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UtahState
University

CURRICULUM SUBCOMMITTEE
Chad Simon, Chair

April 4, 2024
2:00 – 2:30 p.m.
Old Main-Champ Hall
[Zoom](#) (Statewide)

AGENDA

Approval of Minutes – [March 7, 2024](#)

Program Proposals

Request from the Departments of Veterinary Clinical and Life Sciences and Animal, Dairy and Veterinary Sciences in the College of Veterinary Medicine and the College of Agriculture and Applied Sciences to [establish the Utah Veterinary Diagnostic Laboratory](#).

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

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

[Final Breakdown of Courses and R401 Proposals for the Year](#) – Toni Gibbons

Adjourn: 2:30 pm



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

MINUTES

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/>

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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

CVM CAAS - Veterinary Clinical and Life Sciences Animal, Dairy and Veterinary Sciences - Utah Veterinary Diagnostic Laboratory

4.1.a R401 ABBREVIATED PROGRAM PROPOSAL

R401-Abbreviated Program Proposal

HELPS AND HINTS FOR COMPLETING R401 PROPOSALS

[Writing Guidelines/Suggestions](#)

[USHE R401 Policy](#)

[Process and Flowchart](#)

COLLEGE AND DEPARTMENT INFORMATION

Click on the college(s) and department(s) that are included on this request

COLLEGE (include all cross listed colleges)*

CVM

CAAS

DEPARTMENT (include all cross listed departments)*

Veterinary Clinical and Life Sciences

Animal, Dairy and Veterinary Sciences

Current Title (if applicable)* Utah Veterinary Diagnostic Laboratory

Proposed Title* Utah Veterinary Diagnostic Laboratory

CIP Code

Enter the Correct CIP Code by Using the Following Link:

Classification Instruction Programs

CIP Code (6-digits) * 51.2401

Minimum Number of Credits (if applicable)* 158

Maximum Number of Credits (if applicable)* 158

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

REQUEST

TYPE OF CHANGE BEING REQUESTED

Click the change(s) that best reflect your proposal.

- New Academic Program:**
- Certificates of Completion
 - Certificates of Proficiency
 - CTE - Certificate of Completion
 - CTE - Certificate of Proficiency
 - 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 Certificate
 - 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 (on hold-not listed in catalog)
 - Program Discontinuation (permanent program removal)
 - 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-on hold)
 - Administrative Unit (Discontinuation-permanent unit removal)
 - Reinstatement of Previously Suspended Administrative Unit
 - Reinstatement of Previously Discontinued Administrative Unit

Other: (explain change)

ADDITIONAL APPROVALS (if applicable)

Graduate Council Approval* Yes
 No

Teacher Licensure Program Approval (STEP)* Yes
 No

SECTION I: THE REQUEST

R401 Purpose*

This request is to change the affiliation of the Utah Veterinary Diagnostic Laboratory, currently with the USU College of Agriculture and Applied Sciences (CAAS), Department of Animal, Dairy, and Veterinary Sciences (ADVS) to a new affiliation with the College of Veterinary Medicine (CVM) Department of Veterinary, Clinical, and Life Sciences (VCLS).

The Utah Veterinary Diagnostic Laboratory (UVDL) has been a cooperative effort by Utah State University (USU) and Utah Department of Agriculture and Food (UDAF) for many years. The purpose of the laboratory is to provide timely, in-depth, cost efficient, veterinary diagnostic services to safeguard animal health, protect the agricultural economy, and shield the public against zoonoses (diseases transmissible from animals to humans). In these roles, the UVDL serves practicing veterinarians, personnel in regulatory state and federal governmental positions, public health officials and animal owners. Diagnostic services include pathology, bacteriology, virology, serology, and molecular-based assays. The main laboratory is on the campus of USU in Logan, Utah, and a branch laboratory is in Spanish Fork, Utah; together these laboratories constitute the Utah component of the national veterinary diagnostic laboratory system.

Currently, the UVDL is affiliated with the College of Agriculture and Applied Sciences (CAAS), Department of Animal, Dairy, and Veterinary Science (ADVS). This proposal is a request to change the affiliation of the UVDL to become affiliated with the Veterinary Clinical and Life Sciences Department (VCLS) in the College of Veterinary Medicine (CVM) instead. This request has been agreed upon by both departments involved.

SECTION II: PROGRAM PROPOSAL

Proposed Action & Rationale* **Rationale**

Historically, the ADVS department has housed the Washington-Idaho-Montana-Utah Regional Program in Veterinary Medicine (WIMU), which is a 2+2 program with Washington State University (WSU), from 2012 until 2022 when the new College of Veterinary Medicine was approved and took over implementation of the WIMU program curriculum at USU.

The UVDL personnel consists of seven veterinary specialists, of which six hold faculty appointments in the VCLS department, and approximately 16 technicians/support staff divided between two laboratories, namely a main laboratory in Logan and a branch laboratory in Spanish Fork.

The six UVDL faculty, which includes the director and five clinical veterinary pathologists, were previously faculty members in the ADVS department, where all but one of them taught veterinary pathology-related courses in the WIMU program, prior to the establishment of the new CVM. Because all of these faculty are veterinarians, and have been teaching in the veterinary medical program only, their appointments were transferred from ADVS to new appointments in the VCLS department in 2023, where they have been continuing their faculty and teaching roles, which are essential to the veterinary medical curriculum.

The close relationship between the UVDL and the veterinary school has been mutually beneficial and conducive to both, USU's and the UVDL's mission, and to the advantage of the people of the State of Utah. From an educational perspective, the VCLS faculty members housed in the UVDL have been providing essential practical and theoretical expertise, as well as instruction, in clinical diagnostics, as well as anatomic, clinical and systemic pathology to all students in the veterinary curriculum. The veterinary students enrolled in the CVM therefore directly profit substantially from the instruction provided by these faculty. The UVDL also provides opportunities for practical experiences and clinical rotations to veterinary students.

