Utah State University

# DigitalCommons@USU

Educational Policies Committee

Faculty Senate

1-12-2017

# Curriculum Subcommittee Minutes, January 12, 2017

Utah State University

Follow this and additional works at: https://digitalcommons.usu.edu/fs_edpol

## Recommended Citation

Utah State University, "Curriculum Subcommittee Minutes, January 12, 2017" (2017). *Educational Policies Committee.* Paper 787.
https://digitalcommons.usu.edu/fs_edpol/787

A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 12 January 2017 at 2:00 pm in Old Main 136 (Champ Hall Conference Room).

Present: Vijay Kannan, Chair, Jon M. Huntsman School of Business
Brian Warnick, College of Agriculture and Applied Sciences
Scott Hunsaker, Emma Eccles Jones College of Education and Human Services
Michele Hillard, Secretary
Cara Allen, Graduate Council
Richard Mueller, College of Science
Matt Sanders, College of Humanities and Social Sciences
Dean Adams, College of Engineering
Scott Henrie, USU-Eastern
Barbara Williams, Catalog Editor
Ryan Bentall, USUSA Executive Vice President
Nicholas Morrison, Caine College of the Arts
Ed Reeve, Chair, EPC
Jessica Hansen, Academic and Instructional Services
Nathan Straight, Regional Campuses
Claudia Radel, S.J. & Jessie E. Quinney College of Natural Resources
Clint Pumphrey, Libraries

Absent: Scott Bates, Chair, Academic Standards
Ty Aller, Graduate Studies Senator
Janet Anderson, Office of the Provost
Heidi Kesler, Registrar's Office
Fran Hopkin, Registrar's Office

Visitors: Erin Brewer, Project Coordinator, Climate Adaptation Sciences
Nancy Huntly, Director, Ecology Center
Andy Walker, Department Head, Instructional Technology and Learning Sciences
Gretchen Peacock, Department Head, Psychology
Kerry Rood, Animal Dairy and Veterinary Sciences
Bruce Miller, Department Head, School of Applied Sciences, Technology and Education

1. *Approval of 1 December 2016 Minutes*
*Motion to approve the minutes of the 1 December 2016 meeting made by Dean Adams. Seconded by Nick Morrison. Minutes approved.*

2. *Program Proposals*
Request from the Department of Computer Science in the College of Engineering to offer a Master of Science in Data Science.
*Proposal will be held until February when new/updated proposal will be submitted.*

Request from the Department of Computer Science in the College of Engineering to offer a Computer Science Teaching Minor.
*Proposal will be held until February when new/updated proposal will be submitted.*

Request from the School Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences to offer a Bachelor of Science in Technology Systems.
*Remove CMST 3250 and replace with CMST 2110. Motion to approve the proposal pending revision made by Brian Warnick. Seconded by Nick Morrison. Proposal approved.*

Request from the Department of Animal, Dairy and Veterinary Science in the College of Agriculture and Applied Sciences to offer a Minor in Equine Assisted Activities and Therapies.
*Revise certification language. Third paragraph should say students. Motion to approve the proposal pending revisions made by Brian Warnick. Seconded by Nick Morrison. Proposal approved.*

Request from the Department of Instructional Technology and Learning Sciences in the Emma Eccles Jones College of Education and Human Services to change the name of the Master of Learning Technology and Instructional Design to Master of Arts in Instruction Technology and Learning.
*Motion to approve the proposal made by Ryan Bentall. Seconded by Matt Sanders. Proposal approved.*

Request from the Department of Psychology in the Emma Eccles Jones College of Education and Human Services to restructure the EAPS specialization into four new specializations: Behavior Analysis, Brain and Cognition, Quantitative Psychology and Sociobehavioral Epidemiology.
*Include definition of EAPS and number of students. Motion to approve the proposal pending revisions made by Scott Hunsaker. Seconded by Nick Morrison. Proposal approved.*

Request from the Department of Mathematics and Statistics in the College of Science to offer a Master's Degree in Data Analytics.
*Ensure consistency of acronym of MDA. Motion to approve the proposal pending revision made by Dick Mueller. Seconded by Nick Morrison. Proposal approved.*

3. *Semester Course Approval Reviews*
   https://usu.curriculog.com/

   ***College of Agriculture and Applied Sciences***
   *Motion to approve the business of the College of Agriculture and Applied Sciences made by Brian Warnick. Seconded by Dick Mueller. Business approved.*

   ADVS =
   APEC = 1
   ASTE = 7
   LAEP =
   NDFS =
   PSC = 1

### Caine College of the Arts

*Motion to approve the business of the Caine College of the Arts made by Nick Morrison. Seconded by Dick Mueller. Business approved.*

