

## **COE Academic Affairs Meeting**

1 September 2011 (BH 341-D)

Present: T. Miller (Chair), D. Murphy, P. Burden, K. Hughey, D. Mercer, L. Larson, B. Burenheide (Sec.)

Agenda:

1. Meeting Called to Order 8:30 am.

2. Discussion of New Committee Members

- Warren White will be replacing Ken Hughey (SECSA), who will fill-in as needed.
- A new rep may be appointed for Brandon Harris (SECSA) who moved to Georgia Southern.
- A grad student and undergraduate student are needed.

3. Policy and Procedures Handbook

- Reviewed terms, duties, and responsibilities of the committee and its members.
- Chair will provide department chairs information regarding membership and terms.
- A more detailed description with information and details about the forms for changes can be found at our committee website:  
<http://coe.ksu.edu/about/govern/academic.htm>

4. Course Approvals

a. Civic Education Courses (EDCI 781, 782, 783, 784, 785, 787)

These Civic Education courses were considered as a package. Burenheide, seconded by Murphy, moved for approval. Discussion followed:

- All forms contain a rationale for course with an area regarding a specialty area involving "Civic Education" in Curriculum and Instruction. There is no recognized specialty area in C&I. Some discussion led to the consideration of these courses being part of a certificate program in the future.
- Additionally, the rationale denotes a non-credit professional development option, but it is not marked below in the form or if it should be there in the first place. It was recommended that it simply be removed from the approval form.
- A syllabus should be added for each of the course approval forms for our college even though it is not required for the university Academic Affairs committee.

- The course numbers should be double checked for availability.
- EDCI 784 needs a clerical correction between short title and long title.
- The committee recommended that each of the short titles concentrate on the content rather than including all of the words. Example: EDCI 783-- Change short title to *Constitutional Principles* or *Teach Constitution Principles*.
- Contradictions between Academic Group and Academic Career need to be corrected.
- A few editorial concerns in the course descriptions:
  - A comma should be inserted after the e.g., rather than a semi colon.
  - EDCI 783 course description → 2<sup>nd</sup> sentence, 'will' needs to be addressed.
  - EDCI 782 course description → non parallel use of papers and federalist in capitalization
  - EDCI 784 course description → use of word explores in 2<sup>nd</sup> sentence
  - EDCI 785 course description → "the course considers" should be the students considers
  - Course descriptions → A lot of "also" "additionally" and "furthermore" that can be rewritten.
  - Course descriptions → Perhaps the phrase "One in a series..." be deleted from each of the descriptions as this does reflect what is in the course, but describes the package.
  - Avoid 'online' in the description so that it does not limit how it is presented. A final question is whether or not the statement under 'other requirements' be provided. The committee recommends that this be deleted as it is not relevant to the application and may spur more questions than necessary.
  - A last comment was whether this course should be an 800 level course if it is intended for graduate students.

Burenheide moved; Burden seconded that the motion be tabled and the course forms be returned so that the changes can be addressed and the syllabi provided. Motion carried 6-0. As the courses are being taught via Topics numbers currently, a one-month delay should not be a problem.

#### b. EDCI 794

Burden moved and Murphy seconded to approve the course.

Consideration of the course description was discussed with the following recommendations:

- Deletion of the 3<sup>rd</sup> sentence was recommended as it discussed course pedagogy rather than content.
- Removing the online course reference.

- It would be prudent to eliminate the semi-colons in the last sentence.
- If the course is offered in the summer, there is a contradiction with the checkboxes for term offering.
- If it is a grad course, should it be an 800 number?

Larson moved and Mercer seconded to table the course approval and send it back to be edited and for a syllabus.


## 5. Other

Civic Education Courses, EDCI 794, and Secondary Social Studies Program will be considered at the October meeting.

The electronic paper format employed was encouraged by the membership for future meetings.

Meeting adjourned at 9:20 am.

Minutes submitted by Brad Burenheide

A handwritten signature in black ink, appearing to read "Brad Burenheide", is written over a light gray rectangular background.