

# DEANS' COUNCIL MINUTES

January 11, 2016 - 1:00-3:30 pm – Charles Hunter Room, HCC

**Present:** Julia Anderson, Mark Atkinson, John Allred, Jeb Branin (for Patrick Clarke), Kim Craft (for Carl Templin), A.J. Cozzens, Shawn Christiansen, Grant Corser, Robert Eves, Shauna Mendini, Thom McFarland, Jim McDonald, Jason Ramirez, Christian Reiner, James Sage, Richard Saunders, Kevin Stein, John Taylor, Bruce Tebbs, Lynn White, Matthew Weeg, Matt Zufelt, Aimee Uchman

**Excused:** Carl Templin, Stephen Allen, Patrick Clarke, Brad Cook

Associate Provost James Sage chaired the meeting in the absence of Provost Cook.

The Council thanked Thom McFarland for his work over the past three years, and wished him well on his retirement. Thom introduced Matt Zufelt as the new Executive Director of Information Technology.

## I. Review of Minutes

Richard Saunders requested an amendment for the minutes for the November 23, 2015 meeting, changing “Policy 6.2” in Jim McDonald’s report to “Policy 6.62” which is the correct policy reference.

*Richard Saunders motioned to approve the minutes for November 23, 2015 (as amended) and the minutes from December 7, 2015. Jim McDonald seconded the motion.*

**APPROVED**

## II. Visitors/Guests- Information & Discussion Item

### Evaluation of Academic Officers/PP6.2 (Lynn White) (action item)

Lynn White provided an overview of proposed changes to Policy 6.2- Evaluation of Academic Officers. Changes to this policy were prompted by Faculty wanting the formal evaluation of Academic Officers to occur more frequently, and wanting to be able to provide annual informal feedback. The latest version includes adding language to allow as many people as possible to provide feedback for the annual evaluation and the formal three year evaluation. Proposed changes include shifting the formal evaluation from every 5 years to every 3 years, and the creation of an annual survey to provide feedback about Academic Officers performance. Added text limits to who can respond to annual surveys to faculty and staff that are at least 0.75 FTE or benefit eligible. Academic Officers would have the opportunity to provide feedback about the survey questions before the survey is distributed. Results from the annual survey could be used in the formal 3 year evaluation, if requested by the Reviewee. The annual survey would provide the option of “No response at this time” for each question.

*Shauna Mendini made a motion to approve the policy. Jim McDonald seconded the motion.*

*The motion was **APPROVED**, with Kim Craft abstaining.*

## III. Reports

### Associate Provost

#### UUC & UGCC meeting minutes (December 2015) (action item)

James posted minute of the UUC and UGCC meetings held in December 2015. The meetings included 2 R401s: a Graduate Certificate in Mobile Teaching, Learning, and Design; and an ARL in Education for Nevada Teachers. The Board of Regents requested that the ARL be submitted as if it were a graduate certificate. UUC (Appendix A) and UGCC (Appendix B) minutes are included at the end of this document.

*Mark Atkinson motioned to approve all curriculum items, as posted in the UUC and UGCC minutes from December. Robert Eves seconded the motion.*

**APPROVED**

James Sage reminded the council that the next deadline to submit curriculum is January 29<sup>th</sup> at noon.

### **Consolidated Strategic Plan (version 5, December 18, 2015) (information/feedback)**

James posted a copy of the most current Consolidated Strategic Plan (version 5, December 18, 2015) to Canvas for the Council to review. It is anticipated that the Strategic Planning will go to the Board of Trustees for approval at their March 2016 meeting. Any comments or questions about the plan should be submitted to Marvin Dodge or Emily Dean. After approval, academic affairs will get to work on the parts of the Strategic Plan that are relevant to them, and establish goals and deadlines.

### **2017-2020 Academic Calendars (first rough draft) (information/feedback)**

James posted a rough draft copy of the proposed Academic Calendar for 2017-2020. For those years, commencement has been scheduled to occur on a Friday, as requested by Mindy Benson. Bonny Rayburn will set up a meeting with the Academic Calendar Committee, and once vetted by the committee, the calendar will return to Deans Council. Any feedback about the rough draft calendar should be directed to James Sage.

### **General Education**

#### **Report on Canvas-based GE Assessment (updated on January 5, 2015) (information)**

John Taylor and Christian Reiner notified the Council that the report on Canvas-based GE Assessment has been posted to Canvas. The number of submitted scores and the number of distinct courses submitting scores continues to increase, and we are getting close to 75% of GE classes being assessed. The goal is to have each course assess a total of 3 learning outcomes.

