

**COE Academic Affairs Meeting
Thursday, November 4, 2004**

Attending: Mary Evan Griffith, Mike Perl, Jan Wissman, Diane Murphy, Kevin Kramer, Steve Harbstreet, Warren White, Abby Gigous, Teresa Miller.

The minutes were reviewed and these changes were requested:

On page 2, correct the cross-listing comment to "(EDEL and EDSEC)".

Change the new orientation class from "two" to "one course."

On page 3, change the new prefix to EDLST (instead of EDLS).

Warren White moved, Steve Harbstreet seconded that the minutes be approved as revised and the motion passed.

Teresa Miller reviewed the proposed course prefix changes for the Department of Educational Leadership/Leadership Studies. Changes were suggested for the letter of explanation and a revised version is attached to these minutes. EDADL 502 was taken off the list to be returned for a later meeting as a new course proposal, in order to avoid losing the current EDADL 502 course. It was moved and seconded to accept the requests for changes to:

From EDADL 212 to EDLST 212/Introduction to Leadership Concepts;

From EDADL 350 to EDLST350/Culture and Context in Leadership;

From EDADL 405 to EDLST405/Leadership in Practice;

From EDADL 430 to EDLST430/Women and Leadership;

From EDADL450 to EDLST450/Senior Seminar in Leadership Studies.

The motion passed.

Discussion followed regarding possible revisions for the course proposal forms and the process. It was suggested that the originals of all these course proposals be kept in the Dean's office for later reference as needed. Several suggestions were made for the form and a draft of the revised form will be ready for the next meeting. Proposals for new undergraduate courses will use the COE form; proposals for graduate classes will use the Graduate Council form and the old COE template for graduate course change proposals will be taken off the server. The process was reviewed---proposals come first to COE Academic Affairs; if approved, the next step is the COE Executive Committee; then to the Faculty Assembly. Graduate course proposals go through the Graduate Council after COE Academic Affairs. Steve Harbstreet is our representative to the Executive Committee, and Diane Murphy handles the green sheets for these proposals.

The COE Curriculum Change form was also discussed.

The meeting was adjourned. The next meeting on December 2nd will include time to review today's revisions to the course proposal and curriculum change forms.

Respectfully submitted,
Teresa Miller, Secretary

Attachments: Department of Educational Leadership explanation for changes
Revision suggestions for proposal forms