

College of Education
Policy Council Meeting Minutes
 12:30-2:30 PM, Wednesday, April 15, 2015, EBA 342

(Bold means Present; (Italicized means arranged a proxy)
 2/3 of elected members required for quorum

DLE Rep. (Vacant)	Johnson Jr., Joseph (Dean's Office)
Bredvold, Marilyn (Staff Rep.)	Kraemer, Bonnie (SPED)
Butler-Byrd, Nola (CSP)	Lamb, Lisa (STE)
Duesbery, Luke (STE), Co-Chair	Lozada-Santone, Patricia (Student Rep.)
Farnan, Nancy (Dean's Office)	McClure, Mendy (Lecturer Rep.)
Frey, Nancy (EDL)	*Taylor, Brent (CSP), Co-Chair
Hokoda, Audrey (CFD)	Tucker, Mark (ARPE)
Ingraham, Colette (CSP)	IVC Rep. (Vacant)

* *Brent Taylor is on sabbatical this semester.*

Quorum was reached.

1.0 Approval of Agenda – Duesbery motioned to approve the agenda, Hokoda seconded it, motion carried.

2.0 Approval of Meeting Minutes of March 18, 2015

Some corrections/suggestions: Revise minutes to include Audrey Hokoda as present, correct spelling of Colette Ingraham's name, and revise our discussion of chair referendum policy to include input not only from lecturers but also departmental staff.

Hokoda moves to approve/McClure seconds, motion carried.

3.0 Old Business

- Term Limits on Committees – tabled
- Compensation of Committee Work – tabled
- Elections for next year – See below.
- Chair Referendum Policy: The Committee had a short discussion reviewing the vote we made at the last meeting to have an evaluation or review of a Chair's performance the year before a referendum election is run.

Luke Duesbery checked with Charles Tombs about policies regarding lecturers and departmental staff being included in referendum elections. Tombs said lecturers can vote, but was not sure about departmental staff. The Committee reexamined the University Senate policy on page 98 that says a referendum vote "shall consist of at least a referendum by T/TT faculty". Colette Ingraham and Lisa Lamb will draft ideas for further specifying COE's chair evaluation policies for our consideration at the May meeting.

4.0 New Business

- Establishing the Center for Visual Literacies

The Committee reviewed Marva Cappello's proposal for the Center for Visual Literacies, noting the importance of focusing on visuals to support teaching and learning, and recognizing the exciting opportunities it can provide to build a community of learners that involve Center Fellows and collaborators from several SDSU departments and other universities.

The Committee wanted to hear more about the potential roles of Center Fellows, the location of the Center, and more about the scientific justification for the Center. Appreciating that the Center has received support and funding from the Dean and President, the Committee recommends that the proposal includes a plan for how the Center will be sustainable fiscally. In addition, clarification of faculty within the College of Education who will support the Center is suggested for the proposal.

The Committee asks for these revisions, and tentatively approves the proposal, pending receipt of revisions. Nola Butler-Byrd motions to tentatively approve, Lisa Lamb seconds, and the motion passes.

- Draft Policy of On-Line Courses

Mark Tucker, Luke Duesbery, and Nancy Frey were on sub-committee and drafted forms for new online/hybrid courses. The Committee discussed the need for an instructional designer to approve the course, and for the instructor to fill out the form and get signatures. Discussion ensued about whether an old course has to go through CurricuNet if the course content and learning objectives have been approved and just the modality of delivery is changed. Clarification was provided that if there is a new course, then one has to go through CurricuNet and to change the modality, one should still get approvals because the instructional design expert can determine if the course is appropriate for online/hybrid delivery. Committee discussed whether any change should also have approval from the departmental chair, and whether the process is to give approval to courses or to instructors. A recommendation was made that the form for getting online courses approved be modified to include a question asking if the new instructor has had a design class and whether they will consult with an instructional design expert or mentor from their department. A suggestion was made to add to section 2.0 language about approval being given to specific instructors versus a course. The sub-committee will make suggested revisions and show the Committee modified forms in May.

- Edits to Policy File Regarding all Elections (Luke)

The Committee discussed the importance of including a write-in component on ballots for COE elections. In addition, faculty members have given feedback that they would like to be able to "abstain" from voting in the referendum vote. Committee discussed the value of adding an option of abstaining to elections.

Nola motions we add “abstain” to the ballot; Colette seconds, no opposing votes and 1 person abstains. Motion passes.

Next meeting will be at the faculty staff club, May 13th.