Minutes
College of Education Faculty Steering Committee

December 5, 2000

Attending: Margaret Burggraf, Chairperson
Bud Hult, Kathleen Marshall, Murray Mitchell, Irma Van Scoy, Peter Werner

Associate Dean Van Scoy had been requested by the Administrative Council to bring the issue of reviewing admissions criteria for all College programs to the Steering Committee.

After discussion it was decided that the Steering Committee would establish an Ad hoc Committee to review admissions criteria for all programs in the College. In addition to the Steering committee members, Margaret Burggraf, Joan Gallini, Bud Hult, Kathleen Marshall, Murray Mitchell, Irma Van Scoy, and Peter Werner, two additional members would be appointed, one each from ITE and Ed Leadership to assure representation across Departments within the College.

The Department chairs have been requested to have programs review and revise admissions criteria for the purpose of developing consistency in the College. Each program is different and the admissions criteria is expected to vary. A checklist based on the stated criteria is needed for each program to assist the Associate Dean of Academic Affairs in clearing the request and making a recommendation to the Graduate School.

The task of the Ad hoc Committee will be to review each program's admissions criteria and checklist for clarity and consistency and request revisions when necessary.

A request will be made by the chairperson to the respective Departments that two Ad Hoc committee members be appointed, one to represent ITE and another to represent Ed Leadership.

Additional items discussed:

A library representative for the College is needed. Dr. Hult agreed to take the request to the Faculty Affairs Committee in that the representative is chosen from membership on that committee. The Faculty Affairs Committee would appoint a COE library representative; the person's assignments and responsibilities will be supported by the Faculty Affairs Committee members as needed. Appreciation was expressed for the work of Dr. Craig Kridel, Dept. of Educational Psychology, who has served as library representative for several years.

Concern was expressed about the difficulty students have getting their research proposals reviewed by the ethics subcommittee of the Student Affairs Committee during the summer months or when committee members change. It is requested that both the Faculty and Student Affairs Committees establish and publish dates for review of research proposals and the place for submitting the research proposals. The Steering Committee suggests a box be located in Wardlaw 113 for collecting student research proposals while faculty submit their proposals to Associate Dean Van Scoy.
In response to this concern the names of committee members for all COE standing committees are to be submitted to the Office of the Dean by April 15th. Shortly thereafter the new and returning committee members will meet to elect a chairperson to be announced at the College of Education faculty meeting in May. Each COE standing committee is to appoint a committee representative who agrees to be available during the summer months. Attached is a form that indicates current committee membership and when each member will rotate off the committee. A ballot seeking nominations for new members is to be sent to the COE faculty by April 1st.

A suggestion was made to review the College of Education by-laws in that the last revision was in 1995.

Concern was expressed about the requirement of two students on committees and the apparent difficulty in acquiring students to participate. It was suggested that one student representative may be more appropriate than the two currently required. If that change is supported by COE faculty the by-laws would need to be revised accordingly.

A meeting of the Steering Committee will be called on January 29th, 2001. The meeting will be in Wardlaw 271 at 11:00.