

**College of Education
Policy Council Meeting**
Wednesday, October 18, 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 nd Member	Term
ARPE	Felisha Herrera	2017-20	
CFD	Vanja Lazarevic	2016-19		
CSP	Nola Butler-Byrd	2013-19	Colette Ingraham	2013-19
DLE	Sera Hernandez	2017-20		
EDL	Jim Marshall	2017-20		..
SPED	Bonnie Kraemer	2014-20	
STE	Lisa Lamb	2014-20	Randy Philipp	2016-2019
Lecturer Rep	Melinda 'Mindy' McClure	2014-20	
Staff Rep	Elsa Tapia	2017-20		..
Student Rep	Patricia Lozada- Santone	Ex Officio		
Dean	Joe Johnson	Ex Officio	
Associate	Nadine Bezuk	Ex Officio		
DOE, IVC	Vacant	2010-17	

Quorum was reached.

1.0 Approval of Agenda

Moved Vanja
2nded Randy
Unanimously approved.

2.0 Approval of minutes

Moved with edits, Mendy
2nded, Jim
Motion approved unanimously

3.0 Old Business

- Curriculum **Committee** - Review draft policy language regarding proposed Policy File revision (Andre Branch – 12:45 pm)

Introductions.

Curriculum Committee Chair (CCC) Andre Branch shared that proposed changes to policy file reflect work done in Curriculum committee. The recent proposed changes made to curriculum policy are directly related to the move to CurricUNET. Proposals are all submitted electronically. The proposed language reflects that change and the new work of the committee. [Policy Council has hard copies of the most recent version of the proposal and will refer to that version in this discussion].

First item, no change to the committee composition (I-B-3,1.0). In May 2017, there was a proposal to change the composition of the committee related to STE, but that change was revoked.

I-B-3, 4.0. change from revise to “recommend revisions.” CCC Andre Branch suggests that we share with department members that before submitting a curriculum proposal, they should read the examples and guide carefully, and to recognize that the committee does not make revisions. The committee does not clean up grammar or add missing parts.

Next change, change CurricUNET to CurricUNET throughout.

III-B-2-1.0, Departmental Approval. Made an addition to 1.0 and added a new 2.0 to receive formal feedback from “all department faculty members before approval.”

Question from Policy Council Chair (PCC) Bonnie Kraemer, page 7 at the top, 4.0 about whether a proposal can move forward with a negative recommendation. Discussion.

Question about III-B-2, sections 1.0 and 2.0 and how they are different.

Question about the composition of the committee, section I-B-3, 1.0 and whether there is a need to have a COE administrator serve as an ex-officio member.

Nola Butler-Byrd shared information about the history of past curriculum committees and the history of changes to this section of the COE policy.

CCC Andre Branch shared that there is an informal stage and a formal stage and the originator is encouraged to share with as many faculty members and administrators as possible. Randy Philipp asks about what the informal phase means.

III-B-2-A COE courses, Elsa Tapia asks about the language of curriculum services vs enrollment services.

Possible requested change to proposed policy to change “enrollment services” to “curriculum services.” Discussion about whether curriculum services is a subset of enrollment services so the language does not need to change.

Patricia Lozada-Santone mentions that we should consider the language about enrollment services again and whether this policy reflects the role that enrollment services plays.

(Randy takes minutes from here) Question of representation by department, in particular, two representatives from the STE; How many faculty and how many lecturers are in the STE and how do those numbers compare to other departments? (This question was not answered in PC.) CCC Andre Branch explained that the STE has two different kinds of programs. Collette Ingraham explained that her department also has very different kinds of programs, so if the change is based on size, that seems different to her than if

the change is based on substance of program.
T/T 10(ARPE); 10 (CFD); 11 (CSP); 3 (DLE); 6 (EDL,includes 1 Ferping); 7 (SPED); 18 (TE, includes 3 Ferping) PCC Bonnie Kraemer suggests that we may want to put departmental representation on the overall Policy Council discussion.

PCC Bonnie Kraemer asked how time sensitive this is. CCC Andre Branch explained that we are already using CurricUNET, and so they are already moving forward with much of what we see here, so he suggests moving quickly.

Curriculum Committee Chair Andre Branch left. (1:43)

PCC Kraemer asked about how to move forward? Mendy McClure would like to inquire about the role of lecturers in this process.
Colette Ingraham suggests that her departmental colleagues have not had a chance to look at this.

Policy Council deeply appreciates the hard work of the Curriculum Committee. Furthermore, in keeping with the stance of full faculty governance and given that most of the faculty in our college have yet to see the proposed policy, Policy Council will take the proposed policy back to our faculty to consider the new policy and how this would support the work of faculty and departments.

Some points to consider

- The flow charts
- The make-up of a committee; will it be based on size of department or on the different programs within a department; Will the associate dean serve as an ex-officio member?;
- What role may lecturers play in the process and could we make that explicit?
- Is the process clear in terms of what approvals are required at what levels?

▪ **COE Policy Language regarding Electorate** (Bonnie)

This item was moved to the agenda next month

▪ **General Review of Policy File** (Bonnie)

We all have this on our to-do list. Bonnie asked for comments about the process. We are using the GAP (Green, Amber, Pink) to highlight concerns.

4.0 New Business

5.0 Announcements from the Dean

6.0 University Committee Reports

- None

7.0 College Committee Reports

- None

8.0 Adjourn

Executive Committee for AY 2017-18:

Chair – Bonnie Kraemer, SPED

Secretary – Lisa Lamb and Randolph Philipp, STE

Member at large – Colette Ingraham, CSP

Meeting Adjourned, 2:30