

Minutes from Meeting
11:00am-12:30pm
Rooms 2102 (Bloomington) and 3138B (Indy)

Members Present: Danielle DeSawal, Elizabeth Boling, Amy Trauth-Nare, Luise McCarty, Thu Suong Thi Nguyen, Samantha Paredes Scribner, Susie Sloffer, Martha Nyikos, Lara Lackey, and Ray Haynes.

Absent: Rob Helfenbein, Ghangis Carter, Kylie Peppler, and Valarie Akerson.

Staff: Avital Deskalo

Presenters: Joshua Smith

I. **Review/approval of minutes from October 25, 2011**

- *Luise McCarty motioned to approve the minutes from October 25, 2011.*
- *Martha Nyikos seconded the motion.*
- *All in favor.*

II. New Business

A. **New Course Request Z535-** This agenda item was tabled and will be discussed and voted on at the next meeting on January 10, 2012.

B. **New Course Request G609-** Danielle DeSawal discussed that this course came through as new course G582 and was approved in September, but the counseling faculty determined that they wanted this course to be a doctoral level course. The only change is the course number, which will reflect a doctoral level course. Because this document is traveling a few weeks behind the G582 new course form, a new course form for G609 was generated. Next, a discussion ensued about the target audience for this course. Ray Haynes expressed that the target audience is too broad (e.g., sports, business, fitness, and performing arts) and could conflict with an IST course that might be created in the future. Given this issue, Haynes recommended that the target audience should be narrowed to sports, fitness, and performing arts. However, Elizabeth Boling stated that this course was for counselors, which would be different than any IST course. DeSawal and Boling informed Haynes that he can discuss this issue with Jesse Steinfeldt.

- *Luise McCarty motioned to approve the course number change from G582 to G609.*
- *Martha Nyikos seconded the motion.*
- *Ray Haynes abstained the motion.*

C. **Course Change Request E579-** Danielle DeSawal discussed that the credit hours for this course are being changed to variable from 1-3 instead of fixed at 3. This course change was included in the proposal for changes to the *Elementary Certificate Master's Program*. Before the course was approved, the committee found a few items

that needed to be changed. Susie Sloffer indicated that under item 13, the contact hours need to be changed to 15-45. Also, DeSawal indicated that the percentages need to be added to ESI 5.

- *Susie Sloffer motioned to approve E579 course change request from fixed at 3 to variable from 1 to 3, with the following two changes: under item #13, indicate that it is variable for contact hours 15 to 45 and ask that percentages be added to ESI 5 to be in accordance with what the campus requires to be in the system.*
- *Lara Lackey seconded the motion.*
- *All in favor.*

D. Program of Studies Approval and New Course Requests for Urban Education Studies Ph.D. Program – Each of the program of study forms will be discussed and voted on independently. Each of the new course requests (T620, T630, T650, T690, T700, T750, T795, T799) will be discussed independently and voted on collectively. Before the discussion ensued about the program of studies and courses, Danielle DeSawal announced that the Ph.D. in Urban Education Studies has been approved at the state level, so now the committee is solidifying the course content and structures so the courses can be offered to students. It should also be noted that the approved program of studies were not found in previous minutes so the program of studies will be voted on at this meeting.

Program of Study for Ph.D. in Urban Education Studies

A few questions were raised regarding the program of study for Ph.D. in Urban Education Studies. Luise McCarty asked if all the courses are offered on the IUPUI campus? Joshua Smith responded that all the courses are offered on the IUPUI campus. Next, Martha Nyikos asked what proportion would be online courses? Smith expected that most of the courses, especially the required courses, will be face-to-face. Elizabeth Boling stated that if a certain percentage of courses are only available online, the department will be obligated to get the state's approval. Smith assured Boling that the online courses would not exceed that benchmark.

- *Samantha Paredes-Scribner motioned to approve as presented the most current program of study for the Ph.D. in Urban Education Studies.*
- *Susie Sloffer seconded the motion.*
- *All in favor.*

Program of study for minor in Urban Education Studies

Smith stated that all courses are offered at IUPUI and the vast majority of the courses are offered face-to face. One course is offered online periodically, but not exclusively. The minor will be available for any student on the IUPUI or IUB campus.

- *Martha Nyikos motioned to approve as presented the most current program of study for the minor in Urban Education Studies.*
- *Luise McCarty seconded the motion.*
- *All in favor.*

New Course Request: T620 Issues in Urban Education

Abbreviated title needs to be changed to Issues in Urban Educ.

New Course Request: T630 Topics in Urban Education

McCarty observed in the program of study that this course would be taught twice. She inquired if the topics and instructors would change? Smith responded yes. DeSawal added that this course was a variable title course. Also, because T630 is joint-listed with T750, UGS 2a should be changed to yes to reflect that this is a joint-listed course, and T750 should be added UGS 2b to reflect that T750 is the joint-listed course.

