of 2.0 is required for all courses used to fulfill major requirements. No pass/fail grades are accepted to fulfill major requirements. Admitted students must meet with an advisor.

Admission Requirements
Requirements for admission in the Bachelor of Science in Environmental Planning degree program are consistent with general University admission requirements. To enroll in the degree program after a student's freshman year, a 2.5 USU GPA is required.

Curriculum and Degree Map
Please refer to the tables in Appendix A to provide a list of courses and Appendix B to provide a program Degree Map, also referred to as a graduation plan.
Section V: Institution, Faculty, and Staff Support

Institutional Readiness

The Department of Landscape Architecture and Environmental Planning (LAEP) is well-positioned to offer the proposed degree program. LAEP faculty, many of whom hold degrees in planning, are already involved in environmental planning instruction. LAEP also possesses a successful Extension program poised to expand the community-engaged, service-learning efforts of its landscape architecture programs into environmental planning throughout Utah. LAEP’s close association with USU’s Applied Economics and Environment and Society Departments supports the delivery of a broad curriculum across the critical scope of environmental planning. Two new courses, delivered by LAEP, are all that is required in addition to existing courses to deliver an exceptional undergraduate program in environmental planning. The current administrative structure that supports the MSEP graduate program and LAEP’s undergraduate program in landscape architecture, as well as college and departmental infrastructure that are already in place, will be used to support this degree program. No new support or organizational structure is needed. The B.S. in Environmental Planning degree program will be administratively housed in the Landscape Architecture and Environmental Planning Department. The staff resources (e.g., Curriculum committee, Administrative Assistant, etc.) already in place will be used to support this program. This proposed program will have minimal impact on the delivery of undergraduate or graduate courses, other than increased undergraduate student enrollment and increased interaction between the undergraduate and graduate programs.

Faculty

LAEP Department faculty will support the B.S. in Environmental Planning degree program. No new lines are required for this program as existing faculty and adjunct faculty can cover program needs in the short term. As the undergraduate program grows, additional faculty lines would strengthen the program in terms of diversity of course offerings and experiences. Opportunities for targeted hires will be explored over time as such become available.

Staff

Existing staff will be utilized to provide support for the B.S. in Environmental Planning degree program. Although interdisciplinary, the program will be housed in the LAEP Department where the current staff can provide support for admissions, student tracking, etc. As with all undergraduate-level program advising, advising duties will be carried by CAAS’ advisor for LAEP’s undergraduate programs.

Student Advisement

Each student in the B.S. in Environmental Planning program will be assigned an academic advisor by CAAS. The college academic advisor will engage with students in understanding their educational and academic goals, formulating class scheduled based on the recommended degree map, and following student program throughout their studies to facilitate on-time degree completion. At least initially, the CAAS advisor for LAEP’s undergraduate landscape architecture program will provide advising for the environmental planning program.

Library and Information Resources

No additional library resources will be needed to support this program. Key journals and readings in environmental planning are already available through USU’s library to support the Master of Science in Environmental Planning program.

Projected Enrollment and Finance

Please see Appendix D to provide projected enrollment and information on related operating expenses and funding sources.
Section VI: Program Evaluation

Program Assessment
The overall goal of this program is to produce environmental planning graduates with expertise in landscape level analysis and planning who will serve as leaders within a transdisciplinary environment to develop better alternatives for land-use decisions and policy. Data on placement rates of students will be an important metric of success, as will time-to-completion. While in the program, students will be expected to meet certain standards (as described below). Outcomes on these standards will also be used to judge program success.

Student Standards of Performance
The B.S. in Environmental Planning will be thorough, intense, and rigorous. All students will complete a group of core environmental planning, economic development, natural resources, and environmental policy coursework, as specified below. In addition to coursework, students must also build writing, communication, and critical thinking skills.

Learning assessment will take place at two levels of performance. At the level of the individual course, student performance on exams, papers, and other demonstrations of adequate performance will be compared against students from other LAEP programs enrolled concurrently, as well as against pre-existing standards of academic performance. The B.S. in Environmental Planning students must also be able to apply their knowledge to solve meaningful and challenging problems facing communities. To evaluate their progress, faculty will use a rubric-based approach to assess performance in their summative environmental planning studio series during their senior year (LAEP 6200 and 6210). Thus, program faculty will identify and evaluate students’ use of specific skills and concepts taught earlier in the program as part of a formative evaluation. During a yearly faculty meeting, the LAEP curriculum committee overseeing the B.S. in Environmental Planning program will identify those skills that students successfully and unsuccessfully applied in context, so that weaknesses in academic preparation can be remedied and successful practices leveraged more broadly throughout the program.

Similarly, the LAEP Advancement Board as alumni familiar with LAEP graduates’ professional practice in environmental planning will assess and communicate those skills that students successfully and unsuccessfully apply in practice post-graduation.
## Appendix A: Program Curriculum

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<td>Introduction to Environmental Planning</td>
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<td>LAEP 1300</td>
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<td>Digital Drafting, Illustration, and Modeling</td>
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<tr>
<td>LAEP 2700</td>
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<td>Site Analysis: Social, Behavioral, and Biophysical Dimensions</td>
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<td>LAEP 3300</td>
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<td>GIS for Environmental Planning</td>
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<td>LAEP 3400</td>
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<td>Advanced Geospatial Analysis and Visualization for Environmental Planning</td>
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<td>LAEP 3700</td>
<td>Yes</td>
<td>City and Regional Planning (CI)</td>
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<td>LAEP 4700</td>
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<td>Planning Methods</td>
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<td>LAEP 6200</td>
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<td>Bioregional Analysis and Planning</td>
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<td>LAEP 6210</td>
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<td>Bioregional Management and Policy</td>
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<td><strong>Economic Development Core – 15 credits</strong></td>
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<td>APEC 5560</td>
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<td>Natural Resource and Environmental Economics</td>
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<td>APEC 5700</td>
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<td>Regional and Community Economic Development</td>
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<td>Applied Economics Policy Analysis</td>
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<td><strong>Natural Resources Core - 9 credits</strong></td>
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<td>Fundamentals of Natural Resource and Environmental Policy</td>
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<td>Communication, Social Justice and the Environment</td>
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<td>Community Planning and Impact Analysis</td>
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<td>LAEP 6100</td>
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<td>Bioregional Planning and Design</td>
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<td>LAEP 6750</td>
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<td>Implementation and Regulatory Techniques in Planning</td>
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Emphasis Credit Hour Sub-Total

Total Number of Credits to Complete Program

Program Curriculum Narrative

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<td>ENGL 3080 OR ASTE 3050</td>
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<td>LAEP 3700 - CI</td>
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<tbody>
<tr>
<td>LAEP 6200</td>
<td>5</td>
<td>LAEP 6210</td>
<td>5</td>
</tr>
<tr>
<td>LAEP 4700</td>
<td>3</td>
<td>SOC 3610 OR 4620 OR 3600</td>
<td>3</td>
</tr>
<tr>
<td>PSC 4810 – DSC/QI</td>
<td>3</td>
<td>APEC 5700</td>
<td>3</td>
</tr>
<tr>
<td>APEC 5950</td>
<td>3</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>14</td>
<td><strong>Total</strong></td>
<td>14</td>
</tr>
</tbody>
</table>
### Appendix C: Current and New Faculty / Staff Information

#### Part I. Department Faculty / Staff

Identify # of department faculty / staff (headcount) for the year preceding implementation of proposed program.

<table>
<thead>
<tr>
<th>Faculty: Full Time with Doctorate</th>
<th># Tenured</th>
<th># Tenure-Track</th>
<th># Non-Tenure Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty: Full Time with Masters</th>
<th># Tenured</th>
<th># Tenure-Track</th>
<th># Non-Tenure Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty: Part Time with Masters</th>
<th># Tenured</th>
<th># Tenure-Track</th>
<th># Non-Tenure Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty: Full Time with Baccalaureate</th>
<th># Tenured</th>
<th># Tenure-Track</th>
<th># Non-Tenure Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty: Part Time with Baccalaureate</th>
<th># Tenured</th>
<th># Tenure-Track</th>
<th># Non-Tenure Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teaching / Graduate Assistants</th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff: Full Time</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff: Part Time</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Part II. Proposed Program Faculty Profiles

List current faculty within the institution -- with academic qualifications -- to be used in support of the proposed program(s).

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Tenure (T) / Tenure Track (TT) / Other</th>
<th>Degree</th>
<th>Institution where Credential was Earned</th>
<th>Est. % of time faculty member will dedicate to proposed program.</th>
<th>If &quot;Other,&quot; describe</th>
</tr>
</thead>
<tbody>
<tr>
<td>David</td>
<td>Anderson</td>
<td>Other</td>
<td>MLA</td>
<td>Utah State University</td>
<td>Pro. Prac.</td>
<td></td>
</tr>
<tr>
<td>Brent</td>
<td>Chamberlain</td>
<td>T</td>
<td>PhD</td>
<td>University of British Columbia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keith</td>
<td>Christensen</td>
<td>T</td>
<td>PhD</td>
<td>Utah State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>David</td>
<td>Evans</td>
<td>Other</td>
<td>MUD</td>
<td>University of California Berkeley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benjamin</td>
<td>George</td>
<td>T</td>
<td>PhD</td>
<td>Utah State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Todd</td>
<td>Johnson</td>
<td>Other</td>
<td>MLA</td>
<td>Harvard</td>
<td>Pro. Prac.</td>
<td></td>
</tr>
<tr>
<td>Caroline</td>
<td>Lavoie</td>
<td>T</td>
<td>MLA</td>
<td>University of Southern California</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daniella</td>
<td>Hirschfeld</td>
<td>TT</td>
<td>PhD</td>
<td>University of California Berkeley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carlos</td>
<td>Licon</td>
<td>T</td>
<td>PhD</td>
<td>Arizona State University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sean</td>
<td>Michael</td>
<td>T</td>
<td>PhD</td>
<td>Virginia Polytechnic University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ole</td>
<td>Sleipness</td>
<td>T</td>
<td>PhD</td>
<td>Clemson University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jake</td>
<td>Powell</td>
<td>TT</td>
<td>MLA</td>
<td>Pennsylvania State University</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Part III: New Faculty / Staff Projections for Proposed Program

Indicate the number of faculty / staff to be hired in the first three years of the program, if applicable. Include additional cost for these faculty / staff members in Appendix D.

<table>
<thead>
<tr>
<th>Faculty: Full Time with Doctorate</th>
<th># Tenured</th>
<th># Tenure-Track</th>
<th>Academic or Industry Credentials Needed</th>
<th>Est. % of time to be dedicated to proposed program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>Planning</td>
<td></td>
</tr>
</tbody>
</table>

Add Another Full Time

<table>
<thead>
<tr>
<th>Part Time Faculty</th>
<th># Tenured</th>
<th># Tenure-Track</th>
<th>Academic or Industry Credentials Needed</th>
<th>Est. % of time to be dedicated to proposed program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keunhyun</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Josh</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Another Part Time

Add Another Full Time
Appendix D: Projected Program Participation and Finance

Part I.
Project the number of students who will be attracted to the proposed program as well as increased expenses, if any. Include new faculty & staff as described in Appendix C.

### Three Year Projection: Program Participation and Department Budget

<table>
<thead>
<tr>
<th></th>
<th>Year Preceding Implementation</th>
<th>New Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year Preceding Implementation</td>
<td>Year 1</td>
</tr>
<tr>
<td><strong>Student Data</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Majors in Department</td>
<td>95</td>
<td>98</td>
</tr>
<tr>
<td># of Majors in Proposed Program(s)</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td># of Graduates from Department</td>
<td>21</td>
<td>24</td>
</tr>
<tr>
<td># Graduates in New Program(s)</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Department Financial Data

Project additional expenses associated with offering new program(s). Account for New Faculty as stated in Appendix C, "Faculty Projections."

### EXPENSES – nature of additional costs required for proposed program(s)

List salary benefits for additional faculty/staff each year the positions will be filled. For example, if hiring faculty in year 2, include expense in years 2 and 3. List one-time operating expenses only in the year expended.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Year Preceding Implementation</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (Faculty &amp; Staff Salary &amp; Benefits)</td>
<td>$7,300</td>
<td>$7,300</td>
<td>$7,300</td>
<td></td>
</tr>
<tr>
<td>Operating Expenses (equipment, travel, resources)</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL PROGRAM EXPENSES</td>
<td></td>
<td>$10,300</td>
<td>$10,300</td>
<td>$10,300</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td></td>
<td>$0</td>
<td>$10,300</td>
<td>$10,300</td>
</tr>
</tbody>
</table>

### FUNDING – source of funding to cover additional costs generated by proposed program(s)

Describe internal reallocation using Narrative 1 on the following page. Describe new sources of funding using Narrative 2.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Year Preceding Implementation</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Reallocation</td>
<td>$10,300</td>
<td>$10,300</td>
<td>$10,300</td>
<td>$10,300</td>
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<tr>
<td>Appropriation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Legislative Appropriation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Differential Tuition (requires Regents approval)</td>
<td>$10,300</td>
<td>$10,300</td>
<td>$10,300</td>
<td>$10,300</td>
</tr>
<tr>
<td>PROPOSED PROGRAM FUNDING</td>
<td>$0</td>
<td>$10,300</td>
<td>$10,300</td>
<td>$10,300</td>
</tr>
<tr>
<td>TOTAL DEPARTMENT FUNDING</td>
<td>$0</td>
<td>$10,300</td>
<td>$10,300</td>
<td>$10,300</td>
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</table>

**Difference**

<table>
<thead>
<tr>
<th>Funding - Expense</th>
<th>Year Preceding Implementation</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
Part II: Expense explanation

Expense Narrative
To make this B.S. in Environmental Planning degree program possible, additional faculty resources are needed to teach two courses not presently offered at USU. These two courses may be covered through allocation of existing faculty resources but doing so may lead to shifts in present course coverage. As a result, an internal reallocation of LAEP’s operating budget will be made to provide for the instruction of six credits, which these two courses represent, by adjunct faculty. The table above reflects only the three credits representing the first of these two courses, as the second course will be taught later in the curriculum which is not reflected in the first three years found in the above table.
Long term, a new faculty position has been approved and will be recruited to start Fall 2022 semester with an emphasis in environmental planning. This new faculty position will support the B.S. in Environmental Planning degree program.

Part III: Describe funding sources

Revenue Narrative 1
An internal reallocation of LAEP’s operating budget will be made to provide for the instruction of six credits, which these two courses represent, by adjunct faculty. The table above reflects only the three credits representing the first of these two courses, as the second course will be taught later in the curriculum, which is not reflected in the first three years found in the above table.
Long term, increased enrollment will supplement LAEP’s operating budget to offset the cost of offering the program once established.
CAAS - Landscape Architecture and Environmental Planning - Minor in Environmental Planning

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

Writing Guidelines/Suggestions

USHE R401 Policy

Deadlines and Schedules

Process and Flowchart

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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.

<table>
<thead>
<tr>
<th>COLLEGE (include all cross listed colleges)*</th>
<th>CAAS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT (include all cross listed departments)*</th>
<th>Landscape Architecture and Environmental Planning</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current Title (if applicable)*</th>
<th>None</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Proposed Title*</th>
<th>Minor in Environmental Planning</th>
</tr>
</thead>
</table>
Step 2: **Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

<table>
<thead>
<tr>
<th>CIP Code (6-digits) *</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Minimum Number of Credits (if applicable)*</td>
<td>16</td>
</tr>
<tr>
<td>Maximum Number of Credits (if applicable)*</td>
<td>16</td>
</tr>
<tr>
<td>Type of Degree: (BA, BS, etc.)*</td>
<td>Minor</td>
</tr>
</tbody>
</table>

**Request**

Step 3: **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)
Section I: The Request

R401 Purpose* The Department of Landscape Architecture and Environmental Planning (LAEP) proposes offering a minor in Environmental Planning, effective Fall 2022. All required coursework for this new minor is presently offered as part of LAEP's curriculum, or will be offered as part of LAEP's proposed Bachelor of Science in Environmental Planning degree program.