### **Student Success**

Preliminary retention numbers show a small drop. Retention is likely to increase by fall of 2016, when efforts put into place in 2015 have been in implementation for a full year. Retention numbers will be released when Institutional Research has fully analyzed the data. SUU does not currently have a formal exit interview process. Eric Kirby is searching out third-party companies that could provide this service for a reasonable rate. Jared Tippets is working on a comprehensive study of ten-year retention trends. Brad and James will meet with Jared on 1/15/16

***Jared Tippet will be invited to a future Deans Council to share information about retention trends.***

Jason Ramirez recommended we focus on why students are staying, rather than why they are leaving, and that we focus on replicating the experience of those that stay.

### **Faculty Senate**

The Senate continues to work on revisions to the LRT process. The next step in the process will be crafting new language for LRT. It is anticipated that an additional consultant will be brought to campus, and more Open Forums will be held to obtain feedback. Other areas of focus for Faculty Senate include: providing married, dependent children with access to tuition waivers; granted parking privileges to Adjuncts; providing additional annual awards from the Provosts Office (beyond Outstanding Educator and Outstanding Scholar) to recognize faculty that excel in creative pursuits as well as faculty that excel in scholarly pursuits; and finding out what percentage of royalties a faculty member that produces their own materials and sells through the bookstore should receive.

## **IV. Action Items**

### **Administrative Name Change: University College to School of Integrative and Engaged Learning (R401 from Patrick Clarke)**

James Sage informed the Council that an R-401, which proposes to change the name of University College to The School of Integrative and Engaged Learning, has been posted to Canvas. The shift in responsibilities across campus has moved several student-support and academic-support programs under Student Affairs and shifted new responsibilities to University College. The new title more accurately reflects what University College will be doing. The course prefix UNIV will remain in use for the time-being. Edge courses now have the EDGE prefix. Patrick Clarke will continue to be the Dean. Appendix A in the R-401 provides an alphabetical listing of program that will be under the School of Integrative and Engaged Learning.

*Mark Atkinson motioned to approve the R-401. The motion was seconded by Shawn Christiansen.*

**APPROVED**

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

##### **Sterling Scholars of Central Utah: Judges Needed (Aimee Uchman)**

Sterling Scholars of Central Utah has requested judged from SUU for 15 categories. The event will be held on March 15<sup>th</sup>. Anyone interested in judging should contact Aimee Uchman by 1/22/16. The Provost's office will pay for motor pool vans to transport judges to and from Richfield. John Taylor is seeking judges for the Sterling Scholars of Southwest Utah, and will send out a list of categories that judges are needed for.

##### **IDEA Evaluation System (Shawn Christiansen)**

Shawn Christiansen asked for feedback from Deans and other members of the Council about their experience using the IDEA system last semester. Comments included:

- Turnaround time for data was slower than with the internal system. If the evaluation are supposed to be used to improve teaching for the next semester, is there a way to get the results sooner?
- SUU data for fall semester was processed as a batch, so it took longer to get results.
- While the results from IDEA take longer to process, they are significantly more comprehensive than those from internal evaluations.
- Because IDEA will be moving to online-only forms in the near future, we need to find a way to encourage more participation from students. Possibilities include bringing Chromebooks to class to be used specifically for evaluations on a designated day.

##### **SUU Board of Trustees Awards of Excellence (Aimee Uchman)**

Nominations for the SUU Board of Trustees Awards of Excellence (one for Faculty, one for Staff) are due by February 19<sup>th</sup>. Staff applications should be delivered to Jennifer Oberhelman, and Faculty application should be delivered to Aimee Uchman. President Wyatt sent out an email with the deadline and guidelines for applying. The same information is posted in the Deans Council canvas course.

##### **Representation on Committees/SUUSA**

Jeb Branin asked A.J. Cozzens to investigate how students that declare as Bachelor of Interdisciplinary Studies or Associates are represented in SUUSA. Most Senators represent a specific discipline. It was also recommended that the Staff Associate be invited to submit agenda items and attend meetings for the Deans Council (large group).

##### **Early Tenure Policy Revisions/PP6.1 (Matthew Weeg) – Will arrive at 3pm (action item)**

James Sage provided background information about the proposed changes to Policy 6.1, which would allow faculty to apply, if they have completed 3 full year of service at SUU, Department tenure requirements are exceeded, and the faculty member obtains a letter of support from both the Department Chair and Dean, for early tenure. The current policy allows faculty to be granted up to three years toward rank and tenure. If a faculty member wants to rescind, they have to rescind all three years. Faculty wanted the option to apply for tenure early, after they've already been employed at SUU, rather than as a condition of their initial contract. Many institutions of higher education have policies allowing for early application for Tenure.

