

4-1-2023

## Educational Policies Committee Agenda, April 6, 2023

Utah State University

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UtahState  
University

EDUCATIONAL POLICIES COMMITTEE  
Paul Barr, Chair

April 6, 2023  
2:30 – 3:00 p.m.  
Old Main-Champ Hall  
[Zoom](#) (Statewide)

## AGENDA

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**Approval of Minutes** – [March 2, 2023](#)

### **Subcommittee Reports**

**Curriculum Subcommittee** (Chad Simon)  
Course Approvals – N/A

**Academic Standards Subcommittee** (Renee Galliher)  
[Discussion on Student Grievance Policy](#)

**General Education Subcommittee** (Matt Sanders)  
Minutes – [February 21, 2022](#)

### **Other Business**

[CIP Code change](#) for the Bachelor of Science in Kinesiology

[UCC-EPC Totals for 2022-2023](#) – Toni Gibbons

EPC Committee Membership (who will continue to serve)

**Adjourn: 3:00 pm**



March 2, 2023  
3:00 – 4:00 p.m.  
Old Main-Champ Hall

## MINUTES

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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  
Peter Howe, S.J. & Jessie E. Quinney College of Natural Resources  
Dan Coster, College of Science  
Renee Galliher, Academic Standards Chair  
Chad Simon, Curriculum Subcommittee Chair  
Matt Sanders, General Education Subcommittee Chair  
Richard Cutler, Graduate Council  
Toni Gibbons, Registrar's Office  
Fran Hopkin, Registrar's Office  
Michele Hillard, Secretary  
Abraham Rodriguez, USUSA Executive VP  
Sarah Pope, Graduate Studies Senator

Absent: David Feldon, Emma Eccles Jones College of Education and Human Services  
Shana Geffeny, Statewide Campuses  
Jason Marshall, USU Eastern  
Britt Fagerheim, University Libraries

Guests:

### **Approval of Minutes – February 2, 2023**

*Motion to approve the February 2, 2023 minutes made by Richard Cutler. Seconded by Chad Simon. Minutes approved as distributed.*

### **Subcommittee Reports**

#### **Curriculum Subcommittee (Chad Simon)**

*Motion to approve the Curriculum Subcommittee report made by Chad Simon. Seconded by Sterling Bone. Report approved.*

*Course Approvals – 24*

Request from the Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences to [discontinue the Dietetics Coordinated Emphasis in the Bachelor of Science](#).

Request from the Department of Technology, Design and Technical Education in the College of Agriculture and Applied Sciences to [offer a Cosmetology Certificate of Completion](#).

Request from the Departments of Applied Sciences, Technology and Education, Sociology and Anthropology, Data Analytics and Information Systems, Management, Marketing and Strategy and the School of Accountancy in the College of Agriculture and Applied Sciences, College of Humanities and Social Sciences and the Jon M. Huntsman School of Business to [offer an Anthropology and Cultural Resource Management PhD](#).

Request from the Department of Communication Studies and Philosophy in the College of Humanities and Social Sciences to [offer a Communication Studies Minor](#).

Request from the Departments of Sociology and Anthropology and Data Analytics and Information Systems in the College of Humanities and Social Sciences and the Jon M. Huntsman School of Business to [offer an Archaeological Data Analytics Graduate Certificate](#).

**Academic Standards Subcommittee (Renee Galliher)**

*Motion to approve the Academic Standards Subcommittee report made by Renee Galliher. Seconded by Chad Simon. Report approved.*

Minutes – [February 9, 2023](#)

The Academic Standards Subcommittee has not arrived at anything to be voted on yet. They are currently working on the academic grievance policy/process. Looking at what the task is and what specific procedures should be recommended. They want to clearly delineate academic vs. non-academic grievances and would prefer a more abbreviated pathway. It is felt that ultimate arbitration should end with the college dean. Looking at high priority for graduate students. The next step is to review policies at other institutions. Discussing what the pathways will be for community college students who transfer. It is felt that USU's General Education certificate will transfer well. Moving the General Education Subcommittee meetings to the first Tuesday of each month. This will help with aligning the reporting to the EPC committee and allowing requests to move through at the same time as the curriculum changes.

