

## DEANS' COUNCIL MINUTES

January 12, 2015– 1:00-3:30 pm – Charles Hunter Room, HCC

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**Present:** Stephen Allen, John Allred, Mark Atkinson, Bailey Bowthorpe, Patrick Clarke, Brad Cook, Grant Corser, Emily Dean, Robert Eves, James Johnson, Jim McDonald, Thom McFarland, Shauna Mendini, Christian Reiner, James Sage, John Taylor, Bruce Tebbs, Carl Templin, Aimee Uchman, Stuart Jones (guest), Brandon Wright (guest), Danielle Dubrasky (guest), Dale Orton (guest)

### Visitors/Guests- Information & Discussion Items

#### **Convocations Update (Danielle Dubrasky, Thom McFarland)**

Danielle Dubrasky and Thom McFarland show the council the extensive Convocation archives that are available online at <http://info.suu.edu/convo/catalog/>. The site catalogs Convocations from 2013-14 and 2014-15. A photo and brief biography are included for each speaker, as well as a link to video of the actual presentation, taken from multiple camera angles. Each video has a unique link, which can be embedded into syllabi. Each video can also be downloaded. Presentations will be added to the website a week after they take place.

Convocations is considering having a second Faculty speaker in the series, or a presentation from a scholar representing each academic college at SUU.

A list of upcoming Convocation speakers is available at: <http://www.suu.edu/convocations/>

#### **Organizational Shifts, Updates (Stuart Jones)**

Mindy Benson has assumed new responsibility of much of Regional Services. Beyond Advancement, Stuart is now involved in the Recruitment Process, working with Brandon Wright. Enrollment numbers currently look good, and new freshman registration has increased. Recruitment will be more aggressively pursuing out of state students.

Recruitment has been using a survey administered by the Cicero Group to collect information about what the image and brand of SUU are. The survey included a random sample of 600 people, and included focus groups. The survey should wrap up by the end of January, and give SUU a clearer idea of how we are perceived. This information will be used to assist with messaging and marketing.

***The council requested that this item be added to the Agenda for an upcoming Deans Council meeting, after the survey has concluded.***

#### **Recruitment Initiatives (Brandon Wright & Stuart Jones)**

Brandon and Stuart proposed moving registration up by 1 week. This would allow recruiting to begin in mid-April. The commitment fee could be deferred, and added on to the students total admissions costs.

Recruitment will also hold a series of Open Houses throughout the state, and also in Clark County and Southern California. At these open houses, students will be able to meet with advisors, register on the spot and walk away with their class schedules in hand. Advisors, Faculty and Student Ambassadors from SUU would be asked to assist with these traveling open houses. Potential students who are engaged by existing students and faculty are more likely to enroll at SUU.

Deans Council provided the following feedback concerning recruitment initiatives: SUU will not yet have the final information about first-tier tuition increases if registration is moved forward by a week. Also, students who are taking a pre-requisite or series course will not know if they've received a passing grade in the course and can register for the next course in the series. Grades are not posted for spring semester until May. Curriculum and Catalog deadlines would also need to be moved up. Could billing for the semester be held until the tuition table is finalized? Students could register for courses, and would be told that they'd be billed later.

Stuart and Brandon will follow up with those who would be involved in the process of moving registration forward a week.

### **ELC Remodel (Dale Orton)**

Dale Orton distributed printouts of the proposed ELC second floor remodel. The proposed remodel would include space for the Tutoring Center and a larger space for the Testing Center. The Tutoring Center will be available Monday through Saturday, and student will be able to reserve spaces for group tutoring. It is anticipated that the contract for this remodel will be in place by April 15, with completion planned by fall 2015.

### **Review of Minutes**

Carl Templin motioned to approve minutes from the Dec 8th meeting. The motion was seconded by Shauna Mendini. **APPROVED**

### **Introduction of Stephen Allen as the new Vice Provost for International Affairs**

Stephen Allen is the new Vice Provost of International Affairs. All international services will under his umbrella, including ESL, Global Engagement, and international admissions/processing. SUU's international population has grown significantly. President Wyatt has appointed Lambert Okito as a recruiter in Africa. SUU already has 6 students from Africa enrolled for spring semester. SUU continues to pursue efforts in Asia, Vietnam, Malaysia and Korea.

