Call to Order

A. Cranston-Gingras, Chair, called the February 14, 2003 GPC meeting to order at 9:10 a.m. The Committee thanked S. Street for bringing the refreshments.

It was announced that Denisse Thompson would be replacing Dana Zeidler for the rest of his term.

Review of Minutes

S. Permuth moved to approve the January 17, 2003 minutes, S. Street seconded, and the minutes stand approved.

Applied Behavior Analysis Degree Program

Darrel Bostow and Connie Hines presented the Psychological and Social Foundations’ proposal for housing the Applied Behavior Analysis degree program in the College of Education. This is a Master’s program (2 year/40 hours/research thesis) with the curriculum based upon the National Standards for Accreditation and prepares students to become certified behavior analysts. The program is now slated to be relocated.

The Department of Psychological and Social Foundations believes this to be an excellent program and is very interested in securing placement in the College of Education. Estimated cost would be $280,000 per year and would bring in three (3) new lines (one tenured Associate professor, one Assistant professor, and one full-time assistant). Psychological and Social Foundations has taken their proposal to the Administrative Council and the Finance and Budget Committee and received their approval. Since others, FMHI, HMIS and A&S, are also vying for placement within their Colleges, the Department would like the endorsement of the GPC. The Provost will be making a decision within the next three (3) weeks.

C. Hines stated they would be willing to house the program only if it does not impact any other programs and the terms should be as specified by the Department. The Committee was inclined to support this program, but felt they needed time to respond. Handouts were distributed for review of program. D. Bostow asked that comments should be emailed to A. Cranston-Gingras by Monday,
College of Education  
GRADUATE PROGRAMS COMMITTEE  

February 17. She will use the responses to compose a proposal to send to College Council for review.

**Prior Conduct of Students**

C. Feyten, Interim Associate Dean, will contact other universities to verify if they have a policy on prior conduct of students.

**Graduate Student Association**

T. Wonder will be sending out a letter within the week soliciting membership and will report results at the next meeting.

**Departmental Responsibility**

The GPC moved by acclamation to accept the document presented by D. Briscoe for shared accountability by Departments with changes. Although it was deemed not necessary to submit to College Council for approval, it was suggested the document be submitted for input. The Dean’s Office will add the statement to the College Council web page.

**Graduate Credentialing: Committee & Procedures**

A Special Called College Council will meet this afternoon to discuss the graduate credentialing proposal.

**Conceptual Framework**

The Conceptual Framework has been an ongoing document for several years and is still being addressed by faculty. Next week a draft will go to various members of the community (cooperative teachers, clinical faculty, principles, superintendents, etc.) for feedback. W. James suggested it also be sent to people in business and industry for input. This will be a very important document for the college and will be central to everything connected within the college, i.e., programs, courses, syllabus, etc.

P. Ellery noted that the document was worded more for preparation of teachers as opposed to the preparation of individuals for professional positions working with the community, public and private sectors, schools, etc. J. Kromrey suggested a separate Conceptual Framework document for Doctoral Programs or a separate section. The consensus of the Committee was that the wording needed to encompass all areas of the college.

Everyone was asked to discuss the Conceptual Framework within his or her departmental meetings and stress the importance of participation in the final product. All feedback should be forwarded to C. Feyten.

**Adjournment**

The meeting was adjourned at 11:10 a.m.
Next Meeting Date

The Committee voted to reschedule the February 28, 2003 meeting due to many people going out-of-town and because of the short time between scheduled meetings. A replacement meeting will be scheduled in April. The next GPC meeting is scheduled for Friday, March 28, 2003 at 9 a.m. in EDU 219.

Minutes Transcribed by

Rebecca Wilkins, Program Assistant
COE College Council
The shift toward department-level responsibility for several processes in the College certainly seems appropriate. In this regard, I am asking that the following suggestions be presented to the Graduate Programs Committee (GPC), and that they become a part of the official minutes. I am asking for formal action by the GPC on these items. If implemented, the recommendations and suggestions should assist programs in their efforts, and assist the College in ensuring accountability at the appropriate levels:

Recommendations to the Graduate Programs Committee

1. That all official forms used in the approval of new programs, and the modification of existing programs, should carry a statement. My suggestion is that the statement read:

   “I have reviewed the changes proposed in these documents and I believe these changes meet all of the appropriate specifications required for this degree. This includes, NCATE, SACS, DOE, and the appropriate Learned Societies.”

   ___________________________ ___________________________
   Chair and Program Coordinator  e-mail address
   ___________________________ ___________________________
   phone number

2) That the GPC take the official position that the appropriateness of the changes submitted to the Graduate Programs Committee is a shared responsibility that rests with the department in which the programs are housed, and the Dean’s Office.

3) That once changes and modifications have been approved by the Graduate Programs Committee and the College Council, the role of the Graduate Studies Coordinator will be to certify that planned programs reflect what has been approved by these entities.

4) That all programs submitting changes should provide a summary of the changes at the beginning of the document for easier reference.

5) That the number of coursework hours for each category be summed in parenthesis. For example:
   Specialization Coursework (18 hours minimum)

6) That the subcommittees of the GPC charged with reviewing proposals, incorporate questions in their review process to ensure that the programs have considered relevant questions regarding accreditation and certification issues.

It is suggested that the Graduate Programs Committee:

- Develop a working definition of the term, “specialization coursework” for use in the review of programs that are submitted to the GPC.

- Ensures that the categories in course proposals and course modifications carry labels that are consistent with the labels in the Graduate Catalog. For example, for consistency and clarity, the term Specialization Coursework would be used rather than a term such as Specialty Studies Courses.