Section II: Program Proposal
The primary goal of the proposed Minor in Environmental Planning at Utah State University (USU) is to provide students with a strong professional education in the core principles of environmental planning. The demand for environmental planning professionals is strong. USU's LAEP department has a longstanding Master of Science in Environmental Planning and proposed Bachelor of Science in Environmental Planning, as well as complimentary curriculum in the allied discipline of landscape architecture. In effect, LAEP is poised to offer undergraduate students increased access to environmental planning within the department's existing resources. The Minor in Environmental Planning would complement multiple majors within USU, including Environmental Studies, Applied Economics, Conservation and Restoration Ecology, Geography, Integrated Studies, Recreation Resource Management, Sociology, Soils and Sustainable Land Systems, and others by offering a planning component through professional education in the core principles of environmental planning. In a growing field, with significant impact on society and the world, where there is a shortage of professionals, students benefit by earning a directly applicable credential to be more competitive in the marketplace.

The Bureau of Labor Statistics projects a ten-year national job growth outlook to be 7% (as fast as average) for Urban and Regional Planners, where environmental planning is urban and regional planning with a specialized sub-focus on sustainability. Environmental planners need at least a B.S. or B.A. in the field. However, environmental planning is a broad field, bridging the disciplines of geology, soils, hydrology, plant and wildlife ecology, law, public policy, and others. With many environmental planners as specialists in these fields, what distinguishes them as planners is the ability to bring analytical, managerial, and policy-making skills to bear on decisions about the appropriate use of land and natural resources. Underlying this process is the philosophy that better land-use decisions will result if decision makers are better informed about the environmental effects of alternative actions. The proposed Minor in Environmental Planning will better prepare and position students in allied disciplines to understand the land and natural resource effects of alternative actions.
Consistency with Institutional Mission & Institutional Impact*
The proposed Minor in Environmental Planning is consistent with USU’s mission “to discover, create, and transmit knowledge through education and training programs at the undergraduate, graduate, and professional levels; through research and development; and through service and extension programs” (R312, 4.1.1). This program specifically addresses the mission of USU to be one of the nation’s premier student-centered land-grant universities through a student-focused and community-engaged program developing future professionals to develop air, water, and land-use decisions and policies. The Minor in Environmental Planning program will benefit USHE and the state by serving the public through learning and engagement. Future professionals and leaders exposed to the core principles of environmental planning will advance important problem-solving mechanisms in the planning and management of natural and built landscapes across the Intermountain West and around the world.

Finances*
The existing resources designated for LAEP degree programs are adequate to offer the Minor in Environmental Planning. It is anticipated that the addition of this minor will have a positive financial impact on LAEP through increased enrollment in LAEP courses.

Section III: Curriculum (if applicable)

Program Curriculum Narrative
As indicated in the Program Curriculum attachment, the Minor in Environmental Planning will be composed of a required series of professional foundation courses in environmental planning (10 credits), and six elective credits in two additional environmental, planning, policy, or ethics courses.

These electives from various programs across USU will allow students from allied programs to efficiently complete the minor due to overlap in their major and minor requirements. The schedule for this minor is left open to when the students can best fit the courses in with their major requirements.

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

Step 5: Submit
Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal
CAAS - Plants, Soils and Climate - Ornamental Horticulture - Certificate of Completion

4.1.a R401 Abbreviated Program Proposal

### Proposal and Contact Information

**Instructions for Completing R401:**

- Writing Guidelines/Suggestions
- USHE R401 Policy
- Deadlines and Schedules
- Process and Flowchart

**Contact Information:**

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

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Select the College(s) this proposal involves.

Select the Department(s) this proposal involves.

<table>
<thead>
<tr>
<th>COLLEGE (include all cross listed colleges)*</th>
<th>CAAS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT (include all cross listed departments)*</th>
<th>Plants, Soils and Climate</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current Title (if applicable)*</th>
<th>Ornamental Horticulture - Certificate</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Proposed Title*</th>
<th>Ornamental Horticulture - Certificate of Completion</th>
</tr>
</thead>
</table>
**Step 2: Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

<table>
<thead>
<tr>
<th>CIP Code (6-digits)</th>
<th>010601</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Minimum Number of Credits (if applicable)*</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Number of Credits (if applicable)*</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Degree: (BA, BS, etc.)*</th>
<th>Certificate of Completion (including CTE)</th>
</tr>
</thead>
</table>

**Request**

**Step 3: 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
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**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)
Section I: The Request

R401 Purpose* Ornamental horticulture is an important and growing industry throughout the nation and one in demand for a variety of reasons. Across the country, the population is becoming more and more urban, especially in Utah, and there continues to be demand and desire to produce, sell, and maintain plants related to urban landscapes as well as small-scale farming or food production. Methods to ensure the sustainability of plant production and maintenance is also much in demand. Interests in gardening and plants saw a spike during the pandemic and that interest is expected to continue. There are excellent opportunities for starting small businesses in urban and rural areas throughout the state. In addition to the new opportunities, there is large demand to fill workforce needs with many in agriculture aging and retiring.

This proposal is being submitted to restructure a current institutional certificate in Ornamental Horticulture. The current certificate is not eligible for financial aid, and changing it to a Certificate of Completion will correct that error and provide a useful stand-alone certificate suitable for students wishing to pursue a career in the ornamental landscape industry. It also is the beginning of clear path of stackable degrees, starting with this certificate, the AAS in Ornamental Horticulture, and the Bachelor of Science degrees in Plant Science, Soil & Sustainable Land Systems, Residential Landscape Design & Construction, and Horticulture.
### Proposed Action & Rationale*

Approval of this Ornamental Horticulture Certificate of Completion will allow students to start learning the principles and practices of growing and maintaining plants. Students in the certificate will be introduced to plant materials and introductory business practices and explore practices in greenhouse-nursery management, turfgrass production, and urban landscape management. Coursework includes essential skills in pest control, plant identification, construction of landscape features, small business management, and the operation and maintenance of equipment. This certificate has the general education core embedded within the required courses (see references in the class map section) and can be expanded in some of the elective courses.

### Labor Market Demand (if applicable)

While there is always a need for agricultural, nursery, and landscape workers, the best opportunities exist as supervisors and small business owners focused on horticultural production or landscape management. While growth overall is modest, roughly 1.6% annually (Utah Department of Workforce Services website), these occupations are expected to have a high volume of annual job openings. The need for replacements, rather than business expansion, is projected to make up the majority of job openings in the coming decade. The agriculture sector continues to produce more with less labor, which means more technical and skilled expertise in the discipline will continue to be in demand. This includes small-scale farmers who have developed successful market niches that involve personalized, direct contact with their customers.

### Consistency with Institutional Mission & Institutional Impact*

This certificate supports and strengthens the mission of USU as the land-grant institution in Utah. The instruction and practice of applying science-based information to practical skills of growing, maintaining, and selling plants is at the core of land-grant goals. This certificate is made available at the Logan campus and along the Wasatch Front. Students with this certificate will have a strong introduction to the ornamental horticulture careers and be prepared to use those skills directly. They will also be well suited to go deeper with the AAS and/or BS degrees offered at USU.

### Finances*

This certificate is using the resources currently being put towards our existing institutional certificate. No additional resources are being requested in the department, college, or university.

---

### Section III: Curriculum (if applicable)
This program provides practical training in greenhouse and nursery management, turf production, and landscape management. Coursework encompasses pest control, plant identification, construction of landscapes, small business management, and the operation and maintenance of equipment, including small engines. As an integral part of their training, students are required to complete occupational experience or an internship in the industry. Students may build on this certificate towards an Associate of Applied Science degree and/or Bachelor of Science degree.

Course map

Required Courses (18 credits):

- APEC 2120 Small Firm Accounting Basics (3)—Computation
- PSC 1800 Introduction to Horticulture (3)—Communication
- PSC 1050 Plants, Soils, and Climate Orientation (1)—Communication & Human relations
- PSC 2200 Pest Management Principles & Practices (3)—Computation
- PSC 2250 Occupational Experience in Agronomy & Horticulture (2)—Human relations
- PSC 2600 Herbaceous Plant Materials (3)—Communication
- PSC 2620 Woody Plant Materials (3)

Choose from the list below (12 credits)

- APEC 2310 Small Firm Management (3)—Communications
- BIOL 1610 Biology I (3)
- BIOL 1615 Biology I Laboratory (1)
- CHEM 1110 General Chemistry I (4)
- ENGL 1010 Introduction to Writing (3)—Communications
- LAEP 1200 Introduction to Graphics and Illustration (4)
- MATH 1050 College Algebra (4)—Computation
- PSC 2000 Atmosphere and Weather (3)—Computation
- PSC 2030 Basic Flower Arranging (2)—Human relations

Required core courses that address general education core topics and skills:

APEC 2120 Small Firm Accounting Basics: Computation

Students will learn the “application of basic accounting principles to agriculture and small firms as used in the preparation and analysis of financial statements, in order to appropriately analyze the financial performance and position of the business.” (from the USU Catalog course description)
PSC 1800 Introduction to Horticulture: Communication

The course includes two communications related assignments. One where students read and review an Extension Fact sheet in writing or verbally (video). Another assignment is a four-page paper researching a career in horticulture they may pursue. The paper can include research career ladders, pay scales, required education/certification, how to get those degrees or certifications, daily working conditions or other aspects of the chosen career. (from an instructor)

PSC 1050 Plants, Soils, and Climate Orientation: Communication & Human relations

Communications: A 3-5 page essay on a topic related to PSC majors. Topics in the past have been the importance of vegetables and fruits in diets, the apparent benefits of CBD oil products and the problems with using soft science/anecdotal evidence in trials, vertical farming challenges, etc. In addition to addressing important communications skills topics often touch on human health, nutrition, life quality, etc. that have human relations tie ins. (from the instructor)

Human Relations: Out of class activity participation requirements. Many choose to join the Plant Science Club which is clearly a social connections experience. Many others prepare and share social media awareness posts on world hunger (around World Food Day), contribute volunteer efforts or donations to local food banks, serve on the USU Glean Team, or other efforts to bring hunger issues to focus. (from the instructor)

PSC 2200 Pest Management Principles & Practices: Computation

This course prepares students for the Utah Pesticide License examination with key parts being calculating the size of areas, amounts of pesticides needed, and calibration of application equipment.

PSC 2250 Occupational Experience in Agronomy & Horticulture: Human relations

This course is considered an internship or apprenticeship experience. Since most all these experiences involve employment or working with a business, customer service, teamwork, and leadership are skills that are developed.

PSC 2600 Herbaceous Plant Materials: Communication

Students work in pairs to find information about a genus of herbaceous plants. They work in teams to produce a 5-7 minute video presenting their findings. All other class members review the video and interact in a discussion board about the genus video. Students may research the native habitat of the genus, its history of domestication, important species or cultivars for landscapes, related native or culinary species, important breeding improvements, cultural requirements/preferences, fun facts, toxicity information, genetic improvements, etc. (from an instructor)
Step 4: **Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

Step 5: **Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
CEHS - Human Development and Family Studies - Family Life Studies - BS (program discontinuation)

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

- Writing Guidelines/Suggestions
- USHE R401 Policy
- Deadlines and Schedules
- Process and Flowchart

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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.

<table>
<thead>
<tr>
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<tr>
<td>DEPARTMENT (include all cross listed departments)*</td>
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<td>Proposed Title*</td>
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Step 2: **Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

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**Request**

Step 3: **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)
Section I: The Request

R401 Purpose* The department of Human Development and Family Studies (HDFS) would like to discontinue the Bachelor of Science in Family Life Studies degree. The HDFS department has assimilated all current Family Life Studies majors into the Human Development and Family Studies major. The Family Life Studies major was created to distinguish the online student from the statewide or in-person student. By eliminating this major/degree, it allows for the HDFS students, whether they are completing the major online or in-person, to be merged together to have the same major name of Human Development and Family Studies. This will also help with department marketing, reporting, and assessment to have all undergraduate students, regardless of how they take courses, be listed under one major. This also allows the online students the opportunity and option to earn a Bachelor of Arts degree.

Section II: Program Proposal
The department of Human Development and Family Studies (HDFS) would like to discontinue the Bachelor of Science in Family Life Studies major and degree. The HDFS department has assimilated all current Family Life Studies majors into the Human Development and Family Studies major. The Family Life Studies major was created to distinguish the online student from the statewide or in-person student. By eliminating this major/degree, it allows for the HDFS students, whether they are completing the major online or in-person, to be merged to have the same major name of Human Development and Family Studies. This will also help with department marketing, reporting, and assessment to have all undergraduate students, regardless of how they take courses, be listed under one major. This also allows the online students the opportunity and option to earn a Bachelor of Arts degree.

As the courses are the same for both online and in-person student, only the major name is different, and there is no need to create a plan of action for the students in the Family Life Studies major/degree to be able to finish the degree requirements. The students will be allowed to finish the degree requirements under either major name without any changes to the student’s required curriculum. There will be no disruption to the student’s current curriculum requirements with the discontinuation of the Family Life Studies major.

Labor Market Demand (if applicable) N/A

Consistency with Institutional Mission & Institutional Impact N/A

Finances* There is no change with costs or savings to the department, college, or university. The only savings may come from any printed material, as we will now only be needing printed material items under one major name instead of two.

Section III: Curriculum (if applicable)

Program Curriculum Narrative N/A

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.
Step 5: **Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
**CEHS USUE - *CEHS Courses - Aggies Elevated - Integrated College and Community Studies Certificate**

4.1.a R401 Abbreviated Program Proposal

### Proposal and Contact Information

**Instructions for Completing R401:**

- Writing Guidelines/Suggestions
- USHE R401 Policy
- Deadlines and Schedules
- Process and Flowchart

**Contact Information:**

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

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Select the Department(s) this proposal involves.

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<td>DEPARTMENT (include all cross listed departments)*</td>
<td>*CEHS Courses</td>
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<tr>
<td><strong>Proposed Title</strong></td>
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**Request**

Step 3: **Select** the Type of Change Being Requested.

### New Academic Program:
- Certificates of Completion (including CTE)
- Certificates of Proficiency (including CTE)
- Institutional Certificate of Proficiency
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- New Emphasis for Existing Program
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- 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

Other: (explain change) The changes being requested are to make the current Aggies Elevated Integrated College and Community Studies Certificate available to USU Eastern students in the new program called Aggies Elevated Eastern

Additional Approvals (if applicable)

Graduate Council* □ Yes □ No

Council on Teacher Education* □ Yes □ No

Section I: The Request
The Department of Special Education and Rehabilitation Counseling (DSERC) at USU is requesting approval of an update (no courses will be added or changed) to the certificate of proficiency for the Aggies Elevated program, entitled Aggies Elevated - Integrated College and Community Studies that will allow students enrolled in a new program called Aggies Elevated Eastern at the USU Eastern campus to receive the certificate.

Aggies Elevated is a two- to three-year inclusive college experience and residential program for students with Intellectual and Developmental Disabilities (I/DD) located at the Utah State University Logan campus and beginning Summer 2022 at the USU Eastern campus in Price, UT. Students take credit-bearing courses with USU students who do not have disabilities and with their program peers. All courses will originate in Logan and be made available to Eastern students via broadcast courses. All students are enrolled in courses full time.

This project will produce (a) students with I/DD who earn the Aggies Elevated Integrated College and Community Studies Certificate which prepares them to continue on in educational or career pursuits; (b) parents and families who are supported and informed by project staff; (c) school district administrators, teachers, vocational rehabilitation counselors, and IHE disability service counselors with increased awareness of post-secondary education (PSE) programs; (d) active engagement by the Logan, Cache, Carbon, and Emery School Districts making efforts to better prepare students with I/DD and their parents; and (e) a network of professionals informed about PSE programs in Utah and the Intermountain West.