The UVDL also benefits from the partnership with the veterinary program. The UVDL and its faculty have a need for scholarship and teaching, which is satisfied by their roles in the VCLS department as their academic home. The veterinary medical environment provided by the CVM and the VCLS department assures appropriate academic support for UVDL faculty members, which is important for tenure and promotion. The USU CVM also provides faculty salary support to the UVDL, as well as scientific support assisting with diagnostic assay development. The partnership with the CVM and the VCLS department therefore helps the UVDL in fulfilling its mission of health monitoring and disease detection to safekeep the agricultural industry of the state of Utah to the benefit of all of its people, whether they are producers, pet owners, or backyard poultry keepers. The missions of the UVDL and the CVM are therefore in many ways inextricably intertwined, which creates a compelling argument for the affiliation of the UVDL with the VCLS department of the CVM. Furthermore, the UVDL and the CVM are expected to both grow in their close partnership, as the CVM's distributed veterinary clinical teaching program throughout the state of Utah is being developed. As a result, diagnostic services to veterinary businesses and other stakeholders in Utah is expected to become further developed as well.

Labor Market Demand (if applicable)

N/A - this is not a proposal to create a new unit.

Consistency with Institutional Mission & Institutional Impact*

The missions of the UVDL and the CVM with its single department (VCLS) have been aligned with the mission of Utah State University as a premier land- and space-grant institution committed to excellence, access, and inclusion.

Finances*

The UVDL has been funded with monies from 7 different sources, which each contribute different percentages of the total revenue to the UVDL. In FY 2023, the funding for the UVDL was as listed below.

The CVM, with VCLS as its only department, provided 14.5% of the total funding of the UVDL in FY 2023. The corresponding amount of \$550,203 mostly supported salaries, as all veterinarians but one in UVDL are faculty members already affiliated with the VCLS department. The position of one veterinarian is funded entirely by UDAF and other sources than USU. The College of Agriculture and Applied Sciences (CAAS) and the Animal Dairy and Veterinary Sciences (ADVS) Department combined provided 1.2% to the UVDL revenue in FY2023. Of this, \$13,096 are paid by an ADVS researcher from a grant for pathology services provided by the UVDL as research support. The remaining \$34,010 are business services support funding.


Source	Amount	%	
UVDL fee-for-services	\$1,541,174.67	40.5%	
Utah Department of Agriculture & Food	\$1,202,716.00	31.6%	
College of Veterinary Medicine	\$550,203.00	14.5%	
National Animal Health Laboratory Network	\$246,743.78	6.5%	
Utah Agricultural Experiment Station	\$216,647.07	5.7%	
CAAS Business Services	\$34,010.00	0.9%	
Animal, Dairy, & Veterinary Sciences	\$13,096.00	0.3%	
	Total	\$3,804,590.52	100.0%

At this time, the transfer itself of the UVDL as an administrative unit into the VCLS department is not expected to have any further financial impact, and no additional financial commitments have been approved at this point.

SECTION III: CURRICULUM (if applicable)

Program Curriculum Narrative

Not applicable, the UVDL provides veterinary diagnostic service - it does not have an academic curriculum.

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.

SUBMIT AND APPROVE THE PROPOSAL

Click on the SAVE ALL CHANGES button below.

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

Degree	OLD CIP CODE	Description	NEW CIP CODE
General Technology, AAS	47.0000	Mechanics and Repairers, General	15.0612
Diesel Mechanics Tech AAS	47.0605	Diesel Mechanics Technology/Te	47.0613
Agricultural Science AS	10.0000	Agriculture, General	52.0205
Welding Technology/Welder AAS	48.0508	Welding Technology/Welder	15.0612
Automated Manufacturing CC	15.0403	Electromechanical Technology/E	15.0613
Medical Assistant CC	51.0801	Medical/Clinical Assistant	51.0711
Nursing Assistant CP	51.3902	Nurse/Nursing Assistant/Aide	51.3999
Construction Tech & Manage CC	46.0415	Building Construction Technolo	46.0415
Phlebotomy Technician CP	51.1009	Phlebotomy/Phlebotomist	51.0711
IT Support&Web Development CC	11.0103	Information Technology	11.1003

Description
Industrial Technology/Technician
Medium/Heavy Vehicle and Truck Technology/Technician
Operations Management and Supervision
Industrial Technology/Technician
Manufacturing Engineering Technology/Technician
Medical/Health Management and Clinical Assistant/Specialist
Practical Nursing, Vocational Nursing and Nursing Assistants, Other
Building Construction Technology/Technician
Medical/Health Management and Clinical Assistant/Specialist
Computer and Information Systems Security/Auditing/Information Assurance

TYPE OF PROPOSAL REQUEST 2023-2024	NUMBER OF PROPOSALS REVIEWED/APPROVED BY UCC/EPC
Modification of Course Description	192
Change of Course Prefix	18
Change of Course Number	35
Course Credit Hour Change	53
Change/Addition/Removal of Cross or Dual-Listing	71
Change of Course Title	156
New Course	427
Change/Addition/Removal of Course Prerequisite	235
Change/Addition/Removal of Registration Restriction	48
Change/Addition/Removal of Corequisite Course	20
Reactivation of Course	1
Change of Repeatability Mode	11
Deletion of Course	128
Inactivation of Course	24
Other	5
1085 course proposals (1424 requested actions)	
General Education attribute approvals (19 additions, 1 deletion)	20
R401 proposals	86