

**Minutes from Meeting**  
**2:00-3:30PM**  
**Rooms 2102 (Bloomington) and 3138B (Indianapolis)**

**Members Present:** Alex McCormick, Heidi Ross, Chad Christensen, Ben Edmonds, Karen Wohlwend, Evan Mickey, Sandy Strain

**Ex-Officio Present:** Elizabeth Boling, Ghangis Carter

**Members Absent:** Paula Magee, Beth Berghoff, Annela Teemant

**Staff:** Terri Shockley, Matthew Boots, Liyao Zhao

**Presenters:** Joanna Ray, Danielle DeSawal, Gary Pike, Elee Wood

- I. Review and Approval of Minutes from September 4, 2014
  - *Ben Edmonds moved to approve the minutes from September 4, 2014, with the following changes: correct Ben Edmonds's last name.*
  - *Heidi Ross seconded the motion.*
  - *All in favor.*

II. Old Business

A. **Course Change Request for Masters of Science in Technology for Learning**

The first item of old business was course change requests for the Masters of Science in Technology for Learning. Joanna Ray presented and fielded questions. Elizabeth Boling noted that the W520, W540, and W550 courses were found in the master catalog. The main item of concern to the committee was course W520. Elizabeth expressed concern that the syllabus for the course did not have any content--no modules, activities, etc. Joanna said she would talk to the instructor and get additional information about the course. Elizabeth reminded the committee that it would be hard to vote for approval if there is no relevant information about the course. Joanna asked the committee what it needed from her side of the course, and Alex McCormick responded that the committee wanted the syllabus to be more descriptive.

Ben Edmonds noted that W520 was proposed to take place in the fall, 2016, which was an incorrect date. Joanna noted that the last time this course was taught was in 2013. Joanna then asked if it was significant that the syllabus did not include the instructor's name. Elizabeth said that it was a big issue if it was not on the proposal but that it was not a big issue if the name does not appear on the syllabus. Joanna said she could add the name of the instructor who last taught the course. Elizabeth asked if the last instructor who taught the course taught it in the form that it was being proposed. Elizabeth would expect that the form would include the person who intends to teach the course as it is being proposed.

Elizabeth asked if the course W520 is part of a five-course certificate. Joanna said it is part of a master's degree program, so the technology core does consist of these five courses, but there are other strands as well. It is not a certificate, in short. Elizabeth then asked the relationship between the teachers listed on the form and the school of education at IUPUI. Joanna said four of the five are in the school of education. Stacy Morrone is in UIT. Stacy is helping to design and consult the course, but she will not be teaching it. Elizabeth expressed doubt as to whether Stacy's name should be on the form if she is not going to teach it.

Karen Wohlwend wanted to know if course descriptions would affect how courses would be taught in the future, but Elizabeth noted that what SoE are held to in the future is the bulletin description. Elizabeth said that if the discrepancy between what's listed on a course description and how the course it being taught is obvious, then there is grounds for change.

In summary, the committee voted on W515, W531, W540 and W550. W520 was tabled at this meeting.

- *Heidi Ross moved to approve course changes for 4 of 5 courses, W515, W531, W540, and W550, as presented.*
- *Evan Mickey seconded the motion.*
- *All in favor.*

**B. Qualifying Exam for Minor**

This agenda item was about revising the school of education's policy on qualifying exams for the minor. Elizabeth summarized the old policy which stipulated that if the students were minoring in any area under the purview of the school of education, they had to take a qualifying exam. The proposal is to make the requirements for those outside the school and those inside uniform. And so, all departments that retain the qualifying exam must have either all students take it, or no students take it. Elizabeth noted that all of the people she talked to about this proposal either said nothing, or were enthusiastic about doing away with the qualifying exams for doctoral minors.

Alex McCormick recommended a wording change: "a minor area qualifying exam 'may be' (instead of 'is') required depending on the policy of the minor program." That way, the minor exam will not be required strictly. If this change is approved, it will be published in the upcoming bulletin, and also become effective. Alex also recommended treating the issue as a revision to the bulletin, and that this would take care of the timing question of when this would be implemented.

For students already scheduled to take qualifying exams at the time of the bulletin's publication, the consensus among the committee members is that those outside the department could make appeals to waive the exam on an individual basis.

- *Ben Edmonds moved to approve the proposal of Qualifying Exam for Minor with the following changes: revise the publication wording from "is" to "may be".*

- *Heidi Ross seconded the motion.*
- *All in favor.*

III. New Business

A. **Graduate Fundraising Certificate**<sup>1</sup>

The agenda item was about a graduate fundraising certificate. Danielle DeSawal presented and fielded questions. Danielle noted that the Higher Education and Student Affairs Program (HESA) has observed the growth of a specialized field in fundraising in which higher education institutions are hiring professionals to address fundraising, especially as it pertains to student affairs. Gene Tempel, of the School of Philanthropy, was a pioneer in this field at the School of Education. Danielle noted that the proposed certificate would be available both in-person and online, and would thus appeal to different markets. One would be students already in the Indiana environment and the other would be student affairs administrators (for example development officers who do not have fundraising training). Danielle noted that this certificate would be the first of its kind in the country.

