

COE Academic Affairs

Thursday, September 6, 2007

Warren White, Steve Harbstreet, Teresa Miller, Marjorie Hancock, Jan Wissman, Mike Perl, Brad Burenheide, Catherine Maderazo

- Steve Harbstreet called the meeting to order.
- **Minutes** from last meeting were reviewed. Warren White moved to accept the minutes; Teresa Miller seconded, the minutes were approved with one revision (*syllabi* changed to *syllabus* under Curriculum Changes).
- **Curriculum changes:** A revised proposal for a new course--Diversity in Higher Education-- was presented. A few more changes were suggested—
 - Add the 4th bullet from standard COE mission statement (diversity)
 - Course description on syllabus needs to match one on GS school catalog
 - Change *General Course Objectives* to *Course Goals*; items listed (5) should be parallel in wording and reworded to use measurable terms (change *understand* and *characterize*)
 - Be sure to align with syllabus template for COE, especially suggested assessment rubrics
 - Address inconsistency on the course proposal change form (course description) and the syllabus.
 - Warren White moved, Catherine Maderazo seconded that the proposal and syllabus be referred back to the department/instructor.
- **Suggestions for our committee** to assist departments with meeting the NCATE/KSDE and SLO guidelines:
 - Sample format for objectives be created for other departments to use as a guide.
 - Definition for diversity being used be listed, related to the broad COE definition for courses, and accessible electronically for staff use.
 - We may need to consider the university SLO process and all other outcomes for accreditation purposes and advise departments about ways to address all in syllabi (and align them).
 - SLOs are supposed to be program specific, not necessarily in the syllabus—there should be some relationship.
 - Perhaps we could create a template, glossary, etc. for faculty to use in COE. Jan Wissman volunteered to begin work on this.
 - Catherine Maderazo suggested that it be shared with the mentoring group and new faculty also. Applies perhaps only to those under NCATE umbrella?
- Times to hear reports from sub-committees were reviewed and approved: Teacher Education Advisory Council/March, Academic Review/February, PCC April.
- Steve Harbstreet will be out of town during October meeting time; Catherine Maderazo volunteered to lead the meeting during his absence.
- The meeting was adjourned.

Respectfully submitted,

Teresa Northern Miller, Secretary

