

**Minutes from Meeting**  
**3:00-4:30PM**  
**Rooms 2102 (Bloomington) and 3138B (Indianapolis)**

**Members Present:** Keith Barton, Elizabeth Boling, Terri Shockley, Beth Berghoff, Ben Edmonds, Alex McCormick, Karen Wohlwend, Thu Suong Thi Nguyen, Katie Cierniak, and Peg Sutton

**Members Absent:** Ghangis Carter, Luise McCarty, Robin Hughes, and Marjorie Manifold

**Staff:** Avital Deskalo

**Presenters:** Brendan Maxcy, Barbara Dennis, James Damico, Serafin Coronel-Molina, Mary Waldron, Sue Whiston, Dave Estell, Barbara Erwin, and Paula Magee.

- I. Review and Approval of Minutes from March 4, 2014
  - *Alex McCormick moved to approve the minutes from March 4, 2014, as presented.*
  - *Peg Sutton seconded the motion.*
  - *All in favor.*

II. New Business

A. **Changes to Educational Leadership Tracks**<sup>1</sup>

Brendan Maxcy proposed changes to two educational leadership tracks: Urban Principalship (UPP) track and K12 Principal Leadership Track. Within the UPP track, he is proposing to add T531 and K505 as options in the foundation requirements. The changes were to add an urban focus to the track. Rationale for this is that to have an urban focus. K. Barton does not think the proposal for the UPP track needs to come forward because Brendan Maxcy is just adding flexibility to the course requirements.

P. Sutton stated that the proposal is a change in a policy regarding coursework –the coursework now can only be 5-years-old as opposed to 7-years-old. E. Boling said the standard policy is 7 years. Brendan Maxcy will change the proposal to reflect 7 years for coursework.

Next, Brendan Maxcy discussed changes to the K12 Principal leadership Track. He is moving the foundational requirements from 9 hours to 6 hours to allow one more 3 credit elective. Also, he adjusted the foundation offerings to allow students to take advantage of existing and forthcoming certificates in ESL, Inclusive Special Education, Urban Advocacy and Leadership and Language and Literacy. Moreover, Brendan Maxcy indicated the changes would allow students to include electives from the Kelley School of Business and SPEA among others.

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<sup>1</sup> The Ed. Leadership Tracks and New Course Request N610 was voted on and approved by the Graduate and Professional Programs Committee on March 7, 2014.

K. Barton clarified for the committee that the changes included moving 3 credits from foundations to electives and making the foundations more broad. B. Berghoff inquired about including inquiry courses in the foundation requirements. Brendan Maxcy said that an inquiry course can be built into the foundations or it could be picked up as an elective. E. Boling commented that there is no overarching policy that an inquiry course is required in the foundational courses for master's programs.

A. McCormick asked a conceptual question regarding L500. He asked whether it matters if L500 is listed as a foundation in one track and listed under another category in the other track. Brendan Maxcy stated that L500 will ultimately be required. E. Boling said that some programs function that way.

P. Sutton also asked if there is still a certification program within the tracks. Brendan Maxcy said that the certification programs are not changing at all.

- *Peg Sutton moved to approve the changes to the K12 Principal Leadership Track, with the following change: change 5 years to 7 years for the policy regarding coursework on the proposal.*
- *Ben Edmonds seconded the motion.*
- *All in favor.*

**B. Course Change Request: Y500<sup>2</sup>**

Barbara Dennis presented this course change request. The inquiry faculty members have been expanding the use of the Y500 lab. The main idea for the lab is to use computer software and consulting time to create opportunities to apply what students learn in class. E. Boling clarified that the proposal is for students to take Y500 up to 10 times.

E. Boling asked why it is offered as a 0-credit course or a 1-credit course. Barbara Dennis said that the 0-credit course was used for administrative reasons in Y520. For example, with the online version of Y520, they would have anywhere from 60-80 students. The teachers would organize the class into smaller discussion sections and to do this, they opened a 0-credit Y500. E. Boling said that the SoE does not usually have 0-credit courses. Barbara Dennis explained that she thought the 0-credit course was approved two years ago. E. Boling will meet with Barbara Dennis to discuss the 0-credit issue.

- *Ben Edmonds moved to approve Y500 with the following changes: spell corequisites correctly under item #16, spell related correctly under ESI #1, and provide a space between "TI" and "or" under ESI #1.*
- *Karen Wohlwend seconded the motion.*
- *All in favor.*

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<sup>2</sup> Y500 and the Core Inquiry Course Proposal were approved by the CEP faculty on January 28<sup>th</sup>, 2014.

**C. Core Inquiry Courses Proposal**

Barbara Dennis also presented this agenda item. The purpose of this proposal is three-fold: 1) make all Y courses count as inquiry courses except the courses listed in the exception section, 2) have a procedure for deciding which courses count outside the inquiry program, and 3) have a procedure for looking at exceptions, which would be on a student-by-student basis. The inquiry faculty will review the courses every 2 years. E. Boling suggested that a portion of this proposal should be posted in the bulletin with the courses that are offered outside the SoE. When T. Shockley revisits the bulletin each year, she will give the updated list to Barbara Dennis.

