



COLLEGE AND GRADUATE SCHOOL OF  
EDUCATION, HEALTH, AND HUMAN SERVICES

Office of the Associate Dean for Student Services and Undergraduate Education

**Undergraduate Council Minutes**

October 14, 2005

**Members Present:** Joanne Arhar, George Haber, Averil McClelland, Dale Curry, Judy Oslin, David Bruce (for Carol Bersani), Danielle Sherritt, Anne Reid, Charity Snyder

**Members Absent:** Lisa Audet

**Guests:** Nancy Barbour, Mark Lyberger, Aaron Mulrooney, Janice Gibson, Connie DiMascio, Therese Tillett, Gretchen Espinetti

Associate Dean Arhar opened the meeting at 10:30 a.m. in Room 304 White Hall. She asked if there were any additional agenda items, and the new LER structure was added to the agenda. Averil McClelland made a motion to approve the minutes from the September 14 meeting, George Haber seconded, motion passed.

**New LER Structure**

The new structure was not approved by Faculty Senate, and was sent back to the Executive Committee for clarification regarding the state mandate. Connie DiMascio informed the council that the Executive Committee will review the LER structure and send back to Faculty Senate for their November 14 meeting. The issue is that KSU has to make the transfer module parallel to the state's. The transfer module will make it easier for students to transfer from one state institution to another.

Another concern is career and technical education programs for high school students that allow them to earn college credit for Introduction to Education and other courses. While KSU won't accept high school credit, what do we do when high school students get college credit and then want to transfer to KSU. George Haber noted that an articulation agreement needs to be in place for these situations, and Joanne Arhar will bring this up at Deans' groups meetings. J. Arhar added that the proposal for the transfer module from URCC will probably hold, and Gayle Ormiston said to continue planning for it.

J. Arhar asked Council members if they felt another meeting was needed for Fall semester, and suggested December 2<sup>nd</sup> as a tentative date. This will give faculty the opportunity to submit proposals for Fall 2006 until the December 2<sup>nd</sup>

meeting to be voted on December 16<sup>th</sup>. Council members replied in the affirmative and a tentative meeting was scheduled.

### **Curricular Proposal Procedures**

Connie DiMascio reviewed procedures with the council, reminding them that, ultimately, curriculum belongs to the faculty. The Provost Office is responsible for making sure they are correct and in accordance with procedures. A. McClelland asked how new course numbers are chosen for new courses, and C. DiMascio responded that, by looking at screen 128 in SIS, one can view all course numbers that are currently being used. As long as the end term for a course number is at least five years in the past, the course number may be reused, or a new number that hasn't been used may be chosen. Connie invited council members to contact her with any courses that they have questions about, and she will check the status and respond.

C. DiMascio reviewed the contents of the packet that was distributed. Included are checklists for each type of proposal, so the person preparing it knows what needs to be included. She stressed that it is important for other programs who may be affected to be consulted, and correspondence indicating their approval should be included. This may be in the form of an email from the appropriate contact. Anne Reid inquired about courses with special fees, and C. DiMascio replied that these are processed once a year, and any fees for Fall 2006 need to be in the Provost's Office no later than January 3, 2006.

C. DiMascio informed the council that the deadline for submissions for the course inventory roll for Fall 2006 was the September EPC meeting. However, if the council can get course changes to her today, she will see that they are on the next agenda to be included in the course inventory roll on November 4<sup>th</sup>. Joanne Arhar asked members to forward any questions to her and C. DiMascio.

### **VOTE – SELS PROPOSALS**

The School of Exercise, Leisure, & Sport (SELS) brought three proposals to the table for a vote. These proposals include: 1) addition of Sports Administration major, 2) addition of courses entitled Human Physiology I & II, and 3) revision of the Leisure Studies major. Mark Lyberger and Aaron Mulrooney were available for questions from council. Judy Oslin motioned to vote on the SELS proposals as one vote, David Bruce seconded, and the motion passed unanimously. Council discussed the proposals, and J. Arhar called for a vote. The proposals were passed unanimously.

### **VOTE – SPA PROPOSALS**

The School of Speech Pathology & Audiology (SPA) presented several proposals at the previous meeting, including: 1) computed tomography (CT) concentration, 2) diagnostic medical sonography (DMS) concentration, 3) magnetic resonance imaging (MRI) concentration, 4) nuclear medicine (NM) concentration with a change of credit hours, and 5) addition of a radiation therapy concentration. D. Bruce motioned to vote on the proposals as a group, A. McClelland seconded, and the motion passed. Janice Gibson was present to

answer questions. Discussion followed, and there were no issues or concerns. The proposals were passed unanimously.

### **CONCEPTUAL FRAMEWORK**

Nancy Barbour gave an overview of the conceptual framework for, explaining that the handout is an abbreviated version of a longer paper. UCTE had debated and deliberated for two years, and this proposal reflects the best thinking of faculty over a two-year period. D. Bruce inquired whether copies should be made by council members to share with their departments, and Dean Arhar replied in the affirmative. Regarding the curricular proposal process, there was a question of whether this would require a CCP. J. Arhar stated that she would ask Connie DiMascio if a CCP is required, and if there is a CPP at the college level, rather than one requiring departmental approval.

Council discussed the proposal. D. Bruce asked what would happen if the departments bring back revisions, and N. Barbour responded that it would then go back to UCTE. J. Arhar stated that it is the responsibility of council members to take the proposal to their department or school curriculum committees for their review. Dale Curry inquired about the role non-teacher education areas, and N. Barbour responded that their general feedback may be helpful, even though the proposal is for teacher education, not for EHHS.

### **POLICIES RELATED TO CLINICAL EXPERIENCE**

Joanne Arhar gave an overview of two proposals, which were developed by the Clinical Experiences Advisory Committee and reviewed affirmatively by the teacher education coordinators. The first pertains to diversity in field experience, and would revise the catalog to reflect language based on the conceptual framework. J. Arhar explained that all details aren't worked out at this point regarding implementation, but the goal is to replace "urban, suburban, rural" with verbiage that would more accurately reflect the complexity of diversity. David Bruce inquired what the process would be for implementation, and Gretchen Espinetti replied that, while they're in the process of figuring out the details, implementation would definitely be with input from program areas, advisory committees, etc. This is a first reading, and J. Arhar requested that council members take these proposals to their curriculum committees for review.

The second proposal is regarding eligibility for student teaching. There is ambiguity with the wording in the current catalog, and some students mistakenly think they may student teach before their content area coursework is complete. This will provide clarification to these students that all content area coursework must be complete prior to student teaching. J. Arhar noted that the Office of Student Services makes no exceptions to this rule, but faculty advisors have discretionary authority to make exceptions under unusual circumstances.

### **ADED42196 Proposal**

A proposal was presented to change ADED 42196, Individual Investigation, to S/U and IP grading. However, the summary statement was unclear, so D. Bruce will take back to TLCS to rewrite the summary statement to provide clarification.

### **UNDERGRADUATE POLICIES TASK FORCE**

First meeting will be held on Wednesday, October 19, 2005. This Task Force will be looking at material located in the front of the EHHS and F&PA sections of the Undergraduate Catalog. All resulting proposals relating to curriculum will eventually come to the Undergraduate Council for consideration. Information from the Task Force meetings will also be available via the internet. The UG Policies Task Force meetings will be held biweekly.

Meeting was adjourned at 12:15 p.m.