COE Academic Affairs
2/4/10
Meeting Called to Order: 8:30 am
Present: T. Miller (Chair), D. Murphy, M. Perl, B. Burenheide, C. Craft, J. Wissman, L. Larson, W. White, B. Grauer, G. Shroyer

1. Approval of minutes
   White moved. Grauer seconded. Approved unanimously to accept minutes from 11/5/09 meeting and 12/09 E-meeting.

2. EDCEP 816 Research Methods/change request
   White moved. Seconded by Craft. Discussion focused on the description change, thus allowing it to be completed by the expedited process. Perl asked a question regarding the terms “producing researchers.” Motion was approved unanimously as presented.

3. Update on status of EDCEP summer course deletion
   This course deletion approved at the November meeting will go to Executive Committee next and then on to Faculty Assembly.

4. Update on Entrepreneurship minor
   This minor proposal is now with Faculty Affairs Committee of Faculty Senate to resolve questions and concerns.

5. Syllabus checklist review
   Wissman provided an overview of the Syllabus Checklist and the required/optional statements from the Provost’s office. Committee members reviewed the current checklist and had these comments:
   - Syllabus requirements mean a lengthy document. Concern was expressed regarding the amounts of paper used for hard copies for students, and the overwhelmed feeling it may produce for students. Discussion followed regarding the use of KSOL or other electronic access for students for the full version, with shorter versions available as hard copies.
   - Wissman shared that there really are no major consistency issues in the creation of syllabi. The data collected from the collection of syllabi is useful during the self-study process such as the instructional strategies utilized in the class. Additionally, the materials are useful to familiarize students with the conceptual framework, which is important for NCATE.

   It was the consensus of the committee to modify the checklist (August 2010) by providing the link to the provost’s page for their required and recommended statements. Finally, this checklist is available on the front page of the COE website.

6. Other items
   Meeting adjourned 9:12 am
   Brad Burenheide, Secretary