

**COE Program and Planning Committee Meeting Minutes
September 26, 2008**

Present: Stern (for Curry); Marks, Buckner, Edwards, Jordan, Harrist (for O'Brien),
Allday, Boyer
Guests: B. Carlozzi, B. McCharen; B Christenson; M Pettit; G. Zhao; K. Perry
Recorder: Colson

Marks began by explaining the charge of the committee. Introductions were then made.
So that guests did not have to wait as long it was decided to not go in exact order of agenda.

AVED 5773 Historical Significance of Aviation – New Course

Abbreviated title is too long. Change to Historical Sig Aviation. Suggested that revise the first sentence of the catalog description. They will review and come up with different wording.
On supplemental 3a. Delete sentence: Since faculty will instruct the course “over load”, the salary budget needs of SES will not be affected.
In syllabus add URL's for Academic Integrity, Calendar of Important Dates, and student disabilities.

Motion to accept with changes: Jordan
Second: Stern
Unanimous

AVED 3513-Aviation/Aerospace Management Principles – Change in prerequisite

Reason: academic requirements indicate 50 hours is not needed.

Motion to accept: Stern
Second: Buckner
Unanimous

AVED 3523 – Airport Planning and Management – Change in prerequisite

Same as 3513.

Motion: Jordan
Second: Harrist
Unanimous

AVED 3563 Aviation Marketing – Change in prerequisite

Same reasons as listed above.

Motion: Jordan
Second: Allday
Unanimous

AVED 3573 Aviation/Aerospace Finance – Change in prerequisite

Same reason as above.

Motion: Harrist
Second: Stern
Unanimous

AVED 3663 – Aerospace and Air Carrier Industry- Change in prerequisite

Same reason as above.

Motion: Harrist

Second: Stern

Unanimous

AVED 4100 – Specialized Studies in Aviation – change in prerequisite

Need to add * to retain grad credit and by course number.

Need to add reason for request and syllabus.

Motion: Jordan

Second: Stern

Unanimous

AVED 4113 – Aviation Safety – Change in prerequisite

Need to add * to retain grad credit and by course number.

Need to add reason for request and syllabus.

Motion : Harrist

Second: Stern

Unanimous

AVED 4200 – Internship for Aviation – Change in prerequisite

Need to add * to retain grad credit and by course number.

Need to add reason for request and syllabus and add * on left column.

Motion: Harrist

Second: Stern

Unanimous

AVED 4333 – Advanced Aircraft Performance

Add retain Graduate Credit and *.

Change reason for request and add syllabus.

Motion: Jordan

Second: Stern

Unanimous

AVED 4643 – Aviation Navigation Global Positioning System

Same changes as in AVED 4333

Motion: Harrist

Second: Stern

Unanimous

AVED 4653 – (I) International Aerospace Issue – change in prerequisite

Add * on retain gen. education credit. Change reason for request.

Jordan will check and see if this needs to go through the Gen. Ed. Committee.

Motion to accept with changes and with check about Gen Ed Committee: Jordan

Second: Stern

Unanimous

AVED 4943 – Basic Aircraft Accident Investigation – add * on retain Graduate Credit and by course number. Change reason for request statement and add syllabus.

Motion: Harrist

Second: Allday

Unanimous

AVED 4953 – Corporate and General Aviation Management – Change in Prerequisite

Same additions/changes – as in 4943.

Motion: Harrist

Second: Buckner

Unanimous

CPSY 5413 – Critical Issues in School Counseling – New Course to be added

Change credit hours from 48 to 3.

Reword last sentence of catalog description to: Knowledge of the school counselor's role in advocating for students with special needs. Also change wording on syllabus to reflect. Add LEADS to syllabus.

Motion to table until CPSY can submit back to department for discussion and for updated syllabus. Jordan

Second: Stern

Unanimous

CPSY 5663 Counseling and Sexuality – New Course to be added.

Need to get documentation from other areas that this does not conflict with current courses being taught.

Change credit hours.

Motion to approve with above mentioned documentation: Jordan

Second: Harrist

Unanimous

CPSY 5673 Substance Abuse Counseling – New Course

Same changes as above plus need to get clarification on class attendance.

