Members Present: Lorin Anderson, Mac Brown, Josh Gold, Jacque Jacobs, Steven Liu, Murray Mitchell, & Robin Burden (student representative)

Members Absent: Diane Stephens, Matthew Lemberger (student representative)

Others in Attendance: Irma Van Scoy (ex officio), Rhonda Jeffries, Program Coordinator, Curriculum Studies

The meeting was called to order by the chair, Murray Mitchell, at 2:05 PM. The minutes of the November 10, 2003, meeting were approved. There was no old business so a series of course proposals was placed on the floor.

The first course was EDRD 776, "Coaching Within Classrooms: Improving Teaching and Literacy Instruction." Chairman Mitchell began the discussion with a series of concerns. They included the need for an updated cover sheet and the need to describe in the rationale the way in which the course fits into the curriculum. Other issues were the fact that the syllabus only includes 10 weeks of instruction (rather than the generally accepted minimum of 14 weeks), the meaning of the note at the bottom of the table, the use of the CC2 form rather than the GC2 form, and a problem with the description of prerequisites (namely, there is some redundancy as now written). A motion was made to approve the course after changes were made and accepted by Chairman Mitchell. The motion was second and passed.

The second course was EDSE 849, "The Evolving Field of Science Education: A Historical Perspective." Several concerns were voiced by the committee. They included: (1) the need to use the most current form, (2) the need for a clear justification or rationale, (3) the need for a description of how the course fits into the curriculum, (4) the need to remove dates from class assignments and for the numbering of assignments to start at 1, and (5) the need to include publication dates on the readings. Two questions were raised: first, why is this an 800-level (rather than a 700-level) course; second, is the 15% absence standard consistent with the current university policy on absences? Because of the number of unanswered questions, the discussion shifted to the possibility of requiring someone from the proposing department to attend the APGC meeting to answer questions that arise. Most of the committee thought that would be a good idea. A motion was made to return the proposal to the department. The motion was second and passed.

The third course was actually a set of three courses coupled with a program change for the M. Ed. in CAPE. The three new courses related to that program change were: EDCS 731, "The General Educational Development (GED) Teacher Academy," EDCS 732, "Addressing the Needs of the Adult Education Population," and EDCS 733 "South Carolina Adult Education Leadership Curriculum." Rhonda Jeffries, program coordinator, was in attendance to answer questions.
Several recommendations were offered by APGC members, including an emphasis on the changes being made in the program, the fact that the program changes are a joint effort of Curriculum Studies faculty and the Adult Education Director in the South Carolina Department of Education, the need to delete the handout on the CAPE program from the packet, and to be sure that the number of options are consistent throughout (e.g., on page 5 and in the description of the bulletin change). The issue of how much variability is allowable within a program before there is a need for a more formal (i.e., CHE) “program modification” proposal. Following much discussion, Irma Van Scoy reminded the committee of the “18-hour rule.” That is, if no more than 18 credit hours are changed within a program, a formal program modification is not required by CHE. A motion was made to approve the program changes, including the new courses, contingent on making the suggested modifications. The motion was seconded and passed. Dr. Jeffries will submit the modifications to Chairman Mitchell for his signature.

EDSE 508 and EDSE 528 were withdrawn from APGC consideration because, according to Irma Van Scoy, the only changes were to program prefixes in the cross-listed courses based on the change of this prefix from the “home department” (outside the COE). APGC agreed that committee approval was not needed in such cases and that they could be handled administratively with notification to APGC.

The final course was EDPY 741, an already existing course that was to be taught by means of Technology Assisted Instruction (TAI). Rather than discuss the specific course, attention turned to formulating a general policy for approval of existing courses for TAI delivery. A decision was made by the committee to authorize the Associate Dean for Academic Affairs, currently Irma Van Scoy, to make the approval decision using existing criteria (e.g., number of contact hours). The approval decision for each such course will be provided to APGC as an information item.

The next item of business was the clarification of the College’s 4-C Rule. APGC members considered a memorandum they had received from Elna Moses concerning the rule and chose to adopt the language of the memorandum. Specifically, in the “Programs” section of the Policies and Procedures document, the statement regarding grades below B in each degree section would read: “12 hours of grades below B (including WF) will disqualify a student for . . . . . . . . This pertains to any courses taken after admission to a particular program and any courses listed on the program of study.” This statement should also be added at the appropriate place in the doctoral program descriptions. It was agreed that this addition to Policies and Procedures was a point of clarification, could be added by APGC, and did not need to be voted on by the faculty as a whole. Irma Van Scoy requested feedback from the committee regarding the question in Elna Moses’ memo as to whether the Office of Student Affairs should send a letter of warning to students who had earned six credits of grades below B. It was agreed that they should with the exception the Counselor Education program which has a “2 C” rule. Finally, Irma Van Scoy requested clarification as to whether students earning “4 C’s” who are not identified until after they have registered for new classes should be cancelled from those courses. The committee agreed that they should as long as they had been sent a warning letter.
Irma Van Scoy distributed announcements regarding Graduate Student Day.

Chairman Mitchell reported on the Graduate Council: He made two points. First, the Graduate Council is concerned with the monitoring and application of the 3.0 rule. The Graduate Council recommends that unit heads take a more active role in monitoring student progress toward degrees. Second, faculty should be made aware of the Health Insurance Waiver Advance Notification. A hard-waiver health insurance program, one that requires full-time graduate students, international students, and graduate assistants to have health insurance coverage, will be implemented in Fall, 2004.

There were no items under "Good of the Order" and no decision was made concerning the date and time of the next APGC meeting.

The meeting was adjourned at 3:35 PM with the Chair and Secretary the "last men standing."

Respectfully submitted,

Lorin W. Anderson, Secretary