To really understand the impact of the Aggies Elevated program, you can read the Aggies Elevated “origin story” at https://cpdusu.org/blog/articles/featured-stories/dreams_do_come_true and view this video: https://www.youtube.com/watch?v=UOTedkOlx6s.

Section II: Program Proposal
The Department of Special Education and Rehabilitation Counseling (DSERC) at USU is requesting this action in order to provide the existing Aggies Elevated - Integrated College and Community Studies Certificate to students who will participate in a new federally funded program at USU Eastern called Aggies Elevated Eastern. This new program has been funded by a federal grant and will begin supporting students in Summer 2022.

**Institutional Procedures.** In 2020, DSERC applied for and received an Office of Postsecondary Education grant to create a Transition and Postsecondary Education Program (TPSID) at USU Eastern. Dr. Robert Morgan (Co-Principal Investigator), Greg Dart (Associate Vice President of USU Eastern), and Dr. Gary Straquadine (Director of Technical Education at USU Eastern) assisted in the development of the TPSID grant. The new program necessitates the proposed action.

**Benefits.** USU and USHE will benefit from the proposed action by enrolling additional students, generating additional tuition, and creating new opportunities for students with intellectual disabilities.

**Post-school outcomes for individuals with ID.** Young adults with I/DD who exit high school are often faced with high rates of unemployment and inactivity. National survey data have shown that only 20% to 40% of young adults with I/DD were employed after leaving high school (Hiersteiner et al., 2016; Newman et al., 2011). Less than 20% of young adults with I/DD are involved in PSE (Newman et al., 2011), defined as participation in coursework at two- or four-year colleges, or at vocational, technical, or business schools. Clearly, efforts are needed to involve young adults with I/DD in employment and postsecondary education activities so that they may become wage earners and establish themselves as lifelong learners.

In 2015, the Office of Postsecondary Education awarded grants to 24 institutions of higher education (IHEs) to fund PSE model transition projects for young adults with I/DD (TPSID). One of the model PSE programs was Aggies Elevated at USU. The two-year program is now in its seventh year and has produced 29 graduates. One year following graduation, individual graduates are contacted to determine if they are employed, are involved in ongoing PSE, and/or are living independently. According to most recent survey data, about 85% of graduates are employed in community jobs, 40% are involved in ongoing PSE, and 70% live independently. These data compare favorably to young adults in Utah with ID one year out of high school (48% employed, 8% involved in ongoing PSE, 36% living independently). Clearly, students with I/DD who participate in TPSID programs for career development are outperforming those who do not participate. Individuals holding the Aggies Elevated Integrated College and Community Studies Certificate have established themselves as contributing community members.

**Need for Comprehensive Transition Programs (CTP).** CTPs were defined by the [Higher Education Opportunity Act](http://www.thinkcollege.net) of 2008 as degree, certificate, or non-degree programs allowing students with I/DD to participate, for at least half of the program, in (a) regular enrollment in credit-bearing courses with nondisabled students, (b) auditing or participating (with nondisabled students) in courses for which the student does not receive regular academic credit, (c) enrollment in noncredit-bearing, non-degree courses with nondisabled students, or (d) internships or work-based training with nondisabled individuals. Aggies Elevated at USU is a CTP. Students with I/DD in CTPs are eligible for some forms of financial aid. The Aggies Elevated program at USU Eastern will
apply to become a CTP (if needed) to ensure students are eligible for financial aid, and the

Aggies Elevated programs remain affordable and accessible to Utah young adults with I/DD.

**Need for TPSID in Rural Areas.** Most TPSIDs are located at colleges and universities in urban areas (see ThinkCollege.net for more information). Students with I/DD who attend high schools along the Wasatch Front often apply to the Aggies Elevated program at USU or attend open-enrollment IHEs such as Weber State University (Ogden, UT) or Utah Valley University (Orem, UT). Far fewer opportunities are available to students with I/DD who attend high schools in rural areas of Utah. The Aggies Elevated Eastern program will expand opportunities to USU Eastern and reach out to students with I/DD attending schools in Carbon, Emery, and other counties in Eastern Utah to encourage application. Additionally, the Aggies Elevated program at USU Eastern will provide residential living opportunities on the Price, UT campus for rural students who cannot commute to school.

| Labor Market Demand (if applicable) | N/A |
| Consistency with Institutional Mission & Institutional Impact* | The proposed action embodies the philosophy and processes of our land-grant institution in three ways. First, the Aggies Elevated programs are student-centered by developing a program of study focusing on student interests, learning style, and academic needs. Second, the programs provide educational and career opportunities for students with I/DD, with Aggies Elevated targeting rural areas of Eastern Utah who, until this time, have been underserved. Third, the programs will be expanded to include a third year dedicated to technical education so that students can learn, discover, and engage in a preferred occupation. As such, the proposed action is commensurate with the USU mission.

The proposed program will increase enrollments in existing CTE programs at USU Eastern. The students who are part of Aggies Elevated are students that otherwise would not have access to USU Eastern without this program. The USU Elevated Integrated College and Community Studies Certificate will prepare students to successfully participate in CTE programs. They will participate in targeted elective courses which they will select as part of their person-centered planning process which may serve as career awareness prerequisites to specific CTE programs. Likewise, required Aggies Elevated courses are currently taught through the Emma Eccles Jones College of Education.

The proposed action will result in the expansion of Aggies Elevated (which has brought eight cohorts of students to the USU campus in Logan and graduated them with high employment, ongoing postsecondary education, and independent living outcomes) to the USU Eastern campus. Additionally, the proposed program will impact DSERC, the Emma Eccles Jones College of Education and Human Services, and the Utah State Board of Education.
The development and evaluation of the USU Eastern expansion has been funded through a U.S. Department of Education Office of Postsecondary Education TPSID grant (10/1/2020-9/30/2024). The TPSID grant does not include funds to support students. Currently, student support is provided through scholarships. A USU Development Officer (USU Logan campus) continues to seek private support and has secured two sources of scholarship funding for students in the program, assuring the participation of lower SES students. These scholarships can be extended as appropriate to Aggies Elevated students. The Administration of both Utah State University and Utah State University-Eastern are committed to sustaining the program. Costs of the program are based on current tuition/fee rates per year for Utah residents at either the Logan or Price campuses and include full-time tuition ($4,027.49 · Logan and $3,826.79 · Price), residential living ($2,500 double occupancy), and peer mentoring ($5,000), or approximately $11,868 per student. Tuition rates are available at https://www.usu.edu/registrar/registration/payment/ and https://eastern.usu.edu/admissions/cost. Housing costs are available at https://www.usu.edu/housing/ and https://eastern.usu.edu/housing/. Once the program is approved as a CTP, financial aid will be available to students and families who meet federal eligibility requirements. Approval as a CTP is expected in late 2021/early 2022. No new facilities or modifications are anticipated. TPSID funding provides for a program director and peer mentors to support students in the program. No other new positions are currently anticipated and no faculty or staff changes are expected during the grant period.

Section III: Curriculum (if applicable)
Below is a table listing all of the courses currently in the Aggies Elevated Integrated College and Community Studies Certificate. **No changes are being made to the courses in the already approved certificate.** The request is only to make the certificate available at the USU Eastern campus for students in the Aggies Elevated Eastern program.

The reasoning behind the Certificate of Proficiency in 2014 was this: if our students audited all their electives and only took the Aggies Elevated core courses for credit, they could receive the Certificate of Proficiency with 23 credits and if they choose to take their electives for credit they could do so and would have more credits that could be applied to further education at the time of completion. Here is a breakdown of the required courses:

- “Core” courses taught by Aggies Elevated (EDUC prefixes): 23 credits
- Four other required courses (USU 1010, USU 1730, HEP 2500, BUSN 1021): (up to 10 credits if they choose not to audit them but the credits are NOT required for the certificate).
- Around 15 credits worth of electives designed to prepare the students for further education or employment. These also can be audited because the credits are NOT required for the certificate, only participation in the courses is required.

**Aggies Elevated Audit:** When Aggies Elevated students audit a course, they meet with the instructor and the Aggies Elevated academic coordinator to determine which parts of the course the student will complete. The expectation is that even with a non-credit, audited course, learning will still take place.

Aggies Elevated students have exceeded all expectations since 2014. Not only do most of them take their elective courses for credit, but 34% of our graduates build on those credits to pursue or achieve associate’s and bachelor’s degrees, at USU and elsewhere.

With that being said, however, some Aggies Elevated students audit most or all of their non-EDUC classes. Increasing the certificate credit requirements would exclude those students who are unable to complete all of the coursework to university standard for credit, but who can still achieve learning outcomes through our audit process.

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<tr>
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<td>Independent Living Requirements</td>
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<td>EDUC 1030</td>
<td>Orientation to Adult Learning &amp; Independent Living</td>
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<td>EDUC 1050</td>
<td>Self-Determination and Self-Management Skills</td>
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<td>Course Prefix and Number</td>
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<td>--------------------------</td>
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<td>EDUC 1020</td>
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<td>EDUC 2100</td>
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<td>EDUC 2110</td>
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<tr>
<td>USU 1730</td>
<td>Strategies for Academic Success</td>
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<td>EDUC 0100</td>
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### Elective Courses

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<td>Varies by Student Interest</td>
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<td>Vocational Elective I</td>
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<tr>
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**Minimum Number of Required Credits**: 23

**Total with **OPTIONAL** credits**: 38-50

*Internship is a minimum of 50 hours repeatable for credit*

*Personal growth electives may be substituted for vocational electives*

**Fall Semester Year 1 (12 credits)**

EDUC 1020: Career Exploration I (2 credits); USU 1730: Strategies for Academic Success (3 credits); USU 1010: University Connections (2 credits); EDUC 1030: Orientation to Adult Learning & Independent Living (3 credits); EDUC 0100: Strategies for Reading (3 credits)

**Spring Semester Year 1 (9-13 credits)**

EDUC 1040: Career Exploration II (3 credits); EDUC 1050: Self-Determination and Self-Management Skills (2 credits); HEP 2500: Health and Wellness (2 credits); Vocational/CTE Elective (1-3 credits); Personal Growth Elective (1-3 credits)

**Summer Year 1**: Student returns home. Staff assists with locating summer employment.

**Fall Semester Year 2 (10-12 credits)**

BUSN 1021 Personal Finance (3 credits); EDUC 2100: Career Related Social Skills (2 credits); EDUC 2110: Work Internship I (3 credits); Vocational/CTE Elective (1-3 credits); Healthy Lifestyle Elective (1 credit)

**Spring Semester Year 2 (7-11 credits)**

EDUC 2120: Navigating Adulthood (2 credits); EDUC 2110: Work Internship II (3 credits); Personal Growth Elective (1-3 credits); Vocational/CTE Elective (1-3 credits)

