

Minutes from Meeting
10:00am-11:00am
Rooms 2102 (Bloomington) and 3138E (Indy)

Members Present: Danielle DeSawal, Elizabeth Boling, Valarie Akerson, Samantha Paredes Scribner, Martha Nyikos, Kylie Pepler, Rob Helfenbein, Nathaniel Brown, Connie Ables, Ghangis Carter, Susie Sloffer, Lara Lackey, and Ray Haynes

Absent: Beth Berghoff

Staff: Avital Deskalo

Presenters: Barbara Dennis, Gary Crow, and Cary Buzzelli.

- I. Review/approval of minutes from March 11, 2011
 - *Valarie Akerson motioned to approve the minutes with the following changes: re-letter New Business, and under D, soon to be E, change Y520 to Y510: action research.*
 - *Susie Sloffer seconded the motion.*
 - *All in favor.*

- II. Old Business
 - A. **Update on K-12 Building School Level Administration-** the committee will not be moving forward this item.
 - B. **FMLA-** Elizabeth Boling updated the committee on FMLA. She began by briefly discussing parts A through E, paid leave, unpaid leave, policies applicable to all leaves, support applicable to paid and unpaid leave, and procedures, respectfully. After her introduction, Ghangis Carter asked a question about the unpaid leave section. He stated that any “compelling” personal reason might allow students to define what they believe are compelling, but at the end of the section, the compelling reasons that are allowed are given. Susie Sloffer responded that the reasons given at the end of the section are for people who will get extension of milestones, while if it is just personal leave, not for family or medical leave, you aren’t permitted an extension of milestones. Boling agreed that compelling could be eliminated because a student can sit out of their courses for any reason. She went on to reiterate what Sloffer said, that if you have one of these sanctioned reasons at the end of the section, whether or not you have an SAA, you can sit out of classes and apply for extension of milestones. Next, Kylie Pepler asked where the expected costs would come from for the paid leave. Boling said that it states on page 3 that is the responsibility of the hiring department to decide what is going to be done when the student is absent. This is also the policy at the Graduate School. It is up to the discretion of the center to decide where the money will come from.

Another issue was raised surrounding a student’s loan status on leave. Because of the confusion surrounding loans for FMLA, the committee decided to add a section on loans on the FMLA FAQ. Sloffer found an issue on the Summary of Leaves table;

a few of the cells need to be changed. Also, in the multiple leaves example, the years need to be re-numbered to include year 4. There was some confusion about the Policy on Extensions of Milestones statement at the end of the first paragraph in part D. Extension of milestones was recreated under part D. That sentence, for details see the Policy on Extensions of Milestones, needs to be deleted, because it is already explained in D. Carter asked if half-time students can apply for FMLA. A student who wishes to take personal time does not have to be studying full-time. If you are a part-time student, you don't qualify for FMLA. Also, a student who is studying part-time also cannot hold a SAA. This is a policy held by IU. For clarification, the committee decided to add a question on the FAQ about a part-time student's eligibility for student leave.

- *Susie Sloffer motioned to approve FMLA document which will replace any previous documents that we approved, Part A or Part B, related to extension of timeline or paid and unpaid leave, with the following changes: under B, make sure it says unpaid in the first line and remove words "any compelling", adjust lettering of parts on page 3 to include D and also add page numbers, under part D (previously C), remove "for details, see the Policy on Extensions of Milestones," and in the first sentence of part D, add word "to" so the sentence will read "will be entitled to apply". On FAQ, delete comment on 1st page, add two sections, one on student loans, and add a section on a part time student's eligibility for extension of timeline for clarification, on page 5 of FAQ, adjust summary tables: for paid leave under requires medical, family reason, the cell will say YES instead of NO, and for unpaid leave under requires medical, family reason, the cell will be changed to YES – if extension of paid leave or requiring extension of milestones and NO – if stand alone leave for personal reasons, under examples of multiple leaves, adjust years so it says year 1, 2, 3, 4, 5, and 6, and move personal leave to year 6. Rephrase multiple leaves to say parental leave and leave for illness instead of baby #1 and baby #2.*
- *Samantha Paredes Scribner seconded the motion.*
- *All in favor.*

