

Graduate Academic Affairs Committee Meeting  
Wednesday, January 16, 2008  
Education Room 203  
11:30am-1:00pm

MINUTES

Attendees: Dr. Bret Hendricks, Chair, Dr. Gerry Parr, Dr. Tara Stevens, Dr. Reese Todd, Dr. Eva Midobuche, Dr. Zenaida Aguirre-Munoz

Absent: Dr. Joe Claudet, Ms. Yen To

Today's Agenda:

- Quorum
- Minutes
- Checklist
- Course Review and Status Update
- Next Meeting

Minutes: Dr. Parr motioned to approve November 28, 2007 minutes.

Seconded by Dr. Narayan.

Dr. Todd requested amendment to remove wording "arrived late".

Motion to approve Minutes as amended passed (all in favor).

Dr. Hendricks reviewed the unofficial form "Cover Sheet for Course Approval" which contains a checklist for the author when submitting a new course to the GAAC. A copy of the form was distributed to each committee member. This form was approved at one of last year's meetings. Discussion was held as to changes to the form and posting it on the COE website. This form was created for each course author to use and submit for use by the GAAC committee members. It also helps with the transparency of the new course application process.

Committee members voted to add a line for the program coordinator's signature to be above the department chair's signature on the checklist form.

Dr. Narayan informed the committee of an email she received from Jenny Garcia, TTU Graduate Council, requesting additional information on courses EDCI 5377 and EPCE 5376 submitted for approval to the Academic Program Committee subcommittee. Dr. Hendricks confirmed the email was sent to the department chairs also. The requested information pertains to whether or not the course(s) are consistently taught between faculty members during different semesters. The 2 forms - "Supporting Documentation for Newly Proposed Courses" form and "Cover Sheet for Course Approval" - will be added to the faculty resources website.

Committee members voted to add a "J" to the "Supporting Documentation for Newly Proposed Courses" form for signature information.

Dr. Aguirre-Munoz informed the committee that EDBL 6347 has been pulled from consideration. It may be re-created as an EDCI course at the master's level. Course EDBL 5321 was handed back to the author because the information submitted did not comply with the checklist. Dr. Midobuche agreed it was sent back to the author for changes.

Dr. Midobuche stated that EDSP 5349 required many changes. The submitted material was to include a template and a syllabus. It was sent back to the author requesting changes and re-submission.

Dr. Hendricks commented that the authors were asked to follow the application guidelines and the checklist. The authors were present at the meeting and knew about the changes. We have not received an updated re-submission. Therefore, the status of EDBL 5321 and EDSP 5349 is the committee is awaiting the re-submitted materials with the requested changes addressed. Additionally, assessment issues arose by the previous committee when reviewing those courses and there were very specific requests made of the authors before re-submission to this committee. The details are available in the February 21 Minutes. Dr. Narayan's course was one which needed re-submission. She showed each change she made per the committee's recommendation on a form along with the re-submitted materials.

The committee members approved the dates of upcoming meetings:

- February 20, Wednesday 11:45am Room 203
- March 3, Monday 11:45am Room 203

As a review of today's meeting, two (2) revised forms will be posted online for faculty to print and follow when submitting a course to the GAAC. The issues discussed here today will be presented at the Program Coordinator's meeting, presented to the department chairs and posted online for faculty (Approved Minutes and forms). Committee members are to read the emailed DRAFT Minutes and respond to the Department Chair with changes/corrections/approval status prior to next meeting.

Meeting adjourned at 12:30pm.

Recorder: Esther Lucey