**Summer Semester Year 2 (5-9 credits)**

EDUC 2110: Work Internship III (3 credits) Personal Growth elective (1-3 credits); Vocational/CTE elective (1-3 credits)

~~~~~~STUDENTS RECEIVE CERTIFICATE OF INTEGRATED COLLEGE AND COMMUNITY STUDIES~~~~~~

**Fall Semester Year 3 (10-12 credits)**

Vocational/CTE credits

**Spring Semester Year 3 (10-12 credits)**

Vocational/CTE credits
Step 4: **Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

Step 5: **Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
HSB - Data Analytics and Information Systems - New Center

4.1.c R401 New Administrative Unit

Proposal Information

Instructions for Completing R401:

Writing Guidelines/Suggestions

USHE R401 Policy

Contact Information

Paul Barr: 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) or Division(s) this proposal involves.

Select the Department(s) or Unit(s) this proposal involves.

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Request
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**Description/Narrative**
Mission and Rationale

The objective of the planned Analytics Solutions Center (ASC) within the Jon M. Huntsman School of Business is to provide significant experiential learning opportunities for students from across USU’s Logan and Statewide campuses by working with corporate partners on large analytics projects. The need is great: companies increasingly have more data than they have data analytics or data science bandwidth, and are often willing to hire trusted outside expertise to carve off projects in the queue. The opportunity for students to get hands-on experience is an enormous need and advantage. As students successfully complete these projects under the supervision of faculty, the advantages for corporate partners are considerable. Most importantly, the ASC will provide efficient and flexible opportunities for companies to identify and recruit talented USU graduates.

Student Impact

To explore the viability and potential impact of the proposed center, the Department of Data Analytics and Information Systems (DAIS) has been piloting projects over the past two years with several external partners, including IHC, BioFire, Invista, Grandeur Peak, Monumetric, the Jain Family Institute, and the Utah State Auditor’s Office. Individual projects are completed by student teams, mentored by DAIS faculty and by colleagues employed by the project partner. Project timelines, deliverables, and follow-up schedules are determined in advance to ensure an experience that prepares students for working in a professional environment. Results thus far have yielded very positive outcomes for both students and for project partners:

- Of the 42 students who participated in these projects through August 2021, 26 graduated and 100% of those graduates found highly competitive full-time jobs in data science, analytics, or engineering at companies that include Wells Fargo, Koch, Texecity, Walker Edison, and USU.
- Of the 16 who had not yet graduated through August 2021, 100% of those seeking additional internships found opportunities related to data analytics or data management.
- These projects are providing corporate partners both with valuable data insights and with access to USU’s best prepared students. For example, Invista recruited all four students who worked on the first project with them in 2020, and subsequently hired three of them. The Analytics Center model will create direct pathways to employers who need Aggie graduates.
- The students who have worked on these pilot projects represent seven departments across campus from across four different colleges. The goal is to create a conduit through the Analytics Solutions Center that identifies well-qualified students from across any background related to data analytics or data science and provides them with an opportunity to work on a project that will accelerate their professional opportunities.

Administration and Financial Support

No new resources are currently needed to support the launch of the proposed Analytics Solutions Center. Over the course of the last three years the Huntsman School, the DAIS Department, and the university have redeployed and invested considerable resources to
bring focus to this emerging and fast-growing opportunity. A new department head, Dr. Chris Corcoran, was recruited from the Department of Mathematics and Statistics in the College of Science to envision and lead a comprehensive reorientation of the academic program of the Department of Management and Information Systems. The department was renamed Data Analytics and Information Systems to reflect this change. Steve Fletcher, former CIO for the state of Utah, was recruited to serve as an Executive in Residence to foster ties with the state’s burgeoning information technology community. Professor Tyler Brough, whose tenure had resided in the Huntsman School’s Economics and Finance Department, is now tenured in DAIS, providing exceptional data analytics and machine learning capability. Two new assistant professors of practice, Andy Brim and Sharad Jones, have been recruited to lead the hands-on learning of our student cohorts. (Dr. Jones’ position is made possible by an investment from Central Administration.) Professor Kelly Fadel and Senior Lecturer Polly Conrad, two incumbent members of the DAIS Department, are part of the ASC Working Group within DAIS, along with a new lecturer, Dr. Carly Fox, who will join the department December 1. In addition, the department is currently funded for and actively recruiting one new tenure track faculty member and two new non-tenure track faculty members to support the work of department’s anticipated growth and the Analytic Solutions Center.

Significant enrollment growth is expected across DAIS undergraduate and graduate programs in the wake of this investment and in response to market demand. Data Analytics and Information Systems majors are forecasted to double by 2024. As this growth materializes, there will be a need for additional resources, which will be made possible through a combination of differential tuition, corporate sponsorship, and philanthropic assistance.

Step 4: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
HSB - Management - Emphasis in Operations and Supply Chain Management

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

  Writing Guidelines/Suggestions
  USHE R401 Policy
  Deadlines and Schedules
  Process and Flowchart

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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.

<table>
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**Request**

Step 3: **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
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- [ ] 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

**Other: (explain change)**

**Additional Approvals (if applicable)**

- **Graduate Council**
  - [ ] Yes
  - [x] No

- **Council on Teacher Education**
  - [ ] Yes
  - [ ] No

**Section I: The Request**

**R401 Purpose**

Rename the emphasis in Operations Management to Operations and Supply Chain Management.

**Section II: Program Proposal**

**Proposed Action & Rationale**

Operations management, along with purchasing/sourcing and logistics/transportation, is an element of supply chain management, the management of activity across the breadth of the supply chain. This includes the internal operations of an organization and those of its supply chain partners to create and deliver products and services to the end customer. As a result of the COVID pandemic, the terms supply chain and supply chain management are now well recognized even outside of business circles.

The name Operations and Supply Chain Management better reflects the current curriculum and anticipated curricular changes, and will be more recognizable to students exploring career and academic opportunities.
**Consistency with Institutional Mission & Institutional Impact**

The change will serve students by better communicating what the program offers and how it aligns with professional opportunities.

**Finances**

No changes are anticipated. Any potential enrollment growth can be accommodated through existing course offerings/faculty resources.

---

**Section III: Curriculum (if applicable)**

**Program Curriculum Narrative**

**Step 4: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

**Step 5: Submit**

Click on the save all changes button below.

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HSB - Management - Minor in Operations and Supply Chain Management

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

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- USHE R401 Policy
- Deadlines and Schedules
- Process and Flowchart

Contact Information:

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**Request**

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**Section I: The Request**

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Rename the Minor in Operations Management to Operations and Supply Chain Management.

**Section II: Program Proposal**

**Proposed Action & Rationale**

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Section III: Curriculum (if applicable)

Program Curriculum Narrative

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Step 5: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
Call to Order – Lee Rickords

Approval of Minutes – September 21, 2021

Motion to approve: Shelley Lindauer
Seconded by Greg Podgorski
Approved by voting members

Course Approvals/Removals/Syllabi Approvals https://usu.curriculog.com/

HIST 4260 (DHA) APPROVED.................................................................Charlie Huenemann
Recomended by Charlie Huenemann
Seconded by Harrison Kleiner
Approved by voting members
MUSC 3040 (DHA) .........................................................Charlie Huenemann/David Wall

This proposal was moved to the December agenda. The November agenda had listed Charlie as the one who would present the proposal but David was the person who actually needed to present it as the DHA – Creative Arts chair. David will be prepared to present this to the committee in December. Lee approved moving this proposal to the December meeting.

Business

1. Courses with multiple Gen Ed attributes ...............................................................Lee Rickords

Toni Gibbons explained she was contacted by an advisor in Engineering who had students registered for MUSC 3030 which has a DHA and DSS attribute. DegreeWorks allows for a course with a CI and depth attribute or QI and depth attribute to fulfill both designations. Engineering was questioning why a course is allowed to fulfill both depth requirements. Toni discussed with Harrison, However, for a double depth designation course, DegreeWorks doesn't distinguish between both depth courses because it is looking for credits, not the course and designations. DegreeWorks will show both are fulfilled after taking that course. Do we need to revise the language in the catalog? Do we need to review DegreeWorks? Do we need to review those courses with multiple depth attributes? It doesn’t happen often but it happened twice last week, once with MUSC 3030 and one with the CS 3010 that has a CI, DSC, and QI attribute.

Harrison explained USU has allowed CI and depth designations on one course for a while. The catalog does say that a student must take two or more depth courses and take at least four credits in depth courses. Having a course with two designations doesn't help them because they have to take two courses in depth. We can change the catalog to say it doesn’t have to be two or more courses but some of the double depth courses, not the CI or QI and depth, are causing a problem.

John said the only classes that have double depth are the MUSC 3030 course and some courses created but not taken. They are HONR 3070, 3071, and 3072 and USU 3070, 3071, and 3072 with double depth that haven’t been taught.

Christopher Scheer said the course was created not to fulfill both but to give the option to two audiences needing a depth designation access to the course. Some students take it for the DSS and some for the DHA. It has to go to one or the other but it meets the requirements of both designations.

Kris Miller said when she began with Honors, they wanted to create courses that could fulfill both depth designations so they created courses that are cross-listed and team-taught by faculty from both areas of specialty who teach the courses together. Students register for whichever depth designation they need. They only get credit for one. The committee did approve this approach.

John said this semester it is HONR 2020 and 2030.

The students are in the course together but they only get one depth.
Harrison asked if students could take the course once and sign up again to get the other designation.

Kris said that had never happened. The Honors students would find it boring and they don’t like to be bored. Additionally, Honors offers enough of those classes they can just do a different one.

Toni said she needs to make sure the course is listed correctly in the catalog and program DegreeWorks to fulfill one but not both depths while allowing intensive and depth to be satisfied together.

Harrison said Honors shows how to make this work. Music could do one designation on 3030 and one on 3031, make sure they are cross-listed, and tell students to sign up for the designation they need.

Chris said the committee accepted that the MUSC 3030 course meets both outcomes for the two depth designations.

Thom said that solution proposed by Harrison would help with Engineering’s bookkeeping (on student DegreeWorks.)

Chris said he’d be willing to do that as long as it is a fix to what already exists. He expressed concern with having to submit a proposal that would need to go through all the approvals. The committee explained that a new course would need to go through the Curriculum Committee approvals for a new course in Curriculog per policy but that it isn’t the responsibility of the instructor to submit that proposal, the department could do it. And the information on the original proposal for MUSC 3030 could just be copied and pasted onto the new Curriculog course proposal. The committee felt it could sail through Gen Ed approval without issue since it already has the designations.

Mykel pointed out that this situation creates a nightmare for advising and students. She explained that any time they have to do training to explain the “hidden” curriculum within the curriculum is a problem. If advisors have to explain to students that they cannot have both designations on a course when it is listed that way in the catalog, it is confusing for students and for advisors. This will have to be addressed in the future as well.

Harrison says the solution proposed remedies that problem. If there are two different courses listed, they will see that they have only one designation. Mykel agreed that with two courses this would help students see exactly what they are getting by registering for a specific course. Thom also agreed. Trying to explain to a student they can’t get both creates problems and attorneys agree with the students to give them both designations. Splitting the course into two separate courses would really clear up the problem.

Karen asked why not explain in the catalog that you can’t double dip on depth requirements.
Toni said that DegreeWorks is programmed to allow for double dipping intensive and depth, but it may not be able to make it choose one depth or another. She said that she will try to work it out with DegreeWorks if they cannot create two courses out of the one.

Chris said that this solution may also help with faculty in his department who want to create courses that fulfill multiple designations. This could help more students take these classes. But it may be opening a pandora’s box.

It seems that from the students’ perspective they should be able to choose which designation they want the course to fulfill when they talk to their advisor.

Toni explained her solution for Engineering was to use an exception and pull one depth designation off DegreeWorks for that course. Advisors would have to be trained to review courses with double depth on how to make those exceptions in DegreeWorks. If students have already taken a depth course, this is not an issue. It is a problem for students who have not yet taken a depth course. She can find a way to reprogram it but the solution may not be very simple.

John said that for the student perspective, it ought to be what you see is what you get. They don’t look at a catalog description. They look for a course and designations it fulfills; they don’t read the catalog. Creating a second cross-listed course is a good solution for students.

Harrison said for Honors courses, they are team taught. A lot of Gen Ed is having trouble meeting standards for one designation. It is ambitious to think that a course satisfies both designations with one instructor. If there are courses that are multiple designations and not team taught, can they really fulfill both? It seems that it should fulfill one designation.

Kris said this is a gate-keeping issue. It has to be monitored by the committee to decide how to grant and structure these courses. For Honors it is working because the courses have a max cap at 25 but for a big class, the chances of meeting both designations is difficult.

John said the MUSC 3030 class is the most popular depth course, probably because it has both designations. Students think they are going to receive both.

Matt pointed out that the rewrite of R470 is coming so maybe a temporary fix is good for now until we get more information from R470’s impact on Gen Ed at USU.

Lee agreed that we should continue to look into this issue and see how big it is, keeping in mind the factor of how Gen Ed and R470 will impact each other. We don’t have a timeline on when the R470 rewrite will be completed. Harrison said he thinks it will be done by the end of the year.

2. Gen Ed proposal process improvements .................................................................Michelle Smith
Lee said that we want to make the process for reviewing proposals easier for committee members. One way of doing that is to streamline the process up front. Those working on submitting proposals have a need for clarity on utilizing the rubrics. They need some instructions to help simplify the process.

Michelle explained that many proposals are not passing this year. Originators submit a Curriculog proposal and then she looks at the proposal to check the form and attached documents to be sure everything opens and is included. Afterwards it goes to the subcommittee. Ideally the subcommittee should be able to review the proposal and evaluate the rigor of the course for a Gen Ed designation, not seek more information. Comments from committees on rejections state that a course is rejected for things originators should have been told up front. The subcommittees are asking for items to be included in the syllabi that they didn’t indicate to originators prior to submitting a proposal or include as instructions, such as listing out the assignments, adding more writing or oral assignments, including more information on the amount and type of assignment feedback, etc. We need to provide more direction to originators regarding the minimum standards necessary for a successful proposal.

Sometimes subcommittees had proposals sit in their queue for a long time, and it turns out they were seeking more documentation from the originator. They shouldn’t have to seek more documentation. Better, more clear instructions should be provided up front. Rubrics need to be clearer as well. They can be hard for someone outside the Gen Ed committee to interpret. We are getting feedback that the committee needs to provide more clarity and communicate what is needed on a proposal or what type of documentation will be required before creating and submitting a proposal. We will be creating a website that can include instructions for faculty submitting a proposal for Gen Ed.

Lee proposed that we will send out the document with comments from subcommittee rejections that was created by Michelle and asked subcommittees to create instructions for a proposal submitter and for the committee reviewing the proposals.

Bob Mueller commented that there may be people who want clarity and everything spelled out up front for proposals, but with communications, they have tried to remain flexible and resisted putting down specific details like page counts, minute counts on presentations, etc. The more structured we get takes away some flexibility and could be self-defeating.

Lee said that is a good point. He clarified that we don’t need to make extremely detailed instructions but anything we can add to help with clarity is important. What can we do to explain how to submit a correct proposal?

Charlie said that there are 7000 ways a proposal could go wrong, and so often the rejections are not cases of failure but they are cases of conversation. The general point is yes, if we can be clearer so submitters have an idea of what they need to do is helpful but if we impose a detailed cookie cutter, we will put ourselves in a bind when we go to approve designations.

Lee said yes, but there is a problem with proposals coming through presently that need to be addressed.
Harrison said that we have a hidden curriculum within Gen Ed that affects faculty making proposals. But maybe committees can reflect on the fact that we are in the weeds and know what the words mean and we review these things constantly. If area committees can look at where is the hidden curriculum, and keep in mind that 75% of proposals are being rejected, leading to frustration where faculty and deans are going to the president’s office because they feel the committee is being too stringent on gate-keeping.

Beth said they don’t want a cookie-cutter proposal but they do want better documentation on how the course will meet outcomes from the rubric included with the proposal.