### **Provost's Report**

#### **President's Leadership Team Updates**

Several organizational shifts and new hires have taken place at SUU. Jared Tippets is the new Vice President of Student Services. Terri Day is the new Assistant to the President for Strategic Planning. Ellen Treanor is the new Director of Marketing. Patrick Clarke is now the Dean of University College and Engaged Learning. The honors program is now under University College. Advising and Career & Testing are now a part of Student Services.

Richard Saunders is chair of a taskforce to explore the structure of the College of Education and Human Development. Temporarily, the Physical Education department reports to the College of Science and Engineering, and Teacher Education, Family & Consumer Science, and the M.Ed. program report to Education. The taskforce will conduct open meetings and provide a recommendation to the Provosts office by March 15<sup>th</sup>.

#### **Spring Assessment, Reflection, and Planning Retreats**

Brad presented the idea of a School and College based retreat in the spring to reflect on assessment, the data that has been collected, and how it is relevant to curriculum and students. Possible items of discussion could include curriculum mapping, retention data, advising material, and TracDat. The retreat could take place on study day or sometime after graduation.

***Brad asked the deans to pass this information to their departments and bring feedback to the February 15 Deans Council Meeting.***

### **Associate Provost's Report**

#### **University Undergraduate & Graduate Curriculum Committee Approvals**

Minutes from the December 2014 meetings of the UGCC and UGCC were posted to Canvas for the deans to review. The University Curriculum Committees are closely scrutinizing proposals, and are returning proposals that need further clarification. The next curriculum committee deadline is January 30<sup>th</sup> at noon. This will be the last opportunity to get items into the new catalog before it is published in March.

An R-401 has been submitted to change the name of the Integrated Engineering Degree to Engineering. The current title puts graduates at a disadvantage when applying for job, because the workforce understand Engineering to be more comprehensive than Integrated Engineering. The proposal has received support from USU and Utah State, and will be presented to the Regents for approval.

**Minutes from the December curriculum committees are attached at the conclusion of these minutes.**

**Programs Under Development or Consideration**  
Southern Utah University  
01/07/2015

Program Name	Degree Type	Current Status	Projected for Regents' Agenda
MS in Cyber Security & Information Assurance	MS (online)	R401 completed and approved by UGCC Submit to BOT for December 2014 Submit to BOR by Dec. 31 for March 2015 meeting	March 2015
Anthropology	BA/BS	R401 completed and approved by UGCC Approved by BOT December 2014 Submit to BOR by Feb. 18 for May 2015 meeting	May 2015
Technical Writing	Certificate	Discussion phase Fall 2014 Proposal development Spring 2015	Summer 2015
Hospitality Management	BA/BS	Discussion phase Fall 2014 R401 development Spring 2015	Summer 2015
General Education	Certificate	Work to begin Spring 2015	Summer 2015
Music Technology	MS (online)	Discussion phase Fall 2014, Spring 2015 R401 development Spring 2015	Fall 2015
Global Studies	Minor	Discussion phase Fall 2014 R401 development Fall 2015	Fall 2015
Multimedia	MS (online)	Discussion phase Spring 2015 R401 development Fall 2015	Spring 2016
Dietetics	BS	Discussion phase Spring 2015	Spring 2016
Dance	BFA	Discussion phase Spring 2015	Spring 2016
Rural Health Nursing	MS (hybrid)	R401 work to start Spring 2015	Spring 2016
Innovation & Creativity	Minor	R401 work will start Spring 2015	Spring 2016

**General Education**

**ELO Inclusion into GE Classes for Fall Semester (John Taylor)**

John Taylor distributed a handout to each Dean with observations about fall 2014, the first semester where canvas was used to assess SUU's General Education ELOs. 44% of all GE classes were successfully included, and assessed at least one ELO. Most of the GE courses assessed students once. Faculty who met with John Taylor, Jen Hunter, or Ean Harker were more inclined to use Canvas to successfully assess ELOs. John Taylor and Christian Reiner are meeting with people from Canvas to find out how we can better integrate information between Canvas and TracDat.