Motion with documentation and changes: Jordan

Second: Stern

Unanimous

It was decided to act on the following 5 courses together rather than go course by course.

CPSY 5583 – Group Process

CPSY 5593-Counseling Practicum

CPSY 6413 – Counseling Psychology Practicum I

CPSY 6423 – Counseling Psychology Practicum II

CPSY 6433 – Counseling Psychology Practicum III

Change credit hours on all, correct typo in 5593 present catalog descript and on title in 6423.

Motion to accept all listed w/changes – Jordan

Second: Stern

Unanimous

EDLE 6813 – Campus Culture – New Course

Suggested change title to: College and University Campus Culture

Stern will come up with new abbreviated title. Correct typo in description.

Motion to accept w/changes: Harrist

Second: Buckner
Unanimous

EDLE 6483 – School Leadership, Culture, and Ethics – New Course

Abbreviated title is too long: Change to: SchLead, Culture, Ethics

On supplemental 2a. Need to change to: These departments were contacted. See attachment.

Need to revise 3a and b. Include URL for important dates on syllabus. Need statement from others being contacted for 2a.

Motion to accept w/changes and documentation: Jordan

Second: Harrist
Unanimous

EDLE 6493 – School Improvement/Reform

New Course

Add reform with improvement in two places in catalog description: improvement/reform

Add URLS – same changes as other supplemental

Motion to accept with changes: Jordan

Second: Allday
Unanimous

EPSY 5310 – Practicum in Child and Adolescent Therapy – Change to independent study.

Current mode of instruction does not accurately reflect the actual course activities.

Change semester hours and cum total for variable credit courses.

Motion to accept with changes: Harrist

Second: Buckner
Unanimous

CPSY 6323 – Psychological Consultation – retain with CPSY 6323-add cross listing.

Need to indicate can only take under one class prefix. Change credit hours to 6.

Motion to accept with changes: Harrist

Second: Allday
Unanimous

HHP 1422, 1432, 1452, 1812

Need to shorten abbreviated title on 1432.

Concern voiced that using “pedagogy” in titles for 1000 level courses. Usually pedagogy is at a higher level. Concern voiced about lack of people to teach the courses.

Need to correct typo on 1422 – 3a and list reading assignments in syllabus.

Motion to table all 4 HHP courses listed above back for discussion with school on budget implications and course levels. (Request a memo from Romans): Harrist

Second: Jordan
Unanimous

HHP 3112 – Radiography Evaluation & Assessment – New course to be added

Supplemental – 3a. change Extension to Outreach

On Syllabus – need textbook and assignment blocks to be filled in.

Motion with to accept w/changes: Jordan

Second: Harrist

Unanimous

HHP 5453 Cultural Issues in Health Education & Promotion-new course

Change semester hours.

Supplemental 3a. Delete sentence: A search is currently underway to hire a faculty member to teach this course.

Motion to accept w/changes: Jordan

Second: Harrist

Unanimous

HHP 5603 Principles of Performance Enhancement-New course

Boyer will check about if needs to be with consent of instructor

Correct the credit hours to 3 and correct typo in Catalog Descrip. and in last sentence of Catalog Descrip. delete “National Academy of Sports Medicine”.

On 3a of supplemental change Office of Extension to Office of Outreach.

Syllabus needs reading assignments to be filled in.

Motion to approve w/changes: Jordan

Second: Allday

Unanimous

HHP 3924 – Rehabilitation of Athletic Injuries – to Therapeutic Exercise-Change in title and prerequisite.

Prereq should now read: HHP 2654, 3094, 2664

Semester credit hours should be 4.

Don't need to put catalog description on right column since it isn't changing.

Motion to accept w/changes: Jordan

Second: Allday

Unanimous

HHP 4723-Measurement & Evaluation in Physical Education changing to Assessment in Physical Education - Change in title

Title on left need to correct typo. Need to change lab hours on both columns to 3. Delete

Prereq. From Catalog Descrip. and Delete catalog Descrip on right side since no changes in it.

Motion to accept w/changes: Jordan

Second: Allday

Unanimous

HHP 4733 – Administration & Program Design in Physical Education and Athletics to Organization, Administration & Curriculum in Physical Education and Athletics – change in title, change in descript.

