MINUTES
College of Education Curriculum Committee
January 25, 2012
CEB 350A, 1:00 PM

Members Present: Alison Chandler (ex-officio, non-voting), CarolAnne Kardash, Maria Ramirez, & Jian Wang

Chair Wang called the meeting to order at 1:00 PM

Action items:

1. The minutes of COE curriculum meeting on December 7, 2011 were reviewed in the meeting. Kardash suggested the change of the description, “A request from Nussbaum was made to not approve EDEL 405” to “A request from Nussbaum was made to not recommend approval of EDEL 405” in item 5 of the minutes. Ramirez moved to approve the amended minutes, Wang seconded. Motion carried with 2 approval and 1-abstention votes.

2. Dr. Rosser presented the course name and description change for EPY 101. Kardash moved to approve; Ramirez seconded. Motion carried 3-0.

3. Wang suggested that to give each member sufficient time to review items before meeting, in the future, any action items should be submitted to the committee chair one week before the curriculum meeting in order to have them listed in the agenda for the meeting. Kardash moved to approve; Ramirez seconded. Motion carried 3-0

Discussion items

1. The curriculum committee section of COE Bylaw was reviewed and discussed. The following issues were raised.

   1) The role of student representative to the curriculum committee needs to be clarified. Is this student representative absolutely necessary in this committee? Can this representative be the director of the COE undergraduate advising center? If yes, can she vote?

   2) There are confusing descriptions between “A full faculty vote is not required to confirm acceptance unless five or more voting faculty request such action in writing to the Dean within five working days from the date of distribution of committee minutes” and “If a recommendation or proposal is rejected…an appeal for a general faculty discussion and vote may be made in writing if signed by ten faculty and presented to the Dean of the COE. Such an appeal must be filed within ten working days from the date of faculty notification”

   3) The description, “The Dean forwards approved proposals to either the University Program and Curriculum Committee or the Graduate Curriculum Committee as appropriate,” may not represent well all the necessary university level committees
that items approved by the COE committee should go to. For example, there is a university program review committee, which also approves the proposed new programs and program emphases that the COE recommends for approval.

4) Do the COE representatives to University Curriculum Committee and Graduate Curriculum Committee have to attend the COE Curriculum Committee meeting each time as non-voting members of the curriculum committee? What about the COE representatives to the university level program committees? Are they also the non-voting members for COE curriculum committee?

2. A four-day process of writing, reviewing, amending, and approving the minutes was discussed and suggested for the members to follow in the future meetings.

Meeting was adjourned at 1:30 pm.

Respectfully submitted by Jian Wang