

**College of Education  
Policy Council Meeting**  
Wednesday, September 20, 2017

**12:30 - 2:30 p.m.**

EBA 342

**MINUTES**

**Bold means Present; *Italicized means arranged a proxy***

2/3 of elected members required for quorum (11 members total, so we need attendance or proxy for at least 7)

Dept	Member	Term	2 <sup>nd</sup> Member	Term
ARPE	<b>Felisha Herrera</b>	2017-20		
CFD	<b>Vanja Lazarevic</b>	2016-19		
CSP	Nola Butler-Byrd	2013-19	<b>Colette Ingraham</b>	2013-19
DLE	<b>Sera Hernandez</b>	2017-20		
EDL	<b>Jim Marshall</b>	2017-20		
SPED	<b>Bonnie Kraemer</b>	2014-20		
STE	<b>Lisa Lamb</b>	2014-20	<i>Randy Philipp LL proxy</i>	2016-2019
Lecturer	<b>Melinda 'Mindy'</b>	2014-20		
Staff Rep	<i>Elsa Tapia, Marilyn Bredvold proxy</i>	2017-20		
Student	<b>Patricia Lozada-</b>	Ex Officio		
Dean	<b>Joe Johnson</b>	Ex Officio		
Associate	<b>Nadine Bezuk</b>	Ex Officio		
DOE, IVC	Vacant	2010-17		

*Quorum was reached.*

**1.0 Approval of Agenda,**

Moved and 2nded that New Business went ahead of Old Business. Unanimously approved.

**2.0 Approval of minutes**

Moved and 2nded to approve minutes, after edits were made.

Motion approved unanimously

**3.0 New Business**

- Elections for next year
- Election of PC Executive Committee

Bonnie Kraemer agreed to serve as Chair, Lisa Lamb agreed to serve as Secretary, and Colette Ingraham agreed to serve on the Executive Committee

Moved and seconded to approve slate. Motion approved unanimously.

- AY 2017-18 COE Policy Council Meeting Schedule

Dates set for

**Fall 2017:**

September 20, October 18, November 15, December 20

**Spring 2018:**

February 21, March 21, April 18, May 16

PC meeting schedule approved and seconded, approved unanimously

#### **4.0 Old Business**

**•Curriculum Committee** - Review draft policy language regarding proposed Policy

File revision (Bonnie Kraemer). Bonnie provided context from last year (the COE curriculum committee chair attended and put forth proposed changes at the May 2017 meeting). She is going to have Maribel send the proposed language to this year's members of the Policy Council. Bonnie is going to ask the curriculum committee chair (Andre Branch) with a rationale/overview for the changes (Nadine and Jim Marshall recommended the overview). BK's suggestion is to start fresh with this item. Invite Andre Branch (current chair of curriculum committee) to Policy Council meeting on October 18.

Joe suggested that we think about issues to reduce logistics, increase efficiency, avoid too much back and forth. Use that lens of supporting faculty to be efficient when making decisions.

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

Marilyn asked where we are procedurally on this language. Marilyn shared context for the proposal related to revisions to the COE Policy File related to the Staff Development Committee. New language was approved at May 2017 Policy Council meeting. Will be sent to Elections committee for a vote. The other item that will move forward for a vote is the language around the make up of search committees.

- College of Ed policy question related to definition of electorate in Senate/SDSU Policy File (Bonnie Kraemer)

Need to make sure that Policy clearly states who makes up the electorate. Bonnie reached out to the Elections committee to look into University Policy about who makes up the electorate and who can vote. Marilyn added that the term "faculty" sometimes means T/TT faculty and sometimes means Lecturers & T/TT faculty. One goal is to be consistent with university definitions. Current policy has language about half time basis. Bonnie has a proposed change but will check with the University folks about language. Colette raises language around those who are FERPing, lecturers, lecturers who are half time or more. Nadine: the University Policy has a statement about full time probationary and tenured faculty except as follows... (not in residence, those who won't be reappointed, those with joint appointments, and an exception related to departments with small numbers of T/TT faculty). So, there is still a question about which members constitute the electorate. Keep this question under Old Business. At next faculty meeting, we can have a discussion.

#### **5.0 Announcements from the Dean**

Joe shared that the PC functions well, the COE functions well, and sometimes we function better than noted in the Policy File. Joe hopes that the PC can clean up Policy. The group might want to take on the process of reading through the Policy File with the idea of identifying areas that need to be clarified or updated. Note where Policy differs from operations, or where policy needs editing. Prioritize 3-4 high need areas that most need to be updated. Joe does not have specific areas but he and Nadine will start paying attention to areas where there may be need for change. Patricia noted that technology influences a variety of changes, including on page 37, II-J-3, 1.0 (that policy made sense when the student evaluations were conducted on paper rather than online).

Nadine noted that a great gift to give to the Dean would be a revised policy. Suggestions  
4 groups.

A. Section I, Policy Council: Jim Marshall, Felisha Herrera Villareal

B1. Section II, A-I, Personnel Policies: Colette Ingraham, Vanja Lazarevic, Nola Butler-Byrd

B2. Section II, J- P, Personnel Policies: Lisa Lamb, Bonnie Kraemer, Randolph Philipp

C. 1 group for sections III, IV, and V: Elsa Tapia, Sera Hernandez

Each group will read and assign sections, Green (good), Amber (caution), Red (high priority, needs immediate changes)

Mendy will go through Policy and select sections. Nadine, Patricia, and Joe will review the entire Policy File and identify the **Green, Amber, and Red sections**. Maribel sent a link to the document for our work.

## **6.0 University Committee Reports**

- Marilyn, Constitution and ByLaws has a goal to review membership of senators and non-senators, and determine who is serving and why.

## **7.0 College Committee Reports**

▪None

## **8.0 Adjourn**

### **Executive Committee for AY 2017-18:**

Chair – Bonnie Kraemer; Secretary – Lisa Lamb; Member at large – Colette Ingraham

### **New Policy Council Representatives for AY 2017-18**

ARPE: Felisha Herrera Villarreal to replace Mark Tucker  
DLE: Sera Hernandez to replace Cristina Alfaro  
EDL: Jim Marshall to replace Nancy Frey  
Staff Rep: Elsa Tapia to replace Marilyn Bredvold