COE Academic Affairs  
5 February 2009

• Meeting called to order: 8:30 am  
• Minutes taken by Brad Burenheide  
• Attendance: Teresa Miller, Di Murphy, Marjorie Hancock, Christy Moran, Brad Burenheide, Warren White, Lotta Larson, Jan Wissman, Mike Perl

Minutes Approval
Minutes from 2 October 2008 were presented. White approved, Murphy seconded.

Old Business
Our electronic meeting of January was reviewed and placed here in the minutes that the UGE request for EDCEP 120 was approved by this committee.

Rachel Landers from Education Council was appointed to be part of the academic affairs committee as a student member. She will begin attending next month.

UGE Credit Request
White moved and Moran seconded to discuss the UGE credit request for EDCEP 120. Miller explained that we could not go through the expedited process as it may affect other colleges because of the UGE designation. Perl asked for clarification regarding how the form was completed. Miller shared that this course (if approved) will go before the UGE committee later today. Perl asked regarding whether the syllabus for EDCEP 120 is appropriate for UGE or for COE as per its mission statement. Subsequent discussion focused on how this may be misconstrued by an Arts and Sciences student not following the COE curriculum. The committee recommends that other courses going through the UGE designation process may want to adjust their syllabus to avoid the mission statement pertaining to only education students and/or adjust the framework and objectives.

Perl brought up a question regarding the personnel listing in the syllabus. Miller said she would check as to rules and procedures for supervision of graduate students.

Miller called for a vote. The course UGE designation was approved unanimously.

Review of Course Change Procedures
Basic discussion took place over the format for course changes. Miller guided the committee through the process and the most current version of the University Course change manual. The general sense is that the major changes are to the cover sheet and just the presentation of the format. The core of the worksheet operations is very similar to what has been done previously, just a new format.

Miller stated that she will send out the current web links to the committee to review at their leisure.

Other items
Wissman shared the draft schedule to members of the committee in preparation for our NCATE visit in March 2009.

Monday, March 9 at 9:15, the Academic Affairs Committee is to meet with the NCATE members. Our regular meeting will be March 5, at 8:30 to review procedures for this meeting, in addition to our regular business.

Wissman continued describing the tentative schedule and reviewing an informal checklist of things to be done prior to the visit occurring.

One of the things to be addressed is clarifying the schedule to avoid “double-booking” and “triple-booking” some of the administrative individuals. The finalized schedule will be shared with all faculty. Miller will send electronic copies of minutes for this academic year to be posted on the web.

With nothing else to discuss, the meeting was adjourned at 9:10 am.