*Shauna Mendini motioned to approve changes to policy 6.1. Jim McDonald seconded the motion.*

**APPROVED**, with one abstaining vote (Jeb Branin.)

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

**Jason Ramirez:** Jason asked the Council to remind all faculty and staff to complete the Title IX online training. It is available through the MySUU Portal. The SUU students rendered homeless by the house fire are being assisted with temporary housing and meal plans. It is anticipated that hover boards and other motorized devices will be banned from all SUU buildings because of combustion danger, unless the device is mandated for medical use. James Sage and Jason are working on Policy 6.33 (Academic Integrity) and the policy will go before both the Deans Council and Faculty Senate for comment and

review. Jeb Branin requested that the Staff Associate also be given the option to comment on and review the policy.

**Julia Anderson:** The SPARC office has been busy the past few months, and submitted over \$2 million in grants for projects such as Cybersecurity, SUMA, and National Fish and Wildlife. SPARC has received a grant for the StepUp Ready program which will give SUU the opportunity to work with students in the Iron County School District that are achieving below benchmark ACT scores. A separate funding proposal was submitted to support additional concurrent enrollment math offerings in Garfield and Beaver School Districts.

**John Taylor:** The Regent Gen Ed Task force is looking into the role of AP courses, tests scores, and their effectiveness. Some students are passing AP courses, which allows them to take English 2010 instead of English 1010, and some are failing the 2010 level course because they were not academically prepared. We don't want to set students up for failure. Any Departments that have involvement with AP course students, and who wish to provide feedback, can contact John.

**Jeb Branin:** SUU will host the 2016 Experiential Leadership Institute from June 27 through June 30. The Institute will be hosted at Bryce Canyon. Attendees will have the opportunity to visit Bryce, Zion, and the Shakespeare Festival. Jeb distributed a "Call for Proposals" flyer. Further information is available at <http://www.ellinstitute.org/>

**Kevin Stein:** The next Faculty Senate meeting will be held on January 12, 2016, at 4pm.

**Shawn Christiansen:** In the syllabus template policy, the HEOA link is no longer active, and needs to be fixed. Will this be automatically corrected when the Academic Integrity changes are approved?

**Grant Courser:** One-third of faculty have responded to the CETL Needs Assessment, and Grant is compiling the results. Grant will send out a reminder email to solicit more participation, and hopes to have data by the end of January to begin tailoring programs for faculty professional development.

**Richard Saunders:** SUU Library is now the proud owner of 35,000 new books out of 2 collections. The Library has also been given permission to sell-off or dispose of material that is not desired.

**John Allred:** The Registrar's office will be sending out a list of the current AP equivalencies, so departments can see what is being awarded.

**Thom McFarland:** IT has found it is more difficult to keep track of what dedicated lab computer are necessary to support a specific program. IT has formed an Advisory Committee, which will include Deans and Department Chairs that have need of specialized computers. The group hopes to present findings to Deans Council in March, including equipment needed, planning, and necessary cash-flow. Anyone interested in participating should contact Matt Zufelt.

*Thomas McFarland made a motion for executive session. The motion was seconded by Jim McDonald.*

**APPROVED**

***Meeting concluded at 3:41pm.***

## UNDERGRADUATE CURRICULUM COMMITTEE MEETING

December 3, 2015

3:00 pm, AD 304H

### MINUTES

**Present:** John Allred, David Berri, Nathan Barker, Jeb Branin, AJ Cozzens, Roger LaMarca, Bart Reynolds, Michael Ostrowsky, James Sage, Kelly Stephens, and Bonny Rayburn. **Excused:** Brian Ludlow, Brian Swanson. **Guests:** Michelle Orihel, Jason Smith, Kyle Bishop, and Matt Roberts.

### CONSENT ITEMS

#### BUS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PILT 1130	Unmanned Aerial Systems Basics		Title & Prefix: <b>Unmanned Aircraft Systems Basics</b>	Fall 2016	<b>Did they want to remove prerequisite PILT 1100???</b> <b>NO – Leave as is.</b> Approved unanimously

#### COSE

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
AGSC 2600	Swine Production Practices		Course Sequencing: <b>As Needed</b>	Fall 2016	Approved unanimously
AGSC 3200	Swine Management		Course Sequencing: <b>As Needed</b>	Fall 2016	Approved unanimously
BIOL 4070	Capstone: History & Literature of Biology		Course Sequencing: <b>Spring Even Years</b>	Fall 2016	Approved unanimously
BIOL 4990	Seminar		Course Sequencing: <b>As needed</b>	Fall 2016	Approved unanimously
CCET 3680	CNC Design		Prerequisites: <b>CCET 2690 and Math 1060</b>	Fall 2015	Approved unanimously
CSIS 4540	Human-Computer Interfaces		Prerequisites: <b>A minimum grad of "C" (2.0 or above) in CSIS 2420 (Intro to Algorithms and Data Structures)</b>	Spring 2017	Approved unanimously
CSIS 4800	CS Capstone Project		Prerequisites: <b>A minimum grade of "C" (2.0 or above) in the following:</b>	Spring 2017	Approved unanimously

