

**Neag School of Education
Curriculum and Courses Committee Meeting
9/19/18**

Minutes

1. Election of Chair and Vice-Chair (1-year terms, potentially renewable)

Michael Young (EPSY) was elected Chair.
Casey Cobb (EDLR) was elected Vice-Chair

2. Dianna Geissert read the C&C Committee charge. Joe Madaus explained C&C structure and relationship to Faculty Council to members. Joe is Ex-Officio, non-voting, and Ann Trainor is standing, voting member.

Joe noted that the members of the committee need to express department level discussions re: C&C proposals to the Committee as appropriate. Joe noted that the Faculty Council will not have a member attend the meetings, and instead the C&C Chair (or rep) will present at outset of FC meeting. This will be a consent agenda, with the possibility of pulling a course out for discussion, and a discussion of any course or program without unanimous consent.

3. CAR and GPAR systems

Joe reported that the Graduate School will be starting the Graduate Program Action Request system sometime this fall; this will likely parallel the CAR system.

4. Undergraduate v. Graduate course approvals

Joe explained that undergraduate courses go to the University C&C committee for review and approval after leaving the Neag School; Graduate courses go to the Graduate School.

5. Review of GEOC Course Renumbering Proposal

The Scholastic Standards Committee submitted a proposal (attached) to renumber undergraduate research, practicum, internship, etc courses. Ann Traynor raised a question about EGEN 3100, 3310, 3120, and 4100 if these would need to be renumber, The committee had no additional questions. Joe will follow up Veronica Makowsky, the SSC Chair.

6. Review of UCAPP Proposals

The committee voted to review the UCAPP course revisions as a consent agenda. In discussion, committee members expressed that concerns/questions raised before by C&C had all been met. The Committee voted unanimously to approve the courses.

7. Review/Discussion of Independent Study/Variable Study/Special Topics guidance document

Joe presented the information developed last year by the C&C committee to explore the use of Independent Study, Variable and Special Topics courses. It was decided that this was an important area to follow up and develop clear, working guidance. This will be in regard to how such courses are set up, what forms are completed, is there an attached syllabus, how are they approved and monitored, and in the case of Variable Topics, how is the 3-times offered rule monitored and enforced. Committee will discuss findings in next meeting.

8. The committee voted to adjourn at 10:45 am.

In attendance:

Michael Young

Casey Cobb

Tutita Casa

Richard Schawb

Melissa Bray

Cara Bernard

Ann Traynor

Joseph Madaus (ex officio)

Dianna Geissert