Harrison said that on the website being created for Gen Ed, subcommittees could create a three-minute video explaining what may be helpful in order to submit a successful proposal.

Lee said the question at hand is whether subcommittees would be willing to look at their approval process to see if they could find a way to provide more instructions and clarity. He said it would help Michelle because she is having to do a lot of work even before the subcommittees see the proposals.

*Other Business:*

Beth pointed out that since the CI Committee has been looking at outcomes, it used to be that the oral component was just one assignment. Now with Gen Ed assessment taking place at the first half and second half of a course, they need to include at least two examples of assignments, one at the beginning and one at the end. So that is something to think about.

Matt said that if there is extra time on an agenda coming up, it might be good to take time to review USU’s Gen Ed so that when we do have to change outcomes with the rewrite of R470, we are aware of the current situation and the committee can be ready to tackle that situation.

Lee said that other than John Mortensen, not many members of the current committee were a part of the process 20 years ago when USU had to create band-aids between the previous requirements and the new requirements. It is a good idea to review the concepts of Gen Ed.

John said that we have requirements above and beyond Gen Ed, and that if we add to the requirements of Gen Ed, we look at decreasing the depth especially for Engineering.

Harrison said that he has had conversations with Provost Galey regarding the fact that when the Gen Ed rewrite comes out, we will have to look at the whole program.

*Adjourned at 9:21 a.m.*
CAAS - Extension

4.1.c R401 New Administrative Unit

Proposal Information

Instructions for Completing R401:

Writing Guidelines/Suggestions
USHE R401 Policy
Deadlines and Schedules
Process and Flowchart

Contact Information

Paul Barr: Vice-Provost (797-0718) paul.barr@usu.edu

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Request
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**Description/Narrative**
The College of Agriculture and Applied Sciences and Utah State University Extension propose the creation of the Bastian Agricultural Center located at 2100 West 11400 South in South Jordan, Utah. This facility is the former location of the Salt Lake County Equestrian Park and Event Center, which was provided to Utah State University through a philanthropic gift. The center will celebrate agriculture and natural resources and provide a space where individuals and families in the Salt Lake Valley and throughout Utah can reinvestigate how agriculture impacts their access to food and fiber. It will serve as a place where plant and animal agriculture can be experienced. It will also provide a unique space for youth and 4-H experiences. This facility fits closely with the land-grant and Extension missions, including Youth/4-H programs and Master Gardener programming, and aligns with many of the academic programs in the College of Agriculture and Applied Sciences. It is anticipated that, based on appropriate approvals, operation of this new facility will commence early in 2022. The facility will be managed by USU Extension (similar to other currently existing USU Extension Centers), including the USU Botanical Center in Kaysville and the Swaner EcoCenter in Park City. Funding for operation of the center will come from a combination of ongoing support from Salt Lake County, ongoing philanthropic gift funds, and from already existing Extension resources.

The Bastian Agricultural Center’s facilities and spaces will provide opportunities in four primary areas: Animal Production Center/Equestrian Facility; STEM Center; Plant Production Center; and Nature Center. The purpose of the Animal Production Center/Equestrian Facility is to educate youth, adults and community members on livestock and small animal management. This component will also function as a venue for the 4-H Horse program in Salt Lake County and will house equine-assisted activities (including equine events and the equine therapy program). The STEM Center is considered the core of the facility and will include a large Makerspace, providing a collaborative environment for youth to learn to use tools and materials and to create products and objects using hands-on construction and digital fabrication. The STEM Center will also include classroom space, dormitories, conference space, and Aggie Ice Cream. The function of the STEM Center is to develop and foster skills in science, technology, engineering, and mathematics. The Plant Production Center will demonstrate and teach water-wise practices, permaculture, fire-wise landscaping, and best practices for the backyard homesteading. Youth and adults will have opportunity to learn from the ultimate farm-to-fork experience where they will harvest produce from the gardens and learn to cook or preserve their product. Other activities include research, Master Gardener volunteer education, and other youth programs. The Nature Center will provide education through interpretive signage and demonstration areas while encouraging a “learning by doing” approach. Though focused on agricultural education, the Bastian Agricultural Center will also provide ample opportunity for visitors to experience the site’s open spaces, trails, and pond. These outdoor amenities will provide users with a chance to recharge and connect with nature, while also discovering how local ecosystems work and the role producers play in supporting conservation.
Step 3: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
## Proposal and Contact Information

### Instructions for Completing R401:
- [Writing Guidelines/Suggestions](#)
- [USHE R401 Policy](#)
- [Deadlines and Schedules](#)
- [Process and Flowchart](#)

### Contact Information:
Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

### Step 1: 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.

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**Request**

Step 3: **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)
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- Reinstatement of Previously Discontinued Administrative Unit

Other: (explain change)

Additional Approvals (if applicable)

- Graduate Council*  Yes  No
- Council on Teacher Education* Yes  No

Section I: The Request

R401 Purpose* Move the current three Online Practical Teacher Training (OPTT) emphasis areas (Mild/Moderate OPTT, Severe OPTT, and Birth to Age Five OPTT) under the previously established program of Special Education. This will consolidate all emphasis areas (current Special Education and OPTT) under one program and will allow OPTT graduates to receive their teaching licenses from the USBE.

Section II: Program Proposal

Proposed Action & Rationale* When the Online Practical Teacher Training (OPTT) program was originally proposed, the Special Education and Rehabilitation Counseling Department assumed that the name of the program would be OPTT but the name of the degree would be Special Education. The department never contemplated that the program name would be listed on the diploma rather than the name of the degree. Graduates were denied a teaching license though the Utah State Board of Education (USBE) because the transcript said Online Practical Teacher Training instead of Special Education. The department proposes to move the three OPTT emphasis areas (Mild/Moderate OPTT, Severe OPTT and Birth to Age Five OPTT) under the current Special Education program. Special Education currently has three additional emphasis areas (Mild/Moderate, Severe, and Birth to Age Five). The degree plans that reflect the three OPTT emphasis areas for Special Education
are already in the catalog, so no new curriculum is being proposed.

**Labor Market Demand (if applicable)**

There is a severe shortage of Special Educators nationwide. It is an extreme need for Utah School Districts who often have special education classrooms and no trained teachers available. According to the Teaching Field Index of Criticality for Utah, Severe Disabilities and SPED Mathematics are #1 and #3 as the most critical shortage for Utah. Mild/Moderate and Preschool Special Education are not far behind. Rural districts are especially hard hit by this shortage. Department of Special Education and Rehabilitation programs have been meeting this need for years and will continue to help meet this need with the new name.

**Consistency with Institutional Mission & Institutional Impact**

The Special Education program fulfills the land-grant mission of USU by delivering special education certification programs in early childhood, K-12 severe disabilities, and K-12 mild/moderate disabilities across the state of Utah.

**Finances**

No impact.

---

**Section III: Curriculum (if applicable)**

**Program Curriculum Narrative**

The current three OPTT emphasis areas will move under the current Special Education program. No new curriculum is being proposed.

- **Special Education Online Practical Teacher Training (OPTT): Birth to Age 5 Emphasis - BA, BS**
- **Special Education Online Practical Teacher Training (OPTT): Mild/Moderate Emphasis - BA, BS**
- **Special Education Online Practical Teacher Training (OPTT): Severe Emphasis - BA, BS**

---

**Step 4:** **Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

**Step 5:** **Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
**Proposal and Contact Information**

**Instructions for Completing R401:**

- Writing Guidelines/Suggestions
- USHE R401 Policy
- Deadlines and Schedules
- Process and Flowchart

**Contact Information:**

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

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<tr>
<th><strong>DEPARTMENT (include all cross listed departments)</strong>*</th>
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Step 2: **Enter** the Correct CIP Code Using the Following Website: Classification Instructional Programs

CIP Code (6-digits)  * 09.9999

Minimum Number of Credits (if applicable)*  42

Maximum Number of Credits (if applicable)*  51

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

Request

Step 3: **Select** the Type of Change Being Requested.

New Academic Program:
- Certificates of Completion (including CTE)
- Certificates of Proficiency (including CTE)
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- Administrative Unit Discontinuation
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- Reinstatement of Previously Discontinued Administrative Unit

Other: (explain change) Elimination of emphases and minor requirement in favor of selection of courses from five areas of mastery

Additional Approvals (if applicable)

Graduate Council* □ Yes □ No

Council on Teacher Education* □ Yes □ No

Section I: The Request

R401 Purpose* This request relates to a scope and sequence change for degrees awarded by the Department of Journalism and Communication, updating the major requirements to better prepare students for multi-faceted careers in journalism and related fields, with an emphasis in building versatile professional skills and robust understanding of the theory and research underpinning professional communication.

Section II: Program Proposal

Proposed Action & Rationale* The proposed action will eliminate the "print," "public relations," "social media" and "broadcast" emphases in favor of student-driven course selection from five areas of mastery, including "writing," "critical thinking," "professional application," "deep exploration," and six required "foundations" courses. Additionally, a requirement that all JCOM students earn a minor will be eliminated.

This action comes as a result of a years-long effort to identify how to better and more nimbly align the department's curriculum to the diversified and quickly shifting nature of the mass communications job market, to provide students with greater flexibility to align their educational path to personal career goals, and to offer students an opportunity to dive deeper into areas of theory and practice that stir passion and create opportunity.
Labor Market Demand (if applicable)
The overall labor market demand for broadcast, sound, and video technicians; announcers; film and video editors and camera operators; photographers; public relations specialists; news analysts, reporters, and journalists; editors; and writers and authors is expected to grow in the next decade. Overall, employment in media and communication occupations is projected to grow 14 percent from 2020 to 2030, faster than the average for all occupations, according to the Bureau for Labor Statistics. Demand for media and communication occupations is expected to arise from the need to create, edit, translate, and disseminate information through a variety of different platforms — and the quickly developing and shifting nature of these platforms demands workers who are diversely skilled and versatile.

Consistency with Institutional Mission & Institutional Impact*
The proposed action supplants a traditional paradigm, in which journalists and professional communicators build skills relevant to a particular medium (i.e. newspapers, television or radio) within a specific field (i.e. public relations or journalism) in favor of a scope and sequence model that better reflects the multi-faceted and dynamic nature of careers in professional communication — a new paradigm in which recent graduates are best served by developing cross-disciplinary skills and a versatile growth mindset. This change serves USU's student-centered mission, reflecting the principle that a student's academic pathway should build a relevant foundation of knowledge and skills.

Finances*
No costs, savings, new facilities, or modified facilities are expected to result from, or be necessitated by, this action.

Section III: Curriculum (if applicable)
Program Curriculum Narrative

Journalism and Communication: BS, BA
42 credits (at least 18 upper-division) from five areas of mastery:

Foundations (18 credits)
Foundations class core curriculum will be approved by JCOM faculty.
• JCOM 1130: News Writing and Reporting
• JCOM 1500: Introduction to Mass Communication
• JCOM 2010: Media Smarts
• JCOM 2020: Communication Research Methods
• JCOM 2030: Multimedia Boot Camp
• JCOM 4030: Mass Media Law

Writing (3 credits)
• JCOM 3110: Feature Writing
• JCOM 3140: Opinion Writing
• JCOM 3200: Electronic Media Writing
• JCOM 3310: Public Relations Writing
  * JCOM 4750: Special topics: Advanced Writing for Professional Communicators

Critical Thinking (9 credits)
• JCOM 2220: Introduction to Video Media
• JCOM 2300: Introduction to Public Relations
• JCOM 2400: Introduction to Social Media
• JCOM 3030: Corporate Communications
• JCOM 3050: Technical and Professional Communication Principles
• JCOM 3320: Strategic Research Methods in Public Relations
• JCOM 4010: Mass Communication Ethics
• JCOM 4020: Mass Media and Society
• JCOM 4130: Immersive Crisis Communication
• JCOM 4300: Integrated Marketing Communication
• JCOM 4410: Gender and the Mass Media
• JCOM 5300: Case Studies in Public Relations
• JCOM 5420: The Mass Media and Politics
  * JCOM 4760: Special topics: Advanced Critical Thought in Media

Professional Application (9 credits)
• JCOM 1040/1050/2070/2080: Newspaper production
• JCOM 1560: Radio production (audio)
• JCOM 1800: Communication Graphics
• JCOM 2180: Beginning Photojournalism
• JCOM 3100: Reporting Public Affairs
• JCOM 3120: Copy Editing and Publication Design
• JCOM 4150: Advanced Photojournalism
• JCOM 4120: Sports Writing
• JCOM 4210: Newscast I
• JCOM 4220: Newscast II
• JCOM 4230: Corporate Video
• JCOM 4040: Social Media Content Development
• JCOM 5320: Public Relations Agency
- JCOM 5400: Social Media Analytics and Client Management
- JCOM 6220: Advanced Video Production

- JCOM 6230: Advanced Video Documentary Production
- JCOM 4770: Special topics: Advanced Professional Experiences in Media

Deep Exploration (6 credits)
Any course in the JCOM catalog, including internships, may be used to fulfill this requirement.

Notes
- Minors may be encouraged but will no longer be required
- Pre-requisites to remain unchanged
- *Classes to be added to current curriculum

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
QCNR - Watershed Sciences - Fisheries Biology - PhD

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

- Writing Guidelines/Suggestions
- USHE R401 Policy
- Deadlines and Schedules
- Process and Flowchart

Contact Information:

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<td>Proposed Title*</td>
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**Step 2:** Enter the Correct CIP Code Using the Following Website: Classification
Instructional Programs

CIP Code (6-digits) 03.0301

Minimum Number of Credits (if applicable) 60

Maximum Number of Credits (if applicable) 90

Type of Degree: (BA, BS, etc.) PhD

Request

Step 3: Select the Type of Change Being Requested.

New Academic Program:
- Certificates of Completion (including CTE)
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- Reinstatement of Previously Discontinued Administrative Unit
Other: (explain change)

Additional Approvals (if applicable)

Graduate Council*  
☐ Yes  
☑ No

Council on Teacher Education*  
☐ Yes  
☑ No

Section I: The Request

R401 Purpose*  
The Department of Watershed Sciences at Utah State University seeks to remove the Fisheries Biology PhD degree.

Section II: Program Proposal

Proposed Action & Rationale*  
Based on discussion among the faculty, a separate degree title for “Fisheries Biology” is no longer useful or needed. A motion to drop the degree was approved at the May 2014 faculty retreat, but was never followed through on administratively.

Labor Market Demand (if applicable)

Consistency with Institutional Mission & Institutional Impact*  
No impact to instructional activities is expected. The proposed change will not affect enrollments in the instructional programs of affiliated departments or programs, nor will administrative structures be affected.

Finances*  
No additional costs or savings are anticipated from this change.

Section III: Curriculum (if applicable)

Program Curriculum Narrative
Step 4: **Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

**Step 5: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
Present: Lee Rickords, College of Agriculture and Applied Sciences (Chair)  
Christopher Scheer, Caine College of the Arts  
Greg Podgorski, College of Science  
Matt Sanders, Connections  
Dory Rosenberg, University Libraries  
Beth Buysere, Communications Literacy/Intensive  
Charlie Huenemann, Humanities  
Ryan Bosworth, Social Sciences  
Toni Gibbons, Registrar’s Office  
Mykel Beorchia, University Advising  
John Mortensen, Academic and Instructional Services  
Scott Findley, Jon M. Huntsman School of Business  
David Wall, Creative Arts  
David Brown, Quantitative Literacy/Intensive  
Harrison Kleiner, College of Humanities and Social Science  
TBD, American Institutions  
Karen Beard, S.J. & Jessie E. Quinney College of Natural Resources  
Paul Barr, Office of the Executive Vice President and Provost  
Michelle Smith, Secretary  

Excused: Robert Mueller, Statewide Campuses  
Kristine Miller, University Honors Program  
Shelley Lindauer, Emma Eccles Jones College of Education and Human Services  
Thom Fronk, College of Engineering  
Steve Nelson, USU Eastern  
Lucas Stevens, USUSA President  
Ryan Dupont, Life and Physical Sciences  

Call to Order – Lee Rickords

Approval of Minutes – November 16, 2021  
Motion to approve the date minutes made by Karen Beard  
Seconded by Matt Sanders  
Approved by voting members

Course Approvals/Removals/Syllabi Approvals https://usu.curriculog.com/

MUSC 3040 (DHA – Creative Arts) ..........................................................David Wall  
Recommended by David Wall  
Seconded by Matt Sanders  
Approved by voting members
General Education Committee

HEP 1500 (BSS) .......................................................... Ryan Bosworth
Recomended by Ryan Bosworth
Seconded by Greg Podgorski
Approved by voting members

ENGL 3640 (DHA – Humanities) ........................................ Charlie Huenemann
ENGL 3700 (DHA – Humanities) ........................................ Charlie Huenemann
ENGL 3720 (DHA – Humanities) ........................................ Charlie Huenemann
ENGL 4700 (DHA – Humanities) ........................................ Charlie Huenemann
Recomended as a group by Charlie Huenemann
Seconded by Matt Sanders
Approved by voting members

Business

1. Proposed changes to use of the term “lacking” within the Gen Ed rubric ……..Beth Buyserie

Other terms to consider:
• Not yet proficient
• Emerging proficiency
• Developing proficiency
• Underdeveloped proficiency
• Incomplete proficiency

Discussion:
Beth Buyserie explained that ENGL 1010 and 2010 have been participating in Gen Ed Assessment for CL1 and CL2. A number of instructors said the rubric categories of “Meets Proficiency” and “Approaches Proficiency” are working fine but the “Lacks Proficiency” category communicates deficit language to students. Because there are two assessment assignments, one early and one late, the language signals to students that if they are lacking in the beginning, they don’t have a place to grow. It was suggested that alternatives to “lacking” be discussed by the committee.

The Communications Committee has come up with some alternatives to “lacking” for consideration, which are included in the agenda. These options should be clear that students have not reached “Approaches Proficiency” but uses language with a growth mindset.

The Communications Committee wanted to find out if there was interest in changing the “Lacks Proficiency” language, and if so, what the alternative should be.

Harrison suggested using “Benchmark” since all the Communications Committee suggestions could be similar to “Approaches Proficiency”. “Benchmark” would indicate the level students have upon entering Utah State.