Grant Corser reminded the council that The CETL provides trainings about how to define and assess ELOs. Trainings will be held at noon on Feb 12 (Creative Thinking ELO), March 19 (Digital Literacy ELO) and April 16 (Critical Thinking.)

**Student Success**

**Focus on 2-year degrees (Patrick Clarke)**

*This item has been deferred until the 1/26 Deans Council*

**Faculty Senate**

Brad congratulated Emily Dean on her position as Co-chair of the Strategic Planning Task Force. Emily reminded the council of the upcoming meeting dates for the Task Force. If faculty and staff cannot attend at their designated time, they are welcome to attend any meeting. Feedback can also be submitted at <http://www.suu.edu/future/index.html>

Faculty Senate approved changes to Policy 6.31- Academic Standards, and the restructuring of the Graduate Policies. Faculty members are concerned about not receiving course evaluations for their smaller courses. It was clarified that Faculty members can requested an evaluation for any course.

## **SUUSA**

SUUSA Senate is adding Information/Education sessions as an ongoing agenda item for their meetings. The intent is to have a faculty or staff representative from Campus visit and tell students what is going on and how they can be engaged. Dale Orton will attend the next Senate meeting to tell the students about the ELC remodel.

## **V. Information/Discussion Items**

### **Name Changes of SCPS to School of Graduate and Continuing Studies (Mark Atkinson)**

The School of Continuing and Professional Studies and Graduate Studies has submitted an abbreviated R401 for a name change to the School of Graduate and Continuing Studies (SGCS). The SGCS will offer some of their own graduate courses. No significant financial impacts are anticipated. The Deans expressed support. The R401 will move on to Presidents Council and the Board of Trustees.

### **Course Design with E-Packs (Mark Atkinson)**

Mark Atkinson asked the Deans to consider the following, pertaining to E-Packs:

- Since the content is not hosted by SUU, it cannot be supported if any technical issues arise.
- There is no administrative access by deans or chairs if there is an academic issue that needs to be addressed.
- SUU has no oversight over issues like ID verification, or proctoring standards.
- SUU cannot own the content as it copyrighted by a publisher, which brings intellectual property policy into question.
- Students may not get the expertise from the professor. Is SUU's liberal arts and sciences mission being met with third-party course content?
- The content is typically designed by a professional instructional designer and high quality content is available.
- Learning objects such as simulations cost upwards of \$50,000+ for development, well beyond the instructional budgets of SUU. Therefore, purchasing licensing for their use may be the only way we could use such instructional property.

The council provided the following feedback:

- Using E-Packs makes it more challenging to assess learning outcomes, and tie them to a specific assignment.
- Do we need to 'reinvent the wheel' if the content has already been well-gathered into an E-pack? Faculty will still have to set up assignments in Canvas, whether they use E-packs or not.
- E-Packs are costly.
- Can we compare the performance of students in E-pack courses with those who are not?

Mark Atkinson asked the council to share this information with their departments and faculty, and return to the council with feedback.

***This item will be added to the Agenda for the February 9 or February 23 Deans Council meeting.***

Provost Cook excused himself from the council to attend another meeting at 3:15pm. James Sage led the remainder of the meeting.

## **Reports (2 minutes per report)**

**Patrick Clarke:** Public Lands Day is Wednesday, January 14<sup>th</sup>. Patrick encouraged all to participate.

**John Taylor:** There are currently 30 applications for the Complete Package General Education program.

**Richard Saunders:** The Library is considering a plan to include a new Café in the Library, and is continuing to reset the third floor to a more conformable space. The Writing Center now has a space in the Library, in addition to their space in the Braithwaite.

**Shauna Mendini:** The gala in Salt Lake to increase SUU exposure on the Wasatch Front was originally scheduled for February 4<sup>th</sup>, 2015, but has been pushed back to 2016. It is anticipated that the 2016 gala will be held at Abravnal Hall.

**Bruce Tebbs:** The course/program fee committee met again, and passed on its recommendations to Presidents Council. The internal audit for course/program fees is complete. The budget and management office will review the audit and provide a response. The response and audit will be released at the same time. The Faculty Workload report for Fall Semester has been submitted to the state, and we are on mark, meeting our 13 contact hour and 12 instructional credit hour requirements for FTE.

