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## Curriculum Subcommittee Minutes March 7, 2024

Utah State University

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March 7, 2024  
2:00 – 3:00 p.m.  
Old Main-Champ Hall

## MINUTES

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Present: Nicholas Morrison, Caine College of the Arts  
Mateja Savoie-Roskos, College of Agriculture and Applied Sciences  
Chad Simon, *Chair*, Jon M. Huntsman School of Business  
Nate Trauntvein, Emma Eccles Jones College of Education and Human Services  
Thomas Fronk, College of Engineering  
Jared Colton, College of Humanities and Social Sciences  
Peter Howe, S.J. & Jessie E. Quinney College of Natural Resources  
Brynja Kohler, College of Science  
Heloisa Rutigliano, College of Veterinary Medicine  
Erin Davis, University Libraries  
Paul Barr, *Chair*, EPC, Provost's Office  
Richard Cutler, Graduate Council  
Toni Gibbons, Registrar's Office  
Michele Hillard, Secretary

Absent: Sunshine Brosi, USU Eastern  
Mark Chynoweth, Statewide Campuses  
Sarah Pope, Graduate Senator  
Aly Cinq-Mars, USUSA Executive VP

Visitors: John Stevens, Mathematics and Statistics  
Kevin Moon, Mathematics and Statistics  
Brennan Bean, Mathematics and Statistics

### **Approval of Minutes – February 1, 2024**

*Motion to approve the February 1, 2024, minutes made by Heloisa Rutigliano. Seconded by Erin Davis. Minutes approved as distributed.*

### **Program Proposals**

Request from the Department of Aviation Technology in the College of Agriculture and Applied Sciences to [offer an Aviation Dispatch Minor](#).

*Motion to approve R401 proposal made by Mateja Savoie-Roskos. Seconded by Richard Cutler. Proposal approved.*

Request from the Department of Aviation Technology in the College of Agriculture and Applied Sciences to [offer a Professional Pilot Accelerated Fixed Wing Emphasis](#).

*Motion to approve R401 proposal made by Mateja Savoie-Roskos. Seconded by Richard Cutler. Proposal approved.*

Request from the Office of Extension in the College of Agriculture and Applied Sciences to [establish the Center for Family Life Programs](#).

*Motion to **cancel and archive** the R401 proposal made by Mateja Savoie-Roskos. Seconded by Richard Cutler. Proposal **canceled and archived**.*

Request from the Department of Nutrition, Dietetics and Food Sciences in the College of Agriculture and Applied Sciences to [offer a Food Manufacturing Certificate of Proficiency](#).

*Motion to approve R401 proposal made by Mateja Savoie-Roskos. Seconded by Richard Cutler. Proposal approved.*

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

*Motion to approve R401 proposal made by Mateja Savoie-Roskos. Seconded by Richard Cutler. Proposal approved.*

Request from the Department of Technology, Design and Technical Education in the College of Agriculture and Applied Sciences to [offer a Heating, Ventilation, Air Conditioning, and Refrigeration Technician Certificate of Proficiency](#).

*Motion to approve R401 proposal made by Mateja Savoie-Roskos. Seconded by Richard Cutler. Proposal approved.*

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

*Motion to approve R401 proposal made by Mateja Savoie-Roskos. Seconded by Richard Cutler. Proposal approved.*

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

*Motion to approve R401 proposal made by Mateja Savoie-Roskos. Seconded by Richard Cutler. Proposal approved.*

Request from the Department of Human Development and Family Studies in the Emma Eccles Jones College of Education and Human Services to [offer an Early Childhood Certificate of Proficiency](#).

*Motion to approve R401 proposal made by Nate Trauntvein. Seconded by Erin Davis. Proposal approved.*

Request from the Department of Instructional Technology and Learning Sciences in the Emma Eccles Jones College of Education and Human Services to [offer a School Library Media Administration Certificate of Proficiency](#).

*Motion to approve R401 proposal made by Nate Trauntvein. Seconded by Erin Davis. Proposal approved.*

Request from the Department of Instructional Technology and Learning Sciences in the Emma Eccles Jones College of Education and Human Services to [offer a School Library Media Administration Post-Baccalaureate Certificate](#).