Ben Edmonds asked how many credits were in the certificate. Danielle answered 15 credits. Danielle noted the electives could be either a research piece or an internship, and that this would cater to the two groups of students. Heidi Ross asked if only one of the courses was new, and Danielle confirmed. Elizabeth noted that if the certificate does not have enough demand, the pre-existence of these courses would allow students in the middle of certificate program to finish even if the program dissolved. Heidi noted that the new course would be of interest to a wide variety of students.

Ben also asked if this program was in collaboration with the School of Education, and if the certificate could be awarded by the School of Philanthropy. Danielle responded that the certificate was collaborative with the School of Education, but that the certificate could not be given by the School of Philanthropy. Danielle noted that Gene Tempel had expressed interest in teaching a course in the program after his retirement, and this would be good for promoting the program.

- *Ben Edmonds moved to approve the Graduate Fundraising Certificate, as presented.*
- *Heidi Ross seconded the motion.*
- *All in favor.*

B. **New Courses Request: C590**

C590 comes along with the Graduate Fundraising Certificate. Danielle summarized the changes needed to take place in order to make this an online course, and to make sure that all modes of delivery had an individualized syllabus. Online courses and in-person courses should have different criteria, in other words. Canvas has tools to facilitate the online version including voice thread, discussions, and audio and video formats.

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<sup>1</sup> The ELPS faculty voted on and approved this certificate on September 5, 2014.

Elizabeth noted that if a speaker came to Bloomington, the presentation should be conducted off-campus, otherwise students would be charged campus fees.

- *Karen Wohlwend moved to approve C590, as presented.*
- *Chad Christensen seconded the motion.*
- *All in favor.*

C. **Course Revision for Y604**

The third item of business was a proposed course revision for Y604, that IUPUI be able to teach this course. Gary Pike presented and fielded questions. Alex asked if the course needed to be discussed with inquiry, since this was an inquiry course. Gary said he had gotten in touch with the inquiry faculty in Bloomington. Elizabeth noted that a proposal to teach a course on another campus is a proposal to teach the same course, and Gary confirmed that this was the same course, although he recommended that survival analysis section be added. Elizabeth noted that the committee can approve this item even if it has to go onto the “teach on another campus” form. She also noted that the bulletin description needs to match the description in its current form.

Evan asked if the inclusion of survival analysis impact the course description. Elizabeth noted that from campus to campus, the relevant description is in the bulletin, which is the education school’s promise of what’s in the course. Alex asked about the active term. Gary said that the UES changed the order of courses, and that’s why Y604 is proposed for the fall of 2015. Karen asked if the requests needed to have minutes of a CEP meeting if it was discussed by the department. Alex said the committee could make approval contingent upon a memo of approval by the CEP faculty. Gary described his difficulties in entering the information on the forms, the notes especially.

- *Heidi Ross moved to approve Course Revision for Y604, with the following changes: Alex McCormick recommended a motion to approve the proposal to teach Y604 at IUPUI contingent upon a memo of support from inquiry, as well as a revised course description that matches the current bulletin.*
- *Evan Mickey seconded the motion.*
- *All in favor.*

D. **Course Change Request: T550**

Elee Wood presented this agenda item and fielded questions. Elee noted that this course has been taught by a number of people in the program and that the proposal is to get an online version in addition to face-to-face. This course is required for all elementary and secondary teaching majors in the graduate program, and is an elective course for students in other programs. This course is slated for certificates coming down the pipe.

Elizabeth noted that under ESI 5, the campus is requiring to show percentage of grade that is contributed by each of these listed activities or assignments on the syllabus. A committee member asked if the course number is shared with the cultural immersion program. Elizabeth confirmed this and said that the number needed to be changed. A committee member said that this is a multiple section course, and this section is

different from any of the other courses. This is the required preparatory phase component for the cultural immersion. Elizabeth noted that this is a variable title course, so the different sections could be identifiable under the description.

Elizabeth asked what the residential participation component of the course was. Elee noted that students are doing projects in their own community. So for the online course, this would be place-based depending on the student. Elizabeth asked when Laura teaches this course, is this a seminar or a practicum? The member presenting with Elee said it looks more like a seminar, and said that T550 is a preparatory course before the students head off to their respective locations. Karen recommended that Laura be able to weigh in on the course change.

Elizabeth recommended that the proposal be tabled until Laura Stachowski could verify that there's not a change in understanding.

E. **Department Self Review**

Elizabeth Boling stated that the programs will conduct self-reviews, and report relevant changes to the committee during the spring semester.

IV. Discussion

A. **Subcommittees**

Ben Edmonds volunteered to chair Beechler Award subcommittee for 2014-2015 year. The committee will discuss subcommittees at the October 30<sup>th</sup> meeting.