*Motion for executive session by Carl Templin, seconded by Mark Atkinson.*

*Meeting adjourned at 3:25 pm.*

## UNDERGRADUATE CURRICULUM COMMITTEE MEETING

December 4, 2014

3:00 pm, AD 304H

### MINUTES

**Present:** John Allred, David Berri, Bailey Bowthorpe, Jim Brandt, Jeb Branin, Brian Ludlow, David Lund, Paula Mitchell, James Sage, Andrea Stiefvater, Brian Swanson, and Bonny Rayburn.

### CONSENT ITEMS

#### BUS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PILT 1250	Instrument Ground School		Co-requisites: <b>Remove co-requisite</b>	Fall 2015	Approved
PILT 2100	Commercial Ground School		Prerequisites: <b>PILT 1150 or PILT 1155; or director approval</b>	Fall 2015	Approved
PILT 2160	Aviation Law		Prerequisites: <b>PILT 2470 (may be concurrent) or PILT 2100</b>	Fall 2015	Approved
PILT 2200	FW Cross Country Maneuvers Lab		Prerequisites: <b>PILT 2100 (may be concurrent)</b>	Fall 2015	Approved
PILT 2205	RW Cross Country Maneuvers Lab		Prerequisites: <b>PILT 2100 (may be concurrent)</b>	Fall 2015	Approved
PILT 2220	FW Private Pilot MEL Lab		<b>Delete</b>	Fall 2015	Approved
PILT 2250	Aerodynamics		Prerequisites: <b>PILT 1420 or PILT 1100</b>	Fall 2015	Approved
PILT 2400	FW Multi-Engine CFI Certification Lab		Prerequisites: <b>PILT 2340 (may be concurrent), PILT 2240</b>	Fall 2015	Approved

**COSE**

<b>Prefix</b>	<b>Course Title</b>	<b>Credits</b>	<b>Change Requested</b>	<b>Implementation Date</b>	<b>Notes/Action</b>
BIOL 3030	Ecology		Prerequisites – <b>Math 1040 recommended (not required)</b>	Fall 2015	Approved
BIOL 3035	Ecology Laboratory		Prerequisites – <b>Math 1040 recommended (not required)</b>	Fall 2015	Approved
BIOL 3270	Vertebrate Physiology		Prerequisites – <b>Math 1040 recommended (not required)</b>	Fall 2015	Approved
CSIS 1040	Intro to Programming with MatLab		Prerequisites – <b>MATH 1210</b> Course sequencing – <b>As needed</b>	Fall 2015	Approved
CSIS 1400	Fundamentals of Programming		Prerequisites – <b>MATH 1050 within the last 4 years OR instructor approval</b>	Fall 2015	Approved
ENGR 3010	Material Science Engineering		Prerequisites – <b>Change MATH 1220 to MATH 1210</b>	Fall 2015	Approved
ENGR 3045	Engineering Design Lab I		Prerequisites – <b>Grade C (2.0) or better in: ENGR 2250, CHEM 1210, ENGR 2170, either ENGR 1030 or CCET 1040, junior level status, and consent of instructor</b>	Fall 2015	Approved
ENGR 3095	Engineering Design Lab II		Prerequisites – <b>ENGR 3045, ENGR 4030, ENGR 4035, ENGR 3010, ENGR 3015, and ENGR 3000</b>	Fall 2015	Approved
ENGR 4025	Integrated Engineering Design Lab I		Prerequisites – <b>Grade C (2.0) or better in: ENGR 3050, 3055, either ENGR 3095 or GEO 3210/GEO 3215, senior level status, and consent of instructor.</b>  <b>Remove Co-Requisites</b>	Fall 2015	Approved
ENGR 4085	Integrated Engineering Design Lab II		Prerequisites: <b>ENGR 4025 and either ENGR 4010 or GEO 3510/3515</b>	Fall 2015	Approved