Need to check about adding more to the abbr. title to better identify.

Correct semester credit hours.

Delete first line in catalog description since reflected above. Should begin with “Curricular.

Motion to accept w/changes: Jordan

Second: Stern

Unanimous

REMS 6323 – Doctoral Seminar in REMS – New course to be added

Drop last line in reason for request.

3a of supplemental need to clarify that if software is required that a request will be made that the department purchase.

3b. Need to add as last sentence: When taught during regular semester, the course will be inserted into course sequencing.

Add in syllabus URL with calendar info.

Motion to accept with changes/clarification: Harrist

Second: Allday

Unanimous

REMS 6383 – Program Evaluation II – New course to be added.

Need to use entire title in abbreviated title Change catalog descript. to read: Practical application of principles and standards through conducting a program evaluation.

Delete last line of reason for request.

1b in supplemental change “received” the catalog to “reviewed” the catalog.

2a. Delete sentence and put “none”.

Suggested come up with different wording for 3a and add “Anticipated enrollment of 8-9” to end of 3b.

Add URL about dropping and adding

Motion to accept w/changes: Harrist

Second: Allday

Unanimous

SCFD 6630 – Topics in Philosophy of Education – New course to be added

Change abbre title to Topics in Philosophy of Educ

Add * to course number.

Delete first line of reason for request. Explain how doctoral students’ needs will be met.

Supplemental 3a. Need to explain.

3B. Need to explain last sentence and add line about inserting into sequencing and effects.

Suggested in syllabus add something like: This semester we will be covering ----- and list the topics. This can also then appear on the student’s transcript.

Motion to accept/with changes - Jordan

Second: Harrist

Unanimous

SCFD 6853 – Anthropology in Education – New course to be added.

Need to add * w/course number.

Revise the title to say: Cultural Anthropology in Education.

Revise the abbr. title to include abbr. of cultural.

Be consistent with wording in descript.

Add cultural to Reason for Request.

Add cultural to title on Supplemental.

Correct typo on 2a.

On 3b. need to address inload, accommodations, and sequencing.

Add “cultural” to title on syllabus and within text.

Need to check why all required texts are old.

Need to delete word percentages from under Assessment and Evaluation.

Change to read: Grading is as follows:

Motion to accept with clarification on required texts and changes : Jordan

Second: Harrist
 Unanimous

SCFD 6823 Institutional History of Education change to History of Education – title change and change in description.

Add Initiating Department to first page. Add * to left column on Course Number. Correct typo in Catalog Descrip.

Correct typo in Reason for Request.

Motion to accept w/changes.: Jordan

Second: Buckner
 Unanimous

Request for Program Modification – Current title of degree – Masters in Teaching, Learning and Leadership

Students pay for package.

Has been no college credit as of yet. Salary implications are in Engineering

All but the “Gateway” course are targeted at high school age. These are for current teachers only.

OCED 5826 – Gateway to Technology – New Course

OCED 5836 – Introduction to Engineering Design – New Course

OCED 5846 – Digital Electronics – New Course

OCED 5856 – Principles of Engineering – New Course

OCED 5866 – Computer Integrated Manufacturing – New Course

OCED 5876 – Aerospace Engineering – New Course

OCED 5886 – Biotechnical Engineering – New Course

OCED 5896 – Civil and Architectural Engineering – New Course

Changes that were indicated:

Need to redo all the abbreviated titles.

Add permission of instructor to all.

Taper down the catalog descript.

Need to work on the hours.

Supplemental for all:

Need to check with other depts. on campus and get verification that these courses do not conflict with any they are currently teaching. Need to also correct typo on 2b. on all. Need to also explain on all about how Engineering is picking up cost.

Grading scale needs to be made clear to students.

Need more information on text and materials.

On syllabus don't put program emphasis. Add URL's.

On 5876 change initiating department from OCED to STCL.