Lee asked the committee for their thoughts about changing “Lacks Proficiency” and also asked Beth for her recommendation on the wording.

Beth said her committee had tried to come up with alternatives that were not similar to “Approaches Proficiency”, but they felt that Incomplete or Underdeveloped were better and signaled students were not even approaching proficiency. As a range, it would be “Incomplete”, “Approaches”, and “Meets”. 
Matt asked if the frameworks are for students or faculty. Who is the audience?

Beth explained it was both. Students see the Gen Ed rubrics with the assignments. If it was only for professors it might not be such an issue but it is also for students and is used to communicate with students.

Harrison also mentioned that one of the great things about the new Communications rubric is that it clearly communicates milestones and progression through the curriculum. That isn’t the case with breadth and depth, and the same rubric is used for both breadth and depth. Neither have target goals for students. With a new rewrite of R470, the Gen Ed Committee should make rubrics that have milestones and progression between breadth and depth.

Lee asked if there was a proposal for wording to use.

Dory said “Benchmark” is a term that professors might understand, but for students, “Developing Proficiency” might be a better term for them to understand.

Karen said she preferred “Not Yet Developed” or Incomplete as better alternatives.

Beth said “Not Yet Developed” was the initial preference for her committee.

Harrison asked if “Not Yet Developed” was perceived in a dramatically different way for students than “Approaches Proficiency”. They seemed the same to him.

Paul explained it was the growth mindset. “Not Yet” means they will eventually get there. “Lacks” implies they can’t.

Harrison said that “Approaches Proficiency” is also not yet proficient. That makes it hard to distinguish terms from each other.

Beth pointed out that the descriptors for that part of the rubric under “Not Yet” would help explain what is different between “Not Yet” and “Approaches”.

Chris Scheer said he is not concerned and that “Lacks” works just fine, especially in light of redoing the documents with the rewrite of R470. It would be better to look at the issue holistically when they are reviewing the entire document/rubric. “Lacks” helps students figure out why they are in the class so they can find proficiency due to their lack of it at the beginning.

Lee asked if the committee wanted to put forth a proposal to change the wording or wait until the rewrite of Gen Ed.

Greg said he agreed with Chris and that the committee should take a holistic approach to changing rubrics after the rewrite of R470.

Harrison said that he believes the R470 will be revised by the end of this academic year and by the end of next academic year this committee will be done with revising USU Gen Ed and Gen Ed rubrics. We’d be kicking the can down the road maybe three semesters.
Dory said she was concerned about the number of professors who came to Beth and expressed concern with “Lacks”. Is there a description or something to include on the rubric that could help with the current concern for the term “Lacks?”

Matt asked about the level of concern expressed by faculty regarding the term “Lacks”.

Beth said the concern was high but that she could explain the rubric is going to be revised in the next year. She would like the committee to address it in the future rather than leave it as “Lacks.” The language used to communicate to students who are first gen or second language and in small groups is very important.

Lee said that since there was a concern, he recommended that Beth come up with a term that her committee feels is best and bring that forward in January.

Matt said it would be easier to vote on it if there is explanation to how it would be different than “Approaches Proficiency”.

Harrison also pointed out that the other Gen Ed rubrics start off with what students can't do and only the Communications rubric starts with benchmarks. The other rubrics have heavy deficit language.

Beth said she could also explain to her instructors for ENGL 1010 and 2010 that they'd need to revise at a later date because the committee is going to revise all rubrics for Gen Ed.

Harrison asked if Beth could get a sense of temperature on whether instructors can wait or if they want the term changed immediately.

Beth said some are very concerned and want it changed immediately because it goes against the language instructors use to evaluate students' writing. There is a disconnect between the Gen Ed rubric and what is being taught to students in the course.

Lee asked if there could be a proposal/recommendation to the committee in January on an alternative phrase and whether Beth could find out from faculty if they felt the “Lacks” language must be changed or if it can wait.

2. Follow-up on discussion regarding better guidance/instructions for submitting GE designation proposals

Michelle brought forward a suggestion by Harrison that the first step of a proposal would be for the originator to consult with the subcommittee to develop the course, syllabus, and assignments under the mentorship of the subcommittee, and then submit a designation proposal. This process might eliminate the frustration originators experience and produce better proposals without sacrificing academic freedom.

Beth Buysterie said her committee had drafted their instructions for proposals and sent those instructions to Michelle.
Other Items of Discussion:

Toni mentioned that MUSC 3040 is a new course as of Spring 2022 but the designation won’t be effective until Summer 2022.

Harrison said that students can obtain approval on appeal for courses that are approved for a designation but that have not received that designation due to timing. He said David could mention that fact to students taking the MUSC 3040 course in Spring.

Adjourned at 8:59 a.m.
CAAS - Aviation and Technical Education - Professional Bookkeeping - Certificate of Proficiency

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:
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Contact Information:
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<td>17</td>
</tr>
<tr>
<td>Type of Degree: (BA, BS, etc.)*</td>
<td>Certificate of Proficiency</td>
</tr>
</tbody>
</table>

Request

Step 3: Select the Type of Change Being Requested.

<table>
<thead>
<tr>
<th>New Academic Program:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates of Completion (including CTE)</td>
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<tr>
<td>Certificates of Proficiency (including CTE)</td>
</tr>
<tr>
<td>Institutional Certificate of Proficiency</td>
</tr>
<tr>
<td>K-12 Endorsement Program</td>
</tr>
<tr>
<td>Minor</td>
</tr>
<tr>
<td>New Emphasis for Existing Program</td>
</tr>
<tr>
<td>Out of Service Area Delivery Program (attach signed MOU)</td>
</tr>
<tr>
<td>Post-Baccalaureate</td>
</tr>
<tr>
<td>Associate Certificate</td>
</tr>
</tbody>
</table>
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

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 the Certificate of Proficiency in Professional Bookkeeping effective Fall 2022. Professional Bookkeeping Certificate of Proficiency is a 17-credit hour stackable credential that will also fulfill requirements leading to the Certificate of Completion in Accounting Practices, Associate of Applied Science in General Technology and the Bachelor’s Degree in Technology Systems (TESY). In addition, this certificate also qualifies students for positions within the finance, accounting, and business world with additional skills geared toward small business ownership and support. A certificate of proficiency allows students ample momentum to facilitate solid foundational skills and give timely successes as the student transitions into industry or higher degree pathways. These successes along the way will serve to support student completions of certificate and degree programs in related areas of interest in the technology sphere which is a hotbed of activity within Utah. Additionally, as a certificate of proficiency, it allows students the ability to earn skills and transition into the professional world quickly.

Section II: Program Proposal

Proposed Action & Rationale:
The Professional Bookkeeping Certificate of Proficiency has been redesigned through collaboration with industry and faculty-wide committees to facilitate a one-semester certificate offering. The certificate program has been created with the four-corners region as the intended space for re-launch. This will facilitate individuals from the reservation an entry into the University with the ability to gain a viable remote work certification after a semester of college and offer timely expertise to rural parts of the four-corners region. The aim of the Professional Bookkeeping Certificate of Proficiency is to offer students highly sought-after skills into the financial management and accounting services with a marketable skill set and industry-developed curriculum. Students who complete the certificate will be prepared to work in the industry or create their own small business built around their acquired skills.

Labor Market Demand:
According to the Bureau of Labor Statistics, in 2021 the average annual salary in the bookkeeping industry is $44,100, with a median hourly wage of $21.20 and a projected growth of 16% in Utah over the next ten years. This opportunity is available to students after a semester of training (https://www.bls.gov/oes/current/oes433031.htm). Bookkeeping and accounting has a diverse set of skills for success in this occupations with opportunities at all skill levels. Understandably, the higher opportunity for earning potential for the student is embedded as their skill set is enhanced through continuing their education and selecting concentration areas continue their skill development in other areas of finance. The purpose of this certificate program is to allow entry-level employees an opportunity for stable and in-demand employment with a short time commitment from the learner. As the proposed Certificate of Proficiency offers accelerated entrance to the job market and a short-term credential, students are able to access more advanced jobs and higher wages. The proposed certification will be especially important for businesses in regions of the state looking to diversify and help to bring new jobs to rural areas of Utah.
The creation of the Certificate of Proficiency in Bookkeeping will be offered through Technical Education in the Department of Aviation and Technical Education (AVTE) at the Southeast region locations in Price and Blanding. 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 collaboratively-developed certification, as well as a stackable credential toward a one-year certificate in Accounting Practices and the two-year Associate of Applied Science in General Technology. Credits earned in the certificate program(s) will help meet requirements for existing certificate and bachelor’s program requirements:

- CC, Accounting Practices
- AAS, General Technology
- BS, Technology Systems

Additionally, the Department of Aviation and Technical Education (AVTE) at Utah State University offers a broad-based Associate of Applied Science degree in General Technology with emphasis areas. The proposed Certificate of Proficiency would likely lead toward the emphasis in Technology Systems. The proposed certificate provides an opportunity to develop region-specific training at USU residential campuses in rural parts of the state and creates a needed framework to lead the state in forming new partnerships and alignment with the Utah System of Higher Education – Technical Education Division.

The proposed Certificate of Proficiency will be cost neutral. All courses for the certificate are currently developed and offered, and no new faculty, staff, library, or operational funds are required to facilitate this offering. There will be no budgetary impact to other programs or units at Utah State University.

### Section III: Curriculum (if applicable)

<table>
<thead>
<tr>
<th>Program Curriculum Narrative</th>
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</thead>
<tbody>
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<table>
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<tr>
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<tr>
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<td>BUSN 2050 - Business Law</td>
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<td></td>
<td>BUSN 1050 - Business Mathematics</td>
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<td></td>
<td>BUSN 2230 - Business Communications</td>
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<tr>
<td></td>
<td>BCIS 1410 - Spreadsheet I (Excel)</td>
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<td></td>
<td>Comments</td>
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<td>Total Credits:</td>
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</table>

Step 4: **Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

Step 5: **Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
CAAS - Aviation and Technical Education - IT Support and Web Development - Certificate of Completion

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:
- Writing Guidelines/Suggestions
- USHE R401 Policy
- Deadlines and Schedules
- Process and Flowchart

Contact Information:
Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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.

- COLLEGE (include all cross listed colleges)\*: CAAS
- DEPARTMENT (include all cross listed departments)\*: Aviation and Technical Education
- Current Title (if applicable)\*: IT Support and Web Development - Certificate of Completion
- Proposed Title\*: IT Support and Web Development - Certificate of Completion

Step 2: Enter the Correct CIP Code Using the Following Website: Classification Instructional Programs

- CIP Code (6-digits)\*: 11.0103
- Minimum Number of Credits (if applicable)\*: 32
- Maximum Number of Credits (if applicable)\*: 32
- Type of Degree: (BA, BS, etc.)\*: Certificate of Completion

Request

Step 3: 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
  - Other Master 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

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 restructure the Certificate of Completion in IT Support and Web Development effective fall 2022. The IT Support and Web Development Certificate of Completion is a 32-credit hour stackable credential that will also fulfill requirements leading to the Associate of Applied Science degree in IT Support and Web Development, the Associate of Applied Science in General Technology, and the bachelor's degree in Technology Systems (TESY). In addition, this certificate also qualifies students for positions within the technology, information management, and the business world, with additional skills geared toward small business ownership. A Certificate of Completion allows students ample momentum to facilitate solid foundational skills and give timely successes as the student transitions into industry or higher degree pathways. These successes along the way will serve to support student completions of certificate and degree programs in related areas of interest in the technology sphere, which is a hotbed of activity within Utah.

Section II: Program Proposal

Proposed Action & Rationale* The IT Support and Web Development Certificate of Completion has been foundationally re-designed this year, through collaboration with industry and faculty-wide committees, in order to help rural individuals find a skill set in an emerging technical field in the Southeast. The certificate program has been created with the four-corners region as the intended space for re-launch. This will facilitate individuals from the reservation an entry into the university with the ability to gain a viable for remote work certificate after a year of college and offer timely expertise to rural parts of the four-corners region. The aim of the IT Support and Web Design Certificate of Completion is to allow students industry certifications and highly sought after skills into the information technology and front-end service design space with a marketable skillset and industry developed curriculum. Students who complete the certificate will be prepared to work in the industry or create their own small business built around their acquired skills. These areas of proficiency are often associated with moderate barriers for entry. These barriers include certifications that can be cost prohibitive or location prohibitive based on testing access for these industry certifications.
Labor Market Demand (if applicable)

According to the Bureau of Labor Statistics, in 2021 the average annual salary in the Informational Technology industry is $85,450, with a median wage of $31,47, significantly higher than the average wage for all industries in the state (https://www.bls.gov/ohi/computer-and-information-technology/computer-support-specialists.htm#tab-5). Information technology is a sizable occupation with a moderate barrier for entry and a higher opportunity for earning potential for the technician once the student selects a concentration area and begins completing training in a specified emphasis area. Average wages fluctuate depending on the information technology area of expertise, with telecommunications earning a median wage of $74,220 and computer systems designers earning $66,000 per year. An opportunity to earn certifications in information technology during the course of one year will allow students to become familiar with higher education and gain current and lucrative occupational training in a short period of time.

Information technology and web development jobs fall within similar occupations of designers, surveyors, and emerging technical fields. These are occupations where specific tasks and expectation of training is determined by the industry, most often in industry settings. However, with the opening of telecommuting work opportunities becoming a more viable option for many businesses, the opportunities of highly technical fields are opening to areas of the state largely untouched by the tech boom happening on the Wasatch Front. This program redesign in an opportunity to meet the needs of industry and the communities to help alleviate the burden of students moving away to pursue a high-paying career. As the program redesign, the Certificate of Completion offers accelerated entrance to the job market and a short-term credential, students are able to access more advanced jobs and higher wages. The proposed certification will be especially important for businesses in regions of the state looking to diversify and help to bring new jobs to rural areas of Utah.

Consistency with Institutional Mission & Institutional Impact

The restructured Certificate of Completion in IT Support and Web Development will be offered through Technical Education in the Department of Aviation and Technical Education (AVTE) at the Southeast region locations in Price and Blanding. Existing faculty, staff, facilities and equipment will continue to implement and sustain the proposed certificate program. No additional resources will be required.

The Certificate of Completion will provide independent, nationally developed certifications as well as a stackable credential toward a two-year Associate of Applied Science in IT Support and Technical Development or General Technology. Credits earned in the certificate program(s) will meet requirements for existing certificate and BS program requirements:

- AAS, IT Support and Web Development
- AAS, General Technology
- BS, Technology Systems

Additionally, the Department of Aviation and Technical Education (AVTE) at Utah State University offers a broad-based Associate of Applied Science degree in General Technology with emphasis areas. The proposed Certificate of Completion would likely lead toward the emphasis in technology systems. The proposed certificate provides an opportunity to develop region-specific training at a USU residential campus in rural parts of the state and creates a needed framework to lead the state in forming new partnerships and alignment with the Utah System of Higher Education – Technical Education Division.

Finances

The restructuring of the Certificate of Completion will be cost neutral. All courses for the certificate are currently developed and offered. No new faculty, staff, library or operational funds are required to facilitate this offering. There will be no budgetary impact to other programs or units at Utah State University.

Section III: Curriculum (if applicable)

<table>
<thead>
<tr>
<th>Program Curriculum Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CC - IT Support and Web Dev</strong></td>
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<tr>
<td><strong>One Year</strong></td>
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<td>Fall Semester</td>
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<td>BCIS 2610 - Administering Windows Professional</td>
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<td>BCIS 1410 - Spreadsheet I (Excel)</td>
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<td>BCIS 2330 - Business Data Communications and Networking</td>
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<td>BUSB 2230 - Business Communications</td>
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<td>Effective communication is any BCIS or BUSB Course</td>
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<tr>
<td>BCIS 1540 -- Cloud Computing</td>
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<td>Credits</td>
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<tr>
<td>Comments</td>
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<tr>
<td><strong>Total Credits:</strong></td>
</tr>
</tbody>
</table>

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.
Step 5: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