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
GEO 1090	How the Earth Works		Course sequencing – <b>As needed</b>	Fall 2015	Approved
GEO 1095	How the Earth Works Laboratory		Course sequencing – <b>As needed</b>	Fall 2015	Approved
GEO 1110	Physical Geology		Course sequencing – <b>Fall &amp; Spring annually</b>	Fall 2015	Approved
GEO 1115	Physical Geology Laboratory		Course sequencing – <b>Fall &amp; Spring annually</b>	Fall 2015	Approved
GEO 3330	Igneous and Metamorphic Petrology		Course sequencing – <b>Spring, even years</b>	Fall 2015	Approved
GEO 3335	Igneous and Metamorphic Petrology Lab		Course sequencing – <b>Spring, even years</b>	Fall 2015	Approved
NFS 4030	Nutrition Assessment		Prerequisites – <b>Drop NFS 3030</b>	Fall 2015	Approved
NFS 4040	Nutrition Communication and Counseling		Prerequisites - <b>Drop NFS 3030</b>	Fall 2015	Approved
PE 4010	Methods of Sports Conditioning		Title – <b>Methods of Sports Conditioning and Nutrition</b> Transcript title – <b>Methods of Sports Conditioning and Nutrition</b> <b>Course Description</b> Co-Requisite – <b>PE 4015</b>	Fall 2015	Approved

### HSS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
ENGL 2020	Introduction to Creative Writing		<b>Course Description</b>	Fall 2015	Approved
ENGL 2040	Professional Business Writing		Change Title to: <b>Writing in Professional Contexts</b>	Fall 2015	Approved
ENGL	Intermediate Poetry		Prerequisites: <b>Remove ENGL</b>	Fall 2015	Approved



Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
3010			<b>2020 &amp; Add ENGL 2320</b>		
ENGL 3030	Intermediate Fiction		Prerequisites: <b>Remove ENGL 2020 &amp; add ENGL 2320</b>	Fall 2015	Approved
ENGL 3040	Intermediate Creative Nonfiction		Prerequisites: <b>Remove ENGL 2020 &amp; add ENGL 2320</b>	Fall 2015	Approved
FREN 4900	Methods of Teaching Foreign Language in the public Schools		Title: <b>Methods of Teaching Foreign Language</b> Prerequisites: <b>FREN 3210 or FREN 3220 or FREN 3230 or FREN 3640 or permission of a French instructor</b> <b>Course Description</b>	Fall 2015	Approved
GERM 4900	Methods of Teaching Foreign Language in the Public Schools		Title: <b>Methods of Teaching Foreign Language</b> Prerequisites: <b>Any 3000 or 4000 level German course</b> <b>Course Description</b>	Fall 2015	<b>James to seek specific list of courses for prerequisites</b> Approved
FREN/GERM/SPAN/ LANG 3030	Introduction to the Study of Language		Course sequencing: <b>As needed</b>	Fall 2015	Approved
SPAN 3000	Spanish Proficiency Development		Prerequisites: <b>Remove SPAN 2020</b>	Fall 2015	Approved
SPAN 3610	Conversation & Special Topics		Prerequisites: <b>SPAN 2020 or SPAN 3000 or instructor permission</b>	Fall 2015	Approved
SPAN 4512	Language Acquisition		Course Sequencing: <b>As needed</b>	Fall 2015	Approved
SPAN 4900	Methods of Teaching Foreign Language		Prerequisites: <b>SPAN 3210 or SPAN 3212 (Remove SPAN 2020)</b> <b>Course Description</b>	Fall 2015	Approved
PSY 1110	Lifespan Development		Title & Prefix: <b>PSY 1100</b>	Fall 2015	Approved

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PSY 3200	Psychology of Culture		<b>Course Description</b>	Fall 2015	Approved
PSY 3220	Adolescent Development		<b>Course Description</b>	Spring 2015	Approved
PSY 3220	Adolescent Development		Prerequisites: <b>PSY 1010; PSY 1100 strongly recommended</b>	Fall 2015	Approved

### SUBSTANTIVE ITEMS

#### BUS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
HRHM 3300	Facilities Management		Course Title: <b>Facilities and Housekeeping Management</b> Title for Transcripts: <b>Facilities &amp; Hskping Mgmt</b> Significant Content Changes: <b>Provides hospitality managers and students with information they need to know to manage the physical plant of a hotel or restaurant and work effectively with the housekeeping and maintenance departments.</b> <b>(Fall)</b>	Spring 2015	Approved

