

College of Education Policy Council Meeting

Wednesday, May 17, 2017

12:30 - 2:30 pm Faculty/Staff Club – Meeting Room B

Bold means Present; *Italicized means arranged a proxy*

2/3 of elected members required for quorum (10 elected members total)

***Karen Cadiero-Kaplan* for
Alfaro, Cristina (DLE)**

**Lamb, Lisa (STE) Executive
committee**

**Bredvold, Marilyn AND Elsa
Tapia
(Staff Rep.)**

***Sarah Rieth* for Lazarevic,
Vanja (CFD)**

Butler-Byrd, Nola (CSP)

Lozada-Santone, Patricia
(Student Rep.)

**Bezuk, Nadine (Dean's
Office)**

**McClure, Mendy (Lecturer
Rep.)**

Frey, Nancy (EDL), Secretary

Philipp, Randy (STE)

Ingraham, Colette (CSP)

Tucker, Mark (ARPE)

Joseph Johnson (Dean)

IVC Rep. (Vacant)

**Kraemer, Bonnie (SPED)
Chair**

1.0 Approval of Agenda, Added *Language in COE Policy File for the Electorate* to Old Business, Colette moved, Mark seconded.

2.0 Approval of Minutes – March 15, 2017. Mendy approved, Nola seconded.

3.0 Old Business

- **Curriculum Committee** - Review draft policy language regarding proposed Policy File revision (Karen Cadiero-Kaplan)

Karen shared the draft revision to the policy file produced by the curriculum committee and described the rationale for proposed changes, in light of the new submission process that requires the use of CurricUNET. See attached draft.

Nola asked whether there is a way to identify in CurricUNET that the department has approved the proposal and Karen was going to check. She agreed that it would be helpful if CurricUNET had such a check.

The Policy Council will to discuss and vote on the proposed revisions. In particular, the Policy Council will need to consider the following language, III-B-2-B ED Courses, 3.0: “The initiator may then revise the proposal for resubmission or may ask to have the proposal moved forward with the negative recommendation of the committee.” because the language is not parallel with the process for COE Courses (courses with department prefixes) and contradicts Section 8.0, Disapproval of Proposals.

I-B-3, 1.0. The Policy Council raised a question about whether the Associate Dean should attend the Policy Council meetings as an ex officio member, noting past practice and policy from current language in the Policy File and in the Proposed Policy.

I-B-3, 1.0, The Policy Council asked whether the representatives listed (University Curriculum Committee, Grad Council Curriculum Committee, and Chair of Policy Council) should be listed as voting members, as currently stated in the Policy File. Policy Council will determine whether to recommend that those ex-officio members should be non-voting members. Also, given that STE has gotten smaller (and is about the same size as CFD in terms of FTES), whether STE should have 2 members or only 1, particularly because, in practice, STE has had only one member on Curriculum Committee.

Bonnie recommended that because many members are transitioning off the Policy Council, it will be important to form a work group so that this task of revising the Policy File in relation to the Curriculum Committee does not get lost. She asked for members who are staying on the committee. Mark is not continuing, but is happy to help out. Nola also offered to help. Bonnie volunteered to help.

Nadine shared that when faculty members serve on the COE curriculum committee, they need to share proposals with their home department, particularly when members identify that there is overlap with current coursework between their departments and the proposal put forth by another department.

- **Staff Development Committee** - Review draft policy language regarding proposed Policy File revision - (Marilyn Bredvold)

Marilyn shared background about the policy language related to the Staff Development Committee. Marilyn reviewed the policy, made recommendations, and shared with the COE staff members. Marilyn had meetings with staff, sent a detailed message to staff, and shared the rationale for changes to the Policy File with staff. Ten (of 27) attended the staff meeting to discuss proposed changes. The response to staff realizing that they were not allowed to have any voice in how the Policy File was constructed (due to issues with the Staff Union) was general dismay. Staff reached consensus that keeping some type of language in the Policy File (rather than recommending to delete all language) was important. Marilyn drafted language and staff reviewed and made suggestions. Two areas where she proposed revisions: I-A-2 The Bylaws and I-B-9, Staff Development Committee.

Nadine raised a question about appointing and volunteering. Colette raised a question about making appointments and how that language can sometimes become political. Lisa raised a question about giving up a vote, questions that centered around a change from existing policy

that Staff Development committee members are elected, but now appointed.

Marilyn and Elsa mentioned that there is only a small group involved and that staff members were upset that the Staff Development committee was included in Policy File but that they cannot vote.

Bonnie commended Marilyn on her due diligence.

Based on the recommendation of both the former and current Staff representative, Colette moved that the Policy Council approve the language proposed related to the Staff Development Committee, located in I-A-2 to I-B-9. Nola seconded the motion. The motion passed unanimously.

Reviewing Language of the electorate for voting on Policy Changes

Marilyn raised questions about who the electorate is. She brought forth a draft copy and she and others raised questions. This task of Reviewing Language about the electorate will be continued as Old Business for the future. This task will include looking at University Policy, contacting the Elections Committee Chair, and learning about what currently happens in practice.

4.0 New Business

First committee meeting for Fall, have Election of PC Executive Committee and vote on AY 2017-18 COE Policy Council Meeting Schedule

Colette asked whether Bonnie would continue to serve as convener for the first meeting and Bonnie agreed.

5.0 Announcements from the Dean

Nadine: 6 new searches and 3 continuing (roll over) searches from AY 2016-17. Committees have begun their work to get the position advertised.

6.0 University Committee Reports

None

7.0 College Committee Reports

Research Committee - Update on Research Assigned Time policy (Bonnie Kraemer)

Because we developed a new system a few years ago, Bonnie shared how the new system is functioning.

This year, 27 RAT applications submitted in Spring 2017. All applications met at least the minimum criteria for 3 units in Fall and 3 units in Spring, and all were funded. That result is an amazing testament to the commitment of the COE faculty and the Dean to award them. Seven faculty requested the max time, 6 units in Fall and 6 units in the Spring. Three of the seven were

funded for 9 units total (not the 12 requested). Everyone who meets the criteria for 3 and 3 is funded first, and then if money is leftover, faculty who requested 6 and 6 are funded beginning with the highest ranked proposals.

Anecdotally, Bonnie thinks that this process is better than the previous process in that there was no accountability in the previous process. But Bonnie noted the need to refine the rubric to aid ranking. Committee members found it easier to cluster applications in groups than to fine tune rankings, so now it is a matter of utilizing the tool to work on tweaking the rubric. The COE has been able to fund all those who applied and met the criteria for 3 and 3.

Nola: Do you think that some don't apply because they don't meet the criteria? Maybe folks don't apply because they don't think that they meet the criteria.

Bonnie: There are applications coming through that are a development grant and just barely meeting the criteria of 2 pubs in 3 years. We are in a COE and have high teaching loads. It is great that we are supporting faculty members.

Nadine: The Dean has asked for clarification about the policy. He asked that the Research Committee give a short overview of the application process during the COE assembly, and also announce and plan for a Q&A session before the deadline of the application process for AY 2017-18..

Nola thanked Bonnie for serving as Chair.

8.0 Adjourned at 2:45 pm.

Respectfully submitted,

Lisa Lamb

Executive Committee for AY 2016-17:

Bonnie Kraemer, Chair Nancy Frey, Secretary (**Absent**) Lisa Lamb, Member at large

New Policy Council Representatives for AY 2017-18

ARPE – Felisha Herrera Villarreal to replace Mark Tucker EDL – Jim Marshall to replace Nancy Frey Staff Rep – Elsa Tapia to replace Marilyn Bredvold