Notice: Next meeting Tuesday April 24th at 2:00 in the New Dean's Conference Room, Ward Building. This is expected to be the final meeting for the 2000-2001 academic year for the College Steering Committee.

Minutes
College of Education Steering Committee
April 3, 2001

Present: Margaret Burggraf, Chairperson
Bud Hult, Murray Mitchell, Katherine Reynolds, Irma Van Scoy, Peter Wemer

Minutes from the March 20, 2001 meeting were approved as amended.

A brief discussion concerning the purpose of the admissions criteria check list resulted in the following:

The admissions criteria check list for each degree program will provide a clear record the standards used for admission into each program. A revision to the current Infra-College Admissions Action Recommendation form used by the Office of Student Affairs is expected once all programs have the admissions check list.

The admissions criteria set by the program faculty will be used to assure consistency the programs' stated criteria and students actually admitted to study for the degree. Note that criteria and their points are determined by the respective program.

The following admissions check lists were reviewed by the Steering Committee for clarity of standards:

Counselor Education - Ph.D.
Clear standards
Recommendations:
revise statement at the bottom of the check list for clarity of admissions procedure:
A minimum score of 100 points must be obtained from the combined scores of the two faculty members reviewing the applicants file to be considered for the interview.

Educational Psychology & Research - Ph.D.
Clear standards
Recommendation:
Add sentence to bottom: Every faculty member rates each applicant; the final rating is an average of all faculty ratings

Higher Education Administration & Student Personnel Services - Masters Degree
Standards not clear.
Recommendations:
Secondary Education M.Ed. and M.A.

Standards clear
Recommendations:
Test Scores: Verbal: Quantitative:
Less than 400: 0 Less than 400: 0
Miller's Analogy: Less than 40

Experience:
Less than 2 years = 0 Points
2-5 Years = 5 Points
More than 5 years = 10 Points

Secondary Education Ph.D. and Ed.D.

Standards clear
Recommendations:
Academic Work: delete Faculty Judgment = 10 Points
Test Scores: Verbal: Quantitative:
Less than 400: 0 Less than 400: 0
delete Faculty Judgment: 10 Points

Experience: 3-5 Years
References:
Below average = 0 Points
Letter of Intent: 0-10 points
Interview: 0-20 Points

Secondary Education M.T. Degree

Standards clear
Recommendations:
Test Scores: Verbal: Quantitative
Less than 400 Points Less than 400 Points
Miller's Analogy:
Less than 40 = 0 Points
References: Below average = 0 Points
10 Points in correct content area for undergraduate degree...is this an expectation or a South Carolina Dept of Education requirement?
Test score: 399 or less - 0 Points (?)
Does one faculty member determine total points or consensus of faculty?
Is Faculty Judgment a consideration of special circumstances? If not explain.
Are criteria for GRE/MAT same for Master's and Doctoral Admissions?
If the letter of reference is weak, how many points are assigned?
Does the applicant always get 10 points for Letter of Intent?
Please clarify the rating of undergraduate GPA and graduate GPA in calculating the scores.
M.Ed. Reading

Standards not clear
Recommendations:
Aptitude Test: clarify please (15) (5) after GRE and MAT (20); Place GRE label as heading for those scores; same for MAT scores also under MAT score range should be 46-49
Would you explain how the Department does the check list. Does one faculty member decide total score or is the score determined by more than one faculty member?
May want to check GRE scoring for accuracy.....eg. 850-899; 900-999
MAT 46-49 as well as MAT less than 35 or GRE less than 850

COPE Ed.D.

Standards not clear
Recommendations:
Test Scores: Put GRE label as heading for the Score Points for that test
Same for MAT
Explain how you rate Letter of Intent
TOTAL: should be after Letter of Intent column not at bottom.
Add a line at bottom of page specifying the total number of points needed for admission to the degree.

COPE Master's Degree

Standards not clear
Recommendations:
Test Scores: Place GRE title over points for that examination; same for MAT
Explain how you distinguish Letters of Intent.
Add a line at bottom stating number of points needed to be admitted.

MAT Early Childhood/Elementary Education

Standards are clear

The Department Chairs will be sent a list of the programs that have submitted admissions criteria by the Steering Committee chairperson.
April 17, 2001
To: Karen French, Teri Kuhs, Michael Seaman, Ken Stevenson, Irma Van Scy

From: Margaret Burggraf, Chair
       College of Education Steering Committee

Re: Follow-up to the Minutes of the Department Chair Meeting on Admission
    Requirements/Procedures October 24, 2000

I have attached the minutes from the last two Steering Committee meetings. Please note the first
have been approved; however, the minutes from the April 3, 2001 meeting are in Draft form.
The last meeting of the committee for this academic year will be Tuesday April 24th; please
review these minutes for programs in your respective departments. If admissions check lists
have not been submitted for review by the Steering Committee please have them to me by April
24th so that this committee may complete its assignment. If you have any questions please
contact me at 777-3042 or e-mail me at mburggraf@gwm.SC.edu. Thanks.