**General Education Subcommittee (Matt Sanders)**

*Motion to approve the General Education Subcommittee report made by Matt Sanders. Seconded by Chad Simon. Report approved.*

Minutes – [February 21, 2023](#)

The General Education Subcommittee is continuing with expertise discussions. Everyone agrees that there needs to be a mechanism to be able to turn down those requests. The issue of having depth designation in two areas for two credits each. They will need to have two separate instructors and each will teach half. This model would follow the process that the Honors Program uses. The USHE task force recently met at Utah Valley University to discuss the R470 policy. Looking at putting the General Education credit max at 27 vs. 30.

**Other Business**

Congratulations to Abe Rodriguez. He is the new 2023-2024 USUSA President. The committee looks forward to working with him this next academic year. His inauguration will happen in April.

The April 6 meeting times will change. Curriculum will be from 2:00–2:30 pm and EPC from 2:30–3:00 pm.

**Adjourn: 3:46 pm**



March 21, 2023

8:30 – 9:30 a.m.

Champ Hall Conference Room

Zoom (Statewide)

**Present:** Matt Sanders, College of Humanities and Social Sciences (Chair)  
Harrison Kleiner, Associate Vice Provost, Connections  
Christopher Scheer, Caine College of the Arts  
Greg Podgorski, College of Science  
Beth Buyserie, Communications Literacy/Intensive  
Keri Holt, Humanities  
Toni Gibbons, Registrar's Office  
Scott Findley, Jon M. Huntsman School of Business  
David Wall, Creative Arts  
Angie Peterson, Secretary  
Mykel Beorchia, University Advising  
John Mortensen, Office of the Executive Vice President  
Kristine Miller, University Honors Program  
Thomas Fronk, College of Engineering  
Paul Barr, Office of the Provost  
David Brown, Quantitative Literacy/Intensive  
Sylvia Read, Emma Eccles Jones College of Education and Human Services  
Sandra Weingart, University Libraries  
Peter Howe, S.J. & Jessie E. Quinney College of Natural Resources  
Jim Bay, Life and Physical Sciences  
Robert Mueller, Statewide Campuses  
Anna Pechenkina, Social Sciences (substitute for Ryan Bosworth)

**Excused:** TBD, American Institutions  
Steve Nelson, USU Eastern  
Clara Alder, USUSA President  
Ryan Bosworth, Social Sciences

## AGENDA

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*Call to Order* – Matt Sanders

*Approval of Minutes* – [February 21, 2023](#)  
*Minutes approved as distributed.*

*Course Approvals/Removals/Syllabi Approvals*



*New Business*

***Additional Items***

- MUSC3030 – DSS only  
Social science designation has been chosen. In the future we need to make sure we don't make any double designations within the department.
- Proposed New Meeting Schedule-will stay at 8:30 be on the first Thursday of every month same as EPC and Curriculum Meeting. New EPC and Curriculum step added to all proposals
- Designation Expertise-add to proposal in curriculog so there is more information from the department.
- Let us know who is going to stay on Gen Ed subcommittees.

There will not be a meeting on April 18 ,2023

**Adjourn: 9:29 am**

## Definition of Academic Grievance

An instructor has full autonomy to evaluate a student's academic performance in a course. Accordingly, options for outcomes from a grievance process are limited. The University administration would override an instructor's evaluation only in an extremely limited circumstance. Specifically, the occurrence or incident relating to an academic grievance must constitute, from the student's perspective, a failure to adhere to Faculty Code in Section 403 of the Utah State University Policy Manual. If a student believes that the actions of an instructor, academic supervisor, or supervisory committee represent a failure to uphold responsibilities to students as outlined in section [403.3.1](#) (Faculty Responsibilities to Students) of the faculty code, the student may initiate an academic grievance. An academic grievance includes complaints related to course conduct or grades (e.g., unfair grading, unfair course policies, unwillingness to accommodate approved class absences), graduate committee decisions, practicum or internship placements or evaluations, and other discipline-specific activities that impact the students' academic record or progress.

