Members Present: Rosemary Closson, Jenifer Schneider, Valerie Janesick, Jeffrey Kromrey, Candi Ashley, Wilma Henry, Len Sutton, Michael Berson, Jeannie Klieinhammer-Tramill

Members Absent: Rod Evans

Ex-Officios Present: Harold Keller, Ann Cranston-Gingras, Diane Briscoe

Guests: Miranda Sloan, Lora Crider

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**Agenda**

1. **Call to Order/Welcome** .................................................. Valerie Janesick, Chair

2. **Minutes**  
   Due to technical issues the meeting minutes for 11/09/07 will be reviewed at the next Meeting on February 15, 2008 along with the 01/11/08 meeting minutes.

3. **Review of Programs/Courses/Certificates (for vote):**

   **Secondary Education – certificate revision – Helen Gerretson**
   Graduate Certificate in Mathematics Education
   - Moved to approve. (Henry), seconded (Closson) Approved unanimously

   **Adult, Career and Higher Education - program revision – Bill Blank**
   M.A. Degree in Career & Technical Education
   Due to Dr. Blank not being in attendance at the meeting it was moved to be on the Agenda for the February 15th meeting

   **Childhood Education – New Course – Jenifer Schneider**
   LAE 7711………………….Survey of Research on Writing Development and Instruction.
   - Moved to approve and was approved.

   **Educational Leadership & Policy Studies – new course – Darlene Bruner**
   EDA 7230 ………………………Special Educational Law for School Administration
   - Approved with the provision that Special Education Department can also offer this course as well as the department of Educational Leadership and Policy Studies.

4. **For the good of the Order.**
   * Lora put forth the idea of having a webpage for the Course Submission process where submissions would be housed. The committee was interested in this idea or a form of it to go on Blackboard.

5. **Adjournment**