#### COSE

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
CCET 2690	Fundamentals of Manufacturing	3	<b>New Course</b>	Fall 2015	Approve pending - <b>Consultation to improve learning outcomes</b>
CCET 4790	Computer Integrated Manufacturing	3	<b>New Course</b>	Spring 2016	Approve pending - <b>Consultation to improve learning outcomes</b>
CSIS 1100	Digital Collaboration	1	<b>New Course</b>	Fall 2015	Refer back, <b><u>not approved</u></b>

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
	and Production				concerns about co-requisites, learning outcomes tied to prescribed course, and problem with course description
CSIS 1200	Digital Citizenship	1	<b>New Course</b> Add ECON 1740, HIST 1700 <b>OR POLS 1100 to Co-Requisites</b>	Fall 2015	Refer back, <b><u>not approved</u></b> concerns about co-requisites, and problem with course description
CSIS 1310	Spreadsheet Fundamentals	1	<b>New Course</b>	Fall 2015	Refer back, <b><u>not approved</u></b> Didn't make sense without 1100 & 1200
CSIS 1320	ePortfolios	1	<b>New Course</b>	Fall 2015	Refer back, <b><u>not approved</u></b> Didn't make sense without 1100 & 1200
CSIS 1330	Social Media	1	<b>New Course</b>	Fall 2015	Refer back, <b><u>not approved</u></b> Didn't make sense without 1100 & 1200
ENGR 2170	Programming for Engineers	3	<b>New Course</b>	Fall 2015	Approve pending - Consultation to improve learning outcomes
ENGR 4300	Vibrations	3	<b>New Course</b>	Fall 2015	Approve pending - Consultation to improve learning outcomes

### HSS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
ENGL 2030	Advanced Grammar		Title change: <b>Methods of Teaching Grammar</b> Prerequisites: <b>ENGL 2010</b> <b>Significant Content Changes</b> <b>Course Description</b>	Fall 2015	Approved - <b>Related to the "Create lesson plan..." part of the second learning outcome, please ensure that learning outcomes (or</b>

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
			Corrected Box #8 to ENGL 1120 – Introduction to Grammar		rubric criteria) are consistent with expectations found within the Department of Teaching Education and Licensure standards.
ENGL 2320	Creative Writing in the Genres	3	New Course	Fall 2015	Approved
SOC 4301	Social Welfare Policy and Services	3	New Course	Spring 2015	Approved
SPAN 4314	Latin American Women: Literature, Film, and Culture	3	New Course	Fall 2015	Approved
SPAN 4316	U.S. Latina/o Literature and Culture	3	New Course	Fall 2015	Approved
PSY 2000	Introduction to Human Service Professions	1	New Course	Fall 2015	Approved pending - Consultation to improve learning outcomes. Also: Transcript title too long (30 character limit), please advise

### LIB

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
LM 4210	Research for Information Professionals	3	New Course	Summer 2015	

### DEGREE/PROGRAM ITEMS

#### BUS

Degree/Program	Change Requested	Implementation Date	Notes/Action
Hospitality Management Minor	The major factor driving a change to the HRHM minor is the delivery of the guest	Spring 2015	Refer back, <b>not approved</b> Changes were made using

<b>Degree/Program</b>	<b>Change Requested</b>	<b>Implementation Date</b>	<b>Notes/Action</b>
	service course. Now that the HRHM 3610 Guest Service course can be included in the minor without pre-requisite courses and sequencing of courses, the HRHM minor can again focus on HRHM courses.		outdated webpage requirements
Management	The proposal still allows Management students to select marketing research to complete the degree, but the selection options have been expanded to include Strategic Customer Service and Sales Management. The proposed changes will also allow Management Majors to earn SAP recognition; a moniker that we believe will add value to the Management Major's degree.		Approved

