



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

Office of the Associate Dean for Student Services and Undergraduate Education

**Undergraduate Council Minutes**  
September 15, 2006

**Members Present:** Lisa Audet, Carol Bersani, Natalie Caine-Bish, Dale Curry, Lettie Gonzalez, Tina Kandakai, Averil McClelland, Anne Morrison, Kimberly Peer, Alexa Sandmann and Charity Snyder

**Guests:** Laura Buckeye, Albert Ingram and Lisa Froning

As Associate Dean Joanne Arhar was out of the country, Associate Dean Nancy Barbour agreed to take over for Dr. Arhar and opened the meeting at 10:00 a.m. in Room 304 White Hall.

C. Snyder made one clarification to the minutes under **Catalog Year Policy**. Students can move their catalog year up but not backward. D. Curry motioned to approve the minutes with the amendment. K. Peer seconded and the motion passed with one abstention as that council member was not a member of council last year. Introductions of council members were made.

**Establish a Quorum**

A discussion took place on what constitutes a quorum. K. Peer recommended 2/3 of the members. L. Audet motioned to approve seven (7) members as constituting a quorum. A. McClelland seconded, and the motion passed unanimously.

**Representative to Educational Policies Council (EPC)**

N. Barbour explained that either an undergraduate or graduate council member needs to act as a representative of the College and Graduate School of Education, Health, and Human Services at Educational Policies Council (EPC). This representative will answer any questions at EPC regarding proposals from this College. A handout was passed out explaining the duties of the representative. Alexa Sandmann offered to act as such representative. N. Barbour explained that she will also bring it up at Graduate Council later today and if someone offers to act as EPC representative at Graduate Council, a vote will need to be taken among all council members.

**Representative to University Requirements Curriculum Council (URCC)**

C. Snyder explained that URCC discusses improving curriculum and important for faculty to attend. A. Morrison asked if non-tenure track faculty are eligible to serve as

she would be interested in serving. L. Gonzalez also offered to serve. A. Morrison and L. Gonzalez stepped out of the room so other council members could vote. L. Gonzalez received four votes and A. Morrison received three votes. There was one abstention as the council member thought the other could act as an alternate. Both will attend the URCC meetings.

**Discussion – Bachelor of Professional Studies program – Shirley Barton**

Dean David England came to the meeting and thanked N. Barbour for her willingness to fill in for J. Arhar.

He explained that the Bachelor of Professional Studies degree has been in discussion for about one and one-half years at the Regional Campuses and how important it is to have a degree program for adult learners. Many adults in the Regional Campuses areas have some college but no degree. A. Ingram will speak to Council regarding the two courses being developed in EHHS for the degree program. Administrative and technical dates prevented the courses from being approved earlier. If the courses are presented today and voted on at the next Undergraduate Council meeting, it will be too late for the program to take effect next Fall. He asked that council members consider the two courses after hearing from S. Barton and A. Ingram. A. McClelland suggested voting by e-mail after the presentations today.

S. Barton explained discussions began about two years ago on a complete degree for adults. There are a half million adults in the Regional Campuses areas with some college but no degree. Reasons given for completing a bachelor degree are preparation for the work force and a drive for adults looking for a new job. Two focus groups met: employers from the Regional Campuses and adult students. They were asked what bothers them, their weaknesses, etc. With help of Research, Planning and Institutional Effectiveness (RPIE), a survey was sent to 70 area employers. RPIE wrote a report and from that report, RPIE came up with two suggested courses in the College of Education, Health, and Human Services: a cornerstone course and a capstone course both developed by Instructional Technology (ITEC) to be offered at all Regional Campuses. After some discussion, it was motioned to alter the agenda and permit A. Ingram to present the two ITEC courses. A. McClelland proposed to suspend the two meeting rule and replace by an electronic vote with an established time frame. A. Sandmann seconded. N. Barbour suggested an electronic vote no later than September 25. K. Skelly will send all of the material for the ITEC proposals to council members electronically. The motion passed unanimously.

**Proposal – New Courses ITEC 37100 and ITEC 47100 – Albert Ingram**

A. Ingram explained the two ITEC courses would be ITEC 37100 (Introduction to Professional Studies), the cornerstone course, and ITEC 47100 (Professional Studies), the capstone course. He has to identify and find two faculty members to teach the courses but has approval from Regional Campuses faculty to teach at the Regional Campuses. A. McClelland motioned to accept the two courses, A. Sandmann seconded. K. Peer motioned to table the discussion, seconded by A. Morrison. The motion to table the discussion and vote electronically by September 25 passed unanimously.

**Proposal – Sport Administration Major and New Course - Lettie Gonzalez**

A program change and a new course were proposed in the Sport Administration major in the School of Exercise, Leisure and Sport by L. Gonzalez. This new course would be in line with the University's focus on retention. It will give SELS an opportunity to meet with sport administration majors in their first year. A. Morrison motioned to accept the program change and new course, K. Peer seconded. A. McClelland asked if council will vote today. K. Peer stated this proposal does not impact anyone else. A. Morrison motioned to amend the motion and dispense with the two meeting rule and vote today on this proposal. K. Peer seconded and passed unanimously.

**Proposal – Early Childhood Program Revision to change GPA admission requirement to 2.75 and drop requirement of an earned B or better in ECED 10120 – Carol Bersani**

A proposal presented by C. Bersani will align the grade point average required for admission to advanced study with that of other teacher education programs in the University, currently 2.75. Early Childhood majors were required to have a 3.0 for selective admission. Eliminating the B or better in ECED 10120 is in line with the change in GPA requirements for admission. The TLCS Curriculum Committee approved this proposal on September 11, 2006. A. McClelland motioned to dispense with the two meeting rule, seconded by K. Peer and unanimously passed. K. Peer motioned to accept the 2.75 GPA and eliminate the B or better in ECED 10120, seconded by L. Gonzalez and unanimously approved.

**Proposal – Course Revisions for IHS 30000 and IHS 44092 – Laura Buckeye**

L. Buckeye presented a proposal for two course revisions. IHS 30000 is currently taken prior to practicum. Integrated Health Studies would like to have this course taken at the same time as the practicum. IHS 44092 would require this course to be taken concurrently with the proposed IHS 40091 course. Timing of these courses is the only change being proposed. N. Caine-Bish proposed to dispense with the two meeting rule, seconded by A. Morrison and unanimously approved. A. Sandmann motioned to approve the two course changes, seconded by L. Gonzalez and unanimously approved.

**Other**

A. Morrison mentioned the Teaching conference will be held on November 2 and 3. Ross Kauffmann will be the keynote speaker.

N. Barbour mentioned retention. She has heard good ideas one-on-one but asked council members to share their ideas.

The meeting adjourned at 12:00 p.m.