

Minutes from Meeting
10:00am-11:00am
Rooms 2102 (Bloomington) and 3138E (Indy)

Members Present: Danielle DeSawal, Elizabeth Boling, Valarie Akerson, Samantha Paredes Scribner, Martha Nyikos, Rob Helfenbein, Nathaniel Brown, Connie Ables, Ghangis Carter, Susie Sloffer, and Ray Haynes

Absent: Kylie Pepler, Lara Lackey, and Beth Berghoff

Staff: Avital Deskalo

Presenters: Jesse Goodman

I. **Review/approval of minutes from December 15th, 2010**

- A. Elizabeth moves to amend into the 3-3-11 minutes that at our earlier three meetings (September, November and December), Ghangis had been inadvertently dropped from the distribution list and wasn't notified.
- B. Elizabeth will verify with Jane that Nathaniel does not need to be mentioned in the minutes because he was on family leave.
 - *Martha Nyikos motioned to approve the minutes with the addition into the 3-11-11 minutes that Ghangis Carter was inadvertently dropped from the distribution list for the September, November, and December meetings.*
 - *Nathaniel Brown seconded the motion.*
 - *All in favor.*

II. **New Business**

- A. **Course Change Request E508-** The course change request for E508 is move 3 credits that can be taken once, to 1-15 credits, and students can sign up for more than E508 at the same time. This change is to allow flexibility while the program is being revised and to correct the problem that students have often taken more than one E508. The GSC/RAFA committee agreed to table E508 to obtain further clarification on certain items. For example, the committee questioned if line 12 should be changed to variable from 1-3 credit hours instead of 1-15 hours. Furthermore, they also wanted clarification on the cross listing with J760. It was unclear if a student could cross-list J760, which is a 3-credit course, with E508, which you could take for 1 credit.
- B. **ET2T Master's Option name change to ECMP-** Master and certificate-only option ET2T were created in early 2000s. This past summer, IDOE wanted to review the ET2T programs. The State allowed a 24-credit certification program, and the ET2T Master's Program was a 49-credit program, which the State misconstrued as the ET2T Certificate-Only Program. Consequently, the state temporarily suspended the ET2T Certification-Only Program. Therefore, Jesse Goodman and colleagues decided to change ET2T -Masters to a different name, so the State would not confuse

the Certificate Only and Masters Programs. They wanted to find a name that clearly identified the track as a Masters Program, hence Elementary Certification Master's Program. This will be a track of the Elementary Master's Degree Program. Danielle wanted to make sure that this was only a name change, so the proposal won't trigger any problems at a different level (i.e., because it says track). Susie stated that the word "track" is not critical to the process. They decided that a simpler memo should be devised that only illustrates the name change. The new memo can illustrate that once the name change is approved, the ECMP will be re-established as a track of the C&I's Department's Elementary Master's Degree Program was in the past. Rob inquired if this temporary suspension will affect IUPUI's ET2T program. Elizabeth responded that the State treated IUPUI differently than IUB (i.e., asking questions about certain features of the program); there will be no effect on the IUPUI program as of now. Rob also asked if there will be an impact secondary ET2T, and Jesse stated that the current situation is completely different; there will be no impact. Jesse Goodman asked if this name change has to be approved before we let the students register in the fall. Susie says no because there is still an existing and approved initial license for an Elementary Ed Masters Degree. They will change the students' degree once the name change is approved.

- *Nathaniel Brown motioned to approve the change ET2T-Masters option to ECMP with the caveat that we will double-check if it needs to go to the Committee on Teacher Ed for approval. Pending that approval, then we will move it forward to Policy Council. Jesse will work with Susie and Elizabeth to devise a concise memo that will just focus on the name change.*
- *Connie Ables seconded the motion.*
- *All in favor.*

- C. **Course Change Request C675-** This is a supervised college teaching course. The change is to set the credit hours variable from 1-3 instead of 2-3 to allow flexibility for the Doctoral students who are teaching courses to undergraduates.
- a. *Valarie Akerson motioned to approve the course change for C675.*
 - b. *Susie Sloffer seconded the motion.*
 - c. *All in favor.*
- D. **New Course Request Q601-** The past few years a Proseminar Course in Science Education has been run under an independent study. Now they want it to be formalized and assign it to a regular course. The Q590 is the independent study number. Martha wanted to ask if this is an early experience course. Valarie responded that it is not, stating that every student attends every semester. New students attend for course credit (it is in their program of studies). Danielle recommends that Q590 should be changed on the syllabi titles to Q601. Susie indicated that on the new course proposal, where it says REQUIRED, "but already in the program" should be deleted. Martha inquired if a student is required to attend all the time, could they constantly enroll and rack up a lot of credits? Valarie said they could rack up to 4 credits. Danielle also recommended that only one syllabus should move forward.
- a. *Ray Haynes motioned to approve the new course request Q601 with making sure as it gets entered into the system, strike the phrase "but already in the*

program,” change the syllabi to reflect the new course number Q601, and just pick one general syllabus to be added to the system.