### COSE

<b>Degree/Program</b>	<b>Change Requested</b>	<b>Implementation Date</b>	<b>Notes/Action</b>
Biology B.A.	<b>Include BIOL 4500 and BIOL 4505 in choices for Biology Requirements</b>	Fall 2015	Approved
Biology B.S.	<b>Include BIOL 4500 and BIOL 4505 in choices for Biology Requirements</b>	Fall 2015	Approved
Biology – Education B.A.	<b>Include BIOL 4500 and BIOL 4505 in choices for Biology Requirements Replace MATH 1210 with MATH 1050</b>	Fall 2015	Approved
Biology – Education B.S.	<b>Include BIOL 4500 and BIOL 4505 in choices for Biology Requirements Replace MATH 1210 with MATH 1050</b>	Fall 2015	Approved
Construction Management, B.A.	<b>Add CCET 1040 to required courses Additional changes: MATH 1100 <u>or</u></b>	Fall 2015	Approved

Degree/Program	Change Requested	Implementation Date	Notes/Action
	<b>MATH 1210 CCET 3610 <u>or</u> CM 3650</b>		
Construction Management, B.S.	<b>Add CCET 1040 to required courses</b>	Fall 2015	Approved
CAD/CAM Engineering Technology, B.A.	<b>Add CCET 2690, CCET 3690 &amp; CCET 4790</b>	Fall 2015	Approved
CAD/CAM Engineering Technology, B.S.	<b>Add CCET 2690, CCET 3690 &amp; CCET 4790</b>	Fall 2015	Approved
B.S. in Integrated Engineering	<b>Omit the word "Integrated" from the name of the degree, leaving "B.S. in Engineering"...etc...please see memo</b>	Fall 2015	

### HSS

Degree/Program	Change Requested	Implementation Date	Notes/Action
English/Creative Writing	<b>Advocating ENGL 2020 remain a GE course only &amp; have developed a second lower-division class, ENGL 2320 Creative Writing in the Genres to serve English majors</b>	Fall 2015	Approved
English – Teaching Emphasis, B.A.	<b>Rearranging &amp; adding prerequisites so students can have all information introduced, reinforced, and mastered in the appropriate order. Additionally, much of the content students are tested on in the PRAXIS II and likely to teach in their own classrooms comes from courses which, currently, are not required.</b>	Fall 2015	Approved - <b>James has received a specific list of courses for several sections; James will update the specific changes to be made (as noted at the meeting)</b>
French	<b>Would like to make FREN 1030, which is an accelerated first year French course combining 1010 and 1020, an additional option that students can take in place of 1020 for any of the following programs: French B.A., the French Teaching B.A. and the French</b>	Spring 2015	Approved - <b>Small clarification sought from Elise.</b>

Degree/Program	Change Requested	Implementation Date	Notes/Action
	minor....etc.... (Please see other changes in memo)		
Psychology	<del>Wish to add a 1 credit course to its curriculum: PSY 2000 Introduction to Human Service Professions</del>	Fall 2015	
Spanish B.A.; Spanish minor; Spanish Teaching B.A.	Please see memo	Fall 2015	Approved pending – Modify language to state "Students may only count one course in which English is the language of instruction". List all courses in which English is the language of instruction.

**PVA**

Degree/Program	Change Requested	Implementation Date	Notes/Action
Minor in Museum Studies	Revision to the number of credits (from 19.5 to 18) and a restructuring of required and elective courses for greater advising clarity.	Fall 2015	Approved

**R-401s**

~~B.S./B.A. Hospitality Management~~ ~~Hospitality industry employers recognize the quality of education that is accredited by AACSB~~ ~~and we would like to offer a hospitality degree that meets that need~~

B.S. in Integrated Engineering

**Remove the word Integrated from degree. Result will be B.S. in Engineering.**

- Name change **approved** by UUC; **once fully approved by BOR, can SUU retroactively re-issue past degrees awarded with new name?**

Technical Writing Certificate  
and  
incorporate coursework from

**Propose and 18-credit multidisciplinary Technical Writing Certificate to be cross-listed housed in both the Communication and English Departments and to the Departments of English and Communication.**

- Refer back, **not approved** –
  - Suggested addition: "it is recommended that students combine this Technical Writing Certificate with a major or minor in a scientific or technical field."
  - Concerns that the required (end elective) coursework does not include courses outside COMM or ENGL; after all, if 80% of survey respondents interested in the Certificate are from outside COMM/ENGL, then it would make sense to consider adding courses (to the elective options) from science and technical fields that include a focus on writing.