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
			<b>CSIS 2300 and CSIS 2810 and CSIS 3000 or instructor's permission</b>		
CSIS 4810	IS Capstone Project		<b>A minimum grade of "C" (2.0 or above) in the following: CSIS 2300 and CSIS 2420 and CSIS 3100 or instructor's permission</b>	Spring 2017	Approved unanimously
EET 2710	Electronic Devices II		Course Sequencing: <b>Spring Even Years</b>	Fall 2016	Approved unanimously
EET 3080	Digital Electronics II		Course Sequencing: <b>Spring Even Years</b>	Fall 2016	Approved unanimously
EET 3710	OP-AMPS/Linear Integrated Circuits		Course Sequencing: <b>Spring-Odd Years</b>	Fall 2016	Approved unanimously
EET 3720	Communications Circuits		Course Sequencing: <b>Spring Odd Years</b>	Fall 2016	Approved unanimously
EET 3760	Electronic Design & Fabrication		Course Sequencing: <b>Fall Annually</b>	Fall 2016	Approved unanimously
ENGR 2170	Programming for Engineers		<b>Course Descriptions</b>	Spring 2016	Approved unanimously
ENGR 3030	Project Management Processes		Title & Prefix: <b>Technical Project Management</b> Prerequisites: <b>MATH 1040, Grade "C" (2.0) or higher in ENGR 2145</b> Course Sequencing: <b>Spring Annually</b> Enrollment Considerations: <b>Include Junior or Senior Status</b> <b>Course Descriptions</b>	Fall 2016	Approved unanimously
ENGR 4025	Integrated Engineering Design Lab I		Title & Prefix: <b>Engineering Capstone Design Lab I</b> Prerequisites: <b>ENGR 3030 with a grade of "C" (2.0) or higher</b> Enrollment Considerations: <b>Include Seniors Only</b> <b>Course Descriptions</b>	Fall 2016	Approved unanimously
ENGR 4030	ENGR 4030 Electronics		<b>Course Descriptions</b>	Fall 2016	Approved unanimously

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
ENGR 4035	ENGR 4035 Electronics Lab		<b>Course Descriptions</b>	Fall 2016	Approved unanimously
ENGR 4070	Intro to Steel & Concrete Design		<b>Delete</b>	Fall 2016	Approved unanimously
GEO 2000	Selected Field Trips		<b>Method of Grading: Pass/Fail</b>	Spring 2016	Approved unanimously
GEO 4000	Selected Field Trips		<b>Method of Grading: Pass/Fail</b>	Spring 2016	Approved unanimously
MATH 1220	Calculus II		<b>Prerequisites: A grade of "C" or better in MATH 1210 or a score of 4 or better on the AP Calculus A/B Exam</b>	Fall 2016	<b>AP scores can't be checked by Banner – OK.</b> Approved unanimously
MATH 2010	Math for Elementary Ed I		<b>Course Description</b>	Fall 2016	Approved unanimously
MATH 2210	Calculus III		<b>Prerequisites: A grade of "C" or better in MATH 1220 or a score of 5 on the AP Calculus B/C Exam</b>	Fall 2016	<b>AP scores can't be checked by Banner – OK.</b> Approved unanimously

## HSS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
ENGL 4810	Creative Writing Senior Capstone		<b>Delete</b>	Fall 2016	Approved unanimously
HIST 3200	Sports in American History		Course Sequencing: <b>As Needed</b>	Spring 2016	Approved unanimously
PSY 3800	Professional Roles, Ethics, and Practices		Title & Prefix: <b>Psychology Practicum</b>	Spring 2016	Approved unanimously
PSY 4800	Practicum		Title & Prefix: <b>Advanced Psychology Practicum Course Description</b>	Spring 2016	Approved unanimously
PSY 4890	Internship		Title & Prefix: <b>Psychology Internship</b>	Spring 2016	Approved unanimously
SPAN 2010	Intermediate Spanish I		Prerequisites: <b>SPAN 1020 or SPAN 1030 or an adequate score on the placement exam</b>	Spring 2016	<b>What is an adequate score???</b> <b>(will be handled by Dept. – OK)</b> Approved unanimously

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
SPAN 3210	Advanced Spanish Grammar and Composition		Prerequisites: <b>SPAN 2020 or SPAN 3000 or SPAN 3212 or instructor's permission</b>	Spring 2016	Prerequisite change makes it easier for students to enroll (okay to process change for Spring 2016) Approved unanimously
SPAN 3212	Special Topics in Grammar and Composition		Prerequisites: <b>SPAN 2020 or SPAN 3000 or SPAN 3210 or instructor's permission</b>	Spring 2016	Prerequisite change makes it easier for students to enroll (okay to process change for Spring 2016)

