

**COE Academic Affairs**  
**Thursday, December 2, 2004**

Attending: Mary Evan Griffith, Diane Murphy, Kevin Kramer, Ken Hughey, Warren White, Steve Harbstreet, Linda Thurston, Teresa Miller.

The **minutes** from the November meeting were reviewed. Warren White moved acceptance, Ken Hughey seconded and the minutes were approved as distributed.

Teresa Miller presented the **new course proposal** from Leadership Studies, Department of Educational Leadership. The following changes were suggested:

#1-Credit hours changed to "1-3."

#3-Catalog description changed from "professional education" to "leadership studies."

#4-Qualifications changed from "it's" to "its."

Kevin Kramer moved, Warren White seconded; the motion was approved.

The form "**Proposed Undergraduate Course or Course Change**" was discussed and the following recommendations were made:

#2 For new courses, complete items 4-8 (instead of 3-7).

#3-Change to: "Provide the rationale for the proposed change.

#4-Eliminate "and Hegis Code."

Action Box-Add "COE" to Academic Affairs

Omit the colon for the signature on both sides to allow the signer more room on the line below; move the date farther to the left (both sides).

#7-Omit "and/or change"

#8-Change to "Attach a syllabus including course outline, texts, objectives, bibliography, and any other pertinent information."

**Curriculum Change Form** [For internal COE/licensure programs]

Add boxes to mark as to Graduate or Undergraduate request

#3-Consider omitting "Proposal" and moving #6 to replace it.

#7-Change to "List other Colleges/Departments that the program change may impact and attach their response(s)."

#8-Change to: "For Licensure Programs attach current and proposed matrices related to licensing standards, and provide a statement regarding the effect the proposed change will have upon the program."

Corrections will be made and revised forms will be presented at the next meeting.

Steve Harbstreet was nominated and approved as committee chair for the 2005-06 year. Teresa Miller was nominated and approved as committee secretary for the 2005-06 year.

Mary Evan Griffith was commended for her service as Committee Chair.

Respectfully submitted,  
Teresa Miller, Secretary