C. **New Course Request A629-** Last meeting, two concerns were raised regarding the description and connection to Y510 action and research and the second was the syllabus information which overlapped too much with action research. Three things are changed on the syllabus: course description, one of the readings, and the latter part of the course schedule. The course description will reemphasize that this is not a course to conduct action research but to use action research to make organizational decisions. One of the readings has changed; it is still an action research text but it is for educational readers in terms of using it for decision-making. In the course schedule, teacher-led research will be changed to leading teachers to design research and leading teachers to use research. Also, A629 has been entered in the Carmin System. The changes satisfied the committee's concerns.

- *Susie Sloffer motioned to approve new course A629.*
- *Nathaniel Brown seconded the motion.*
- *All in favor.*

D. **Course change request E508-** There were a few primary concerns with some of the fields. First concern was with item 12: should be variable from 1 to 3, not 1 to 15. The students should be able to take the course multiple times in the same semester. Each offering will have a different section number if taken multiple times in the same semester. Elizabeth Boling said they have to be scheduled at different times if they are not online.

Another concern was the difference between joint-listed and cross-listed. Joint-listed means that you have the same course, but they might have different course numbers. Also, the course numbers don't need to have the same number of credit hours. Joint-listed courses might also be called combined-section courses. Cross-listed is an informational item, e.g., "If you like this course, you might be interested in X course, which might be a similar topic." Boling will check if this course is in the new system.

- *Nathaniel Brown motioned to approve the course change for E508 with the following changes: change 15 to 3 on item #12.*
- *Rob Helfenbein seconded the motion.*
- *All in favor.*

III. New Business

A. **Course Change Request Y500** - Y500 is a lab that is used in courses Y502 and Y603. Y500 gives students an opportunity to use statistical software and get consultation. Barbara Dennis wants to extend the model to Y612, Y613, and with an option to Y611. The change for Y500 is to extend the description so the course can be used for qualitative research and research software data. Elizabeth Boling asked if these courses are taught online. Dennis answered that 612 and 613 are not online, but there is an online version of Y502 and Y500. Next, some of the members provided some possible additions to the course change request form. Because there is an online version, Danielle DeSawal said to check world-wide-web for item 21. Also, Nathaniel Brown said that under item 9b, Inquiry should be spelled out. Susie Sloffer stated that there should be no change under item 10a. DeSawal asked if the Carmin system would request a syllabus for each course. Sloffer responded that she didn't know. Dennis asked if she could just use the syllabus for Y500 with Y502 for Y612 and Y613. Boling stated that she should fill in the boxes "essential syllabus information." Brown asked if the course will be offered in the summer. Dennis stated that Y612 and 613 will not be offered. Sloffer said that Dennis won't have to write on the course change request that the courses will be offered in the summer.

- *Nathaniel Brown motioned to approve the course change for Y500 with the following changes: under 9b, spell out Inquiry, 10a –remove EDUA, under 21, select world-wide-web, and Barbara Dennis will add syllabus information and make a notation that the lab will be associated with different courses.*
- *Kylie seconded the motion.*
- *All in favor.*

B. **New Course Request Q620-** This course is for students who want to teach science at the university level. Susie Sloffer checked the course number and it is okay to use. Danielle DeSawal asked if there is any overlap with this course and any other course. Sloffer responded no. DeSawal recommended that Valarie Akerson check if this

course was similar to any pedagogy courses for someone who has a minor in college pedagogy.