#### UNIV

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
HONR 1040	Learning Community Seminar		Title & Prefix: <b>Foundations of Honors Course Descriptions</b>	Fall 2016	Approved unanimously
HONR 4970	Honors Thesis Prep		<b>Delete</b>	Fall 2016	Approved unanimously
UNIV 3000	Health Care Exploration – Rural Health Scholars		<b>Prerequisites: SCI 2120 Enrollment Considerations: None</b>	Fall 2016	Approved unanimously

#### SUBSTANTIVE ITEMS

#### BUS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PILT 1135	Unmanned Aircraft LOS and BLOS Flight Lab	1	<b>New Course</b>	Fall 2016	Approved unanimously
<del>1425</del> <b>1430</b>	Unmanned Aircraft Components, Robotics and Circuitry	3	<b>New Course</b>	Fall 2016	Concern about contact hours for 1425. Lecture schedule type should be 1 to 1 credit to contact hours. Either adjust numbers or change to XOTH for other so it doesn't affect faculty workload.



Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
					<b>James will follow up - resolved.</b>  Approve as: <b>PILT 1430</b> Schedule type: <b>Lecture/Lab</b> Credit hours: <b>3</b> Contact hours: <b>6</b> Approved unanimously
PILT 2510	UAS Mission Planning and Operations, Photogrammetry, and GIS	3	<b>New Course</b>	Fall 2016	Approved unanimously
PILT 2515	UAS Mission Flight Lab	2	<b>New Course</b>	Fall 2016	Approved unanimously

#### COSE

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
BIOL 4400	Neurobiology	3	<b>New Course</b>	Fall 2017	<b>Minimum grade for prerequisites? C or better</b> Approved unanimously
ENGR 1000	Engineering Success Skills	1	<b>New Course</b>	Fall 2016	Approved unanimously
ENGR 4005	Mechatronics Lab		Credit Hours: <b>1</b> Contact Hours: <b>3</b>	Spring 2016	<b>Concern raised – OK.</b> Approved unanimously
<del>ENGR 4xxx</del> <b>4100</b>	Design of Reinforced Concrete Structures	3	<b>New Course</b>	Spring 2017	<b>Course # needed... Suggest: 4100 – OK</b> Approved unanimously
<del>ENGR 4xxx</del> <b>4200</b>	Advanced Electronic System Architectures	3	<b>New Course</b>	Fall 2016	<b>Course # needed... Suggest: 4200</b> Approved unanimously
GEO 4890	Geology Internship	1-8	<b>New Course</b>	Spring 2016	<b>Minimum grade for prerequisites? C or better?</b> <b>James will follow up.</b> Approved unanimously

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
TECH 4900	Special Topics	1-3	New Course	Fall 2016	4900 already assigned; suggest: 4940, 4960, 4970 <b>Nathan will follow up.</b> Approved unanimously

### HSS

Prefix	Course Title	Credits	Change Requested		Notes/Action
ANTH 3600	Area Studies	3	New Course	Fall 2016	Issues with: instructor permission; fonts Approved unanimously
HIST 3300 <b>3350</b>	Leadership, Citizenship, and the American Founding	3	New Course	Fall 2016	Recommend different course number: 3350 or 3370 <b>3350</b> Approved unanimously

### PVA

Prefix	Course Title	Credits	Change Requested		Notes/Action
AA 3050	Cultural Policy in Context	3	New Course	Summer 2016	Approved unanimously
MUSC 3390	Alternate Currents Performance Ensemble	1	New Course	Fall 2016	Transcript title too long; contact hours; instructor permission <b>James will follow up</b> Approved unanimously
PVA 1150	Ballroom Dance Beginning Ensemble	1	New Course	Spring 2016	No contact hours listed; will PVA 2160 be deleted? (yes) <b>James will follow up</b> Schedule type: <b>Lab</b> Credit hours: <b>1</b> Contact hours: <b>4</b> Approved unanimously

**UNIV**

Prefix	Course Title	Credits	Change Requested		Notes/Action
HONR 2040	Honors Inquiry and Analysis	1	<b>New Course</b>	Fall 2016	Approved unanimously
HONR 3040	Honors Application and Dissemination	1	<b>New Course</b>	Fall 2017	Approved unanimously
HONR 4971	Honors Thesis or Creative Component		<b>Title &amp; Prefix Change: HONR 4040 Honors Capstone Significant Content Change</b> Credit Hours: <b>1-3</b> Contact Hours: <b>1-3</b>	Fall 2016	Approved unanimously
UNIV 3500	Interdisciplinary Engagement [Variable Topic]	3	Credit Hours: <b>1-6 variable credits</b> Contact Hours: <b>1-6 variable credits</b>	Summer 2016	Approved unanimously

