

**COE Academic Affairs Meeting
Thursday, November 10, 2005
(Rescheduled from November 3)**

Attending: Steve Harbseit, Diane Murphy, Jan Wissman, Mike Perl, Hui Min (replacing Kevin Kramer), Warren White, Ken Hughey, Linda Thurston, Teresa Miller.

The meeting was called to order by Steve Harbseit. The minutes were approved as presented.

A motion was made and seconded to approve the minor changes for the School Counseling Endorsement License and the Master's Degree in School Counseling. Discussion followed. These changes reflect the state licensure changes. Notice was given that we do not necessarily have to change when the state does. There may be times when we would still offer certain options not endorsed or required by the state. Members were also alerted to the new internship requirements and each department may want to review their catalog listings to be sure that new requirement is included. All members were encouraged to review the COE website and brochures, as well as the Graduate School website for needed updates. Any courses or options dropped or added need to go through the COE and University process. The motion was approved with the minor editing change on the MS program to place *ethical* in the correct location to match the COE statement (see attachment).

The Policies and Procedures Handbook was reviewed in light of the upcoming departmental changes to 4 departments. The proposal will likely be that each department must send one representative, but could send 2, with the exception of the P&T committee where each department would send 2. There were questions about the rotation process (now we have a 3 year rotation) with some concern about the impact of departments determining the terms to be served. Another question arose as to whether the policy was one person, one vote. Whatever we decide on needs to match the all-university handbook.

Article V.2.2. Should the year of service begin in August and go through May, instead of January to December?

V.2.3 Staggered terms may need to be changed if each department determines terms.

Sec. 5/Responsibilities

The KSU Faculty Senate Approval, Routing, and Notification Policy should be attached. Change the first sentence to read:

The Academic Affairs committee receives material from the college departments and the Curriculum and Instruction graduate program.

After a very detailed discussion of possible changes for the sub-committee sections, it was decided that smaller groups would edit these sections and bring back drafts for the

December meeting: Jan/Warren-TEAM and PCC sections; Mike and Ken-Academic Review section.

Jan attended a meeting last week with Martha Gage and mentioned that there will be meetings scheduled soon regarding the licensing internships for counseling, administration, and reading—so we can be thinking about representation from those departments.

The meeting was adjourned. The next meeting will be Thursday, December 1, 2005.