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September 5, 2024
2:00 – 3:00 p.m.
Old Main-Champ Hall

MINUTES

Present: Susie Tibbitts, Caine College of the Arts
Mateja Savoie-Roskos, College of Agriculture and Applied Sciences
Chad Simon, *Chair*, Jon M. Huntsman School of Business
Sylvia Read, 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
Britt Fagerheim, University Libraries
Harrison Kleiner, *Chair*, EPC, Provost's Office
Richard Cutler, Graduate Council
Jamie Parry, Graduate Senator
Brooklyn Ward, USUSA Executive VP
Toni Gibbons, Registrar's Office
Michele Hillard, Secretary

Absent: Sunshine Brosi, USU Eastern
Mark Chynoweth, Statewide Campuses

Visitors: Zak Konakis
Heidi Kesler
Matt Wappett
Lauri Nelson

Approval of Minutes – [April 4, 2024](#)

Motion to approve the April 4, 2024, minutes made by Richard Cutler. Seconded by Jared Colton. Minutes approved as distributed.

Committee introductions.

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 Bio Veterinary Bachelor of Science to Veterinary Science Bachelor of Science](#).

Motion to approve the R401 proposal made by Mateja Savoie-Roskos. Seconded by Heloisa Rutigliano. Proposal approved.

Request from the Center for Persons with Disabilities in the Emma Eccles Jones College of Education and Human Services to [establish The National Center on Accessible Digital Educational Materials and Instruction \(NCADEMI\)](#).

Motion to approve the R401 proposal made by Sylvia Read. Seconded by Richard Cutler. Proposal approved.

Request from the Department of Communicative Disorders and Deaf Education in the Emma Eccles Jones College of Education and Human Services to [offer a Listening and Spoken Language Deaf Education Post Masters Certificate](#).

Motion to approve the R401 proposal made by Sylvia Read. Seconded by Richard Cutler. Proposal approved.

Request from the School of Teacher Education and Leadership in the Emma Eccles Jones College of Education and Human Services to [offer an Elementary Education Associate of Science degree](#).

Motion to approve the R401 proposal made by Sylvia Read. Seconded by Richard Cutler. Proposal approved.

Request from the Nora Eccles Harrison Museum of Art at Utah State University to [establish the Wanlass Center for Art Education and Research](#).

Motion to approve the R401 proposal made by Susie Tibbitts. Seconded by Sylvia Read.

This proposal did not use the current form; therefore, it is being rejected/archived. Susie Tibbitts will have Katie Lee-Koven resubmit the request on the new form.

Motion to table this proposal until next month's meeting made by Richard Cutler. Seconded by Peter Howe.

Moved to next month's meeting.

[Semester Course Approval Reviews:](#)

College of Agriculture and Applied Sciences

Motion to approve the business of the College of Agriculture and Applied Sciences made by Mateja Savoie Roskos. Seconded by Jared Colton. Business approved.

ADVS – 21

APEC – 2

ASTE – 2 (Hold ASTE 5999 until cross listed CEE 5999 catches up)

AVTE – 3

LAEP – 1

NDFS – 3

OPDD - 3

PSC – 5 (Hold PSC 5999 until cross listed CEE 5999 catches up)

TDTE - 52

Caine College of the Arts

ART –

MUSC –

THEA -

Jon M. Huntsman School of Business

Motion to approve the business of the Jon M. Huntsman School of Business made by Richard Cutler.

Seconded by Mateja Savoie Roskos. Business approved.

ACCT – 2

DAIS –

BECN –

MHR –

MSLE – 5

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

Motion to approve the business of the S.J. & Jessie E. Quinney College of Natural Resources made by Peter Howe. Seconded by Brynja Kohler. Business approved.

ENVS – 1
WATS – 1
WILD –

College of Science

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

College of Veterinary Medicine

Motion to approve the business of the College of Veterinary Medicine made by Heloisa Rutigliano. Seconded by Mateja Savoie Roskos. Business approved.

VCLS – 13

Other

Motion to approve the business of the Honors and USU courses made by Harrison Kleiner. Seconded by Heloisa Rutigliano. Business approved.

HONR – 1
USU - 5

Other Business

Courses that overlap with one another need to be fully vetted to ensure that every college and department are aware of any updates/changes. Please make sure that you include the other departments/colleges of changes in your course and/or programs. An email approval can be attached in Curriculog if it is only one course, however, if it is more involved all Colleges | Departments must be selected on the form.

Curriculum/EPC Handbook – Paul Barr | Toni Gibbons

Switching to a yearly course scheduling process. This will allow department heads to schedule once a year and students will be able to see what is available for a full year. This information was presented to the department head executive committee. USHE has provided guidance for several of the changes being made. See changes on page 18 in the Curriculum Handbook regarding advanced upper division courses. USU will be meeting with the University of Utah to discuss the guidance that 5000-level credits may not be used in graduate programs. Look at broadening the definition to help with some programs. We have traction with the 5000 level and not so much with the policy regarding dual-listed courses (5000-level + 6000-level). We will bring up all the issues and see where we can make a change. Need to ensure that courses are bridging the gap and not just jumping to the higher-level course work. USHE is making changes to the R401 proposal. Need to review these before submitting requests.

New Course Prefixes – Toni Gibbons

It was proposed that we have a policy related to the request of new course prefixes. New course prefix requests are submitted to the Registrar's Office. The policy for requesting new course prefixes requires that the prefix be associated with a bachelor's program or higher and must not have been previously used in Banner. Additionally, the proposed prefix should ensure transfer applicability within the Utah System of Higher Education (USHE) system.

[Electronic R401 workflow](#) – Toni Gibbons

[Huntsman School of Business Deadline Calendar](#) – Chad Simon

Adjourn: 3:03 pm