A. McCormick asked if certain methods courses in ELPs are counted in the inquiry core. P. Sutton stated that those courses are cross-listed in the inquiry program. A. McCormick suggested that Barbara Dennis should change “across campus” to “outside the inquiry program” for courses that will be included on the approved list, which will add flexibility.

The committee members asked about the courses that will not be counted towards an inquiry core. Barbara Dennis said that courses without a strong theoretical foundation would not be counted towards the inquiry core. Also, she said that there is a course that Joanne Peng teaches on techniques for SAS that would not be counted. She also mentioned that Y510 would not count. Barbara Dennis will add that course to the list. At the end of that discussion, Barbara Dennis clarified that any Y650 would count in the inquiry core.

- *Peg Sutton moved to approve the Core Inquiry Course Proposal with the following changes: add Y510 to the list of courses that do not count and change “courses taught cross campus” to “courses taught outside the inquiry program.”*
- *Alex McCormick seconded the motion.*
- *All in favor.*

**D. Proposal for Online Ed.D. in the LCLE Program<sup>3</sup>**

James Damico and Serafin Coronel-Molina presented this proposal. The LCLE program is following in the footsteps of the IST program by developing an online Ed.D. Program. They decided to develop a proposal partly as a result of student feedback. In other words, a number of students would be interested in another program besides a master’s, but they needed a program that was off-site. The proposal is a 60-credit post-masters program that is targeted for working professionals; students from the U.S. and other places around the world. The last page of the proposal is a comparison with the IST Ed.D. and the on-site LCLE Ed.D. Program. James Damico explained that students would move through the program as a cohort; they will take at least one course each semester. They are three required visits on campus. Two of the visits will be in the summer; students will be required to participate in summer conferences. The other

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<sup>3</sup> The Online Ed.D. in the LCLE Program was voted on and approved by the LCLE faculty on November 8, 2013.

required visit is the dissertation defense. E. Boling said she couldn't find information about the dissertation defense in the program proposal. James Damico will add a sentence. P. Sutton also inquired about the required meetings. She was concerned that the program would be excluding the clientele that they are seeking. E. Boling commented that the IST program had a similar concern but it was important to have an in-person connection with the distance students. James Damico said that the LCLE program had several discussions about the required visits and decided in the end that it was important for them to come on campus.

K. Barton asked about the transfer credits requirement. He explained that some students might take random courses that are not from a master's program. James Damico will change the language in the proposal to add flexibility for transferred credits. He will also add that the transfer credits will be based on advisor approval.

E. Boling asked about the rationale for finishing the program in 5 years. The overall policy for finishing a program is 7 years. She also inquired if there are faculty members to teach courses every semester. James Damico said there were not any concerns about staffing. Also, they would run the same courses every semester. E. Boling then asked about the 6 credits that students would take in the first summer. She was concerned that some professionals would not have summers off. E. Boling said that IST saw a lot of managers where summer wasn't really a summer. She asked if a student would be kicked out of the program if he/she is not caught up on all courses. James Damico decided to remove the first sentence of the 2<sup>nd</sup> paragraph on page 5 ("All course work, except dissertation credits, must be completed within five years").

K. Barton asked if there are new courses that need to be approved for this proposal. E. Boling indicated that some of the courses are already online. James Damico added that the core courses would now be moving online. He will have to submit the course change requests.

Before the discussion ended, A. McCormick asked if there were any students who would take courses outside the major. James Damico stated that the electives are outside the major.

- *Karen Wohlwend moved to approve the LCLE Ed.D. Online Program Proposal with the following changes: clarify that transfer credits do not have to be from a master's program, add that there should be advisor approval for transfer credits, and remove sentence about 5-year requirement.*
- *Alex McCormick seconded the motion.*
- *All in favor.*

E. **New Course Request: P683<sup>4</sup>**

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<sup>4</sup> P683, P652 and P515 were approved by the CEP Department on January 24, 2014.

Mary Waldron presented this course request. This course will be an elective course for students in the Human Development Program. She indicated that P683 would be cross-listed with epidemiology in the School of Public Health. However, the course is not formally cross-listed yet, which is why it is not listed as cross-listed on the course request form. She listed that the course would be taught in all formats, which she was advised to do by her department. However, because she only has a syllabus for the face-to-face mode, she has to limit the instruction mode to face-to-face.

- *Ben Edmonds moved to approve new course request P683, with the following changes: revise the instructional mode to be face-to-face only.*
- *Peg Sutton seconded the motion.*
- *All in favor.*

F. **New Course Request: P652**

Mary Waldron also presented this course request. This course is not going to be cross-listed. It is an advanced seminar course for doctoral students in the Human Development Program and for students who minor in Family Psychology. Mary Waldron will have to limit the instruction mode to only face-to-face.