### **Discussion Items**

**General questions to ponder by the UUCC:**

- Looking ahead to the adoption of Curriculog (workflow software that will help us handle curriculum approval processes), are there any changes to the existing forms that might need to be made?
- What constitutes the difference between the following:
  - A new "emphasis" (that requires an abbreviated R401 template and BOR approval)
  - A new "track" or "option" (that only requires campus-based approval)

**Adjourn** – Meeting was adjourned at 5:45 p.m.



## GRADUATE CURRICULUM COMMITTEE MEETING

December 5, 2014

3:00 pm, AD 304H

### MINUTES

**Present:** John Allred, Mark Atkinson, Bruce Barker, Matt Barton, Rachel Bishop, David Christensen, Kim Craft, Mark Debeliso, Steven Irving, Ravi Roy, James Sage, MK Wollebo, Keith Bradshaw, and Bonny Rayburn.

### CONSENT ITEMS

#### COSE

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
All MCIP courses			<b>Change all courses with MCIP (Master's in critical infrastructure protection) prefix to CSIA (Cyber security and information assurance) prefix</b>	Fall 2015	Approved

#### HSS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PADM 6700	Organization and Administration at the Criminal Justice Agency		Course sequencing is marked... <b>S/B Course Description (to include independent study only) as per Pat Keehley</b>	Fall 2015	Approved
PADM 6720	Criminal Justice Policy		Course sequencing is marked... <b>S/B Course Description (to include independent study) as per Pat Keehley</b>	Fall 2015	Approved
PADM 6900	MPA Thesis		Method of grading: <b>Change to Letter Grade Course Description - as per Pat Keehley</b>	Fall 2014 is marked... <b>S/B FALL 2015</b>	Approved

## SUBSTANTIVE ITEMS

### HSS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PADM 6540	Higher Education Law & Policy	3	<b>New Course</b>	Spring 2015	Approved
PADM 6890	MPA Internship		Credit Hours: <b>1-6</b> <b>Course description</b>	Spring 2015	Approved
PADM 6950	Professional Project		Credit Hours: <b>1-6</b> <b>Course description</b>	Fall 2015	Approved

### LIB

Prefix	Course Title	Credits	Change Requested		Notes/Action
LM 6210	Research for Information Professionals	3	<b>New Course</b>	Summer 2015	Approved

### Graduate Council

- **Budget** – Funding has been approved
  - Online, non-resident, out of state students
  - Average cost is \$353 per credit
- **Director of Graduate Admissions position** – Job will be posted in April.
- **Be prepared in January** – with next 3 entry points for next academic year.
- **SUU Graduate Studies Preliminary Site Map**
  - Faye will be working on the architecture and art design of the site.
  - Mark posted the page on Canvas and asked for suggestions on how to make it better. The point of this site is not to make it information heavy, but to make it a marketing site. The idea is to get prospective students to a recruiter.

- Rachel stated that she didn't want to involve a recruiter at all. She wanted the link on this graduate studies site to just link to the MFA page.
- Keith stated he would like that too. Recruiters are great for finding people but, when it comes to closing the deal, the people in his area are the ones prospective students need to be talking to.
- Mark stated that this site would have a different kind of recruiter. Ones that actually walk the student through the application process.
- There will be a protocol developed for recruiters before the new site is up and going.
- Remove the Admission column all together
- Change "Financial Support" column heading to "Get Money"?
- A lot of the sub-links are Banner self-service duplicates so, students are going to go here and click and then they're going to go to another Banner self-service link and have to click the same thing over again. Need to have them link directly or take them out all together
- Work study is not available for graduate students.
- There are no housing scholarships available for graduate students either.
- If there is going to be an application checklist it needs to be tied directly to the portal.
- Need to ensure students stay with the checklist instead of jumping out of it and contacting people directly to get information.

**Adjourn** – Meeting was adjourned at 4:10 p.m.