- *Kylie Pepler motioned to approve new course Q620*
- *Lara Lackey seconded the motion.*
- *All in favor.*

C. Request for Approval: Advising sheets for Elementary and Secondary Masters in Education programs- The four advising sheets, Master's in Elementary Education with a focus in Early Childhood, Master's in Elementary Education with a focus on Urban Education, Master's in Secondary Education with a focus on Urban Education and Master's in Education with a Focus on Technology, were approved by Graduate Studies at IUPUI and COTE at IUPUI. Rob Helfenbein indicated that the four different advising sheets are very similar. Additionally, all these courses already exist and have been approved. This is just a request of approval for new user-friendly advising sheets. Danielle DeSawal asked if there are any changes in program requirements. Helfenbein indicated that the 3rd inquiry course is now T590 and used to be J538. This was changed because there was an additional fee with J538, and T590 allows students to pursue action research and also work with faculty members independently if they wish to do so. Helfenbein added that this course already exists and is consistent throughout all four advising sheets.

The other shift was T550, which is a variable titles course. T550 has always existed and now is a requirement for Urban Education focus in Elementary and Secondary Education Master's programs. The foundations option has changed because some courses are not offered anymore, so T550 was added as another option for students. Susie Sloffer stated that T550 is currently called Cultural Community Forces in Schools. Helfenbein indicated that T550 is the same course it has always been. Furthermore, he added that the T-sections are used for the Bloomington's T2T programs, but they are stand-alone courses at IUPUI. DeSawal asked if T550 is in the Master's in Educational Technology advising sheets, and he said it's not required because T550 is not offered online. She also asked if these are specific to IUPUI programs and he said yes. At the end of the discussion, Sloffer checked that T550 is a variable title course at Bloomington.

- *Samantha Paredes Scribner motioned to approve the four new advising schedules which are new, easier versions for students and advisors to utilize, and only highlights two real shifts, the addition of T590 into the inquiry requirements for all four, and for the two with urban education as a focus and the early childhood as a focus, the addition of T550 variable title course as an addition to the electives that can be chosen within the multicultural urban section.*
- *Ray Haynes seconded the motion.*
- *All in favor.*

D. Program of studies change for HESA Ph.D. and Ed.D.- Will be discussed next fall.

E. Request for Approval: Revised Graduate Admission Criteria- Rob Helfenbein presented the revised graduate admission criteria for certain Master's of Science programs at IUPUI. A few points were added for clarity purposes under the following sections: minimum GPA for conditional admissions, recommendation letters, personal goal statements, conditional admission, and probation and dismissal. Danielle DeSawal

asked if anything was new or different, or is the criteria just now in writing. He indicated that there have been no changes. Helfenbein also stated that these are requirements for IUPUI specific programs. Susie Sloffer noted one potential change in item #7. Since pass/fail courses can't actually be counted at all for Master's students, she asked if Helfenbein actually meant satisfactory/fail? He said he meant satisfactory/fail.

- *Ray Haynes motioned to approve the revised graduate admission criteria for Masters of Science in the Elementary Education (including focus on Urban Education, Technology, or Early Childhood), Literacy, Culture, and Language Education (including focus on ESL or Reading), Secondary Education (including focus on Urban Education or Technology), and Special Education with the following changes: change pass/fail to satisfactory/fail on item #7.*
- *Samantha Paredes Scribner seconded the motion.*
- *All in favor.*

IV. Discussion Items

A. Update on Committee assignments: Beechler and Dissertation of the Year

Award- The Beechler Committee has met and chosen the recipients for the award. Amy Trauth-Nare, Rebekah Hudock, and Husaina Kenayathulla were the recipients for the Beechler Award. Kylie Pepler is the chair of the Dissertation of the Year Committee. She asked if she could be the representative from the CEP department and Danielle DeSawal said that would be fine. Pepler also asked if anyone would volunteer to be the representative from the ELPS and C&I department. Pepler said that Anne Leftwich and Mitzi Lewison will be representing the IST and LCLE department. DeSawal also asked Pepler to provide some suggestions for the next year. At the end of the discussion, Pepler asked if the dissertation information will be uploaded to OnCourse. DeSawal said that Avital Deskalo will be posting all the materials on OnCourse for the committee members.

The meeting concluded at 11:45 pm.