

Graduate Academic Affairs Committee Meeting
Wednesday, September 19, 2007
Education Room 203
11:30am-1:00pm

Minutes

Attendees: Dr. Joe Claudet (ex officio), Dr. Bret Hendricks, Chair, Dr. Gerry Parr, Dr. Tara Stevens, Dr. Reese Todd, Dr. Ratna Narayan, Dr. Zenaida Aguirre-Munoz, Yen To (EP&L graduate student representative)

Dr. Claudet summarized the previous meeting's Minutes which set future meeting dates, pending course materials at the Graduate School from last year are Doug Simpson's 2 courses (one on ethics and the second on Dewey) and EPSY 5300. These courses were approved by the committee and sent over to the Graduate School for the Fall 08 teaching schedule. We will review EDCI 5371 today. A guideline's template has been provided for review today. Minutes from the last meeting will be emailed for approval.

Dr. Hendricks and Dr. Parr have a conflict with the next meeting date in October. GAAC committee members discussed changing the meeting day to a Tuesday or to postpone the October meeting. An email will be sent tomorrow calling for all course submissions with only one scheduled for review now. The GAAC committee agreed to postpone October's review until the November 2007 meeting.

Dr. Hendricks opened the floor to discussion on EDCI 5377. Dr. Stevens presented her concerns as to the language used in the Learning Outcome and Assessment columns. Dr. Stevens suggests modification of the outcomes to demonstrate the concepts learned. Dr. Hendricks will send the suggestion electronically to the author. Dr. Aguirre-Munoz questioned section "C" on the justification statement supporting document. The rationale on her copy is missing. It was determined that the letter "C" was just a typing error. Dr. Todd recommends changing the language within the justification statement to reflect the form's wording regarding use of "expose" vs. understanding, or to implement, to use in research. All committee members agreed with this recommendation.

Dr. Stevens put forward a Motion to accept EDCI 5377 pending recommended changes. The motion was seconded by Dr. Parr. Discussion continued about the wording and confirming the rigor of the course was consistent with other courses currently offered.

Motion passed (all in favor).

Dr. Hendricks gave a short overview of the history of the committee. Until a year ago, the charge to the committee was unbelievably complex. Now the committee's goal is to look at and refine course admissions. A handout covering the GAAC guidelines was distributed to each committee member. This process is not mysterious and the members will be able to communicate the process to the faculty. Dr. Hendricks proposes to (1) present to the Leadership

Council what the GAAC does and our charge with a definition and the guidelines with a recommendation to send it to all faculty; and (2) email reminders to each faculty member of the course submission due dates.

The GAAC committee discussed having an obvious web link somewhere on the COE webpage or a quick link. Currently the Graduate Education link has archived all graduate faculty meetings and ad hoc committee meetings. Dr. Claudet suggests the GAAC Meeting Minutes be added to this website because this committee impacts the COE programs. Dr. Hendricks suggests sending out status reports on the courses to track them; explaining the process of where it goes after GAAC approval. Dr. Parr states that 30 years ago this committee discussed the requirements to obtain a doctorate over and above the foundation courses. It is good we now have a narrowed focus.

GAAC committee members then discussed additional topics to address - such as grade appeals. Dr. Hendricks will give as much advance notice prior to the scheduled meetings as possible. Many times grade appeals are settled prior to the next GAAC scheduled meeting. As to the Guidelines, they are simple, straightforward and hopefully easily understood by the faculty. Dr. Aguirre-Munoz feels faculty will throw away the hard copy. Dr. Aguirre-Munoz suggests a web link would be easier to access and available when needed. Dr. Claudet suggests having a sub-link and Dr. Aguirre-Munoz suggests it include a status report with a matrix showing check boxes. Dr. Hendricks suggests the status report be directed to the author of the course versus a flowchart view. Dr. Stevens suggests an announcement be made once the course has been approved by the Graduate School Council for all to know about it. Dr. Aguirre-Munoz suggests a list of courses, by date and the stages be noted. Dr. Claudet states that the course approval process is not a straight line. It is a zigzag process. We want it to be simple and transparent, not fuzzy. Dr. Hendricks believes it is important to notify faculty the course has been approved by the GAAC, left the COE and has been forwarded to the Graduate School Council. Yes, it is a great idea to announce it once it has been approved. All agreed to keep the process as simple and transparent as possible.

Dr. Hendricks asked for additional input from the attending members regarding the GAAC guidelines and process. What do you hear from faculty about this issue? Dr. Stevens stated that last year she submitted a course request and this year there are different requirements. Dr. Aguirre-Munoz requested to have the faculty member who submits the course for review to attend the meeting. As it stands now, the individual never knows what to change because he/she is not at the meeting to hear the discussion. Dr. Hendricks agrees that the faculty should attend. Dr. Aguirre-Munoz is on the undergraduate faculty academic affairs committee and they do not want the author to attend. GAAC committee members agreed to ask the author to attend the meeting when the course is to be reviewed.

Dr. Hendricks states he heard the Graduate School Council has added procedural items to the guidelines. Did anyone else hear that or know about it? Dr. Marbley, COE representative to the Graduate School Council, was not able to attend today's meeting. Dr. Hendricks will notify the members once he learns of any new information pertinent to the guidelines.

Dr. Hendricks suggested each person bring lunch to these GAAC meetings due to the time frame.

Dr. Hendricks is concerned over the GAAC image. We want to project transparency as to the process, the Graduate School Council and an awareness of our communication skills. Dr. Aguirre-Munoz suggests the items we look at in reviewing the course submissions be put in bullet format on the guideline's form. These are the items Dr. Hendricks referred to in his recent emails to committee members.

The GAAC members discussed upcoming course submissions: One from EPCE and two from EDSP. EDBL has some from their Masters' program which will be submitted in time for the November meeting. EPSY has some doctoral courses (Ph.D.) to be submitted after November. Dr. Hendricks requests an email be sent to him with upcoming courses so he can add them to the Agenda prior to each monthly meeting.

Dr. Todd asked if this committee makes the recommendation to delete courses after we add new courses. Dr. Claudet's answer is it the Graduate School Subcommittee who makes that determination. The COE GAAC's charge is to be sure the new course does not duplicate other courses across the departments. We are the gate check before sending them on to the Graduate School Council. Dr. Todd asks about outdated courses. Dr. Claudet states that if a course has not been taught in four years, the department chair writes a request for it to stay. Dr. Parr concurs and states that in the past the COE could not use words such as "psychology" within a request. Everything comes from the Council. Dr. Claudet states we are now focused in our charge before we recommend sending it forward. Dr. Hendricks confirmed we don't look at deletions; we check for duplications. Dr. Parr states the Data Warehouse, of the IRS system, has a course inventory.

Dr. Aguirre-Munoz made the motion to adjourn.

Dr. Stevens seconded the motion.

Motion passes (all in favor).

Esther Lucey,
Recorder