

Academic Affairs

October 2, 2008

- Meeting Called to Order: 8:30 am
- Minutes taken by Brad Burenheide
- Attendance: Teresa Miller, Di Murphy, Brad Burenheide, Lotta Larson, Mike Perl, Warren White, Marjorie Hancock, Christy Moran, Todd Goodson

Minutes Approval

Minutes from 9/4/08 approved. Warren White moved, Todd Goodson seconded. Unanimous approval.

Old Business

Academic Reinstatement Committee Update

It was moved that Be Stoney be approved to chair the Reinstatement Committee. Warren White moved, Diane Murphy seconded. The motion was approved unanimously.

Expedited Changes for Secondary Education

Diane Murphy, Marjorie Hancock and Teresa Miller provided an overview of the new curriculum/course change forms after working to transfer the Secondary Education and Educational Technology changes on those forms. They stressed that we as a committee should strive to inform those in our department of these new forms and to glean new information from the website as the forms are going through a constant revision process; the web will have the most current forms and procedures. One issue mentioned is that the new forms make it a bit difficult to tell the difference between forms. That suggestion will be forwarded to the form creators.

Mike Perl asked a question of clarification regarding the checkboxes on page 2 of the expedited form. It was suggested that only changes needed to be marked on the form, other than the items marked with an asterisk. White followed up on a procedural change question--Where will the expedited forms go after approval by Academic Affairs? Diane Murphy offered that once Academic Affairs approves the expedited changes, the forms go to the catalog office to be changed, as well as the iSIS system (for undergraduate expedited forms).

Teresa Miller said that this expedited process should allow us to quickly act as long as there is minimal impact upon the programs of the college and university (minor changes). This led to discussion regarding the historical procedures of "green sheeting" within our college, for the benefit of our new members. Members were asked to be listening for proposed changes within departments that could not be expedited, such as new course proposals, and to allow plenty of time to complete the forms and then go through the process.

Todd Goodson moved to accept the secondary education course changes. Mike Perl seconded. Mike Perl clarified that the proposed EDSEC 620 course change would theoretically allow a freshman to take the course, but this would be highly unlikely. Motion was approved unanimously. As we are the curriculum committee for the college, this change will go directly to

the catalog and to the Executive Council. With the timing of the approval, it should be on the catalog for the spring semester.

Technology Curriculum Changes Update

Graduate courses, through the expedited process, still go to the Graduate Council, for final approval. Marjorie Hancock stressed that this package is basically a compilation of course title changes. She noted further that this had to be as “Elementary and Secondary Education (Curriculum and Instruction)” so that iSIS will accept the curriculum change. Mike Perl noted that this needs to be changed, if possible. Diane Murphy suggested that the last paragraph on p. 8 (certificate program) be eliminated. A second editing change was made on p. 2—the original title of the G5 offering, to match the catalog entry (From/To section). Diane Murphy will fill out the “required boxes” on the Appendix C forms. Mike Perl asked for clarification about the course offering in the electives on Area of Emphasis G6 that had variable hours (2-3). Following discussion, it was decided to change the table to read Electives (9 hours), as this meets the description offered in the catalog copy. In the Appendix D Certificate program offering, the “required boxes” information will be added before being sent to the next governing body. EDCI 858 was also reviewed for its expedited change. Todd Goodson moved the course changes be approved with the above changes; Mike Perl seconded; motion was approved to send forward.

Diane Murphy asked if these forms need to go to the Executive Council (COE) or directly to the Graduate Council? The consensus was that the Executive Council should review the items, then the college faculty assembly, then the Graduate Council. Diane Murphy and Warren White will bring the matter to the Executive Council; Teresa Miller will then prepare forms for the faculty assembly.

New Business

Course/Curriculum Changes Process Update/Lessons Learned

In the discussion of expedited changes today, members were asked to review the new forms and procedures and to be aware that it is an evolving new process. Changes are being made daily as new information is gained through use of the forms across the university.

TEAC Representative

Warren White mentioned that a representative is needed from Academic Affairs to serve on this council. Brad Burenheide volunteered to serve as the representative. His nomination was approved unanimously.

Other

Brad Burenheide provided an overview of his visit to the NCATE/AACTE conference.

Meeting was adjourned at 9:33 am.