*Motion to approve R401 proposal made by Nate Trauntvein. Seconded by Erin Davis. Proposal approved.*

Request from the Department of Instructional Technology and Learning Sciences in the Emma Eccles Jones College of Education and Human Services to [offer a School Library Media Administration K-12 Endorsement](#).

*Motion to approve R401 proposal made by Nate Trauntvein. Seconded by Erin Davis. Proposal approved.*

Request from the Departments of Instructional Technology and Learning Sciences and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services to [offer an Instructional Coaching Post-Baccalaureate Certificate](#).

*Motion to approve R401 proposal made by Nate Trauntvein. Seconded by Erin Davis. Proposal approved.*

Request from the Departments of Instructional Technology and Learning Sciences and the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services to [offer an Instructional Coaching K-12 Endorsement](#).

*Motion to approve R401 proposal made by Nate Trauntvein. Seconded by Erin Davis. Proposal approved.*

Request from the Department of Psychology in the Emma Eccles Jones College of Education and Human Services to [offer a Psychology MEd](#).

*Motion to approve R401 proposal made by Nate Trauntvein. Seconded by Erin Davis. Proposal approved.*

Request from the Department of English in the College of Humanities and Social Sciences to [change the name of the English-General English Emphasis \(BA-BS\) to English \(BA-BS\)](#).

*Motion to approve R401 proposal made by Jared Colton. Seconded by Mateja Savoie-Roskos. Proposal approved.*

Request from the Departments of Computer Science, Data Analytics and Information Systems, Electrical and Computer Engineering and Mathematics and Statistics in the College of Science, College of Engineering and the Jon M. Huntsman School of Business to [establish the Data Science and Artificial Intelligence Center](#).

*Motion to approve R401 proposal made by Brynja Kohler. Seconded by Richard Cutler. Proposal approved.*

Request from the Department of Physics in the College of Science to [offer a Photonics Post-Baccalaureate Certificate](#).

*Motion to approve R401 proposal made by Brynja Kohler. Seconded by Richard Cutler. Proposal approved.*

**Semester Course Approval Reviews:**

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

**College of Agriculture and Applied Sciences**

ADVS –  
APEC –  
ASTE –  
AVTE –  
LAEP –  
NDFS –  
PSC –  
TDTE -

**Caine College of the Arts**

ART –  
MUSC –  
THEA -

**Jon M. Huntsman School of Business**

ACCT –  
DAIS –  
BECN –  
MHR –  
MSLE –

**Emma Eccles Jones College of Education and Human Services**

COMD –  
HDFS –  
ITLS –

KHS –  
NURS –  
PSY –  
SPERC –  
TEAL –

**College of Engineering**

BENG –  
CEE –  
ECE –  
EED –  
MAE –

**College of Humanities and Social Sciences**

CSPH –  
ENGL –  
HIST –  
JCOM –  
POLS –  
SWRK –  
SOCA –  
WGLC –

**S.J. & Jessie E. Quinney College of Natural Resources**

ENVS –  
WATS –  
WILD –

**College of Science**

BIOL –  
CHEM –  
CS –  
GEOL –  
MATH –  
PHYS –

**College of Veterinary Medicine**

VCLS –

**Other Business**

College of Agriculture and Applied Sciences [CIP Code Changes](#) – Mateja Savoie-Roskos

Worked closely with AAA with updating CIP Codes. Make sure that the codes align and meet USHE, high performance and high pay positions.

*Motion to approve the College of Agriculture and Applied Sciences CIP Code Changes made by Mateja Savoie-Roskos. Seconded by Nate Trauntvein. Code changes approved.*

Course Requests (Deadline) – Toni Gibbons

As of March 7, 2024:

- Course proposals still on the "Originator" step in Curriculog: 16
- Course proposals that have moved from "Originator" to "Catalog Editor-Initial Review" step in Curriculog after the January 22 agenda deadline: 6

- Course proposals still on the "Department Head" approval step in Curriculog: 2
- Course proposals still on the "College Curriculum Committee" approval step in Curriculog: 0
- Course proposals still on the "Associate Dean" approval step in Curriculog: 0
- Course proposals that have moved from "Associate Dean" to "UCC/EPC" approval step in Curriculog after the January 22 agenda deadline: 18

Total = 42

Toni's team will provide pdf copies of the proposals to the originators and they can then resubmit the request once Curriculog opens in July.

***Adjourn: 2:50 pm***