CEHS - Communicative Disorders and Deaf Education - American Sign Language Teaching - Minor

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

Writing Guidelines/Suggestions

USHE R401 Policy

Deadlines and Schedules

Process and Flowchart

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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.

<table>
<thead>
<tr>
<th>COLLEGE (include all cross listed colleges)*</th>
<th>CEHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT (include all cross listed departments)*</td>
<td>Communicative Disorders and Deaf Education</td>
</tr>
<tr>
<td>Current Title (if applicable)*</td>
<td>American Sign Language Teaching - Minor</td>
</tr>
<tr>
<td>Proposed Title*</td>
<td>American Sign Language Teaching - Minor</td>
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</table>
Step 2: **Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

<table>
<thead>
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<th>CIP Code (6-digits)</th>
<th>13.1401</th>
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</thead>
<tbody>
<tr>
<td>Minimum Number of Credits (if applicable)</td>
<td>29</td>
</tr>
<tr>
<td>Maximum Number of Credits (if applicable)</td>
<td>29</td>
</tr>
</tbody>
</table>

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

**Request**

Step 3: **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

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council*  
- Yes
- No

Council on Teacher Education*  
- Yes
- No

Section I: The Request

R401 Purpose*  Request to discontinue the ASL Teaching minor.

Section II: Program Proposal

Proposed Action & Rationale*  The Department of Communicative Disorders and Deaf Education propose discontinuation of the ASL Teaching minor due to the department's inability to provide necessary coursework and supervision of practicum experiences.

Labor Market Demand (if applicable)

Consistency with Institutional Mission & Institutional Impact*  Discontinuation reconciles department's current degree offerings.

Finances*  No cost impact. Minor has not recently been offered.
Section III: Curriculum (if applicable)

Program Curriculum Narrative

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

Step 5: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
### CEHS - Nursing - Nursing - RN to BSN

#### 4.1.a R401 Abbreviated Program Proposal

## Proposal and Contact Information

### Instructions for Completing R401:

- [Writing Guidelines/Suggestions](#)
- [USHE R401 Policy](#)
- [Deadlines and Schedules](#)
- [Process and Flowchart](#)

### Contact Information:

Paul Barr, Vice-Provost (797-0718) [paul.barr@usu.edu](mailto:paul.barr@usu.edu)

---

**Step 1:** **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.

| **COLLEGE (include all cross listed colleges)** * |
| CEHS |

| **DEPARTMENT (include all cross listed departments)** * |
| Nursing |

| **Current Title (if applicable)** * |
| RN to BSN Completion Program |

| **Proposed Title** * |
| Nursing - RN to BSN |

**Step 2:** **Enter** the Correct CIP Code Using the Following Website: [Classification](#)
### Request

**Step 3: 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:**
- [x] 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
Other: (explain change)

Additional Approvals (if applicable)

Graduate Council*  
- Yes
- No

Council on Teacher Education*  
- Yes
- No

Section I: The Request

R401 Purpose*  
Name change request for accuracy.

Section II: Program Proposal

Proposed Action & Rationale*  
The current name of RN to BSN Completion Program (online program) is inconsistent with the naming convention of our other programs.

Labor Market Demand (if applicable)

Consistency with Institutional Mission & Institutional Impact*  
The proposed change will not impact the USHE system.

Finances*  
No additional costs or savings are applicable.

Section III: Curriculum (if applicable)

Program Curriculum Narrative

Step 4: Attach (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.
Step 5: Submit

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
## HSB - Data Analytics and Information Systems - Data Analytics - Minor

### 4.1.a R401 Abbreviated Program Proposal

### Proposal and Contact Information

**Instructions for Completing R401:**

- [Writing Guidelines/Suggestions](#)
- [USHE R401 Policy](#)
- [Deadlines and Schedules](#)
- [Process and Flowchart](#)

**Contact Information:**

Paul Barr, Vice-Provost (797-0718) [paul.barr@usu.edu](mailto:paul.barr@usu.edu)

**Step 1: 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.

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<th>DEPARTMENT (include all cross listed departments)*</th>
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<tr>
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<td>* 15</td>
</tr>
<tr>
<td>Type of Degree: (BA, BS, etc.)</td>
<td>Minor</td>
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</tbody>
</table>

**Request**

Step 3: **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

Other: (explain change)

Additional Approvals (if applicable)

Graduate Council*  
- Yes
- No

Council on Teacher Education*  
- Yes
- No

Section I: The Request

R401 Purpose*  
The purpose of this proposal is to create a new undergraduate minor in Data Analytics.

Section II: Program Proposal

Proposed Action & Rationale*  
With the approval in 2021 of the BS/BA program in Data Analytics (DA), this new minor will provide an additional option for students within the Huntsman School and across USU outside of the DA program who want to complement their own majors with additional analytics skills.
This minor will better position the Jon M. Huntsman School and Utah State University to support the increasingly data-driven economy and workforce. It represents a key part of the Huntsman School’s strategic plan to meet student and employer needs. This strategy has been developed over the past several years in response to professional recommendations and requirements, and in collaboration with Huntsman’s corporate partners and recruiters, the college’s and department’s advisory boards, and Huntsman faculty and students. The Association to Advance Collegiate Schools of Business (AACSB) – the accrediting authority for university business programs – recently observed that “Business demand for graduates with data analytics knowledge and skills has exploded, while the field itself is still evolving and changing rapidly, with new strategies, tools, and techniques coming online daily. These dynamics are challenging business schools to respond with innovative programs and curricular approaches that are connected deeply with practice.” In 2011, a panel report at the International Conference on Information Systems (ICIS) recommended that IS (Information Systems) departments incorporate business analytics and big data into their programs (see Gefen et al., 2011). Data Analytics and Information Systems (DAIS) faculty within the Huntsman School found that fewer than 1% of IS programs offered programs in data analytics in 2011. This percentage grew to 28% in 2018 and continues to increase, with 61% of IS programs in AACSB-accredited schools now offering programs in data analytics (Mills, Fadel, Chudoba, & Olsen, research in progress).

The generous gift from Jon M. Huntsman in 2007 and the renaming of the school reinvigorated the student focus, establishing Analytical Rigor as one of the four central pillars supporting the Huntsman School mission. The Huntsman School and the Data Analytics and Information Systems Department have worked diligently over the past several years to address these demands, adding faculty with analytics expertise and creating relevant courses to better prepare graduates. For example, critical courses in database management, Python, machine learning, and data visualization have been added. This addition of appropriate expertise and curriculum led to the approval in 2020 of an undergraduate program in Data Analytics. A complementary proposed minor in Data Analytics will further reinforce USU’s and USHE’s strong commitment to the numerous and varied analytics-oriented careers in the private sector, particularly in tech. This is critical for the sake of the business professions, the Huntsman School, and its students and corporate recruiting partners, particularly because of the acute employment pressures just within the state of Utah.

This new minor will support USU’s academic mission by making students more aware of and better prepared for the dramatically growing breadth of opportunities in data analytics within the private sector across the state and region. It will also ensure that Utah employers understand USU’s commitment to meeting their needs by producing qualified graduates who are ready for the rapidly evolving tech- and data-driven economy. This is particularly important in light of USU’s land-grant mission: a recent Kem C. Garner Institute report about the tech industry in Utah (see https://gardner.utah.edu/wp-content/uploads/2019TechReportVol1.pdf) points out that 28 of 29 Utah counties have at least one tech company. This minor will be offered across all of USU’s campuses, helping to further support USU’s statewide reach.
**Finances**

No additional resources will be required to offer this option for students. The required and elective courses have already been created to support the approved undergraduate major in Data Analytics.

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**Section III: Curriculum (if applicable)**

<table>
<thead>
<tr>
<th>Program Curriculum Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Data Analytics minor will be comprised of 15 credits, with 12 credits from four required courses and three elective credits:</td>
</tr>
</tbody>
</table>

**Required Courses**

- DATA 3300 - Introduction to Modern Data Analytics (Q1)
- DATA 3330 - Database Management
- DATA 3400 - Data Visualization with Tableau
- DATA 3500 - Introduction to Python Programming

**Choose one elective course**

- DATA electives (3000-level or above)

---

**Step 4: Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

**Step 5: Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
HSB - Data Analytics and Information Systems - Web Development - Minor

4.1.a R401 Abbreviated Program Proposal

Proposal and Contact Information

Instructions for Completing R401:

- Writing Guidelines/Suggestions
- USHE R401 Policy
- Deadlines and Schedules
- Process and Flowchart

Contact Information:

Paul Barr, Vice-Provost (797-0718) paul.barr@usu.edu

Step 1: 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.

<table>
<thead>
<tr>
<th>COLLEGE (include all cross listed colleges)*</th>
<th>HSB</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT (include all cross listed departments)*</td>
<td>Data Analytics and Information Systems</td>
</tr>
<tr>
<td>Current Title (if applicable)*</td>
<td>none</td>
</tr>
<tr>
<td>Proposed Title*</td>
<td>Web Development - Minor</td>
</tr>
</tbody>
</table>
Step 2: **Enter** the Correct CIP Code Using the Following Website: [Classification Instructional Programs](#)

<table>
<thead>
<tr>
<th>CIP Code (6-digits)</th>
<th>11.0103</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Number of Credits (if applicable)</td>
<td>15</td>
</tr>
<tr>
<td>Maximum Number of Credits (if applicable)</td>
<td>15</td>
</tr>
<tr>
<td>Type of Degree: (BA, BS, etc.)</td>
<td>Minor</td>
</tr>
</tbody>
</table>

**Request**

Step 3: **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)
Section I: The Request

R401 Purpose* The purpose of this proposal is to create a new undergraduate minor in Web Development.

Section II: Program Proposal

Proposed Action & Rationale* With the approval in 2021 of the Web Development emphasis under the Information Systems (IS) BS/BA program, this new minor will provide an additional option for students within the Huntsman School of Business and across Utah State University outside of the IS program who want to complement their own majors with additional web computing skills.
Labor Market Demand (if applicable)

This minor will better position the Jon M. Huntsman School of Business and Utah State University to support the increasingly tech-driven economy and workforce. Web development has long been a focus of the Data Analytics and Information Systems Department, with courses provided in web interface programming, electronic commerce, and web analytics. This collective expertise and course content led to the approval in 2020 of a Web Development emphasis under the newly restructured Information Systems (IS) undergraduate degree program. This emphasis is helping students to better communicate their specific skills and competencies and align with employer needs. The complementary proposed minor in Web Development will further reinforce USU’s and USHE’s strong commitment to the numerous and varied analytics-oriented careers in the private sector, particularly in tech. IS represents a relatively broad field, and the Web Development minor will further allow the DAIS Department to more effectively leverage the Huntsman School’s career development resources in developing relationships with corporate recruiters. It represents a key part of the Huntsman School’s strategic plan to meet student and employer needs. The market for graduates with web computing and other IS skills has continued to strengthen dramatically across the state and region. A recent report from the Kem C. Garner Policy Institute at the University of Utah demonstrated that the Utah tech industry is growing twice as fast as other industries in the state, and three times as fast as tech in other U.S. states (see https://gardner.utah.edu/wp-content/uploads/2019TechReportVol1.pdf). Wage growth in tech grew by nearly 17 percent in Utah during 2018, and the industry overall supports nearly 1/5 of Utah’s economy. These needs are further delineated by the Utah Jobs Outlook, which anticipates that areas such as software development and applications, market research analysts, and management analysts are among the top five fastest growing occupations in Utah. This same report identifies these opportunities as among the best in Utah that require at least a bachelor’s degree. The skills students acquire in the Web Development minor will provide key opportunities in the software and market research domains.

Consistency with Institutional Mission & Institutional Impact*

The new Web Development minor will support USU’s academic mission by making students more aware of and better prepared for the dramatically growing breadth of opportunities in the tech sector across the state and region. It will also ensure that Utah employers understand USU’s commitment to meeting their needs by producing qualified graduates who are ready for the rapidly evolving tech- and data-driven economy. This is particularly important in light of USU’s land-grant mission: a recent Kem C. Garner Institute report about the tech industry in Utah (see https://gardner.utah.edu/wp-content/uploads/2019TechReportVol1.pdf) points out that 28 of 29 Utah counties have at least one tech company. This minor will be offered across all of USU’s campuses, helping to further support USU’s statewide reach.

Finances*

No additional resources will be required to offer this option for students. The required and elective courses for the proposed minor have already been created or are concurrently advancing through the approval process.

Section III: Curriculum (if applicable)
The IS-Web Development minor will be comprised of 15 credits, with the following required courses:

**Required Courses**

- IS 3600* – Introduction to Cloud Computing
- DATA 3500 – Introduction to Python Programming
- IS 3700* – User Interface/User Experience Web Design
- IS 5700* – Advanced Client-Side Web Application Development
- IS 5750* – Advanced Server-Side Web Application Development

Substitutions may be approved by the department on an individual basis.

[NOTE: * indicates new (DATA 3600 and IS 5700) or existing courses (IS 3700 and IS 5750) currently progressing through Curriculog.]

**Step 4:** **Attach** (if applicable) completed Program Curriculum and Degree Map to this request by clicking on the Files icon located on the right-hand side of the screen.

**Step 5:** **Submit**

Click on the save all changes button below.

Scroll to the top left and click on the launch icon to launch your proposal.
ACADEMIC STANDARDS SUBCOMMITTEE OF THE EDUCATION POLICIES COMMITTEE

Meeting held January 13, 2022, from 3:00-4:00 p.m. in Champ Hall and via Zoom.

MEMBERS

Present:

- Renee Galliher, Chair, Associate Vice Provost
- Mykel Beorchia, Advising
- Sterling Bone, Jon M. Huntsman School of Business
- Dan Coster, College of Science
- Fran Hopkin, Registrar’s Office
- Kacy Lundstrom, University Libraries
- Robyn Peterson, subcommittee secretary (ex officio; not a voting member)

Absent:

- Katie Burns, Division of Student Affairs
- Porter Casdorph, USUSA

AGENDA

1. New Business
   a. Comprehensive review of the Excused Absences policy (Fran Hopkin)
      i. Fran Hopkin proposed a review of the current Excused Absences policy, specifically those sections not reviewed by the committee last year. Fran and Renee explained that as the registrar’s office continues their “deep dive” of catalog content, additional policies in need of significant revisions may be brought to the Academic Standards Subcommittee for review. The committee members discussed updates to the Excused Absences policy and recommended the wording listed in the Attachment #2.
      ii. Motion to approve the proposed wording to the Educational Policies Committee made by Dan Coster. Seconded by Sterling Bone. The vote was unanimous for all present.

ATTACHMENTS

1. Proposed changes with markup.

| Excused Absences |
Attendance & Excused Absences

Introduction

Instructors set course content and structure and are responsible for determining if a student has met the minimum requirements for completion of the course. The university views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments in accordance with individual instructor and course policies. The excused absence policy does not guarantee that students’ absences from a course will not negatively impact their success in the course. Furthermore, it is the students’ responsibility to ensure that excused absences do not conflict with clearly established instructor policies on course attendance and participation. A student requesting an excused absence is responsible for providing evidence to the instructor substantiating the reason for missed class or course deadlines/due dates. Excused absences may not exceed 20% of the class meetings. Students who are requesting an excused absence are expected to uphold the Student Code of Conduct.

There are multiple mechanisms that should be considered if absence from a class is necessary, including Incomplete (I) Grade and Withdrawal.

If a student is unable to complete all of the coursework because of extenuating circumstances, a grade of “I” (Incomplete) may be submitted by the instructor. Refer to Incomplete policy for details.

- Withdrawal: Students may drop courses without notation on the permanent record through the first 20% of the class (i.e. 3 weeks of a 15-week term). If a student drops a course after that initial grace period, a “W” will be permanently affixed to the student’s record. After 60% of the class is completed (i.e. 9 weeks of a 15-week term), the student’s academic advisor must sign any drop request, and a “W” with a grade assigned by the instructor will be entered on the student’s permanent record. Under normal circumstances, a student may not drop a course after 75% of the class is completed. (Check General Catalog for exact dates.)

Excused Absence: An absence may be excused for the reasons and in accordance with the procedures outlined below.

Excused Absences

Reasons Acceptable reasons for absences and other missed course requirements include the following.

University Supported Participation

1. Participation in a university-sponsored or sanctioned activity.
2. Mandatory participation as a student-athlete in NCAA-sanctioned competition.

Injury, Illness, Medical Condition/Status

1. Injury, illness, or medical condition/status that is too severe or contagious for the student to participate in class.
- At the discretion of the faculty member, as outlined in the course syllabus, injury or illness confirmation may be obtained through a note from a health care professional affirming the date and time of visit. The Student Health & Wellness Center or an off-campus medical professional can provide a medical confirmation note only if medical professionals are involved in the medical care of the student. Medical documentation can be collected after the missed participation has occurred.
- An absence for a non-acute (e.g., elective) medical service does not constitute an excused absence.

2. Major injury, illness, or medical condition/status in a student’s immediate family (as defined in Policy 346.1 of the USU Policies Manual).
3. A death in a student’s immediate family (as defined in Policy 346.1 of the USU Policies Manual).

**Other Allowable Reasons**

1. Required participation in military duties, including mandatory medical appointments for veterans and military personnel.
2. Mandatory admissions interviews for professional or graduate school, or internships, that cannot be rescheduled.
3. Religious holy day.
4. Participation in legal proceedings or administrative procedures that require a student’s presence.
5. Accommodation or other support requests, as negotiated with student service offices, such as the Disability Resource Center or Office of Student Conduct.
6. Supportive measures requested through the Office of Equity related to sexual misconduct and/or discrimination (see USU Policy 339).
7. In accordance with Title IX of the Educational Amendments of 1972, pregnancy and related conditions are a justification for an excused absence for so long a period of time as is deemed medically necessary by the student’s physician.