**DEGREE/PROGRAM ITEMS**

**BUS**

Degree/Program	Change Requested		Notes/Action
Aviation, AAS	The aviation program at Southern Utah University desires to add a new Unmanned Aircraft Operator specialization option to the existing Aviation AAS degree.	Fall 2016	<b>James will migrate to new form</b> Approved unanimously
Culinary Arts Management, AAS	Designed to provide an option for students who have completed a certificate of technical specialty, equivalent to 30 semester credit hours either in a credit-bearing or a non-credit bearing format, to further their education by completing an AAS degree at SUU.	Fall 2016	Approved unanimously

**COSE**

Degree/Program	Change Requested		Notes/Action
Biology BA	<b>Remove BIOL 4990, Remove BIOL 3050, Add BIOL 4400</b>	Fall 2016	Approved unanimously

Degree/Program	Change Requested		Notes/Action
Biology BS	<b>Remove BIOL 4990, Remove BIOL 3050, Add BIOL 4400</b>	Fall 2016	Approved unanimously
Biology Education BA	<b>Remove BIOL 4990, Remove BIOL 3050, Add BIOL 4400</b>	Fall 2016	Approved unanimously
Biology Education BS	<b>Remove BIOL 4990, Remove BIOL 3050, Add BIOL 4400</b>	Fall 2016	Approved unanimously
BS of Engineering	<b>The proposed changes create four concentrations: Civil Engineering, Electrical Engineering, Manufacturing Engineering, and Mechanical Engineering</b>	Fall 2016	<b>Concern regarding GE course used toward major. Total of 121 credits.</b> Approved unanimously
Engineering Technology Composite – Electronics Emphasis (EET BA)	<b>Remove CSIS 3150 &amp; CSIS 3600 as required courses &amp; add CCET 1030 &amp; CSIS 1400</b>	Fall 2016	Approved unanimously
Engineering Technology Composite – Electronics Emphasis (EET BS)	<b>Remove CSIS 3150 &amp; CSIS 3600 as required courses &amp; add CCET 1030 &amp; CSIS 1400</b>	Fall 2016	Approved unanimously

#### HSS

Degree/Program	Change Requested		Notes/Action
Creative Writing/Education Composite	Replace ENGL 2020 with ENGL 2320	Fall 2016	Approved unanimously
English – Creative Writing Emphasis	<b>Deletion of Senior Capstone ENGL 4810</b> Choose any <b>Three</b> department electives	Fall 2016	Approved unanimously
Spanish BA; Spanish minor; Spanish Teaching BA	<b>See memo</b>	Fall 2016	<b>Independent study / special topics courses – not customized on transcript as suggested in Catalog mark-up – OK.</b> Approved unanimously
Technical Writing Certificate of Proficiency	<b>Memo provided; change to a “Certificate of Completion”</b>	Spring 2016	(late addition) Approved unanimously

#### Discussion Items

**Adjourn:** Meeting was adjourned at 4:35pm

# GRADUATE CURRICULUM COMMITTEE MEETING

December 4, 2015

3:00 pm, SGCS Conference Room

## MINUTES

**Present:** John Allred, Matt Barton, Rachel Bishop, Keith Bradshaw, Kim Craft, Cynthia Kimball Davis, Mark Debeliso, Katy Herbold (for Jim McCoy), Rob Robertson, Emily Ronquillo, Ravi Roy, James Sage, Roger LaMarca, and Bonny Rayburn.

**Not Present:** Mark Atkinson, David Christensen, Steven Irving, Steve Meredith, and Jay Sorensen.

**Guests:** Nathan Slaughter, Gen Ludwig, and Karl Stevens.

**Presentation/Information:** A brief presentation was provided by Nathan Slaughter and Gen Ludwig on the proposed graduate program in Athletic Training. Clarification was provided regarding the change in accreditation policy.

### CONSENT ITEMS

#### COSE

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
CSIA 6040	Project Management (Critical Infrastructure)		<b>Title and Prefix: IT Project Management</b>	Spring 2017	Approved unanimously
CSIA 6060	Critical Infrastructure Risk Management		<b>Title &amp; Prefix: IT Risk Management</b>	Spring 2017	Approved unanimously
CSIA 6220	Mobile Hacking and Web Application Security		<b>Title &amp; Prefix: Cloud Security</b>	Fall 2017	Approved unanimously
CSIA 6260	BYOD & Mobile Computer Infrastructure		<b>Title &amp; Prefix: Mobile Security</b>	Fall 2017	Approved unanimously

