Members Present: Mimi Bong, Mac Brown, Ed Dickey, Jacque Jacobs, Michelle Maher, Gary Miller, Murray Mitchell, and ex-officio, Elna Moses and Irma Van Scoy.

1. The minutes of the December 12 meeting were unanimously approved after Mimi Bong clarified that the Educational Psychology curriculum change request (Item #2) was an internal departmental change.

2. EDCO 720, 747 and 748 curriculum change proposals were submitted by Michelle Maher from Educational Leadership and Policies. These proposals were approved providing the following changes be made:

   - **EDCO 720** should have designators exactly as to appear in catalog and should have a 2 column format. **EDCO 747** does not need syllabus attached, should have note in justification to see attached, and designators exactly as to appear in catalog. **EDCO 748** should have “please see attachment under course description” deleted and try to shorten description.

3. Dr. Van Scoy reported that a schedule form will be added to the Graduate School’s syllabus form and this will be posted to their web page, as it will to the College of Education’s when it becomes available. They are also changing the form labels. Dr. Van Scoy would like to see the graduate and undergraduate forms combined at some point in time and believes that this is a possibility.

   She suggested that she have allotted time on the APGC agenda each meeting to update the committee on the Graduate Council/School as both she and Murray Mitchell sit on the Council.

4. Dr. Van Scoy reported on a student appeal from another college that was approved with a 3.0 though the student had four grades under a C, but it was noted that there are different grading scales in different colleges and the College of Education does have the 4-C Rule, so cases such as that should not be a problem. The Registrar’s office is looking into some possibilities to help us monitor 4-C’s, and meanwhile Elna Moses is checking the grades on computer. Dr. Miller said that the administrative assistant in his department (which has a 2-C Rule) monitors by their grade sheets.

5. Dr. Van Scoy reported that the Graduate Council has changed the structure of Doctoral Committees, and there was discussion about the College of Education adopting the same procedures. Elna Moses distributed documents, including Graduate School and College of Education forms, regarding Advisors, Doctoral Committees, Programs of Study, etc. There was discussion on whether faculty want the Program Advisory Committee (as the Graduate School has eliminated theirs) and the role of outside members when committees are set up.
The Doctoral Program Addendum was discussed, and it was agreed that students should not write in the names of committee members on the form, but rather change the lines on the form to read “signature” and have the members sign. Dr. Van Scoy noted that the Counselor Education form, which is online, is a beautiful example. She also said that the Graduate School is looking at having the Program of Study form online.

Dr. Van Scoy said that the immediate problem is what to do about the Doctoral Committees. She asked that committee members get input from their departments and report back at the February 12 meeting. It was suggested that the Graduate School eliminated the Program Advisory Committee inappropriately, but Dr. Van Scoy said she would look further into the manner in which this was done before approaching the Graduate School Dean, as was suggested.

6. Murray Mitchell introduced a PEDU change in years from eight to six to complete the Ph.D. degree in Physical Education, which he said was information to the committee and did not need approval. There was discussion about when APGC action is needed, and it was agreed that since this is a bulletin change, it does need committee approval. Dr. Mitchell said he would get tracking sheet signatures and send them on to Dr. Miller. The committee approved the proposal.

There was further discussion about what changes need to be presented to APGC for approval, and it was agreed that changes in policies and procedures and bulletin should go through proper channels. It was noted that possibly changes made within programs that are not in the bulletin would only need notification to APGC. Dr. Miller suggested that this be discussed in Administrative Council and brought before APGC at a future date.

Dr. Miller said that he will not be able to attend the February 12th meeting and Mac Brown volunteered to chair. That meeting will be at 9:00 a.m. in 272.

The meeting adjourned.

Respectfully submitted,

Mary Breedlove