**Procedures**

Students may be excused from attending class on the day of a graded activity or when attendance contributes to a student’s grade, for the reasons stated above or for other reasons deemed appropriate by the student’s instructor. For reason #1 (Participation in a university sponsored or sanctioned activity) or #2 (Mandatory participation as a student-athlete in NCAA-sanctioned competition), a dean or vice president (or the designee) must provide a letter for the student to provide to instructors that verifies the student’s absence as excused.

**Student Procedures**

To be excused, students must notify their instructor in writing (acknowledged email message is acceptable) prior to the date of absence if such notification is feasible. Excused absence notifications should be provided to instructors as soon as possible. In some cases, such as athletics or other university-sponsored and sanctioned events with known schedules, instructors should be informed during the first week of classes. **Instructors have the right to deny any request that exceeds 20% of class sessions.**
In cases where advance notification is not feasible (e.g. accident, illness, or emergency), the student must provide notification as soon as possible by the end of the second working day after the absence. This notification should include an explanation of why notice could not be sent prior to the class. Accommodations sought for absences due to the observance of a religious holiday can be sought either prior to or after the absence, but not later than two working days after the absence. On request of the instructor, the student must provide additional documentation substantiating the reason for the absence, which is satisfactory to the instructor, within one week of the last date of the absence.

Instructor Procedures
If the absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed on by the student and instructor. Students with an excused absence shall be “held harmless” and benefit from all classroom policies. In some cases, such as classes that include time-dependent group, field, lab, or studio work, instructors are not required to recreate a precisely equivalent experience, but should identify a suitable alternative that respects both their own and the student’s time and meets educational goals. Any make-up work must be completed within 14 calendar days of the last day of the initial absence. Instructors are under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

Appeal Procedures
Students may appeal an instructor’s decision that an absence is unexcused if they believe either that they have presented the instructor with adequate substantiating evidence for an excused absence (as outlined in this policy) or that the instructor’s decision was arbitrary, capricious, or prejudicial. Any appeal must be initiated within three class days of the instructor’s decision. In the appeal process, the burden of proof shall be on the student. Any student appeal must be submitted to the following persons or units bodies in the sequence listed below:

1. The head of the academic department in which the course is offered;
2. The Office of the Dean or designee of the college in which the course is offered;
3. The Office of the Provost, in the case of an appeal by an undergraduate student, or the Vice Provost of the School of Graduate Studies (in the case of an appeal by a graduate student).

2. Proposed changes without markup

Excused Absences
Attendance & Excused Absences

Introduction
Students are expected to attend class and to complete all assignments in accordance with individual instructor and course policies. The excused absence policy does not guarantee that students’ absences from a course will not negatively impact their success in the course. Furthermore, it is the students’ responsibility to ensure that excused absences do not conflict with clearly established instructor policies on course attendance and participation. A student requesting an excused absence is responsible for providing evidence to the instructor substantiating the reason for missed class or course deadlines/due dates. Excused absences may not exceed 20% of the class meetings. Students who are requesting an excused absence are expected to uphold the Student Code of Conduct.

There are multiple mechanisms that should be considered if absence from a class is necessary, including Incomplete (I) Grade and Withdrawal.

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Reasons Acceptable reasons for absences and other missed course requirements include the following.

University Supported Participation
1. Participation in a university-sponsored or sanctioned activity.
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Injury, Illness, Medical Condition/Status
1. Injury, Illness, or medical condition/status that is too severe or contagious for the student to participate in class.
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   - An absence for a non-acute (e.g., elective) medical service does not constitute an excused absence.
2. Major injury, illness, or medical condition/status in a student’s immediate family (as defined in Policy 346.1 of the USU Policies Manual).
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1. Required participation in military duties, including mandatory medical appointments for veterans and military personnel.
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student appeal must be submitted to the following persons or units in the sequence listed below:

1. The head of the academic department in which the course is offered, or the dean of the college if the instructor is the department head;
2. The Office of the Dean of the college in which the course is offered;
3. The Office of the Provost.
Present:  Lee Rickords, College of Agriculture and Applied Sciences (Chair)  
Christopher Scheer, Caine College of the Arts  
Greg Podgorski, College of Science  
Matt Sanders, Connections  
Dory Rosenberg, University Libraries  
Robert Mueller, Statewide Campuses  
Beth Buyserie, Communications Literacy/Intensive  
Charlie Huenemann, Humanities  
Ryan Bosworth, Social Sciences  
Toni Gibbons, Registrar’s Office  
Mykel Beorchia, University Advising  
Kristine Miller, University Honors Program  
Shelley Lindauer, Emma Eccles Jones College of Education and Human Services  
John Mortensen, Academic and Instructional Services  
Thom Fronk, College of Engineering  
Scott Findley, Jon M. Huntsman School of Business  
David Wall, Creative Arts  
Harrison Kleiner, College of Humanities and Social Science  
Karen Beard, S.J. & Jessie E. Quinney College of Natural Resources  
Paul Barr, Office of the Executive Vice President and Provost  
Michelle Smith, Secretary

Excused:  Steve Nelson, USU Eastern  
David Brown, Quantitative Literacy/Intensive  
TBD, American Institutions  
Lucas Stevens, USUSA President  
Ryan Dupont, Life and Physical Sciences

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**Approval of Minutes** – [December 14, 2021](#) meeting minutes

**Course Approvals/Removals/Syllabi Approvals**

[https://usu.curriculog.com/](https://usu.curriculog.com/)

*Motion : Greg
Second : Bob
Discussion: Approved by voting members

*These proposals have not been approved by a department head or a dean or both. They have been approved by the subcommittee. If allowed, they may be approved conditional on the approval of department heads and deans, though a decision to move these
proposals forward conditional on such approvals will rest with Lee Rickords and the Gen Ed Committee.

*MUSC 1195 (BCA) .................................................................David Wall  
Second: Shelley Lindauer  
Decision: Approved by voting members conditional upon approval of department head and dean  
(Note: Department head and dean did approve.)

ENGL 1600 (2230) (BHU)  ......................................................... Charlie Huenemann  
ENGL 2250 (BHU)  ................................................................. Charlie Huenemann  
*ARTH 3220 (DHA) ................................................................. Charlie Huenemann  
*ARTH 3295 (DHA) ................................................................. Charlie Huenemann  
Second: Greg Podgorski  
Decision: Kristine abstained as she arrived late to the discussion.  
Approved by voting other members.  
ARTH 3220 and 3295 were approved conditional upon approval of department head and dean  
(Note: Department head and dean did approve.)

Question by Greg – English 1600 is also listed as 2230? What is 2300? He also had a question on rubric 3, it says to “read analytically and think critically, summarizing and explaining the text”, but ENGL 2230 is a literature course. English 1600 is a film course. How does the English 2230 relate to 1600?

Charlie explained it was his understanding that English is asking to be change the course number from 1600 to 2230.

Greg asked that is it fair to call a film course a literature course? It is confusing

David Wall answered that film studies comes out of English. The traditional way to view films is as a literary text.

Toni said a course proposal is currently being considered by the Curriculum Committee to change 1600 to 2230 for the 2022-2023 academic year.

OPDD 3030 (CI) ................................................................. Beth Buyserie  
*ARTH 3220 (CI) ................................................................. Beth Buyserie  
*ARTH 3295 (CI) ................................................................. Beth Buyserie  
DATA 3400 (CI) ................................................................. Beth Buyserie  
Second: Bob Mueller  
Decision: Approved by voting members  
ARTH 3220 and 3295 were approved conditional upon approval of department head and dean  
(Note: Department head and dean did approve.)

Greg wanted to ask about the OPDD 3030 course. In the criteria, it states that design is an iterative process and students will be receiving critique on all their design proposals. Since the rubric requires engaging in critique and revision based on feedback from peers and the instructor, is the current statement within the proposal indicative of improving communication?
Beth explained that part of the rubric requires iterative feedback either orally or written. Is Greg asking whether they meet the outcome?

Greg asked how receiving feedback on a design product is improving communication.

Bob responded that the idea behind the course is for students to turn in work, they get feedback, which in this case it is a design product, from peers and the instructor, and they get a chance to redo the assignment. That’s what the criteria asks for.

Greg asked how does this improve communication? If the response is to improve the design, how does it help communication?

Harrison asked whether there was a communication aspect to the design revision.

Kristine pointed out that they are presenting the product. They are communicating as they present their product

Bob explained that communication is looked at in a broad spectrum. The students must communicate to their field of study and in this case, it’s not just orally but with the presentation of the product.

Charlie explained that the CI designation is meant to teach the students in that major how communication works in that field. For some, it may be a paper, grant proposal, or poster, and in this field, they present projects for their design.

Harrison commented that the agenda includes discussion on whether courses should have a double designation. There are a lot of depth courses with a CI designation. If they think it’s a problem, the committee is about to make it worse in that two courses on this agenda are up for two designations.

Beth said they had concerns about double-dipping in other ways but many courses have traditionally had a CI double-dip.

Harrison also said it is notable that committees felt both courses met criteria for both designation rubrics and each course request passed both subcommittees.

IELI 2420 (CL1)...............................................................................................................Beth Buyserie
Second: Greg Podgorski
Decision: Approved by voting members

Beth pointed out that this is the first course outside of ENGL 1010 approved for the CL1 designation.

John asked if there are plans to have a corresponding IELI CL2 course, or will students have to take ENGL 2010.

Beth said there is not a course planned for a CL2 in IELI. The students will need to move on to ENGL 2010.
John said that this course isn’t unprecedented because the U of U offers several courses that meet CL1 and CL2 levels.

Harrison said in the past they’ve been leery of majors-only Gen Ed designations but in this case, this wasn’t a course just for majors.

Beth said that this request was distinct in that there is a discipline offering this course but the course is designed for a variety of disciplines. The committee wasn’t concerned that it was too discipline specific as there is not an IELI discipline for undergrads. The course prepares students for academic writing in a broad sense.

*LAEP 1040 (BLS) ........ Ryan Dupont (unable to present due to teaching schedule but did pass committee)
Motion: Lee read Ryan’s comments sent via email regarding LAEP 1040
Second: Greg Podgorski
Decision: Approved by voting members
LAEP 1040 was approved conditional upon approval of department head and dean
(Note: Department head and dean did approve.)

Greg asked about the rubric criteria that talks about understanding the key laws for the discipline – and the answer on the proposal was to know the key laws. Greg asked what are the key laws/concepts? In Biology, people have a challenge to cover all the key concepts. Students are required to take two courses to learn all the Biology laws. When it asks what are the key concepts – what does that mean? Does it mean a broad sense or all the key concepts? What is the intent?

Lee asked the committee whether they should target all the concepts or a general idea?

Harrison said ALL seems pretty ambitious. It seems that a sufficient breadth of them is in the spirit of the concept.

Greg said it bothers him that there are some fields that have a lot of laws and it is hard to cover the breadth in one course. In life sciences, this needs to be discussed. Is the requirement meant to be so broad?

Lee asked that this be on a future agenda. Committee members should think about this so that they can be consistent in their requirements.

Harrison said this will come up in the R470 rewrite, especially next Fall at the USHE “What Is an Educated Persons” conference. Once that is hammered out by Life Sciences faculty from Utah higher ed institutions, then USU will have to revise rubrics more globally. Perhaps it would be useful to revise it at that time.

Greg said that would be a useful conversation to have, perhaps not in this meeting, but in a future meeting. Life Sciences faculty may need to meet and decide how to apply this requirement to that designation.
Removal requests

*IS 5700 (DSS Removal) ................................................................. Ryan Bosworth
Second: Greg Podgorski
Decision: Approved by voting members
IS 5700 was approved conditional upon approval of department head and dean
(Note: Department head and dean did approve.)

*ENGL 3700 (CI Removal) ............................................................... Beth Buyserie
*HIST 3700 (CI Removal) ............................................................... Beth Buyserie
Second: Bob Mueller
Decision: Approved by voting members
ENGL and HIST 3700 were approved conditional upon approval of department heads and deans
(Note: Department head and dean did approve.)

Beth had a question on whether the removals had to be reviewed by her full subcommittee or if she could approve as chair.

Lee said it was his understanding that removals were requested by departments because courses no longer met those criteria and it was fine to move forward with those requests.

Harrison said that it seems the only discussion in removing proposals is whether the department has thought how this would harm students in those majors but both English and History have several CI courses so these proposals won’t harm students.

Business

Designation Requests for two attributes.............................. Harrison Kleiner, Lee Rickords

The question is whether the committee can and should have two designations. It is important to distinguish the two levels – general education and university studies. At the level of university studies, the institution can decide how to assign those designations. But, at the level of general education, there are credit requirements from R470 so there is less flexibility with general education courses. Depth and intensive are easier to combine than two general education courses.

There is one course that has two breadth general education designations - CI and QI. So it is not a pervasive issue and if the committee decides they shouldn’t double designate, they aren’t going to rock the boat much.

Paul asked would it be a problem for to have three or four designations? Is it the number of courses that have the designations or a concept of having two designations?

Harrison asked how it works for students.

Toni said that in DegreeWorks at the general education level, not the university studies level, a double depth course is not allowed to count for both designations – it must be one or the other. A double designation will not fulfill both designation requirements in the 30-34 credit block. In
the university studies block a double designation can be shared in light of the intensive and depth requirements.

John asked whether this was an institutional requirement. It is not listed in the R470 rules that above the general education level institutions could have their own requirements any more. Anything above general education requirements is part of graduation requirements. Is this decision in the power of USU to decide?

Harrison clarified that there is currently only one course that has a double gen ed requirement. It is a Stats course that is both CI and QI.

John said there are a couple of Physics courses that has a breadth and intensive designation.

Bob commented that when he started at USU 25 years ago, he could teach whatever course he wanted, even those with DHA and CI designations. There was no check that he was following or criteria for both DHA and CI designation. People get grandfathered into this all the time especially in Humanities. He knows in History there are a lot of courses where students get both DHA and CI and they aren’t meeting the CI. They think that if they communicate and talk in class that counts as CI. He believes in many cases, double designation courses don’t meet those criteria because of the grandfather. Those approved today did go through the process so those are valid. What do we do about the dozens and dozens of CI communications courses with no oral component? He is now examining his depth and CI courses to decide on which course he could eliminate the CI since he knows the course won’t do what CI designations require.

Lee pointed out that when he and Joyce Kinkaid went through an audit years ago, they found many courses that didn’t know there were criteria for their designation or how to teach both designations, and many instructors didn’t even realize they had a designation. We haven’t taken the time and manpower to ensure instructors are meeting criteria.

Thom said there are two points to make. He feels it is important to bring up the issue that we’ve let things slide. But it seems that if you have a CI course with a literacy component, how you are teaching is one issue, but another is how are you assessing that literacy component? It seems the problem is how you are implementing the topic and not the topic itself. Completing an intensive and literacy component is achievable but not combining two literacy designations.

John said as he watches enrollments on a day-to-day basis, especially in the first few days of registration, the most popular courses that fill up first are the double designations. Students want to take both designations.

Harrison said that point brings up another problem. Students taking a CI need to learn communication in their field. Depth courses teach others outside their field. It seems an odd place to get the CI. They are going outside their majors to get it. How can both be met?

Bob said that Statewide campus faculty love teaching Depth and CI courses because they got higher enrollment numbers. Now that is less of a problem but there are many courses that won’t meet the new criteria and outcomes. It will be a big job to hold people’s feet to the fire to meet
the standards. The enrollment numbers were a big deal in the past but now not so much since the Central Committee now plans for enrollment.

John said about 15 years ago they did go back to look at CI and QI by program. Many students had to go outside their major to find CI and QI courses because there were not many CI and QI courses available in their majors.

Mykel said that within advising, they are building four-year plans and using double-dips in tight majors with little flexibility for electives. Advisors and students try to structure their credits so they can plan for internships or study abroad, etc. It's important to keep in mind that in advising they are looking at four years ahead of time today.

Lee asked if advisors guide students to courses that double-dip?

Mykel said advisors do understand their curriculum and know how to maximize credits to help students, especially transfer students, to maximize what is within policy to help students graduate as soon as possible and allow for programs they want. They are trying to help students graduate as quickly as possible especially when they are getting close to 120 credits. Advisors are not gaming the system because they are using the current policies that are in place, but it will be something to address with the advising community if they go in another direction in the future.

Adjourned at 9:19 a.m.