

**College of Education  
Policy Council Meeting  
DRAFT Minutes**  
Wednesday, April 18, 2018  
12:30 - 2:30 pm  
EBA 342

**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)

<b>Dept</b>	<b>Member</b>	<b>Term</b>	<b>2<sup>nd</sup> Member</b>	<b>Term</b>
ARPE	<b>Felisha Herrera</b>	2017-20		
CFD	<b>Vanja Lazarevic</b>	2016-19		
CSP	<b>Nola Butler Byrd</b>	2013-19	<b>Colette Ingraham</b>	2013-19
DLE	<b>Nola Butler Byrd (proxy for 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	<b>Vanja Lazarevic (proxy for Randolph Philipp)</b>	2016- 2019
Lecturer Rep	<b>Melinda 'Mendy' McClure</b>	2014-20		....
Staff Rep	<b>Elsa Tapia</b>	2017-20		..
Student Rep	Patricia Lozada- Santone	Ex Officio		
Dean	<b>Joe Johnson</b>	Ex Officio		
Associate	<b>Nadine Bezuk</b>	Ex Officio		
DOE, IVC	Vacant	2010-17		....

1.0 Approval of Agenda

Moved: Colette

Seconded: Nola

Approved: unanimously

2.0 Approval of Minutes – March 21, 2018

Moved: Vanja

Seconded: Mendy

Approved: unanimously

### 3.0 Old Business

- **Review proposed COE language regarding Curriculum Committee make-up and CurricUNET (Bonnie).** Nadine reviewed history of Curriculum Committee make-up, and wondered whether every department would be able to identify faculty to serve on COE committees because she knows that it is often challenging to fill positions. She shared that the curriculum committee proposal for proportional representation is also unusual in that it will be the only COE committee (other than Policy Council) that has proportional representation. Nadine wondered whether it would make sense to have extra committee members if extra members do not, in current practice, spread out and reduce the workload for each committee member. Others confirmed that this year, every committee member reviewed every proposal and so having additional members would not reduce the workload. Joe mentioned that we are now seeing more parity across departments in terms of numbers of TT faculty. Joe recommended considering the idea of one representative per department because if you have a group of strong people on the committee, they will be wise enough to figure out how to structure workload to make it more manageable. Joe did not think that adding more members would be a good long-term solution because it will add to the service workload of more people, when what is needed instead is more efficient processes. (side note: Bonnie wondered whether Policy Council should also have one member per department/School given that it is the only COE committee with proportional representation. Others noted that PC is different because PC votes on policy and as such, representation is especially important (additional discussion). **Nadine made a motion: Each department/school elects one member to serve on the COE curriculum committee. Nola: 2nded. Motion passed unanimously.**
- Proposed changes to the language in COE Policy File (Bonnie)
  - Review proposed COE language regarding Policy on Hybrid and Online Courses (Sera Hernandez)
  - **Review proposed changes to Policy File sections (Sera Hernandez & Elsa Tapia).** Elsa presented suggested changes to google doc, *Policy Council*

*Revisions\_Elsa & Sera.* See notes on the google doc.

Joe would like to give the new dean a revised policy file that reflects the work that the committee has done this year. If so, we need to get ballot out by May 10. Joe recommended that we review the proposed policy changes at upcoming department/school meetings. Colette suggested sharing that in this review, we identified highest priority areas first and made those revisions. Joe suggested that we also remind faculty that some policies were written in the 1900s and so we now have updated the policy file to conform with current practice. Colette suggested that we remind faculty that we have not drafted new policy but mostly revised it. **Bonnie requested that each group take their assigned section, make the changes in word (both tracked and “clean”), and upload into a google folder by April 25. Jim is going to send the PC proposed revisions to section 1 of the Policy File tomorrow, April 19. The committee will send feedback to Jim and Felisha by April 26.** Jim and Felisha will revise and then upload the revision as a google doc by April 29. The goal is to have a merged document by April 30, so that the proposed revisions to the policy file can be submitted to a vote of the faculty on or before May 10.

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

**Last Spring 2018 Meeting:** Wednesday, May 16, 2018, 12:30-2:30 pm, **EUREKA!**

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

Chair – Bonnie Kraemer, SPED

Secretary – Lisa Lamb, STE

Member at large – Colette Ingraham, CSP