## Academic Grievance Process

1. Prior to initiating a formal appeal process, where possible, every effort should be made to come to a solution informally between the instructor/supervisor/committee and the student. Informal resolution efforts should be submitted in writing (e.g., by email), and efforts should be thoroughly documented.
2. If an informal resolution cannot be reached, students should submit a written appeal using the online academic appeal form ([see draft form below](#)), selecting the appropriate department head to receive the appeal form. The department head will review the formal complaint, along with the written response of the faculty member/supervisor/committee and recommend a path for resolution.
3. If not satisfied with the recommendation of the department head, the student or the faculty member/supervisor/committee may request review by the Academic Standards Subcommittee of the Educational Policies Committee. The Academic Standards Subcommittee will review the written documentation from the student, instructor/supervisor/committee, and department head and make a recommendation for resolution.
4. All written materials will be sent to the Dean of the academic college for review and decision. The Dean's decision is considered final.

Current USU website mentions.

<https://www.usu.edu/student-conduct/student-code/article7>

<https://www.usu.edu/online/state-authorization/grievances>

[https://www.usu.edu/academic-support/conflict/academic\\_grievances](https://www.usu.edu/academic-support/conflict/academic_grievances)

## Draft Grievance Submission Form

### Definition of Academic Grievance

An instructor has full autonomy to evaluate a student's academic performance in a course. Accordingly, options for outcomes from a grievance process are limited. The University administration would override an instructor's evaluation only in an extremely limited circumstances. Specifically, the occurrence or incident relating to an academic grievance must constitute, from the student's perspective, a failure to adhere to Faculty Code in Section 403 of the Utah State University Policy Manual. If a student believes that the actions of an instructor, academic supervisor, or supervisory committee represent a failure to uphold responsibilities to students as outlined in section [403.3.1](#) (Faculty Responsibilities to Students) of the faculty code, the student may initiate an academic grievance. An academic grievance includes complaints related to course conduct or grades (e.g., unfair grading, unfair course policies, unwillingness to accommodate approved class absences), graduate committee decisions, practicum or internship placements or evaluations, and other discipline-specific activities that impact the students' academic record or progress.

This form is to be used to submit a formal appeal **after** the student has been unable to informally resolve the dispute with the faculty member.

## Section 1: Personal Information

Your full legal name (as enrolled)

First

Middle

Last

Preferred Name

First

Middle

Last

Undergraduate or Graduate Degree Program

Expected Year of Graduation

Email

Phone

A number



## Section 2: Information about your Complaint

Date when the events or issues occurred

Name(s) of the person(s) involved

Please describe your complaint in detail including what section of Faculty Code 403.3.1 was violated.

What attempts have you made to resolve this complaint up to now? Please state who you contacted and what transpired.

Why do you think the complaint was not able to be resolved in your prior attempts?

What resolution do you seek?

Any other information that you want to provide?

Note: Please attach any additional documentation as necessary as a .jpg or .pdf.

Drop files here or select files.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Submit



UCC / EPC Totals for 2022-2023  
(July 1 – March 1)

Curriculum Proposals

892 course proposals

67 R401s

Change or Addition of COURSE COREQUISITE	27
Change or Addition of COURSE DESCRIPTION	219
Change or Addition of COURSE NUMBER	35
Change or Addition of COURSE CREDITS	77
Change or Addition of CROSS/DUAL-LIST COURSES	51
Change or Addition of COURSE DELETION	55
Change or Addition of GEN ED DESIGNATION	20
Change or Addition of INACTIVATE COURSE	46
Addition of NEW COURSE	293
Change or Addition of OTHER	5
Change or Addition of PASS/FAIL GRADE MODE	4
Change or Addition of COURSE PREFIX	35
Change or Addition of COURSE PREREQUISITE	234
Change or Addition of COURSE REGISTRATION RESTRICTION	120
Change or Addition of REACTIVATE COURSE	8
Change or Addition of REPEATABILITY STATUS	42
Change or Addition of COURSE TITLE	124