- b. *Martha Nyikos seconded the motion.*
- c. *All in favor.*

E. **New Course Request A629-** Susie stated that this course is very similar to Y510: Action Research, which might be an issue. Ray indicated that it should be distinguished how these two courses are different. Graduate students might question why they should take Y510 if they are taking a similar course. This course is not required; it would be an elective. Moreover, another issue raised was the structure of the course schedule on page 4 of the syllabus. For week 11-14, it would be beneficial to change the language to Project Selection. For week 12, the language could be changed to project related questions. The committee decided to table A629 so the syllabus could be modified further.

F. **Requests for Approval: Online Delivery of K-12 Bldg Level Administration Masters, Online Delivery of Teacher Leadership Masters, Online Delivery of K-12 Bldg Level Administration Certificate-** All three are online versions of existing programs. There are no changes in the course requirements; they are just going to be offered online. Funding at IUB was an incentive to develop online courses. Various programs responded to the incentive and developed online courses. The strategy was to develop an entire course sequence online. Samantha indicated that if over 50% of the program is going to be delivered online, you need approval up to the Commission level. Nathaniel asked if there are any courses in any of the tracks that are in laboratory format or something other than a lecture format. Samantha responded that the practicum would still be online in their school contexts. Martha inquired about the fee structure. She stated that it was very surprising that a resident and non-resident can take a course online much cheaper. Danielle discussed that it is a great marketing tool and the fees will likely increase next year due to the number of courses being delivered online. Later on, Martha raised a question regarding the certificate. Danielle said that if a program has not been approved as a certificate, you could use the word “academy” instead. Martha inquired about an official recognition certification she would like to give to her students, and Elizabeth recommended that she use the word academy. In regards to the certification program, Martha stated that in Roman Numeral 3 it wasn’t clear if you need a Master’s degree prior to completing the certification. Samantha clarified that you do need a Master’s degree for the certification program. Elizabeth suggested that if we add a colon after “including” in the first sentence, it would clarify that a Master’s degree is required.

The three requests will be voted on individually.

1) Online Delivery of K-12 Bldg Level Administration Masters

- a. *Rob Helfenbein motioned to approve Online Delivery of K-12 Bldg Level Administration Masters Program.*
- b. *Valarie Akerson seconded the motion.*
- c. *All in favor.*

2) Online Delivery of Teacher Leadership Masters

- d. *Valarie Akerson motioned to approve Online Delivery of Teacher Leadership Masters.*

e. *Martha Nyikos seconded the motion.*

f. *All in favor.*

3) Online Delivery of K-12 Bldg Level Administration Certificate

g. *Nathaniel Brown motioned to approve Online Delivery of K-12 bldg Level Administration Certification with the caveat that we will double-check the proper form, but the content is appropriate. We will make sure that certificate or certification is used in the proper contexts. Also add a colon after the word including after the first sentence of Roman numeral #3.*

h. *Ray Haynes seconded the motion.*

i. *All in favor.*

We will move forward the first two programs to Policy Council and follow-up with Samantha and Gary on the certification program

III. **Informational Items**

A. **Update on Special Education programs: Certification, Certification plus Masters, and Masters only** – All documents in the 3-11-11 resources tab on

OnCourse are current for these programs. These documents came back from Policy Council several times due to a number of technical issues, such as the language, etc. Danielle stated that no content was changed; this is just an informational item for the committee.

B. **Beechler Award:** The announcements have gone out to the departments. Danielle recruited one more member, Tom Nelson Laird, to the committee. The committee is all set now.

C. **Dissertation of the Year Award:** Will be discussed outside the meeting.

D. **FMLA-** Elizabeth stated that the GSO encountered several questions after we moved the FMLA documents to go forward to Policy Council. Also, Policy Council suggested that the FMLA should be split up in to two policies into two forms: academic leave for graduate students and family and medical leave for graduate students. Danielle asked if the academic leave document was Part A and if it was approved earlier, and Elizabeth responded that it is not. Also in regards to the academic leave policy, Danielle suggested that under Eligibility, the second bullet point should be modified to say School of Education graduate program. Additionally, she stated the third bullet point should be rephrased because it is unclear.

Because the meeting was coming to a close, Danielle suggested that we should initiate a conversation via e-mail cross-checking the Part A (which was approved previously) with the current forms, so the committee can go through and identify any concerns or issues. Also, Danielle asked that the FMLA Sub-Committee convene based on feedback from the e-mails. Furthermore, Danielle asked that we focus on the highlighted parts on the family and medical leave policy. The form for academic leave request also needs to be approved at the next GSC/RAFA meeting. FMLA was tabled and would be discussed again at the April meeting.

E. **Potential action items for next year:** Urban Education PhD proposal at the Commission at Higher Education – Rob stated that proposals have moved to that level and the committee may want to think of some procedural actions to help these proposals move forward.

The meeting concluded at 11:30 am.

The next GSC/RAFA Committee meeting is scheduled for Wednesday, April 20th, 10-11 am.