

**Minutes
CEBS Curriculum Committee
3:00 p.m., September 2, 2008
Dean's Conference Room**

Members Present: Retta Poe, Chair. Carrie Pritchard, Jennifer Montgomery, Bud Schlinker, Jill Duba, Judy Davison, Bob Smith (for Lucy Maples), Lakeisha Meyer, Kristen Fields, Anthony Atchley, Sherry Powers, Toby Daniel, Jeanne Fiene, Fred Carter, Jim Davis, Terry Wilson

Guest: Nedra Atwell

Introductions were made to start the meeting. The first item of business was to approve the minutes of the August 5, 2008 meeting. The minutes were approved as they appeared on the web.

New Business

From the Office of the Dean

--Proposal to Create a Certification Policy – Policy on Expiration of Courses and Programs Leading to Professional Education Certification -- Pritchard/Schlinker motion to approve/second. Retta Poe presented the proposal. There was much discussion regarding the graduate portion of this policy. Wilson/Powers made a motion/second to amend this proposal by separating the policies related to undergraduate and graduate courses and programs. The undergraduate policy was approved. The graduate policy was postponed definitely to the next meeting.

From the Department of Special Instructional Programs

--Proposal to Create a New Course – EXED 515 Education of Exceptional Children. XXX moved to approve, and YYY seconded. Nedra Atwell presented the proposal. After minor editorial changes were suggested, the proposal was approved.

Other Business

--The committee elected a vice Chair for 2008/2009. Sherry Powers was chosen to fill this position.

--It was noted for information that there were two reports from the Alternate Admission Subcommittee, and that two alternate admission applicants recommended by the Administrative Leadership Institute had been admitted under the Exception to Alternate Admission Policy.

--Retta Poe reported the names of those who will be serving on the Alternate Admission Subcommittee for 08/09.
They are: Jill Duba, Gayle Ecton, Lucy Maples, Lakeisha Meyer, and Terry Wilson.

--Carrie Pritchard was selected to replace Judy Davison as the alternate member to UCC for the 08/09 year.

--Retta announced two one-time course offerings:

LTCY 099, Power Reading, Fall 2008

ENVE 560 – Investigating and Evaluating Environmental Issues, Spring 2009

No objections to the creation of these courses were raised. Retta noted that the UCC is in the process of revising the approval process for one-time-only courses; once the changes have been finalized, she will inform the committee.

--Retta informed the committee members that SMED 220, Classroom Interactions, which was approved at the August 5, 2008 meeting, was being changed to SMED 320, and asked if there were any objections. No one objected to the change of number.

--Retta also informed the committee that a new Library Resource Form has been created. It combines the bibliography with the Library Resource Form. The new form is available on the UCC website, and from now on all new course proposals should use the new form.

--There were several handouts distributed—1) the University Curriculum Committee 2008-09 calendar, 2) the list showing when the CEBS Curriculum Committee meets and when items are due, 3) Checklist for College Curriculum Committees, 4) the Bylaws of the CEBS Curriculum Committee

There being no further business, the meeting adjourned at 3:55.

Susan Krisher, Committee Secretary