ART = 5
MUSC =
THEA =

### Jon M. Huntsman School of Business

*Motion to approve the business of the Jon M. Huntsman School of Business made by Dick Mueller. Seconded by Dean Adams. Business approved.*
ACCT =
BUS =
ECN = 1
MGT =
MIS =

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

*Motion to approve the business of the Emma Eccles Jones College of Education and Human Services made by Scott Hunsaker. Seconded by Nick Morrison. Business approved.*

COMD = 2 (COMD 7930 apostrophe after students)
EDUC =
FCHD =
KHS =
ITLS =
NURS =
PSY = 1
SPER =
TEAL =

### College of Engineering

*Motion to approve the business of the College of Engineering made by Dean Adams. Seconded by Dick Mueller. Business approved.*

BENG =
CEE =
CS = 3 (CS 1400 & 1405 wait listing is not available)
ECE =
EED = 2
MAE = 1

### College of Humanities and Social Sciences

*Motion to approve the business of the College of Humanities and Social Sciences made by Matt Sanders. Seconded by Ryan Bentall. Business approved.*

ENGL =
HIST =

JCOM =
LPCS = 2
POLS =
SSWA =

*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 Claudia Radel.  Seconded by Nick Morrison.  Business approved.*
ENVS =
WATS = 2
WILD =

*College of Science*
*Motion to approve the business of the College of Science made by Dick Mueller.  Seconded by Dean Adams.  Business approved.*

BIOL = 1
CHEM =
GEOL =
MATH =
PHYS =

*Motion to approve the USU and CAS business made by Nick Morrison.  Seconded by Dean Adams. Business approved.*

USU = 1
CAS = 5

4. *Other Business*
   Ed Reeve presented guidelines for submitting R401 program proposals to the Provost's office.  Moving R401 submissions to Curriculog.  Will begin submitting through Curriculog July 1, 2017.

**Adjourn: 2:55 pm**

# R401 Writing Guidelines/Suggestions

January 13, 2017

Ed Reeve, Interim Vice Provost
([ed.reeve@usu.edu](mailto:ed.reeve@usu.edu) – 797-0718)


R401 Proposal Templates and instructions can be found at:
[http://www.usu.edu/provost/forms/program_proposals.cfm](http://www.usu.edu/provost/forms/program_proposals.cfm)


1. **All submissions must be:**

   a. Written in a formal style (e.g., no "&"), using third person (i.e., no "I," "we," or "our").
   b. Submitted electronically using provided PDF. *(Please spell and grammar check).*
   c. Filled in using Arial Narrow 12-point font (*no italics*)

2. Watch use and overuse of acronyms.  Spell out acronyms first time used.

3. When discussing students, provide approximate numbers.  For example, *There are currently only two students enrolled in this program.*

4. On Curriculum Sheets – Make sure credit totals are correct; If applicable, make sure to indicate how many electives are required, for example, *select two* or *two required.*

5. When discussing programs, clearly indicate how they are delivered (*e.g., face-to-face or on-line, or both*) and where they are delivered (*e.g., Logan campus only, Regional Campuses and Distance Education system, etc.*)

6. Choose an appropriate Classification of Instructional Program or CIP code.  A list of CIP codes currently in use by Utah System of Higher Education (*USHE*) institutions is available upon request. For a complete list of CIP codes, see:
   [https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55](https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55)

7. When developing new programs, be sure to investigate what other Utah Institutions are doing in the proposed area.  Utah's Public Colleges & Universities include: University of Utah, Weber State University, Southern Utah University, Snow College, Dixie State University, Utah Valley University, and Salt Lake Community College.  If applicable, a "few" letters of support could be included.

8. When developing programs that "impact" other units on campus, <u>please contact them to discuss your plans to see if they have any concerns.</u>

9. When discussing "Labor Market Demand," try to include Utah information (*if applicable and pertinent*).

10. Strive to develop proposals that are clear and concise and address USHE proposal information that is found in the "prompt" section.  For example, taken from an abbreviated template short form, **Program Description/Rationale:**  *Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.*

11. When filling in the prompts, remember:

- Click in date fields to access calendar tool.
- Click Control + E within a text box to open text formatting controls.
- Text can be composed in word processing software, then cut and pasted into the text fields.

12.  Certification.  If certification is involved in the program, indicate the steps required to obtain it (e.g., is it granted upon graduation from the program, or do they need to apply for it through some agency?)

13.  All R401 proposals need to come to Ed Reeve ([ed.reeve@usu.edu](mailto:ed.reeve@usu.edu)) with a cc: to Michele Hillard.  It is highly recommended that Provost Office review them prior to submission on the EPC or curriculum agenda.

14.  Proposals that need graduate council approval, **must be submitted to The Provost Office first.**  If necessary, The Provost Office will forward the proposal to the appropriate unit (*e.g., Graduate Council, Council on Teacher Education, or Budget and Faculty Welfare committee*).