New Course Request: T650 Teaching Internship in Urban Education

McCarty inquired if the department is preparing the students for academia or for working in different settings? Would the internship take place in different settings, such as a community setting? Smith indicated that the department is preparing students for academia and the internship will be teaching undergraduate courses. Then, the committee recommended a few changes to the course request form. DeSawal stated that under item #12, the contact hours should be changed to fixed at 45 instead of 30-45. Next, Boling recommended that under item #8b, the abbreviated title should be changed to Teaching Internship Urban Ed. Smith suggested that for consistency, Educ can be used instead of Ed, so the abbreviated title would be Teaching Internship Urban Educ.

It should be noted that T650 exists on the Bloomington campus. The course at Bloomington is discontinued and was part of a program that is no longer offered. The committee will investigate T650 on the IUB campus to see if we can officially retire that course number, just in case T650 will be offered on the IUB campus as an Urban Education Studies course.

New Course Request: T690 Early Inquiry in Urban Education

Boling suggested that under item #12, the contact hours could be changed to 45-60 or fixed at 45. Smith preferred that the contact hours should be fixed at 45. Also, information needs to be added to ESI 3, 4, and 5. Under ESI 5, the percentages need to be added.

New Course Request: T700 Research Seminar in Urban Education

No questions or concerns regarding T700.

New Course Request: T750 Topical Seminar in Urban Education

DeSawal inquired about item #18 b and c. She asked if this course should be counted more than twice? Susie Sloffer indicated that there is no limit to the number of times a topical seminar can be counted. Sloffer suggested that Smith should allow students to take the topical seminar up to 5 times. Sloffer also suggested that the course title should be changed to Doctoral Seminar in Urban Education. Smith preferred that the course title remain the same. Next, Boling asked about UGS 1 and 2. Because T750 is joint-listed as T630, UGS 2a should say yes instead of no to reflect that T750 is a joint-listed course.

New Course Request: T795 Doctoral Thesis in Urban Education

Susie Sloffer indicated that the title needs to be changed to proposal because this is a dissertation proposal course. The title should be changed to Dissertation Proposal Preparation in Urban Education. The abbreviated title needs to be changed as well. Boling suggested the abbreviated title DISS PROP PREP IN URBAN EDUC. Also, the contact hours need to be changed to fixed at 45. Also, in the learning assessment section, Nyikos suggested that Smith remove the 2-page prospectus and add proposal, and change language when necessary in order for the course content to reflect dissertation proposal preparation.

New Course Request: T799 Doctoral Thesis in Urban Education

Boling suggested that the contact hours should be changed to variable from 15 to 180. Susie Sloffer recommended that the number of completion hours should be increased because it might take students a long time to complete their dissertation. Nyikos also suggested that T799 should be offered in the summer, too.

- *Samantha Paredes-Scribner motioned to approve the following new course requests with the following changes:*
 - *T620 - Issues in Urban Education: under item #8b, change abbreviated title to read ISSUES IN URBAN EDUC*
 - *T630 – Topics in Urban Education: under item #18b, change to say 15, under item #18c, change to 5, under UGS2a, change to “yes”, and under UGS2b, add T750*
 - *T650 – Teaching Internship in Urban Education: under item #8b, add URBAN EDUC to abbreviated title, and under item #12, change from 30-45 to just fixed at 45*
 - *T690 – Early Inquiry in Urban Education: under item #12, change to fixed at 45, add information to ESI 3,4, 5, and add percentages to ESI 5.*
 - *T700 – Research Seminar in Urban Education: approve with no changes*
 - *T750 – Topical Seminar in Urban Education: under item #18b, change to 15, under item #18c, change to 5, under UGS2a, change “no” to “yes”*
 - *T795 - Dissertation Proposal Preparation: under item #8a, change title to Dissertation Proposal Preparation in Urban Education, under item #8b, change abbreviated title to DISS PROP PREP IN URBAN EDUC, under item #12, change to fixed at 45, under ESI 5, change prospectus to proposal, under ESI 1 change language to*

reflect proposal, not prospectus, take out the reference to the two-page piece, and edit as needed.

- *T799 - Doctoral Thesis in Urban Education: under item #12 change to 15-180, under item #18b, change to 99, under item #18c, change to 99, and under item #25, add summer.*
- *Martha Nyikos seconded the motion.*
- *All in favor.*

III. Discussion Items

A. Establishing new minimums for GRE according to the new scale- Elizabeth Boling discussed the new GRE minimums for Master's/Specialist's and Ph.D. students according to the new scale. The new combined minimum for Master's and Specialist's students is 291 and the new combined minimum for Ph.D. students is 302. For the moment, the committee members need to motion whether they will include these new combined scores on the admissions website.

- *Susie Sloffer motioned that the GSC/RAFA Committee approves for the next academic year that in order to reflect the new GRE scoring system in the admissions criteria, we include the new combined minimum of 291 in addition to the combined 900, from the old scoring system, for Master's and Specialist's, and include the combined minimum of 302 in addition to the combined 1100 for Doctoral students, but make sure it is clear to students that scores below the minimum do not prevent their applications from being forwarded to their selected programs for review.*
- *Martha Nyikos seconded the motion.*
- *All in favor.*

The committee meeting ended at 12:45 pm. The next meeting will take place on Tuesday, January 10th at 10 am.