

**College of Education Curriculum Committee**  
**Minutes of the Meeting of 2 October 2017**

A regular meeting of the College of Education Curriculum Committee was called to order at 12:10 P. M. on 2 October 2017 in EBA 342. The chairman, André J. Branch, was present. Committee members present were Marjorie Olney, Sascha Longstreth, Sesen Negash (in place of Trish Hatch), Tamara Collins-Parks, Estella Chizhik, Yasemin Turan and Janice Cook. The minutes of the 18 September 2017 meeting were approved.

**The agenda was approved.**

1. Marjorie Olney moved to approve the Agenda.
2. The motion carried by voice vote.

**Note**

\* The chair asked members to encourage their departments to submit pieces as ready, no need to wait for the full package.

**Final review of policy file revisions**

List of changes and rationale for changes per request by Policy Council.

1. **I-B-3, item 1: Composition of the COE Curriculum Committee.** Had recommended a change to one member from STE rather than two, one from Single Subject and one from Multiple Subject.
  - a. Tamara Collins-Parks moved that the change to one member for STE be struck and the previous policy of two STE members be maintained .
  - b. The motion carried by voice vote.
  - c. No need for a rationale as the change was removed and the previous policy upheld.
2. **I-B-3, item 4: Function of the COE Curriculum Committee.**
  - a. Estella Chizhik moved to remove the word “revise,” and replace it with “recommend revisions”. The motion carried by voice vote. *Rationale:* the COE Curriculum Committee does not make revisions.
  - b. The example given referenced NCTAE. It was replaced with CTC (the Commission for Teacher Credentialing). *Rationale:* COE programs are no longer accredited by NCATE.
3. **III-B-1 Informal Phase.**
  - a. Policy file was updated here to refer to CurricUNET (our new system) rather than the previous committee system. *Rationale:* CurricUNET has replaced the previous committee system.
4. **III-B-2 Formal Phase, A COE, item 3.1 Department Committee Process**
  - a. Tamara Collins-Parks moved that we remove item 3.1 regarding the department committee process. The motion carried by voice vote. *Rationale:* This will have already

happened as part of 1.0 and 2.0.

**5. III-B-2 Formal Phase, A COE, items 1.0 & 2.0 Department Approval**

- a. Janice Cook moved to add the wording “Before proposals are submitted to CurricUNET, those proposals must have been submitted for feedback from department members.” The originator withdrew the motion.
- b. Janice Cook moved to move 2.0 to become a part of 1.0 and create a new 2.0 stating, “The department committee seeks and reviews formal feedback from all department faculty members before approval.” The motion carried by voice vote. *Rationale:* There have been a number of proposals that have come before the COE committee that faculty members have not been granted the opportunity to review prior to their submission. The process needs to be clarified so that all faculty members in the department have a chance to review proposals before they are approved by the department.

**6. III-B-2, ED Courses.**

- a. *Rationale* for the addition: ED courses (which are general) follow a different pathway from COE courses (which are specific to departments). They do not go through the department committee but rather through the associate dean.
- b. The flowchart will be updated to reflect the route for ED courses. An ad hoc committee will make the change.

The meeting was adjourned at 2:05 P. M.

Tamara Collins-Parks, Secretary