#### SGCS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
EDUC 6000	Issues in Psychology and Measurement		<b>Title &amp; Prefix: SGCS 6000 Assessment</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
EDUC 6010	21 <sup>st</sup> Century Learning Spaces		<b>Title &amp; Prefix: SGCS 6010 Classroom Management</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
EDUC 6020	Information & Technology in Education		<b>Title &amp; Prefix: SGCS 6020</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
EDUC 6031	Foundations of Instructional Design for Educators		<b>Title &amp; Prefix: SGCS 6031</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
EDUC 6032	Classroom Integration of Educational Technology		<b>Title &amp; Prefix: SGCS 6032</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
EDUC 6033	Enhanced Hardware & Software Skills for Educators		<b>Title &amp; Prefix: SGCS 6033</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
EDUC 6034	Educational Technological Pedagogy I		<b>Title &amp; Prefix: SGCS 6034 New Transcript title: Education Tech Pedagogy I</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
EDUC 6035	Educational Technological Pedagogy II		<b>Title &amp; Prefix: SGCS 6035</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
EDUC 6037	Leadership in Instructional Technology and Design		<b>Title &amp; Prefix: SGCS 6037</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
EDUC 6050	Online Teaching for Educators		<b>Title &amp; Prefix: SGCS 6050</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
EDUC 6051	Instructional Design for E-Learning		<b>Title &amp; Prefix: SGCS 6051</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
EDUC 6052	Creating Collaborative Communities in E-Learning		<b>Title &amp; Prefix: SGCS 6052</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
EDUC 6055	Practicum and Assessment Development in E-Learning		<b>Title &amp; Prefix: SGCS 6055</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
EESL 6300	Methods & Materials for Teaching ESL		<b>Title &amp; Prefix: SGCS 6300 Methods and Materials</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
EESL 6320	Testing & Evaluation of Pupils Studying ESL		<b>Title &amp; Prefix: SGCS 6320 English as a Second Language</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
EESL 6350	Family/Parent Involvement in Education		<b>Title &amp; Prefix: SGCS 6355 Family Involvement &amp; Parental Engagement</b> <b>New transcript title: Fam Invol &amp; Parental Engage</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
ELPP 6350	Curriculum		<b>Title &amp; Prefix: SGCS 6350 Curriculum and Instruction</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously
SPED 6100	Chars of Pupils who have Specific Learning Disability		<b>Title &amp; Prefix: SGCS 6100 Curricular Adaption for Pupils with Disabilities</b> <b>New transcript title: Curric Adapt for Disabilities</b>	Summer 2016	<b>Contact Hours 45/Sem Should be 3 contact hours per week</b> Approved unanimously

## EDU

Prefix	Course Title	Credits	Change Requested		Notes/Action
ELPP 6550	Supervision of Instruction	3	<b>New Course</b>	Fall 2016	<b>3 contact hours</b> Approved unanimously
ELPP 6650	Finances of a School	3	<b>New Course</b>	Fall 2016	<b>3 contact hours</b> Approved unanimously

**PVA**

Prefix	Course Title	Credits	Change Requested		Notes/Action
AA 6090	Accounting for Arts Administrators	3	<b>New Course – Replaces ACCT 6000 within the AA degree programs</b>	Summer 2016	Do not delete ACCT 6000 Approved unanimously

**SGCS**

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
SGCS <del>6300A</del> <b>6301</b>	Methods & Materials for Teaching English	3	<b>New Course</b>	Fall 2016	Suggested course # 6301 Approved unanimously
SGCS <del>6300B</del> <b>6302</b>	Methods & Materials for Teaching Math	3	<b>New Course</b>	Fall 2016	Suggested course # 6302 Approved unanimously
SGCS <del>6300C</del> <b>6303</b>	Methods & Materials for Teaching Science	3	<b>New Course</b>	Fall 2016	Suggested course # 6303 Approved unanimously
SGCS <del>6300D</del> <b>6304</b>	Methods & Materials for Teaching Social Studies	3	<b>New Course</b>	Fall 2016	Suggested course # 6304 Approved unanimously

**DEGREE/PROGRAM ITEMS**

**BUS**

Degree/Program	Change Requested	Implementation Date	Notes/Action
M. Acc.	Move ACCT 4200 from required courses to an elective option. Reduce required foundation courses from 49 to 46 credits for M Acc. Reduce 24 required credit hours for the Accounting Major to 21	Fall 2016	Approved unanimously



**PVA**

Degree/Program	Change Requested	Implementation Date	Notes/Action
Master of Arts in Arts Administration	Replace ACCT 6000 with AA 6090	Spring 2016	Approved unanimously
Master of Fine Arts in Arts Administration	Replace ACCT 6000 with AA 6090	Spring 2016	Approved unanimously

**SGCS**

Degree/Program	Change Requested	Implementation Date	Notes/Action
Alternative Route to Licensure (ARL) Graduate Certificate	Cover page for R-401	Fall 2016	No Memo CIP Code 13.1205 Approved unanimously
Graduate Certificate in Mobile Teaching, Learning & Design	Cover page for R-401	Fall 2016	No Memo CIP Code 13.0501 Approved unanimously