Motion to table Program Modification, OCED 5826, 5836, 5846, 5856, 5866, 5876, 5886, and 5896 until the next meeting to allow Dr. McCharen to obtain further information: Jordan

Second: Buckner
Unanimous

LEIS 4680 Internship in Leisure Services Management – New Course

This is simply making a section into a real class. In the future they need to change the degree sheets to reflect a 2.5 instead of 2.0 GPA requirement.

Jordan will ask about an internship fee. She indicated that idea was voted down in the past but she will readdress it with her program.

Need to add 4481 in prereq.

Motion to accept w/changes Harrist
Second: Buckner
Unanimous

LEIS 4683 Administrative Documentation in Internship for LSM – New Course

Need to add 4481 to Prereq.

Motion to accept with change: Harrist
Second: Allday
One abstain
Motion passed

LEIS 4480 – Internship in Leisure Services to Internship in Therapeutic Recreation-change in title, change in description.

Add 4481 to prereq. Take off max 9 from Credit hours. Redundant.

LEIS 4483 – Administrative Documentation in Leisure Services to Administrative Documentation in Internship for Therapeutic Recreation Add 4481 to prereq.

Motion for this **and** Leis 4683 to approve/with changes : Harrist
Second: Buckner
1 abstain
Motion passed

SPED 5511 – Non-Violent Crisis Intervention – New Course

Very few in Oklahoma are trained in this.

Much discussion revolved around this action. Need to visit with all psych areas and get letters of ok from them. Was suggested that perhaps this could be listed as an EDUC course. Need 2 different syllabus if course is for both grad and undergrad. Maybe should consider offering through Outreach.

Allday indicated this is the name of the course as is set up. It is a specific training and certification is received upon completion.

Concern voiced that this is listed as a grad level course. Edwards thinks Grad. Council will have a problem with this.

Jordan made a motion to table until discussions have occurred on the above mentioned.

Second: Harrist
1 abstain
Motion passed to table.

SPED 6743 – Single Subject Design in Special Education – New Course

Need to change prereq to permission of instructor

Change contact hours to 3.

Delete last sentence of catalog description. Need to delete reason for request and readdress.

Need to get email from Duhon and Psych department noting no duplication with their courses.

Supplemental – need to check requirement for all majors and take off “x” on “other”.

Need to add “see attached” to 1c.

Need to explain further on 2 a & b.

Need to rework wording on 3a to indicate summer or will fit into current rotation.

Need to address in 3b. the effect of sequencing.

Syllabus – need to add standard URL’s.

Motion to approve w/changes and documentation: Jordan

Second: Harrist
1 abstain
Motion passed.

SPED 3202 – Educating Exceptional Learners - change in contact hours.

As proposed, this course would have to be changed to 3 credits.

Jordan moved to not approve

Harrist Second

1 abstain

Motion was then removed and a new motion was made by Jordan to table until next meeting to allow discussion with dept.

Second: Harrist
Unanimous

SPED 5783 – Psycho-educational Testing of Except Individ to Assessing Students with Disabilities – change in title and description

Typo in Title on left column. Need to reword catalog description to read:

The practice and practicality of the assessment process used in schools for students with disabilities.

Motion to approve w/changes: Jordan

Second: Buckner

1 abstain

Motion passed.

EDTC 3123 – Applications of Educational Technologies – Change in credit

Correction because of a mistake on an earlier CAF.

Motion to accept : Jordan

Second : Harrist

Unanimous

EDTC 4113 – Multi-media Program Production to Applications of Media & Technology – change in title, description and prerequisite.

Motion to approve: Harrist

Second : Allday

Unanimous

EDTC 5203 – Foundations of Educational Technologies – change in description

Updating description to accurately reflect what is actually taught in terms of program area curriculum.

Motion to accept: Jordan

Second: Buckner

Unanimous

EDTC 6283 – Performance Improvement Technology – New Course

Abbr. title needs to be shortened. Need to talk with other areas to make sure not duplicating what is already being taught. Then need to document on Supplemental and attach correspondence.

Need to better explain 3a and 3b on supplemental. Ref: anticipated enrollment and how load will affect faculty loads.

Motion to table until appropriate conversations have occurred with other depts. – Jordan

Second: Buckner

Unanimous

Another meeting will be set up soon to readdress those CA's tabled.

The meeting adjourned at 1:00 p.m.