

**COE Academic Affairs Committee
Minutes for April 3, 2008, 8:30am/BH 341D**

Attending: Teresa Miller, Diane Murphy, Catherine Maderazo, Jan Wissman, Warren White, Brad Burenheide, Ken Hughey, Mike Perl, and Marjorie Hancock

The meeting was called to order at 8:30 by Teresa Miller.
The Minutes from March 6, 2008 were approved as presented.

Subcommittee Report – Program Coordinating Committee:

Jan Wissman presented a summary of the PCC activities for the year 2007 to 2008.

- Meetings held Feb, March, April, Sept, Oct and Nov.
- Focus of meetings during spring 2007 to spring 2008
 - Preparation for KSDE Program Reviews
 - Accreditation self study
 - March 2009 NCATE/KSDE site visit;
- Internal reviews of program reports
- IR sections were planned and initiated in 2007.
- PCC members have not needed to attend additional NCATE trainings due to web seminars.

Curriculum Changes: None

Course Changes/Additions: None

Other Items:

New Procedure for “Green Sheets”:

Teresa Miller shared a memo from the Faculty Senate agenda regarding changes for the course and curriculum change process. An executive summary will be presented to faculty in fall 2008.

Discussion Points:

- “Green Sheets” must be completed and in correct form before coming to Academic Affairs Committee meeting for approval.
- Diane Murphy should be utilized to finalize paperwork and send documents on.
- We need to address minor changes and who will be responsible for making sure the appropriate changes and corrections are made before going on to Diane Murphy.
- Department chairs need to know new process so paperwork is done correctly.
- Exceptions should not become the rule. Generally there is a process in place and people need to follow it.

Questions for Sub Committee

- Is the pilot of the new sheets for everyone?
- Who is responsible and how will they be trained?
- What is the process?
- When will the new process start?

Academic Affairs Committee Member Representation:

Marjorie Hancock – C&I, Graduate School, Non-voting

Mike Perl– Student Services, Voting

Diane Murphy– Student Services, Voting

Ken Hughey – Special Education, Counseling, and Student Affairs, Voting

Warren White – Special Education, Counseling, and Student Affairs, Voting

Brad Burenheide – Secondary Education, Voting

Jan Wissman – Dean’s Office (Non-Voting)

Catherine Maderazo – Elementary Education (Voting)

Teresa Miller – Educational Leadership, Voting

There is room for an additional elementary education member, and also a graduate and an undergraduate student representative on this committee.

Academic Affairs committee will meet in May only if there are items for the agenda.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Catherine Maderazo, Secretary