- *Alex McCormick moved to approve new course request P652 with the following changes: limit instruction mode to face-to-face only.*
- *Karen Wohlwend seconded the motion.*
- *All in favor.*

G. **New Course Request: N610**

Erik Tillema presented this agenda item. N610 will be offered on the IUPUI campus. It is a letter-graded internship course so graduate students can intern in the course they are going to teach. In other words, it is an AI preparation course. Erik Tillema tried to add the contact hours on the course request form but he was unable to add the information. E. Boling will put a note in the system that he attempted to enter that information. In regards to another part of the request form, E. Boling asked if anyone would take this course twice in one semester. Erik Tillema said no; therefore, #18D needs to be changed to no.

- *Peg Sutton moved to approve new course request N610 with the following changes: add contact hours and change “yes” to “no” for item #18D.*
- *Ben Edmonds seconded the motion.*
- *All in favor.*

H. **Ed.S. Degree Name Change<sup>5</sup>**

Sue Whiston presented this item. She requested the name change to Mental Health Counseling as a result of changes with Medicaid reimbursement. Reimbursement for Medicaid mental health services can only be provided to non-licensed personnel when

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<sup>5</sup> This agenda item was circulated to the CEP department between February 14<sup>th</sup>, 2014 to February 24<sup>th</sup>, 2014. There were no concerns with the degree name change.

the degree is in Mental Health Counseling. They need this name change to be reflected on student transcripts. Right now the bulletin says Ed.S. in Counseling and Counselor Education.

E. Boling clarified that Sue Whiston is asking for a degree name change. E. Boling will check if another document needs to be completed for the degree name change.

- *Beth Berghoff moved to approve the Ed.S. Degree Name Change with the following changes: the proposal should reflect a change in degree name instead of program name.*
- *Thu Suong Thi Nguyen seconded the motion.*
- *All in favor.*

I. **Master's in Educational Leadership Strand Proposal**<sup>6</sup>

Barbara Erwin presented this proposal. She and her colleagues adjusted the core courses from 24 to 27 credits. A629 was added to the core course requirement. The 9 credits of electives were designated into possible strands. Barbara Erwin and her colleagues hope that the strands would create interest in the Master's program. Furthermore, they hope to add more strands in the future, such as a strand for students who will work in charter schools. The classes are offered online, hybrid and face-to-face. Erwin is not asking to increase any online offerings. Students' transcripts will remain the same. Also, the new proposal would require only 9 credits for electives. The majority of other programs in the SoE require at least 12 elective credits. Moreover, all strands are outside the major, except the School Law strand. The courses in the School Law strand are within the major. Therefore, there are potential students within this master's program that will not take any electives outside the major. After her overview, she realized she listed P540 twice in the Learning Sciences strand; one of the P540's should be P507. Before the committee voted, E. Boling recommended using the term strands rather than concentrations or tracks.

- *Alex McCormick moved to approve the Master's in Educational Leadership Strand Proposal with the following changes: Use term strand instead of concentration or track and change P540 to P507 under the Learning Sciences Strand.*
- *Karen Wohlwend seconded the motion.*
- *All in favor.*

J. **Course Change Request: P515**

David Estell presented this agenda item. Currently, P515 is taught in the face-to-face instructional mode. This request is to add an online instructional mode. David Estell brought a syllabus for the online version. The current rationale for adding the online instructional mode is that enrollment has dropped, and by making the course online entirely, it may appeal back to the audience who initially enrolled in the in-person offering. David Estell explained that the assessment has changed slightly. For example,

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<sup>6</sup> This proposal was approved by the ELPs Department on February 28<sup>th</sup>. The proposal passed with one abstention.

forum postings and podcasts will replace lecture and discussions. However, the content is the same and the exams are identical in both modes. The course will remain at the same credit hours. David Estell proposes that the class will be offered in the fall and summer.

- *Peg Sutton moved to approve course change request P515, as presented.*
- *Ben Edmonds seconded the motion.*
- *All in favor.*

### III. Old Business

#### A. **Urban Education Advocacy and Leadership Certificate**

This item was tabled at the March meeting because the proposal was missing certain areas. All the sections that were previously missing have now been added. The application criteria is now included as a memo. Paula Magee mentioned that all courses within the certificate already exist.

B. Edmonds asked if this certificate could lead to a master's. Paula Magee said yes; the courses could lead to a Master's in Educational Leadership or Elementary Education. B. Edmonds then asked if it would be a smoother transition to have all courses present in the certificate and the master's programs. Thu Suong Thi Nguyen said that T550 could be added to the Master's in Educational Leadership pending advisor approval. T550 could replace one of the other courses in the foundation areas. Another committee member suggested that there should be a note on the website that these electives can be counted later in master's programs.

- *Thu Suong Thi Nguyen moved to approve the Urban Advocacy and Education Certificate, as presented.*
- *Beth Berghoff seconded the motion.*
- *All in favor.*

### IV. Discussion Items

#### A. **Department Approval of Courses and Programs:** At the Campus Curriculum

Committee, it was decided that it was decided that units need to verify that programs have approved the agenda items. E. Boling requested whether we wanted to require a vote. The committee said we don't require a vote, but if approval was sought through a broadcast e-mail, we want to see a copy of that e-mail uploaded into the E-doc. In the "Notes" section of the E-doc, there should be the date the e-mail was sent out and a notation if there were any objections.