

**College of Education**  
**Policy Council Meeting Minutes**  
 12:30-2:30 PM, Wednesday, September 16, 2015, EBA 347

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

Alfaro, Cristina (DLE) <i>Proxy: Karen Cadiero-Kaplan</i>	Kraemer, Bonnie (SPED)
<b>Bredvold, Marilyn (Staff Rep.)</b>	<b>Gallego, Margie (STE)</b>
Butler-Byrd, Nola (CSP) <i>Proxy: Ingraham, Colette</i>	<b>Lozada-Santone, Patricia (Student Rep.)</b>
<b>Duesbery, Luke (STE), Co-Chair</b>	McClure, Mendy (Lecturer Rep.) <i>Proxy: Christopher Brum</i>
<b>Farnan, Nancy (Dean's Office)</b>	<b>Taylor, Brent (CSP), Co-Chair</b>
<b>Frey, Nancy (EDL)</b>	<b>Tucker, Mark (ARPE)</b>
<b>Ritblatt, Shulamit (CFD)</b>	IVC Rep. (Vacant)
<b>Johnson Jr., Joseph (Dean's Office)</b>	

*Quorum was reached.*

Welcome and Introductions

1.0 Approval of Agenda

*Cadiero-Kaplan moved to approved; seconded by Taylor*

2.0 Approval of Meeting Minutes of May 13, 2015

*Taylor motioned to accept; Ingraham seconded*

3.0 Old Business

- Term Limits on Committees

4.0 New Business

- Edits to Policy File (Duesbery)
  - All Policy Council members will present the information in the next month, in advance of the faculty vote on policy changes.
  - *Draft edits to II-D-3* (appointment of department chairs) were approved regarding using an annual formative assessment process by the dean to solicit feedback from faculty and staff. The purpose is “to provide professional development feedback” and will “inform the dean’s consultation with the chair.” Today’s discussion centered on whether there was need for additional language specifying a time of year. There was also a suggestion that the background information on the proposed policy (prepared by Ingraham) include a note that this is the proposed policy is an insertion.

- *Draft edits for II D-3.0* (adding abstention as a choice on chair nominations) has been added to allow faculty to vote through abstention.
  - *Draft edits for II-I. 3.0-4.0* (the election ballot) changes made to the language to reflect that ballots are now sent electronically, rather than using a physical ballot.
  - *Draft edits to III B. 2.0* (formal phase of curriculum proposal approval) has been edited to reflect the use of the CurricUNET digital process.
  - *Draft edits to III-D* (COE hybrid or online course proposal) was created to align COE policy to CSU Senate requirements.
- Agenda items for year
    - ARPE agenda items (Tucker) (3:3 load –grad/undergrad FTE issue):  
*The PC discussed workload issues across colleges, as well as the funding streams that support reduced workload. Farnan shared that CSU workload is 15 units per semester, with a reduction of 3 units for tenured/tenure track faculty. CSU workload is not differentiated according to level of student (i.e., undergraduate and graduate FTEs are the same.) Johnson explained that different colleges are able to leverage different funding streams (e.g., grants) that can result in further reduction of workload. In all cases, these reduced workloads have accountability expectations that work in tandem. Last year's revised RAT policy is intended to expand the means for COE faculty to petition for reduced workload. Policy Council asked for this year's agenda.*
    - Agenda item (Butler-Byrd): Meeting time/day change:  
*PC acknowledged that any given time may be difficult for an individual member. Historically PC meetings have been on Wednesday afternoons, and dates for this year were scheduled at the May 2015 meeting. An important advantage of keeping the dates and times consistent from one year to the next is that departments can factor availability of a faculty member in its decision to appoint a representative to PC.*

#### 5.0 Announcements from the Dean

- COE submitted 56 proposals for the student success grants; a disproportionately large number given the size of our college.
- Duesbery has announced that he intends to step down as chair of the elections committee, and Farnan is asking that two tenured faculty (preferred) in COE move into this position. This is a 3-year term. Probationary faculty are also eligible.

#### 6.0 University Committee Reports

- Graduate Council
- Senate
- APP
- Diversity
- University Research Committee

#### 7.0 Adjournment Meeting adjourned at 2:17 PM

Respectfully submitted by Nancy Frey