**R-401s**

**Graduate Certificate in Mobile Teaching, Learning & Design  
Alternative Route to Licensure (ARL) Graduate Certificate**

**Discussion Items****Policy 6.62 – Graduate Studies: Grading and Graduation Requirements**

After a few “framing” remarks by James, the Graduate Council engaged in a spirited and robust discussion regarding the proposed revisions to SUU Policy #6.62. Specifically, the discussion centered on whether or not completion of graduate courses (by undergraduates) could count for both the student’s baccalaureate degree and the student’s graduate degree. We referred to this general ability to allow graduate courses to count toward completion of both undergraduate and graduate degrees as “double-dipping” and we referred to this general strategy (of allowing undergraduates to flow into graduate programs) as a “bridge” program or a “bridge” option.

It was noted that if any of our academic programs pursued a “4+1” bridge program/option, then such pursuits would have to allow some kind of double-dipping (otherwise, there’s no way to actually achieve the “4+1” aims). This was the first aspect of the discussion.

In the course of that discussion, additional topics were raised and several concerns were voiced (including some concerns originally raised in the Canvas discussion forum). The kinds of additional concerns raised included the need for additional clarification on key issues/questions, such as:

- What minimum qualifications would students have to meet in order to be eligible for this “bridge” program? (number of undergraduate credits earned, GPA, other application requirements, etc.)
- Is there a minimum performance level required in graduate courses for students to be eligible to use graduate courses for both undergraduate and graduate degree completion?
- How many credits could students apply in this double-dipping scenario? How many graduate credits each semester could undergraduate students attempt?
- What tuition rate would undergraduate students pay for graduate courses? (Answer: undergraduate students would pay undergraduate student tuition rates.) How would this reduced tuition impact the overall tuition revenue for the department/program?
- Are students automatically admitted to the graduate program if they complete one or more graduate courses? (Answer: No.)
- How would students receive advising/consultation for this effort?
- How would enrollment/registration permissions be handled?
- Would undergraduates be taking courses alongside graduate students? If so, how would this impact the educational context of the course itself?

After about an hour of conversation, a recommendation was offered to complete a series of “straw polls” to gauge the level of support among Graduate Council members. Below is a summary of the “straw poll” results (note: this is a *summary* of a much more complicated process):

**Straw Poll #1:** Should “double-dipping” of credits be allowed at all?

A majority of members were in favor of this: 6 in favor, 1 against, 2 abstentions. This vote count included two “proxy” votes.

However, there were two additional voting members not in attendance, but it was *speculated* (in a charitable and reasonable manner) that one member would have voted in *favor* (+1) and one member would vote *against* (+1), for an estimated result of: 7 in favor, 2 against, 2 abstentions.

In this scenario, an affirmative vote of 7 constitutes a majority (out of 11 eligible voting members). (top right corner in the image below)

**Straw Poll #2:** Once it was determined that double-dipping would most likely be approved by the Graduate Council, a new series of straw polls were conducted that gauged the *number of credits* that should be allowed for double-dipping. Here are the results:

Double-dipping for 6 credits: This was the most favored option with an estimated 8 votes in favor. (line “B” in the image below)

Double-dipping for 9 credits: This was the next most favored option with an estimated 6 votes in favor. (line “D” in the image below)

Double-dipping for 12 credits: This was the least favored option with an estimated 4 votes in favor. (line “F” in the image below)

James made the recommendation that for any graduate program that wishes to pursue this “bridge” program/option, that the program would be required to develop a specific “action plan” that includes a detailed response addressing the various issues/questions raised above. This “action plan” would then be brought to the Graduate Council for approval before implementation could occur. This would give the Graduate Council one more review of the details. This recommendation was generally well received by the Graduate Council.

A final nuance is worth noting: the existing “policy” (in the Catalog) limits the number of graduate courses an undergraduate can take to 6 credits. That same policy also requires that undergraduate students must indicate (at the time they are registering for graduate courses) that the credits earned can *only* be applied to *either* their undergraduate degree *or* to their (future) graduate degree (but not both). Technically speaking, this is a different kind of policy than the double-dipping policy. It might be worth exploring whether this policy could be modified slightly to allow more graduate courses to be completed (either 9 or 12). Such an adjustment would be a separate/distinct policy discussion and could coexist with any new double-dipping policy that may be adopted. (these scenarios are depicted in lines “A” and “C” and “E” in the image below)

James agreed to provide a write-up (beyond meeting minutes) for the Graduate Council to consider over the semester break. The Graduate Council could then conduct a formal vote at the next meeting on January 14, 20

