

Academic Affairs Meeting Notes
4 September 2008

Meeting called to order at 8:30 am by Teresa Miller, Chair
Minutes recorded by: Brad Burenheide, Secretary

Members in Attendance:

Teresa Miller, Jan Wissman, Christy Moran, Mike Perl, Brad Burenheide, Lotta Larson, Todd Goodson, Marjorie Hancock, Diane Murphy, Warren White

Guest in Attendance:

Rosemary Talab

Old Business:

Moved by Perl and seconded by Murphy to readdress Educational Technology Curriculum changes. Motion passed.

Discussion focused on the changes made to the initial submission based on last year's May meeting and suggestions.

Talab provided she was in agreement with the changes. She asked for clarification on the targeted audience to the program explaining there is a need for individuals to fill the void in technology specialists for schools. She stressed that she wants the program to be open to teachers of any certification to meet this need. The recommended changes from last meeting were made. Murphy clarified that it is necessary to repackage the changes using the new forms provided by the university.

Perl called attention to points regarding statements in the document that this certificate program could be combined with the Teaching and Learning Certificate program. An additional point was made to clarify the number of hours for the Digital Teaching and Learning certificate program completion. It was recommended to correct the number of hours for EDCI 786 Topics/Digital Video and to eliminate the reference to the Teaching and Learning Certificate Program.

Perl recommended that consideration of the changes be tabled until completion of the changes using the new format for the Registrar's Office. Goodson moved that this submission be tabled to next month when it will be presented with the new template/forms. Perl seconded the motion. Miller, Hancock, and Talab agreed to meet with Candace Becker from the Registrar's Office to fill out the appropriate forms for the submission.

Final discussion was offered by Perl to clarify the relationship between the Digital Teaching and Learning Certificate and the College's Teaching and Learning Certificate. Talab stressed that there is no formal connection between the two, but that it would be possible for an individual to complete both programs. Discussions will need to be conducted with Larry Scharman, Chair of Secondary Ed, to clarify the relationship with the two certificate programs. Wissman suggested

adding a section regarding justification to the cover letter to the Graduate Council. Perl offered a further suggestion in the Digital Teaching and Learning specialization in the Curriculum and Instruction program (G6) to clarify the number of hours required to meet this subcategory.

The motion was approved unanimously.

New Business:

- Minutes from the May 1, 2008 meeting were approved as presented.
- Election of Secretary. Brad Burenheide was nominated. It was moved by Goodson, seconded by Murphy to approve Burenheide's nomination for secretary. Motion passed.
- Academic Reinstatement Committee Chair Nominations. Goodson shared with the Academic Affairs committee the current members of the Committee (Burden, Stoney, Hughey, Stone and Burenheide will be added to this committee). Goodson offered that Be Stoney has shown some interest in moving into the chair position of the committee. The next meetings of this committee will be in November and January. Miller will discuss with Stoney whether she will be willing to chair the committee and will provide nominees for the next meeting.
- New Course and Curriculum Process—Discussion and Review

The new process will require improved communication with Di Murphy and the individual departments. It will be necessary for the new proposals to be submitted on the new forms. Murphy offered that the new information will be done mainly in the department prior to submission to college committees. Perl offered that it appears the chair of the department will be responsible for making sure any submission will be accurately filled out. Wissman offered that the new flowchart in Appendix J requires that new courses be sent to the Unit CARC to ensure the assessment plan is feasible. It was asked of Murphy to clarify which flowchart should be used as there appears to be a bit of confusion based on which flowchart to use. Hancock asked that it be suggested to Candace to provide Department Chairs with training on how to complete this process. There was a question as to whether or not iSIS can effectively meet the changes of these forms and providing course names on transcripts and throughout the process. Miller and Murphy were to look into these questions. Subsequent discussion was held on the expedited course process. Hancock offered information from the Graduate School Department Head meeting illustrating the process needed to install a new program. Miller suggested that all members be alert to any proposed curricular changes in their department to meet the new forms. Perl suggested that chairs go through the process for a mock course to become familiar with the documents.

Other Items:

- Member Issues/Announcements

Perl briefed the committee on the Academic Fresh Start and Forgiveness policy from the University Committee on Academic Policies and Procedures (CAPP). This policy will no longer

reside in the Dean's office but with the Curricular Committee (Academic Affairs) for the college. Miller will look at the policy and be alert for any information coming relating to this policy.

Perl also reported to the committee that the New Course and Curriculum Process does not require minor changes to go before the entire college. This can be problematic as there are some course/programs that are integrated with multiple departments (e.g. Block I). It may be necessary for the Academic Affairs Committee to serve as a clearing-house and watchdog to monitor the process. Murphy noted that any expedited process will come before this committee to watch for impact on other programs in this Colleges.

- UGE Request

Carol Kennedy has asked that EDCEP 703 be looked at for UGE Status. Miller asked whether or not this course could be counted and if this request needs to come to this committee. Hancock and Wissman both stated that this needs to go to the University committee. The matter will be referred to the university UGE committee.

- KSDE Program Reports Update

Wissman reported that we asked for and received an extension in the rejoinder process and there has been no formal feedback at this time. The ERC meeting is to be held in November.

- Other Issues

The NCATE review is to be submitted in four months and the initial visit is to take place in six months. The site visit will be March 7-11. Academic Affairs will serve a role in this process. We are looking for the naming of the NCATE and State Chairs for this visit. The preliminary visit will take place in January.

Meeting was adjourned at 9:30 am.

Next meeting will be 2 October 2008, 8:30 am.